

# Information Handbook under RTI Act 2005

## **The National Trust**

for the welfare of persons with Autism, Cerebral Palsy,  
Mental Retardation(Intellectual Disability)& Multiple Disabilities,  
Department of Empowerment of Persons with Disabilities (Divyangjan)  
(Ministry of Social Justice & Empowerment, Govt. of India)  
6<sup>th</sup> Floor, NISD (National Institute of Social Defense) Building,  
Plot No.G-2, Sector- 10, Dwarka, New Delhi-110075

Phone: 011-20897959

**Email:** [contactus@thenationaltrust.in](mailto:contactus@thenationaltrust.in), **Website:** [www.thenationaltrust.gov.in](http://www.thenationaltrust.gov.in).

## Contents

<b>Chapter 1: Introduction</b> .....	3
<b>Chapter 2: Particulars of Organization, Functions &amp; Duties</b> .....	4
<b>Chapter 3: Powers and Duties of Officers and Employees</b> .....	10
<b>Chapter 4: Rules, Regulations, Instructions, Manual and Records for Discharging Functions</b> .....	11
<b>Chapter 5: Formulation of Policy and its implementation</b> .....	11
<b>Chapter 6: Statement of categories of documents held</b> .....	12
<b>Chapter 7: Statement of Boards, Councils, committees &amp; other bodies constituted as its part</b> .....	12
<b>Chapter 8: The names, designations and other particulars of the Public Information Officers</b> .....	13
<b>Chapter 9: Procedure followed in Decision Making Process</b> .....	14
<b>Chapter 10: Directory of officers &amp; employees</b> .....	15
<b>Chapter 11- Monthly remuneration received by its officers &amp; employees including the system of compensation as provided in Regulations</b> .....	16
<b>Chapter 12: The Budget allocated to each Agency (Particulars of all plans, proposed expenditures and reports on disbursement)</b> .....	17
<b>Chapter 13: The Manner of Execution of Subsidy Programmes</b> .....	18
<b>Chapter 14: Particulars of Recipients of Concessions, permits or authorization granted by it</b> .....	19
<b>Chapter 15: Norms set by it for the discharge of its functions</b> .....	19
<b>Chapter 16: Information available in an Electronic form</b> .....	19
<b>Chapter 17: Particulars of the facilities available to citizens for obtaining information</b> .....	19
<b>Chapter 18: Other useful information</b> .....	20

# Chapter 1: Introduction

## 1.1 Background of this Handbook

In order to promote transparency and accountability in the working of every public authority and to empower the citizens to secure access to information under the control of each public authority, the Government of India brought out the Act, namely “The Right to Information Act, 2005” (RTI Act) which came into force on 15.6.2005. In accordance with the provisions of section 4(1) (b) of this Act, the National Trust for the Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation (Intellectual Disability) & Multiple Disabilities has brought out this handbook for information and guidance of the general public.

## 1.2 Objective/purpose of this handbook

To provide basic information to public.

## 1.3 Intended users of this handbook

Citizens of India, particularly Non-Governmental Organizations.

## 1.4 Organization of the Information in this handbook

National Trust for the Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation (Intellectual Disability) & Multiple Disabilities.

## 1.5 Definitions

- A. “National Trust” means National Trust for the Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation (Intellectual Disability) & Multiple Disabilities,
- B. National Trust Act means National Trust Act for the Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation (Intellectual Disability) & Multiple Disabilities Act, 1999,
- C. “RTI Act” means Right to Information Act,
- D. “PWD Act” means Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995,
- E. “Autism” means a condition of uneven skill development primarily affecting the communication and social abilities of a person, marked by repetitive and ritualistic behaviour,
- F. “Board” means Board of trustees constituted under Section 3 of the National Trust Act,
- G. “Cerebral palsy” means a group of non-progressive conditions of a person characterized by abnormal motor control and posture resulting from brain insult or injuries occurring in the pre-natal, peri-natal or infant period of development,
- H. “Chairperson” means the Chairperson of the Board appointed under clause (a) of sub-section (4) of section 3 of the National Trust Act,
- I. “Chief Executive Officer” means the Chief Executive Officer appointed under sub-section (1) of Section 8 of National Trust Act,
- J. “Member” means a Member of the Board of the National Trust and includes the Chairperson,
- K. “Mental Retardation (Intellectual Disability)” means a condition of arrested or incomplete development of mind of person which is specially characterized by sub-normality of intelligence,
- L. “Multiple Disabilities” means a combination of two or more disabilities as defined in clause (i) of Section 2 of the PWD Act,
- M. “PWD” or “Person with Disability” means a person suffering from any of the conditions relating to Autism, Cerebral Palsy, Mental Retardation or a combination of any two or more of such conditions and includes a person suffering from severe multiple disability
- N. “RO” or “Registered Organization” means an association of persons with disability or an association of parents of persons with disability or a voluntary organization, as the case may be, registered under Section 12 of the National Trust Act.

## **1.6 Details of contact person for additional information:**

### **Shri Navnit Kumar**

Programme Officer & Public Information Officer  
National Trust  
6<sup>th</sup> Floor, NISD (National Institute of Social Defense) Building,  
Plot No.G-2, Sector- 10, Dwarka, New Delhi-11075  
Phone: 011-20897959/ 9868121465

## **1.7 Procedure & fee structure for getting information not available in the Handbook**

The applicant seeking information under RTI Act may apply by paying the application fee of Rs. 10/- by way of cash against proper receipt or by Demand Draft (DD) or Bankers cheque in favour of National Trust and submit the same to the Public Information Officers as mentioned above.

Apart from the application fee as above, fee shall also be charged at the rate given below for providing information:

- a) Under sub-section (1) of section 7 of the RTI Act-
  - i. Rs.2/- for each page (in A-4 or A-3 size paper) created or copied,
  - ii. Actual charge or cost price of a copy in larger size paper,
  - iii. Actual cost or price for samples or models; and
  - iv. For inspection of records, no fee for first hour; and a fee of Rs.5/- for each subsequent hour (or fraction thereof)
- b) Under sub-section (5) of section 7 of the RTI Act-
  - i. For information provided in diskette or floppy @ Rs.50/- (fifty only) per diskette or floppy; and
  - ii. For information provided in printed form, at the price fixed for such publication or Rs.2/- per page of photocopy for extracts from the publication.

## **Chapter 2: Particulars of Organization, Functions & Duties**

### **2.1 Objectives/Purpose of the Public Authority**

The basic objectives of the National Trust are:

- a. To enable and empower persons with disability to live as independently and as fully as possible within as close to the community to which they belong
- b. To strengthen facilities to provide support to persons with disability to live within their own families
- c. To extend support to registered organizations to provide need based services during period of crisis in the family of persons with disability
- d. To deal with problems of persons with disability who do not have family support
- e. To promote measures for the care and protection of persons with disability in the event of death of their parent or guardian
- f. To evolve procedures for the appointment of guardians and trustees for persons with disability requiring such protection
- g. To facilitate the realization of equal opportunities, protection of rights and full participation of persons with disability and
- h. To do any other act which is incidental to the aforesaid objects

### **2.2 Mission/vision statement of the public authority:**

The National Trust is dedicated to the creation of a nation-wide movement, which will lead to affirmative action for the protection, care, and inclusion of persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities within or close to their own communities.

### **2.3 Brief history of the public authority and context of its formation:**

National Trust for the Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation (Intellectual Disability) & Multiple Disabilities was set up in the year 2000 by an Act as an autonomous statutory body under the Ministry of Social Justice & Empowerment, Department of Empowerment of Person with Disability (Divyangjan), Govt. of India.

A Corpus of Rs. 100 crores was provided for carrying out the activities of the National Trust. The Corpus Fund of the National Trust remains intact and kept invested in Banks/other financial institutions and the interest accrued thereon is the amount available for implementation of the schemes, programmes & activities of the National Trust. From 2015-16, the National Trust has been receiving grant under 'Support to National Trust' scheme of Department of Empowerment of Person with Disability (Divyangjan) (DEPwD) for implementation of Day Care, Residential Care and Niramaya – Health Insurance scheme.

### **2.4 Duties of public authority**

- a) To provide protection, shelter and care to persons with disabilities covered under the National Trust Act.
- b) To train & sensitize different stakeholders and to generate mass awareness about the issues concerning persons with disabilities covered under in the National Trust Act.
- c) To ensure mainstreaming and inclusion of persons with disabilities covered under in the National Trust Act in all aspects of a civil society.
- d) To formulate and implement schemes and plans for the welfare of persons with disabilities mentioned in the National Trust Act.
- e) To liaise and co-ordinate with Central/ State Govt. and to ensure convergence/ dovetailing of schemes of different authorities/ bodies/ Govt.

### **2.5 Main activities/functions of the public authority**

- a) To register organizations working in the field of Autism, Cerebral Palsy, Mental Retardation (now known as Intellectual Disability) and Multiple Disabilities
- b) To constitute Local Level Committees (LLC) in the districts and to ensure appointment of legal guardians through LLC.
- c) To provide financial assistance by way of grant-in-aid to Registered Organizations (ROs) for implementing various schemes and activities of the National Trust.
- d) To provide training to persons with disabilities, their parents, ROs, Govt. officials, other stakeholders
- e) To provide early intervention, residential & day care services to persons with disabilities covered under the National Trust Act.

### **2.6 List of services being provided by the public authority with a brief write-up on them:**

At present, the National Trust is providing following services:

#### **a) Registration of Organizations**

As per section 12(1) of the National Trust Act, any voluntary organization, the association of parents of persons with disabilities or the association of persons with disabilities, working in the field of Autism, Cerebral Palsy, Mental Retardation And Multiple Disabilities already registered under the Societies Registration Act, 1860(21 of 1860), or section 25 of the Companies Act, 1956(1 of 1956), or as a Public Charitable Trust, and under Persons With Disability Act, 1995/ Rights of Persons with Disabilities Act-2016 in the concerned state and NGO Darpan Portal of Niti Ayog, can apply for registration in the National Trust. The registration of such organization shall be necessary with the Trust for availing benefits under the schemes of the Trust.

#### **b) Local Level Committee (LLC)**

**Under Section 13 of the National Trust Act 1999, a Local Level Committee is required to be constituted in every district of the country for a period of three years or till it is reconstituted by the Board consisting of following members:-**

- i. An officer of the Civil Service of the Union or of the State not below the rank of District Magistrate or a District Commissioner of a District;
- ii. A representative of an organization registered with the National Trust; and
- iii. A person with disability as defined in Clause (t) of Section 2 of the Persons with Disabilities Act, 1995(1 of

1996)

- iv. The function of Local Level Committee is to screen, appoint, monitor and remove legal guardians. LLCs also promote activities such as Awareness generation, convergence and mainstreaming of persons with disabilities.

### **c) Appointment of Legal Guardians**

Section 14-17 of The National Trust Act, 1999 elaborates on Guardianship for persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities to be given by the Local Level Committee. Guardianship is a need based enabling provision.

A guardian is a person who is appointed to look after another person or his property. He or she assumes the care and protection of the person for whom he/she is appointed the guardian. The guardian takes all legal decisions on behalf of the person and the property of the ward.

### **d) State Nodal Agency Centre (SNAC)**

In order to carry out the activities of the National Trust at the state level and for coordination /liaison with the State Governments, a reputed NGO in every state capital is appointed as State Nodal Agency Centre (SNAC). The National Trust provides funds for conducting institutional activities namely meetings of Registered Organisations / Local Level Committee(LLCs), State Level Coordination Committees (SLCCs), documentation / Reporting, honorarium for coordinator, misc. activities.

### **e) State Level Coordination Committee (SLCC)**

Every State/UT Government has been requested to set up a State Level Coordination Committee (SLCC) for effective implementation and monitoring of the schemes of the National Trust. The Secretary of the State Government looking after disability affairs is the Chairperson and the respective SNAC is the convener of the Committee.

### **f) Schemes of the National Trust-**

#### **i. Disha (Early Intervention and School Readiness Scheme for 0-10 years)**

This is an early intervention and school readiness scheme for children in the age group of 0-10 years with the four disabilities covered under the National Trust Act and aims at setting up Disha Centres for early intervention for Persons with Disabilities (Divyangjan) through therapies, trainings and providing support to family members. The project holders should provide day-care facilities to PwDs (Divyangjan) for at least 4 hours in a day (between 8 am and 6 pm) along with age specific activities. There should be a Special Educator or Early Intervention Therapist, Physiotherapist or Occupational Therapist and Counsellor for PwDs (Divyangjan) along with Caregiver and Ayas in the centre.

#### **ii. Vikaas (Day Care Scheme for 10+ years)**

This is a Day care scheme for Divyangjan attaining the age of 10 years and above, primarily to expand the range of opportunities available to a person with disability for enhancing interpersonal and vocational skills as they are on a transition to higher age groups. The centre will also offer caregiving support to Persons with Disabilities (Divyangjan) during the time the Divyangjan are in the Vikaas centre. In addition, it also helps in supporting family members of the Persons with disabilities covered under the National Trust Act to get some time during the day to fulfil other responsibilities. The project holders should provide day-care facilities to Divyangjan for at least 6 hours in a day (between 8 am and 6 pm) along with age specific activities. Day care should be opened for at least 21 days in a month.

#### **iii. Disha-cum-Vikaas Scheme (Day Care)**

For the Registered Organisations, who were implementing multiple schemes, an option for implementing merged scheme was given. Based on the consent given by the project holders and the scheme guidelines, these project holders were allotted the merged Disha-cum-Vikaas Scheme (Day Care) w.e.f. 1.4.2018.

#### **iv. Samarth (Respite Care Residential Scheme)**

The objective of Samarth scheme is to provide respite home for orphans or abandoned, families in crisis and also for Persons with Disabilities (Divyangjan) from BPL & LIG families including destitute with at least one of the four disabilities covered under the National Trust Act. It also aims at creating opportunities for family members to get respite time in order to fulfil other responsibilities. This scheme aims at setting up Samarth Centres for providing group home facility for all age groups with adequate and quality care service with acceptable living standards including provision of basic medical care from professional doctors.

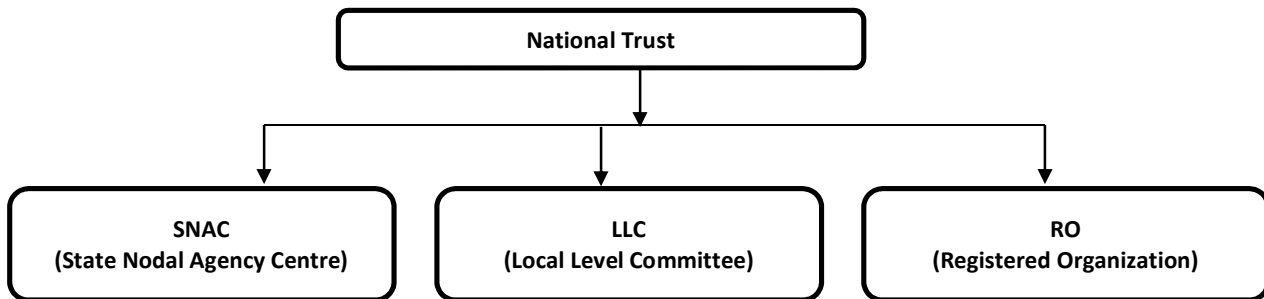
- v. Gharaunda (Group Home for Adults)**  
The objective of Gharaunda scheme is to provide an assured home and minimum quality of care services throughout the life of the persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities. The scheme also facilitates establishment of requisite infrastructure for the assured care system throughout the country, encourage assisted living with independence and dignity and provide care services on a sustainable basis.
- vi. Samarth-cum-Gharaunda Scheme (Residential)**  
For the Registered Organisations, who were implementing multiple schemes, an option for implementing merged scheme was given. Based on the consent given by the project holders and the scheme guidelines, these project holders were allotted the merged Samarth-cum-Gharaunda Scheme (Residential) w.e.f. 1.4.2018.
- vii. Sahyogi (Care Giver/Associate Training scheme)**  
This scheme aims at setting up Care Associate (Caregiver) Cells (CACs) to provide training and create a skilled workforce of Care Associates to provide adequate and nurturing care for Persons with Disabilities (Divyangjan) and their families who require it. It also seeks to provide parents an opportunity to get trained in care giving, if they so desire. This scheme will provide a choice of training through two levels of courses primary and advanced to allow it to create care associates suited to work both with Persons with Disabilities (Divyangjan) families and other institutions catering to the needs of the Divyangjan (NGOs, work centres etc.).
- viii. Badhte Kadam (Awareness, Community Interaction & Innovative Project Scheme)**  
This scheme shall support Registered Organisations (ROs) of The National Trust to carry out activities that focus on increasing the awareness of The National Trust disabilities. Aim of the scheme is to create community awareness, sensitisation, social integration and mainstreaming of Persons with Disabilities (Divyangjan). The National Trust shall sponsor maximum of 4 events for each project holder per year. Each project holder should conduct at least one event either for community, educational institutes or medical institutes, in a year. Badhte Kadam was earlier an activity of the National Trust which is now converted into a scheme.
- ix. 'Niramaya' Health Insurance Scheme**  
The National Trust is implementing Niramaya Health Insurance Scheme for persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities and there is no age bar. Under the Scheme, there is an insurance cover of Rs.1 lakh, which covers OPD, Diagnostic Test, Therapies, Corrective Surgeries, Alternative Medicine and Transportation. The treatment can be taken from any authorized medical practitioner/health care center. It is on reimbursement basis. The scheme is operational in the entire country through more than 600 Registered Organisations who facilitate Divyangjan in filling the online application. Any person with aforesaid condition can avail benefit by paying a nominal fee. From 2021-22, renewal under the scheme can be done by parents/guardians themselves through our portal. Scheme details & guidelines for submission of applications on the above schemes can be downloaded from website. Now, enrolment/renewal can be made by parents/guardians also.

The enrolled beneficiaries get a health insurance cover upto Rs.1 lakh, by paying a nominal fee, as per details given below :-

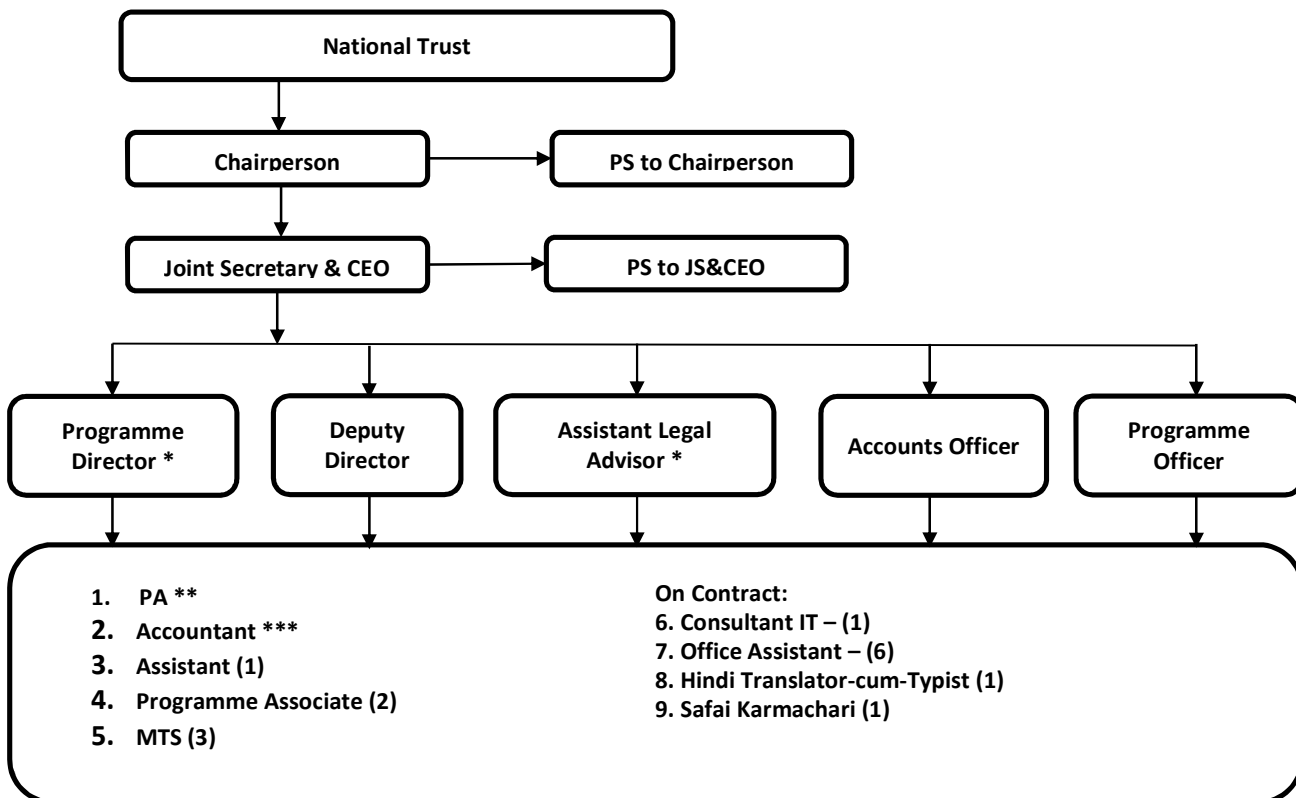
<b>PwD Category</b>	<b>Enrolment Fee (In Rs)</b>	<b>Renewal Fee (In Rs.)</b>
Below Poverty Line(BPL)	Rs. 250/-	Rs. 50/-
Non BPL	Rs. 500/-	Rs. 250/-
PwD (Divyangjan) with Legal Guardian (Otherthan natural parents)	Free	Free

2.7 Organizational Structure Diagram at various levels namely State, directorate, region, district block etc (whichever is applicable):Organizational Structure Diagram of the National Trust is given below:

**(a) Network Structure**



**(b) Organizational Structure**



**Note:**

\* The post is lying vacant

\*\* The 2 post are lying vacant

\*\*\* The post is lying vacant and 1 Programme Ass ociate is holding the additional charge of Accountant.



## **2.8 Expectation of the public authority from the public for enhancing its effectiveness and efficiency**

Public participation and support are expected in implementation of schemes, capacity building exercises, identifying role models, publishing of material and creating mass awareness. Besides, people should keep strict watch on the projects financed by the National Trust and if any short coming come to their notice, they should inform the National Trust immediately with necessary documentary evidences.

## **2.9 Arrangements and methods made for seeking public participation/ contribution**

The objectives, schemes, programmes and various activities of the National Trust are regularly circulated and publicized through workshops and seminars both on-line and off-line by the National Trust, its State Nodal Agency center (SNAC) and various project holders.

## **2.10 Mechanism available for monitoring the service delivery and public grievance resolution**

Inspection of project centres by DM / DC, National Institutes (NIs), Composite Regional Centre (CRCs) and Central Programme Management Unit(CPMU) staff of Department of Empowerment of Persons with Disabilities (DEPwD). Further, the entire process of enrolment of beneficiaries sanction and release of funds under various schemes have been made on-line. This is being done by a web enabled Scheme Management System (SMS). All the Registered Organisations of the National Trust have been linked on-line through the SMS. The National Trust has been sanctioning the schemes based on Physical Verification of the NGOs by District Magistrate (DM) / District Collector (DC) / Social Welfare Officer (SWO), Tahsildar, National Trust officials, Block Development Officer, Zila Panchayat officials / any equivalent officers. A time bound schedule of sanction, release of funds and start of the project has been made. Release of recurring funds is being done on monthly basis on-line after submission of beneficiary's detail and other requisite documents. Monitoring of scheme implementation NGO wise is done twice in a year through Key Performance Indicator (KPI) and online Monitoring Docket being filled by NGOs. Periodical inspection of the scheme centres is conducted by State Nodal Agency Centres (SNACs) of the National Trust, DM/DC, National Institutes (NIs), Composite Regional Centre (CRCs) and CPMU staff of Department of Empowerment of Persons with Disabilities (DEPwD). Evaluation of schemes is conducted by Third Party Agency.

In case of any complaint/ grievance, the same is properly docketed, attended and disposed off by the National Trust. Wherever needed, inquiry is conducted through the National Trust Officials / State Govt. / SNACs.

## **2.11 Address of the main office and other offices at different levels (Please categorize the addresses district wise for facilitating understanding of the user:**

The National Trust has its office in New Delhi and it has no branch office anywhere in the country. The office address of the National Trust is mentioned below:

**National Trust**  
for the Welfare of Persons with Autism, Cerebral Palsy,  
Mental Retardation (Intellectual Disability) & Multiple Disabilities,  
6<sup>th</sup> Floor, NISD (National Institute of Social Defense) Building,  
Plot No.G-2, Sector- 10, Dwarka, New Delhi-11075 | Phone: 011-20897959  
**Email:** [contactus@thenationaltrust.in](mailto:contactus@thenationaltrust.in), **Website:** [www.thenationaltrust.gov.in](http://www.thenationaltrust.gov.in).  
**Opening hours of the Office : 09.00 a.m. (Monday to Friday)**  
**Closing hours of the Office : 05.30 p.m. (Monday to Friday)**

## Chapter 3: Powers and Duties of Officers and Employees

The Officers and employees of the National Trust are governed as per the National Trust Act and Rules & Regulations. The details of work distribution and list of employees are given below:

S. No.	Name & Designation	Powers & Duties (Work Distribution)
1	Sh. Rejesh Aggarwal, IAS Secretary, DEPwD & Chairperson National Trust	As per National Trust Act 1999, Rules 2000 and Board of the Trust Regulations, 2001. Chairperson of the Board of the National Trust
2	Sh. K.R. Vaidheeswaran, Joint Secretary & CEO	As per National Trust Act 1999, Rules 2000 and Board of the Trust Regulations, 2001. Head of the Department, National Trust Member Secretary of the Board of the National Trust
3.	Sh. Rajesh Sachdeva Deputy Director	General Administration, Accounts and Other matters
4.	Shri Navnit Kumar Programme Officer	Registration of NGO, LLC & Legal Guardianship, All Legal matters & Court cases, Day Care Scheme (Disha, Vikas & Disha-cum-Vikaas), and Residential Care(Samarth, Gharaunda and Samarth-cum-Gharaunda), All matters related to policy, scheme, formulation of Annual Report, Reporting etc., Address of Grievance under P.G. Portal, Reply of Parliament Question, Niramaya Health Insurance Scheme, Annual General Meeting(AGM), Board Meetings and Election of Board Members. All matters related to Policy, Scheme Formulation, reporting etc., Website, Scheme Management System, Coordination with DEPwD etc, Inspection of project holders, Validation Committee matters, Management of SNAC and SLCC, Coordination with Ministry and Compliance of instructions / guidelines., RTI & Misc. queries and grievance.
5	Sh. Amit Kumar Ashutosh Accounts Officer	Accounts and General Administration
6	Sh. Suresh Kumar Thukral Private Secretary	Private Secretary to JS&CEO
8	Smt. Shreshtha Sahni Personal Assistant	Local Level Committee, Legal Guardianship, Court Case, Annual Report (Hindi), National Trust Act, Rules and Regulations Amendments, and other miscellaneous letters
9	Smt. Monika Wadhwa Assistant	Niramaya Scheme, Board Meeting, AGM etc.
10	Smt. Vandana Chopra Programme Associate	Accounts, Cash Handling, Personnel & Administration
11	Ms. Muskan Khullar Programme Associate	State Nodal Agency Center (SNAC), State Level Coordination Committee (SLCC), Ministry matters, misc. queries, Sahyogi Scheme, Badhte Kadam Scheme, Parliament Questions, PG Portal, e-Office etc.
12	Sh. B. S. Negi UDC	Dispatch, Diary, Store, House Keeping, AMC related work, Home Ministry Passes, Monthly Telephone Bills official and officers, Electricity Bill, Procurements, disability Event/ Meeting arrangement, Printing and Publication, Transport Arrangement, Accommodation Booking and Niramaya scheme etc.
13	Sh. Pankaj Kumar Shrivastava IT Consultant	Website Management, Server Management, IT Procurement, NIC related matters, Other IT related work etc
14	Sh. Tilak Raj Office Assistant	Registration of NGOs working for National Trust,
15	Smt. Pushpa Pandey Office Assistant	Gharaunda, Samarth, Samarth-cum- Gharaunda Scheme, Prerona Scheme, Innovative Projects, RTI, Reports and quarries related to Ministry Matter, VIPs reference etc.
16	Sh. Sumit Rawat Office Assistant	Disha scheme, Vikaas scheme, Disha -cum- Vikaas Scheme, PFMS etc
17	Sh. Shashi Bhushan Tripathi Hindi Translator-cum-Typist	All matters related to Hindi Rajbhasha, English to Hindi Translation, Hindi Typing etc
18	Sh. Deepak Rawat Office Assistant	Niramaya Health Insurance and Accounts related work (Budget etc.)
19	Ms. Jyoti Office Assistant	Local Level Committee, Registration, Court Cases, Legal Guardianship etc
20	Sh. Gaurav Verma Office Assistant	Niramaya Health Insurance Scheme
21	Sh. Ram Bilash MTS	MTS to Chairperson, Distribution of Daks
22	Sh. Ram Ashish	MTS to JS & CEO, Distribution of Daks

	MTS	
23	Smt. Rekha Mamgain MTS	MTS Work, Receiving of Daks, Attending the various calls from the parents and ROs/NGOs etc.
24	Sh. Guddu Safai Karamchari	Safai Karamchari, Field Work etc.

## Chapter 4: Rules, Regulations, Instructions, Manual and Records for Discharging Functions

The following Rules are utilized by the National Trust for the discharge of its functions:-

1. The National Trust Act, Rules and Regulations
2. General Financial Rules of Government of India

The copy of National Trust Act, Rules and Regulations are available on the website.

## Chapter 5: Formulation of Policy and its implementation

Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof

### 5.1 Formulation of Policy:

This power is vested in the Board which consists of 22 members as given below:

#### 1. Chairperson;

#### 2. Joint Secretary & Chief Executive Officer; Member Secretary

Members (9) – nine persons to be appointed in accordance with such procedure as may be prescribed from amongst the registered organisations out of which three members each shall be from voluntary organisations, associations of parents of persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disability and from associations of persons with disability, members;

**3. Members (8)** – eight persons not below the rank of Joint Secretary to the Government of India nominated by the Government to represent the Ministries or Department of Social Justice & Empowerment, Women & Child Development, Health & Family Welfare, Finance, Labour, Education, Urban Affairs and Employment and Rural Employment and Poverty Alleviation, Members, ex-office;

**4. Members (3)** – three Persons to be nominated by the Board representing the associations of trade, commerce and Industry engaged in philanthropic activities, members.

### 5.2. Implementation of Policy:

The implementation of policies is looked after by the JS&CEO, National Trust.

## Chapter 6: Statement of categories of documents held

A statement of the categories of documents that are held by it or under its control.

S.No	Category of the Document	Name of the Document	Procedure to obtain the document	Held by/under control of
1	Scheme	Documents/ files pertaining to sanction of grants to ROs	On-line	Programme Officer
2	Scheme	Documents/ files pertaining to all schemes and programmes	On-line	Programme Officer
3	Legal	Documents/ files relating to registration/functioning of LLC	On-line	Programme Officer
4	Accounts	Documents/ files pertaining to investment of Corpus Fund and other financial matters	Application in writing	Accounts Officer
5	General Administration	Documents/ files pertaining to general administration & staff establishment	Application in writing	Accounts Officer

## Chapter 7: Statement of Boards, Councils, committees & other bodies constituted as its part

A Board of the National Trust stand constituted in the National Trust:-

S. No.	Name	Particulars
1	Board	The list of the Board Members of the National Trust is available in the link: <a href="https://thenationaltrust.gov.in/content/innerpage/name-and-profiles-of-the-trustees-of-the-board-of-the-national-trust.php">https://thenationaltrust.gov.in/content/innerpage/name-and-profiles-of-the-trustees-of-the-board-of-the-national-trust.php</a>

### i) Frequency of meetings

- a) Annual General Meeting : Once in a calendar year  
b) Board of the National Trust : At least once in every quarter

ii) Can public participate in the meetings : No

iii) Are minutes of the meetings prepared : Yes

## Chapter 8: The names, designations and other particulars of the Public Information Officers

### Central Public Information Officer

Name	<b>Sh. Navnit Kumar</b>
Designation	Programme Officer
STD Code	011
Phone (Office)	20897959
Phone (Home)	9868121465
Fax	-----
E-mail	po@thenationaltrust.in
Address	National Trust 6th Floor, NISD (National Institute of Social Defense) Building, Plot No.G-2, Sector- 10, Dwarka, New Delhi-110075

### Appellate Authority

Name	<b>Sh. Rajesh Sachdeva</b>
Designation	Deputy Director
STD Code	011
Phone (Office)	20897959
Phone (Home)	-----
Fax	-----
E-mail	dd@thenationaltrust.in
Address	<b>National Trust</b> 6th Floor, NISD (National Institute of Social Defense) Building, Plot No.G-2, Sector- 10, Dwarka, New Delhi-110075

## Chapter 9: Procedure followed in Decision Making Process

### 9.1 What is the procedure followed to take a decision for various matters?

All categories of applications/ issues or proposal received are processed by the Section and submitted to the JS&CEO/ Chairperson/ the Board in accordance with the National Trust Act, Rules & Regulations.

### 9.2 What are the documented procedure/laid down procedures/defined criteria/Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?

To take decision on any important matter, an agenda note for the same is prepared and distributed amongst the Board Members of the National Trust. The Board considers the same during its meeting and passes resolution on the matter which is recorded in the minutes of the meeting.

### 9.3 What are the arrangements to communicate the decision to the public?

Details of all schemes and activities approved by the Board is uploaded in the National Trust website for public.

### 9.4 Who are the officers at various levels whose opinions are sought for the process of decision making?

All decision making process are done by the Chairperson and Joint Secretary & CEO through the Board of the National Trust. Deputy Director, Programme Officer and Assistant Legal Advisor assist the Joint Secretary & CEO and Chairperson in decision making process.

### 9.5 Who is the final authority that vets the decision?

The Board of the National Trust is the final authority.

### 9.6 Please provide information separately in the following format for the important matters on which the decision is taken by the public authority

<b>Subject on which the decision is to be taken</b>	Proposals of Registered Organizations (ROs) seeking grant-in-aid/ financial assistance under various schemes of the National Trust,
<b>Guideline / Direction, if any</b>	Mentioned in the respective scheme guidelines available in the website.
<b>Process of Execution</b>	Online Scheme Management System is made for enrolment, sanction and release of funds under various schemes.
<b>Designation of the officers involved in decision making</b>	Board of the National Trust and JS&CEO
<b>Contact information of above mentioned officers</b>	The Chairperson Board of the National Trust, 6th Floor, NISD (National Institute of Social Defense) Building, Plot No.G-2, Sector- 10, Dwarka, New Delhi-11075 Tel. No. 011-20897959
<b>If not satisfied by the decision where how to appeal</b>	Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice & Empowerment, Govt. of India

## Chapter 10: Directory of officers & employees

S. No.	Name	Designation	Email	Phone No.
1.	Sh. Rajesh Aggarwal, IAS	Secretary, DEPwD & Chairperson, National Trust	contactus@thenationaltrust.in	011-20897957
2.	Sh. K.R. Vaidheeswaran, Joint Secretary & CEO	Joint Secretary & CEO	js_ceo_nt@thenationaltrust.in	011-20897956
3.	Sh. Suresh Thukral	PS to JS&CEO	pstojs-ceo@thenationaltrust.in	011-20897956
4.	Sh. Rajesh Sachdeva	Deputy Director	<a href="mailto:dd@thenationaltrust.in">dd@thenationaltrust.in</a>	011-20897959
5.	Sh. Navnit Kumar	Programme Officer	po@thenationaltrust.in	011-20897959
6.	Sh. Amit KumarAshutosh	Accounts Officer	<a href="mailto:ao@thenationaltrust.in">ao@thenationaltrust.in</a>	011-20897959
7.	Ms. Shreshtha Sahni	PS	shreshtha@thenationaltrust.in	011-20897959
8.	Ms. Monika Wadhwa	Assistant	monika@thenationaltrust.in	011-20897959
9.	Ms. Vandana Chopra	Programme Associate	vandana@thenationaltrust.in	011-20897959
10.	Ms. Muskan Khullar	Programme Associate	muskan@thenationaltrust.in	011-20897959
11.	Sh. B S Negi	UDC	bharat@thenationaltrust.in	011-20897959
12.	Sh. Pankaj Kumar Shrivastava	Consultant IT	pankaj@thenationaltrust.in	011-20897959
13.	Sh. Tilak Raj	Office Assistant	tilak@thenationaltrust.in	011-20897959
14.	Sh. Shashi Bhushan Tripathi	Translator-cum-Typist	sb.tripathi@thenationaltrust.in	011-20897959
15.	Sh. Deepak Rawat	Office Assistant	deepak@thenationaltrust.in	011-20897959
16.	Sh. Gaurav Verma	Office Assistant	gaurav@thenationaltrust.in	011-20897959
17.	Ms. Jyoti	Office Assistant	jyoti@thenationaltrust.in	011-20897959
18.	Mr. Sumit Rawat	Office Assistant	sumit@thenationaltrust.in	
19.	Ms. Pushpa Pandey	Office Assistant	pushpa@thenationaltrust.in	011-20897959
20.	Ms. Rekha Mangain	MTS		
21.	Sh. Ramashish Gaur	MTS		
22.	Sh. Rambilas Rajbhar	MTS		
23.	Sh. Guddu	Safai Karmchari		

## Chapter 11- Monthly remuneration received by its officers & employees including the system of compensation as provided in Regulations

### 11.1 Please provide information in the following format

S. No.	Name	Designation	Monthly Remuneration (Rs.) 2023-24	Compensation/ Compensatory Allowance
1	Sh. Rajesh Aggarwal, IAS	Secretary, DEPwD & Chairperson National Trust	On Additional Charge	NA
2	Sh. K.R. Vaidheeswaran	JS &CEO	Pay Level-14	NA
3	Sh. Rajesh Sachdeva	Deputy Director	Pay Level-11	NA
4	Sh. Navnit Kumar	Programme Officer	Pay Level-9	NA
5	Sh. Amit Kumar Ashutosh	Accounts Officer	Pay Level-8	NA
6	Sh. S.K. Thukral	Private Secretary	Pay Level-11	NA
7	Ms. Shreshtha Sahni	Private Secretary	Pay Level-8	NA
8	Ms. Monika Wadhwa	Assistant	Pay Level-6	NA
9	Ms. Vandana Chopra	Program Associate	Pay Level-5	NA
10	Ms. Muskan Khullar	Program Associate	Pay Level-4	NA
11	Sh. B.S. Negi	U.D.C.	Pay Level-4	NA
12	Sh. Rambilas Rajbhar	MTS	Pay Level-3	NA
13	Ms. Rekha Mangain	MTS	Pay Level-3	NA
14	Sh. Ram Ashish Gaur	MTS	Pay Level-2	NA
On Contract				
15	Sh. Pankaj Kumar Shrivastava	Consultant IT	50000.00	NA
16	Sh. Shashi Bhushan Tripathi	Hindi Translator-cum-Typist	45000.00	NA
17	Sh. Tilak Raj	Office Assistant	30000.00	NA
18	Ms. Pushpa Pandey	Office Assistant	30000.00	NA
19	Sh. Deepak Rawat	Office Assistant	30000.00	NA
20	Sh. Gaurav Verma	Office Assistant	30000.00	NA
21	Sh. Sumit Rawat	Office Assistant	30000.00	NA
22	Ms. Jyoti	Office Assistant	30000.00	NA
23	Sh. Guddu	Safai Karamchari	20000.00	NA



## Chapter 12: The Budget allocated to each Agency (Particulars of all plans, proposed expenditures and reports on disbursement)

### 12.1. Budget estimate for 2023-24 is as under-

Sl. No.	Head of Expenditure	BE for financial year 2023-24 (all figures in lakhs)
<b>A</b>	<b>Grant-in-Aid Budgetary Support to National Trust from DEPwD</b>	
1	Disha- Early Intervention and School Readiness	225.00
2	Vikaas- Day Care	415.00
3	Disha cum Vikaas	635.00
	<b>Sub Total</b>	<b>1275.00</b>
4	Samarth- Respite Care	225.00
5	Gharaunda- Group Homes for Adults	440.00
6	Samarth Cum Gharaunda	400.00
	Sub Total	1065.00
7	Niramaya- Health Insurance Scheme	1160.00
	<b>Sub Total</b>	<b>3500.00</b>
<b>B</b>	<b>Budget approved from the Corpus Fund of National Trust (Interest income)</b>	
<b>I</b>	<b>Awareness &amp; Publicity</b>	-
1	Print & Electronic Media / Publications	2.00
2	Workshops / Seminars /Exhibitions/Job fairs	50.00
3	Website/Software	35.00
4	Awards and Appreciations/incentives	0.00
	<b>Sub Total</b>	<b>87.00</b>
<b>II</b>	<b>Programmes &amp; Projects</b>	
1	Prerna- Marketing Assistance	2.00
2	Sahyogi- Caregiver Training Scheme	2.00
3	Sambhav- Aids and Assistive Devices	0.00
4	Badhte Kadam- Awareness and Community Interaction including Innovative Projects and Sensitization Programmes	5.00
5	Sampark - in the Hour of Need Scheme (Crisis Fund)	0.00
	<b>Sub Total</b>	<b>9.00</b>
<b>III</b>	<b>Research, Studies &amp; Survey</b>	
<b>1</b>	Research & Survey	0.00
	<b>Sub Total</b>	<b>0.00</b>
<b>IV</b>	<b>Institutional Arrangement</b>	
1	SNAC	50.00
2	Local Level Committees	15.00
	<b>Sub Total</b>	<b>65.00</b>
<b>V</b>	<b>Fund Raising &amp; International Affiliation</b>	
1	International Affiliation	0.00

	<b>Sub Total</b>	<b>0.00</b>
<b>VI</b>	<b>Meetings</b>	
1	Annual General Meeting, Board Meetings and misc. other meetings.	15.00
	<b>Sub Total</b>	<b>15.00</b>
<b>VII</b>	<b>Establishment &amp; Administration</b>	
1	Salaries & Wages	350.00
2	Loans and Advances to Staff	5.00
3	DCRG/CPS/NPS/Leave Encashment (Retirement Benefits) - Provision	40.00
4	Staff Welfare (Medical, LTC, Bonus, Tution fee, staff training, Newsp, liveries, leave encashment and hon. Etc)	25.00
5	Rent, Rates & Taxes (Building)	100.00
6	Travel and Conveyance exp. (Both domestic and international), vehicle run and conveyance	20.00
7	Printing & Stationery	8.00
8	Repairs & Maintenance	5.00
9	Tools & Plants (Computer peripherals/Furniture /Fixtures /Office Equipment etc.)	50.00
10	Telephone / Fax / Broadband	10.00
11	Electricity / Water	10.00
12	Sumptuary	0.25
13	Postage and Telegramme	0.50
14	Professional Charges	2.00
15	Misc. Administrative expenses	25.00
	<b>Sub Total Establishment &amp; Administration</b>	<b>650.75</b>
	<b>Sub Total of Corpus Fund Expenditure</b>	<b>826.75</b>
	<b>Grand Total A+B</b>	<b>4326.75</b>

## Chapter 13: The Manner of Execution of Subsidy Programmes

### 13.1. Please provide the information as per the following format:

As enumerated in para 2.6 of Chapter 2.

## **Chapter 14: Particulars of Recipients of Concessions, permits or authorization granted by it.**

### **14.1. Please provide the information:**

The National Trust offers 100% Tax Exemption to donors under Section 80 G (2)(a)(iii)(hj) of the Income Tax Act.

## **Chapter 15: Norms set by it for the discharge of its functions**

15.1. Please provide the details of the Norms / Standards set by the department for execution of various activities / programmes:

As provided in para 2.6 of Chapter 2.

## **Chapter 16: Information available in an Electronic form**

**Please provide the details of the information related to the various schemes, which are available in the electronic format.**

Details of information related to the various schemes of the National Trust are available on the website of the National Trust [www.thenationaltrust.gov.in](http://www.thenationaltrust.gov.in) .

## **Chapter 17: Particulars of the facilities available to citizens for obtaining information**

**Means methods or facilities available to the public which are adopted by the department for dissemination for information:**

- Through print and electronic media
- Through website
- Through workshops, seminars, community awareness programmes
- Through distribution of booklet of schemes and other information

## Chapter 18: Other useful information

### 18.1. Frequently asked questions and their answers by Public:

**Question No.1: When was the National Trust established?**

Answer No.1: The National Trust was established on 30th December 1999.

**Question No.2: What is the aim of the National Trust?**

Answer No.2: The National Trust has been established for empowerment and welfare of persons with Autism, Cerebral Palsy, Mental retardation and Multiple Disabilities.

**Question No.3: Who are entitled to get the benefit from the Schemes?**

Answer No.3: (i) Any person with Autism, Cerebral Palsy, Mental retardation (Intellectual Disability) and Multiple Disabilities (ii) Non-Government Organizations (NGOs), which are registered with the National Trust

**Question No.4: How to get the application form?**

Answer No.4: Provision of Online submission of application for Registration and various schemes is made.

**Question No.5: Is there any fee charged for application forms?**

Answer No.5: No fee is charged.

**Question No.6: What is the maximum ceiling limit of grant-in-aid for an NGO?**

Answer No.6: As per scheme guidelines. No maximum ceiling fixed.

**Question No.7: Who should be intended beneficiaries?**

Answer No.7: Persons with Autism, Cerebral Palsy, Mental retardation and Multiple Disabilities shall be the intended beneficiaries.

**Question No.8: When & how are applications invited?**

Answer No.8: Applications are invited o n - l i n e as per the norms of the schemes enumerated in para 2.6 of Chapter 2.

**Question No.9: What are the office timings?**

Answer No. 9: 9.00 a.m. to 5.30 p.m. on all working days (Monday to Friday).

**National Trust**

for the welfare of persons with Autism, Cerebral Palsy, Mental Retardation & Multiple Disabilities,  
Department of Empowerment of Persons with Disabilities (Divyangjan),  
Ministry of Social Justice & Empowerment, Govt. of India  
6th Floor, NISD Building, Plot No.G-2, Sector- 10, Dwarka, New Delhi-11075

**Format to seek information(Optional)**

1. Name of the applicant	
2. Permanent Address	
3. Present Residential Address	
4. Telephone No. with STD Code	
5. E-mail	
6. Brief description of the document relating to which information is required	
7. Mode in which information is required	
(a) Hard copy / photocopy of the documents	
(b) Soft copy, i.e. C.D / Floppy	
In case information is required in soft copy, i.e. CD/Floppy, it can be collected from National Trust office in person on the given date and time.	

Date: \_\_/\_\_\_\_/\_\_\_\_  
Place: \_\_

**Name & Signature of the Applicant**

### ACKNOWLEDGEMENT

Received request from Mr./Ms/Mrs. \_\_\_\_\_ for supply of information  
\_\_\_\_\_ under the provisions of RTI Act 2005. The information will be supplied on  
\_\_\_\_\_ from Public Information Officer.

Signature of Central Public Information Officer,  
The National Trust

### FOR OFFICE USE ONLY

- |                                                          |                       |
|----------------------------------------------------------|-----------------------|
| 1. Date on which application received:                   | Dy. No.Date:          |
| 2. Date by which information required:                   |                       |
| 3. Date on which information supplied:                   | Dispatch No,Date:     |
| 4. Mode of furnishing the information                    | Hard copy / Soft copy |
| 5. Brief description of the Information supplied:        |                       |
| 6. Name & Signature of person receiving the information: |                       |

**Signature**