

# 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)  
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# Handbook Introduction

## 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.

## Objective/purpose of this handbook

To provide basic information to public.

## Intended users of this handbook

Citizens of India, particularly Non-Governmental Organizations.

## Organization of the Information in this handbook

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

## 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 behavior,
- 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.

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

**Shri Navnit Kumar**

Programme Officer & Public Information Officer

National Trust

6th Floor, NISD (National Institute of Social Defense) Building,

Plot No. G-2, Sector- 10, Dwarka, New Delhi-11075

Phone: 011-65216004/ 9868121465

**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 1: Particulars of National Trust its functions & duties

## 1.1 Brief History:

The National Trust for the Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation (Intellectual Disability) and Multiple Disabilities is an autonomous body under Department of Empowerment of Persons with Disabilities, Ministry of Social Justice & Empowerment, Govt. of India. The National Trust is working for empowerment and welfare of persons with these disabilities through over 600 Registered Organizations in the country.

The main objective of National Trust is to provide support to persons with these disabilities and empower them to lead a better life. Under the National Trust Act, there is a provision for appointment of Legal Guardian to the persons with Disabilities covered under the National Trust Act. Legal Guardians are appointed through Local Level Committee (LLC) constituted at District Level under the chairmanship of District Collector/ District Magistrate. Appointment of Legal Guardianship is a need based provision. The National Trust implements several schemes and activities for empowerment and welfare of Divyangjan covered under the National Trust.

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.

<b>Name &amp; Address of the organization:</b>	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), 6th Floor, NISD (National Institute of Social Defense) Building, Plot No. G-2, Sector- 10, Dwarka, New Delhi-110075 Phone: 011-65216000 Email: <a href="mailto:contactus@thenationaltrust.in">contactus@thenationaltrust.in</a> , Website: <a href="http://www.nationaltrust.nic.in">www.nationaltrust.nic.in</a> . Opening hours of the Office: 09.00 a.m. (Monday to Friday) Closing hours of the Office: 05.30 p.m. (Monday to Friday)
<b>Head of the organization:</b>	Sh. K.R. Vaidheeswaran Joint Secretary & Chief Executive Officer

## 1.2 Objectives/Purpose:

The basic objectives of the National Trust are:

- 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
- To strengthen facilities to provide support to persons with disability to live within their own families
- To extend support to registered organizations to provide need based services during period of crisis in the family of persons with disability
- To deal with problems of persons with disability who do not have family support
- To promote measures for the care and protection of persons with disability in the event of death of their parent or guardian
- To evolve procedures for the appointment of guardians and trustees for persons with disability requiring such protection
- To facilitate the realization of equal opportunities, protection of rights and full participation of persons with disability and
- To do any other act which is incidental to the aforesaid objects

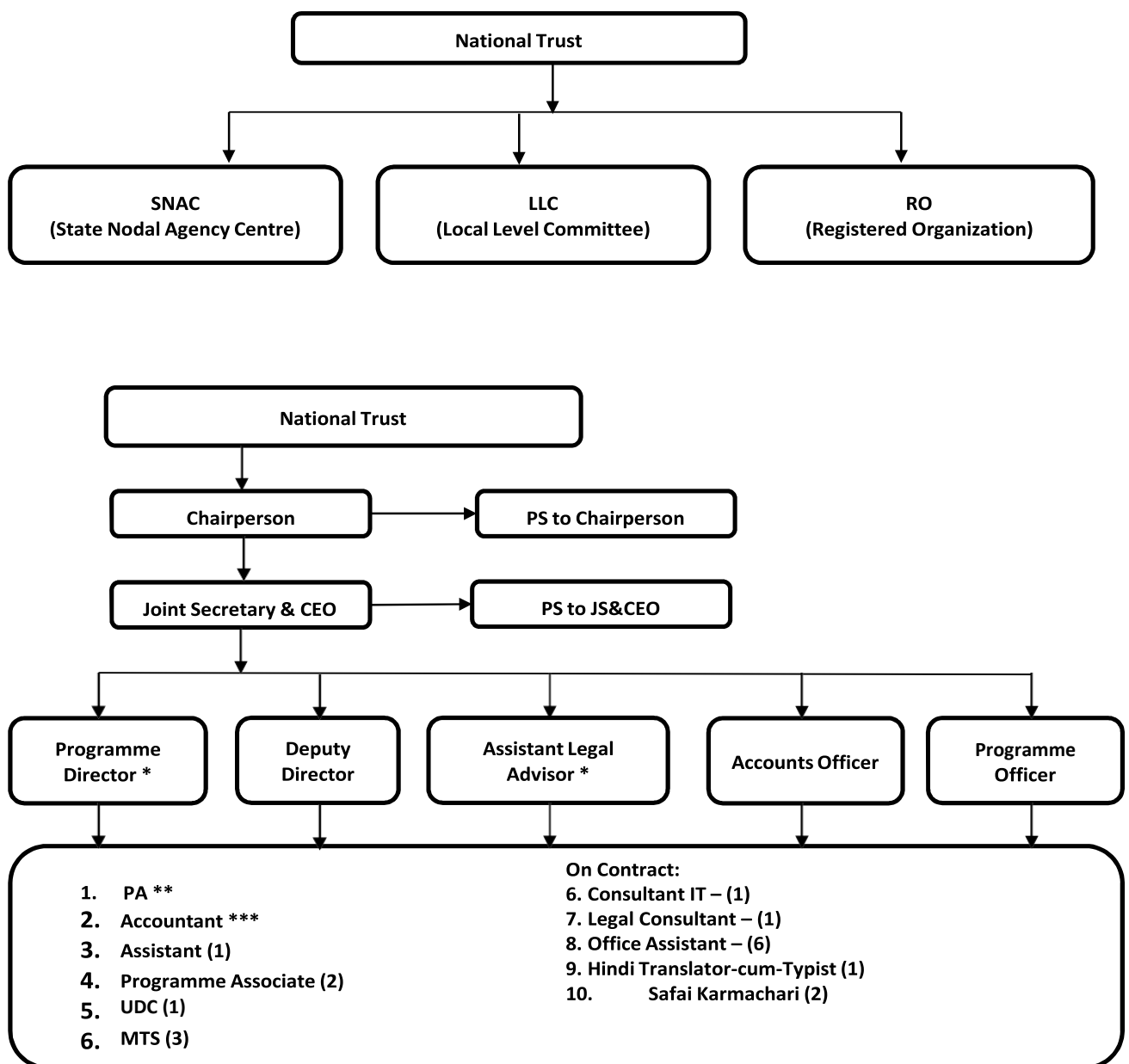
## 1.3 Mission/vision:

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.

#### 1.4 Function and Duties:

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

#### 1.5 Organization Chart of National Trust:



**Note:**

\* The post is lying vacant

\*\* The 2 post are lying vacant

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

**1.6 Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt:**

**Refer to National Trust Act:**

**(<https://cdnbbsr.s3waas.gov.in/s3300891a62162b960cf02ce3827bb363c/uploads/2024/09/20240918793880368.pdf>)**

**The details of Chairperson, National Trust is as under-**

S. N.	Name	Period	Remarks
1	Mrs. Aloka Guha	10.04.2001 to 31.12.2005	Full time
2	Mrs. Poonam Natarajan	02.01.2006 to 24.10.2014	Full time
3	Mr. P. K. Pincha	25.10.2014 to 31.12.2014	Addl. charge
4	Mrs. Stuti Kakker, I.A.S.	01.01.2015 to 31.01.2015	Addl. charge
5	Mr. Luv Verma, I.A.S.	02.02.2015 to 31.01.2016	Addl. charge
6	Dr. Vinod Agarwal, I.A.S.	01.02.2016 to 31.08.2016	Addl. charge
7	Dr. K. K. Pandey	01.09.2016 to 24.01.2019	Addl. charge
8	Ms.Shakuntala D. Gamlin, Secretary, DEPwD	01.02.2019 to 07.04.2021	Addl. Charge
9	Ms. Anjali Bhawra, Secretary, DEPwD	08.04.2021 to 18.09.2022	Addl. Charge
10	Sh.Rajesh Aggarwal, Secretary, DEPwD	19.09.2022 to till date	Addl. Charge

**The details of JS&CEO, National Trust is as under-**

S.N.	Name	Period	Remarks
1	Mrs. Jayati Chandra, I.A.S.	July 2000 to Nov.2001	Full time
2	Mrs. Neena Garg, CSS	01.07.2002 to 31.12.2003	Full time
3	Mr. Mukesh Kacker, I.A.S.	21.02.2003 to 31.12.2004	Full time
4	Dr. Vinod Agarwal, I.A.S.	07.03.2005 to 18.06.2007	Full time
5	Mr. Atul Prasad, I.A.S.	22.08.2007 to 21.08.2012	Full time
6	Ms Nidhi Khare	From 19.09.2012	Addl. charge
7	Mr. R.S. Meena	From 28.09.2012	Addl. charge
8	Mr. Ajay Lal, IRAS	11.04.2013 to 05.12.2014	Full time
9	Mr. Mukesh Jain, I.P.S.	06.12.2014 to 18.01.2015	Addl. charge
10	Mr. C.K.Khaitan, I.A.S.	19.01.2015 to 25.11.2016	Full time
11	Mr. Mukesh Jain, I.P.S.	24.11.2016 to 20.04.2018	Full time
12	Dr. Prabodh Seth, I.E.S.	21.04.2018 to 28.11.2018	Addl. Charge
13	Mr. Nikunja K. Sundaray, I.A.S.	29.11.2018 to 28.02.2022	Full Time
14	Mr. K.R. Vaidheeswaran, CSS	20.05.2022 to Present	Full Time

## Chapter 2: Power and duties of its 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. Rajesh 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, Registration of NGO, LLC & Legal Guardianship, All Legal matters, Court cases, Niramaya Health Insurance Scheme, Annual General Meeting (AGM), Board Meetings and Election of Board Members.



4.	Shri Navnit Kumar Programme Officer	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, 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
7	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
8	Smt. Monika Wadhwa Assistant	Niramaya Scheme, Board Meeting, AGM etc.
9	Smt. Vandana Chopra Programme Associate	Accounts, Cash Handling, Personnel & Administration
10	Mrs. 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.
11	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.
12	Sh. Pankaj Kumar Shrivastava IT Consultant	Website Management, Server Management, IT Procurement, NIC related matters, Other IT related work etc
13	Smt. Sakshi Panchal Legal Consultant	Local Level Committee, Legal Guardianship, Court Case 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	MTS to JS & CEO, Distribution of Daks
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.
25	Sh. Rajender Safai Karamchari	Safai Karamchari, Field Work etc.

## Chapter 3: Procedure followed in decision making process

### 3.1 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. National Trust Act, Rules and Regulations is available in the link (<https://cdnbbsr.s3waas.gov.in/s3300891a62162b960cf02ce3827bb363c/uploads/2024/09/20240918793880368.pdf> )

### 3.2 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.

### 3.3 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.

### 3.4 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.

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

The Board of the National Trust is the final authority.

### 3.6 Please provide information separately in the following format for the important matters on which the decision is taken by the National Trust:

<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. 011-65216000
<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

### 3.7 Channel of supervision and accountability?

Is as per the organization structure of the Trust and every employee is accountable towards the duties assigned by the authorities from time to time (refer chapter 2).

## **Chapter 4: Norms for discharge of functions**

### **4.1 Nature of functions / services offered by the National Trust -**

#### **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: -

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;

A representative of an organization registered with the National Trust; and

A person with disability as defined in Clause (t) of Section 2 of the Persons with Disabilities Act, 1995 (1 of 1996)

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 Organizations / 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-**

**a. 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.

**b. 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.

**c. Disha-cum-Vikaas Scheme (Day Care)**

For the Registered Organizations, 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.

**d. 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.

**e. 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.

**f. Samarth-cum-Gharaunda Scheme (Residential)**

For the Registered Organizations, 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.

**g. '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 Organizations who facilitate Divyangjan in filling the online application. Any person with aforesaid condition can avail benefit by paying a nominal fee.

From policy year 2023-24, apart from Registered Organizations of National Trust, National Institutes under DEPwD and Composite Regional Centers (CRCs) under National Institutes and Individual Beneficiaries and their Caretakers have also been allowed to enrol/ renew under the scheme. After providing the UDID Card no. or UDID Enrollment no. (with Disability certificate issued by competent authority).

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 (Other than natural parents)	Free	Free

Details of the schemes and activities of the National Trust are available in the website [www.nationaltrust.nic.in](http://www.nationaltrust.nic.in).

#### **4.2 Time-limit for achieving the targets:**

The allotted budget for schemes and administrative activities to be incurred throughout the year evenly. Funding to the registered organizations running the schemes is done on monthly basis.

#### **4.3 Process of redress of grievances:**

Both is online and offline through email, PG, RTI etc.

## **Chapter 5: Rules, regulations, manual instructions and records for discharging functions**

### **5.1 The following Rules are adopted for discharge of functions of the National Trust: -**

- i. The National Trust Act, Rules and Regulations
- ii. General Financial Rules of Government of India

The copy of National Trust Act, Rules and Regulations are available on the website in the given link (<https://cdnbbsr.s3waas.gov.in/s3300891a62162b960cf02ce3827bb363c/uploads/2024/09/20240918793880368.pdf> )

### **5.2 Transfer policy and transfer orders:**

National Trust is an autonomous body located at New Delhi and not having any branch. Hence, there is not provision for transfer from one autonomous body to another.

## Chapter 6: Categories of documents held by the National Trust under its control

Categories of documents held by the National Trust under its control are as following:

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: Boards, Councils, Committees and other Bodies constituted as part of the National Trust

### 7.1 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://nationaltrust.nic.in/name-and-profiles-of-the-trustees-of-the-board-of-the-national-trust/">https://nationaltrust.nic.in/name-and-profiles-of-the-trustees-of-the-board-of-the-national-trust/</a>

### 7.2 Composition of Board:

The Board which consists of 22 members as per detail given below:

- i. **Chairperson;**
- ii. **Joint Secretary & Chief Executive Officer; Member Secretary and Members (9)** – nine persons to be appointed in accordance with such procedure as may be prescribed from amongst the registered organizations 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;
- iii. **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, Labor, Education, Urban Affairs and Employment and Rural Employment and Poverty Alleviation, Members, ex-office;
- iv. **Members (3)** – three Persons to be nominated by the Board representing the associations of trade, commerce and Industry engaged in philanthropic activities, members.

**7.3 Details of the Board, their composition, term and tenure and power and functions is available in the link:** <https://nationaltrust.nic.in/name-and-profiles-of-the-trustees-of-the-board-of-the-national-trust/>

#### 7.4 Frequency of meetings:

- a) Annual General Meeting : Once in a calendar year  
b) Board of the National Trust : At least once in every quarter  
c) Can public participate in the meetings : No  
d) Are minutes of the meetings prepare : Yes (but the minutes of meeting are not open for public)

## Chapter 8: Directory of officers and employees

S. No.	Name	Designation	Email	Phone No.
1.	Sh. Rajesh Aggarwal, IAS	Secretary, DEPwD & Chairperson, National Trust	contactus@thenationaltrust.in	011-
2.	Sh. K.R. Vaidheeswaran, Joint Secretary & CEO	Joint Secretary & CEO	Js_ceo_nt@thenationaltrust.in	011-65216001
3.	Sh. Suresh Thukral	PS to JS&CEO	pstojs-ceo@thenationaltrust.in	011-65216002
4.	Sh. Rajesh Sachdeva	Deputy Director	<a href="mailto:dd@thenationaltrust.in">dd@thenationaltrust.in</a>	011-65216003
5.	Sh. Navnit Kumar	Programme Officer	po@thenationaltrust.in	011-65216004
6.	Sh. Amit KumarAshutosh	Accounts Officer	<a href="mailto:ao@thenationaltrust.in">ao@thenationaltrust.in</a>	011-65216005
7.	Ms. Shreshtha Sahni	PS	shreshtha@thenationaltrust.in	011-65216006
8.	Ms. Monika Wadhwa	Assistant	monika@thenationaltrust.in	011-65216007
9.	Ms. Vandana Chopra	Programme Associate	vandana@thenationaltrust.in	011-65216010
10.	Ms. Muskan Khullar	Programme Associate	muskan@thenationaltrust.in	011-65216011
11.	Sh. B S Negi	UDC	bharat@thenationaltrust.in	011-65216010
12.	Sh. Pankaj Kumar Shrivastava	Consultant IT	pankaj@thenationaltrust.in	011-65216009
13.	Smt. Sakshi Panchal	Legal Consultant	<a href="mailto:legal@thenationaltrust.in">legal@thenationaltrust.in</a>	011-65216012
14.	Sh. Tilak Raj	Office Assistant	tilak@thenationaltrust.in	011-65216013
15.	Sh. Shashi Bhushan Tripathi	Translator-cum-Typist	sb.tripathi@thenationaltrust.in	011-65216001
16.	Sh. Deepak Rawat	Office Assistant	deepak@thenationaltrust.in	011-65216010
17.	Sh. Gaurav Verma	Office Assistant	gaurav@thenationaltrust.in	011-65216007
18.	Ms. Jyoti	Office Assistant	jyoti@thenationaltrust.in	011-65216008
19.	Mr. Sumit Rawat	Office Assistant	sumit@thenationaltrust.in	011-65216015
20.	Ms. Pushpa Pandey	Office Assistant	pushpa@thenationaltrust.in	011-65216014

21.	Ms. Rekha Mamgain	MTS		011-65216000
22.	Sh. Ramashish Gaur	MTS		
23.	Sh. Rambilas Rajbhar	MTS		
24.	Sh. Guddu	Safai Karmchhari		
25.	Sh. Rajender	Safai Karmchhari		

## Chapter 9: Monthly Remuneration received by officers & employees including system of compensation

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 Mamgain	MTS	Pay Level-3	NA
14	Sh. Ram Ashish Gaur	MTS	Pay Level-2	NA
On Contract				
15	Sh. Pankaj Kumar Shrivastava	Consultant IT	70000.00	NA
16	Smt. Sakshi Panchal	Legal Consultant	70000.00	NA
17	Sh. Shashi Bhushan Tripathi	Hindi Translator-cum-Typist	45000.00	NA
18	Sh. Tilak Raj	Office Assistant	30000.00	NA
19	Ms. Pushpa Pandey	Office Assistant	30000.00	NA
20	Sh. Deepak Rawat	Office Assistant	30000.00	NA
21	Sh. Gaurav Verma	Office Assistant	30000.00	NA
22	Sh. Sumit Rawat	Office Assistant	30000.00	NA
23	Ms. Jyoti	Office Assistant	30000.00	NA
24	Sh. Guddu	Safai Karamchhari	20000.00	NA
25	Sh. Rajender	Safai Karamchhari	20000.00	NA

### 9.1 System of Compensation as provided in the National Trust:

Employees are entitled for pay, allowances and other entitlements as per Govt. of India C.C.S Rules like- TA, LTC, CCL, EL, Medical allowance etc.



## **Chapter 10: Name, designation and other particulars of public information officers**

### **Central Public Information Officer (CPIO)**

Name : Sh. Navnit Kumar  
Designation : Programme Officer  
Phone (Office) : 011- 65216004  
Phone (Home) : 9868121465  
E-mail : [po@thenationaltrust.in](mailto:po@thenationaltrust.in)  
Address : National Trust  
6th Floor, NISD Building, Plot G-2,  
Sector-10, Dwarka, New Delhi-110075

### **First Appellate Authority (FAA)**

Name : Sh. Rajesh Sachdeva  
Designation : Deputy Director  
Phone (Office) : 011- 65216003  
E-mail : [dd@thenationaltrust.in](mailto:dd@thenationaltrust.in)  
Address : National Trust  
6th Floor, NISD Building, Plot G-2, Sector-10,  
Dwarka, New Delhi-110075

## **Chapter 11: No. of employees against whom Disciplinary action has been proposed/ taken**

### **11.1 No. of employees against whom disciplinary action has been taken:**

(i) Pending for Minor penalty or major penalty proceedings: NIL

11.2 Finalized for Minor penalty or major penalty proceedings: NIL

## **Chapter 12: Programmes to advance understanding of RTI**

RTI workshops regularly conducted by the office of CIC and the Department of the Ministry are attended by the CPIO/ other staff dealing with the RTI matters.

## **Chapter 13: Transfer policy and transfer orders**

Transfer Policy and Transfer Orders: National Trust is an autonomous body located at New Delhi and not having any branch. Hence, there is not provision for transfer from one autonomous body to another.

## Chapter 14: Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.

14.1 Budget estimate for 2024-25 is as under-

Sl. No.	Head of Expenditure	BE/RE for financial year 2024-25
<b>A</b>	<b>Grant-in-Aid Budgetary Support to National Trust from DEPwD</b>	
1	Disha- Early Intervention and School Readiness	201.00
2	Vikaas- Day Care	380.00
3	Disha cum Vikaas	510.00
	<b>Sub Total</b>	<b>1091.00</b>
4	Samarth- Respite Care	197.00
5	Gharaunda- Group Homes for Adults	385.00
6	Samarth Cum Gharaunda	307.00
	<b>Sub Total</b>	<b>889.00</b>
7	Niramaya- Health Insurance Scheme	<b>1402.00</b>
	<b>Sub Total</b>	<b>3382.00</b>
<b>B</b>	<b>Budget approved from the Internal Sources of National Trust (Interest income)</b>	
<b>I</b>	<b>Awareness &amp; Publicity</b>	
1	Print & Electronic Media / Publications	0.00
2	Workshops / Seminars /Exhibitions/Job fairs	21.24
3	Website/Software	25.67
	<b>Sub Total</b>	<b>46.91</b>
<b>II</b>	<b>Programmes &amp; Projects</b>	
1	Badhte Kadam- Awareness and Community Interaction including Innovative Projects and Sensitization Programmes	4.53
	<b>Sub Total</b>	<b>4.53</b>
<b>III</b>	<b>Institutional Arrangement</b>	
1	SNAC	0.00
2	Local Level Committees	14.56
	<b>Sub Total</b>	<b>14.56</b>
<b>IV</b>	<b>Meetings</b>	
1	Annual General Meeting, Board Meetings and misc. other meetings.	11.17

	<b>Sub Total</b>	<b>11.17</b>
<b>V</b>	<b>Establishment &amp; Administration</b>	
1	Salaries & Wages	223.00
2	Loans and Advances to Staff	0.50
3	DCRG/CPS/NPS/Leave Encashment (Retirement Benefits) - Provision	15.00
4	Staff Welfare (Medical, LTC, Bonus, Tution fee, staff training, Newsp, liveries, leave encashment, hospitality and hon. Etc)	22.00
5	Rent, Rates & Taxes (Building)	93.87
6	Travel and Conveyance exp. (Both domestic and international), vehicle run and conveyance	16.00
7	Printing & Stationery	2.05
8	Repairs & Maintenance	3.50
9	Tools & Plants (Computer peripherals/Furniture /Fixtures /Office Equipment etc.)	39.71
10	Telephone / Fax / Broadband	2.00
11	Electricity / Water	10.00
12	Sumptuary	0.01
13	Postage and Telegramme	0.07
14	Auditors Remuneration	6.93
15	Professional Charges	0.40
16	Other Administrative expenses	38.00
	<b>Sub Total Establishment &amp; Administration</b>	<b>473.04</b>
	<b>Sub Total Expenditure from Internal Sources</b>	<b>550.21</b>
	<b>Grand Total A+B</b>	<b>3932.21</b>

#### 14.2 Report on disbursements made and place where the related reports are available:

It is available in the Annual Report uploaded in the website of the National Trust

(<https://cdnbbsr.s3waas.gov.in/s3300891a62162b960cf02ce3827bb363c/uploads/2025/01/20250110901229377.pdf> )

## Chapter 15: Foreign and domestic tours

**15.1 Budget:** There is no separate budget provision for Foreign tours.

## 15.2 Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department.

No domestic Tours were undertaken by the Joint Secretary & CEO, National Trust during 2024-25.

## 15.3 Information related to procurements-

S. No.	Name of Vendor	Description	Period of Contract	Name of the post	Nos. of Employees	Amount Paid
1	M/s. Aagami Indo Pvt Ltd	Hiring of Manpower	02.07.2024 to 30.06.2025	Office Assistant	6	Rs.2,69,595/- per month Including Service Charge and GST
				Safai Karamchari	2	
2	M/s. Silver Touch Technologies Ltd	Maintenance of Enhancement of NT Website	1.8.2024 to 31.7.2025		-	Rs.25,35,563/-
3	M/s. Taxi Car	Hiring of Vehicle on monthly basis	1.08.2024 to 31.07.2025			Rs.35,000/- per month (fixed)

## Chapter 16: Manner of execution of subsidy programme

The National Trust doesn't operate any subsidy programme.

## Chapter 17: Discretionary and non-discretionary grants

17.1 Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions: Details of grant to NGO is available in the website of the National Trust (<https://nationaltrust.nic.in/information-handbook-rti/>)

17.2 Annual accounts of all legal entities who are provided grants by the National Trust: Details available on **page no. 44-56** which may see in the given link (<https://cdnbbsr.s3waas.gov.in/s3300891a62162b960cf02ce3827bb363c/uploads/2025/01/20250110901229377.pdf> )

## Chapter 18: Particulars of recipients of concessions, permits of authorizations granted by the public authority

18.1 Concessions, permits or authorizations: The National Trust offers 100% Tax Exemption to donors under Section 80 G (2)(a)(iii) (hj) of the Income Tax Act.

18.2 For each concession, permit or authorization granted - (a) Eligibility criteria, (b) Procedure for getting the concession/ grant and/ or permits of authorizations, (c) Name and address of the recipients given concessions/ permits or authorizations, (d) Date of award of concessions/ permits of authorizations: As per schemes guidelines available on the National Trust website ([www.thenationaltrust.nic.in](http://www.thenationaltrust.nic.in))

## **Chapter 19: CAG & PAC paras**

CAG has completed ATR and given the true and fair observation for Audited Account (Financial year 2023-24).

## **Chapter 20: Publicity Band Public interface**

Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof: Not Applicable

## **Chapter 21: Are the details of policies / decisions, which affect public, informed to them**

The details of formulating important policies or announcing decisions, if maintained for public use: This is uploaded in the website of the National Trust ([www.nationaltrust.nic.in](http://www.nationaltrust.nic.in)) from time to time.

## **Chapter 22: Dissemination of information widely and in such form and manner which is easily accessible to the public**

**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 23: Form of accessibility of information manual/ handbook**

**23.1 Information manual/handbook available in Electronic format:** Yes

**23.2 Information manual/handbook available in Printed format:** Yes

## **Chapter 24: Whether information manual/ handbook available free of cost or not**

**24.1 List of materials available Free of cost:** Available in the website of the National Trust <https://nationaltrust.nic.in/information-handbook-rti/>

**24.2 List of materials available at a reasonable cost of the medium:** Refer page no. 10

## **Chapter 25: Language in which Information Manual/Handbook Available**

RTI Manual is available in English and Hindi language. RTI Manual is available under the link RTI Act in the National Trust website <https://nationaltrust.nic.in/information-handbook-rti/>

## Chapter 26: When was the information Manual/Handbook last updated?

The last date of Annual updation is 16-5-2025.

## Chapter 27: Information available in electronic form

List is presented in Chapter 6 above.

## Chapter 28: Particulars of facilities available to citizen for obtaining information

<b>Name &amp; Location of the facility:</b>	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), 6th Floor, NISD (National Institute of Social Defense) Building, Plot No. G-2, Sector- 10, Dwarka, New Delhi-110075 Phone: 011-20897959
<b>Details of information made available:</b>	Website: <a href="http://www.nationaltrust.nic.in">www.nationaltrust.nic.in</a> .
<b>Working hours:</b>	Opening hours of the Office: 09.00 a.m. (Monday to Friday) Closing hours of the Office: 05.30 p.m. (Monday to Friday)
<b>Contact Person and Contact detail:</b>	Central Public Information Officer Name : Sh. Navnit Kumar Designation : Programme Officer Phone (Office) : 011- 65216004 Phone (Home) : 9868121465 E-mail : <a href="mailto:po@thenationaltrust.in">po@thenationaltrust.in</a> Address : National Trust 6th Floor, NISD Building, Plot G-2, Sector-10, Dwarka, New Delhi-110075

## Chapter 29: Such other information

**29.1 Grievance Redressal Mechanism:** Both is online and offline through email, PG, RTI etc.

**29.2 Details of applications received under RTI and information provided:** Quarterly report is available in the website of the National Trust (<https://nationaltrust.nic.in/information-handbook-rti/> )

**29.3 List of completed schemes/ projects/ Programmes:** Not Applicable

**29.4 List of schemes/ projects/ programme underway:** Refer Chapter -4 (All projects are ongoing)

**29.5 Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract:**

S. No.	Name of Vendor	Description	Period of Contract	Name of the post	Nos. of Employees	Amount Paid
1	M/s. Aagami Indo Pvt Ltd	Hiring of Manpower	02.07.2024 to 30.06.2025	Office Assistant	6	Rs.2,69,595/- per month Including Service Charge and GST
				Safai Karamchari	2	
2	M/s. Silver Touch	Maintenance of	1.8.2024 to 31.7.2025		-	Rs.25,35,563/-

	Technologies Ltd	Enhancement of NT Website				
3	M/s. Taxi Car	Hiring of Vehicle on monthly basis	1.08.2024 to 31.07.2025			Rs.35,000/- per month (fixed)

**29.6 Annual Report: Available in the website of the National Trust :**

(<https://cdnbbsr.s3waas.gov.in/s3300891a62162b960cf02ce3827bb363c/uploads/2025/01/20250110901229377.pdf> )

**29.7 Frequently Asked Question (FAQs):**

**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 online 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).

**29.8 Any other information such as –**

**(a) Citizen's Charter-** A Citizens' Charter represents the commitment of the Of the National Trust towards standard, quality and time frame of service delivery, grievance redress mechanism, transparency and accountability. The objective of Charter exercise is to build bridges between citizens and administration and to streamline administration in tune with the needs of citizens. As such the key components of a meaningful Citizen's Charter are clear statement of Vision and Mission Statements, Programmes and Activities, Client Groups/Stakeholders, Specification of Time Frame for each service being rendered by the National Trust.

## Chapter 30: Receipt & Disposal of RTI applications & appeals

### 30.1 Details of applications received and disposed:

Details are available in the given link (<https://nationaltrust.nic.in/information-handbook-rti/> )

### 30.2 Details of appeals received and orders issued:

Details are available in the given link (<https://nationaltrust.nic.in/information-handbook-rti/> )

## Chapter 31: Replies to questions asked in the parliament

National Trust provides input for preparing reply of Parliament Question. Final reply is made by Department of Empowerment of Persons with Disabilities (DEPwD).

## Chapter 32: Such other information

### 32.1 Name & details of –

(a) **Current CPIOs & FAAs:** Refer Chapter 10

(b) **Earlier CPIO & FAAs from 1.1.2015:**

#### Central Public Information Officer (CPIO)

Name	Duration
Sh. U.K. Shukla, Assistant Legal Advisor:	June, 2014 to August, 2023
Sh. Navnit Kumar, Programme Officer:	August, 2023 to till date

#### First Appellate Authority (FAA)

Name	Duration
Sh. Chittaranjan Kumar Khaitan, JS&CEO:	January, 2015 to November, 2016
Sh. Mukesh Jain, JS&CEO:	November, 2016 to April, 2018
Dr. Prabodh Seth, JS&CEO:	April, 2018 to November, 2018
Mr. Nikunja K. Sundaray, JS&CEO:	November, 2018 to February, 2022
Sh. U.K. Shukla, Assistant Legal Advisor:	February, 2022 to May, 2023
Sh. K.R. Vaidheeswaran, JS&CEO:	June, 2023 to December, 2023
Sh. Rajesh Sachdeva, Deputy Director:	January, 2024 to till date

### 32.2 Details of third party audit of voluntary disclosure –

(a) **Dates of audit carried out:** 31-5-2024

(b) **Report of the audit carried out:** National Institute of Technical Teachers Training & Research (NITTTR), Chandigarh

**Third Party Audit** is available in the given link: <https://nationaltrust.nic.in/information-handbook-rti/>

## Chapter 33: Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information

Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information:

All the information related to the schemes, programmes and other activities are published on the National Trust website through news items are Annual Reports.

## Chapter 34: Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central



## **Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public**

### **34.1 Whether STQC certification obtained and its validity?**

The National Trust has initiated the process of obtaining STQC.

### **34.2 Does the website show the certificate on the Website?**

No

**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**

Date on which application received:

Dy. No. Date:

Date by which information required:

Date on which information supplied:

Dispatch No, Date:

Mode of furnishing the information

Hard copy / Soft copy

Brief description of the Information supplied:

Name & Signature of person receiving the information:

**Signature**