

**GUIDELINES ON PROJECT ON FINANCIAL SUPPORT TO BRAILLE PRESSES  
(UNDER SCHEME FOR IMPLEMENTATION OF PERSONS' WITH DISABILITIES ACT  
(SIPDA))**

**NODAL AGENCY: National Institute for the Empowerment of Persons with Visual Disabilities (NIEPVD) (Divyangjan), Dehradun**

**Department of Empowerment of Persons with Disabilities (Divyangjan)  
Ministry of Social Justice & Empowerment  
Government of India**

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## BACKGROUND

1. The mandate of the Constitution is to ensure equality, freedom, justice and dignity of all individuals, which implies an inclusive society for all, especially the disadvantaged. Article 16 (Fundamental Rights) of the Constitution of India has given direction about the right of equality. Article 41 of Part IV ("Directive Principles of State Policy") which is particularly relevant with regard to persons with disabilities, reads as follows: -

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

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

- 1.2 The Central Government enacted The Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 which came into force with effect from 7<sup>th</sup> Feb 1996. The Act is the basic legislation that deals with the rights and empowerment of persons with disabilities. *Section 27 (f) of Chapter V (Education) of the Act provides that the appropriate Governments and the local authorities shall by notification make schemes for providing every child with disability, free of cost special books and equipment needed for their education.*

Rights of Persons with Disabilities Act (RPD Act) which was passed by our parliament in 2016 and which came into force on 17<sup>th</sup> April 2017. This Act further emphasis in *Section 16(v) that all persons who are blind or deaf or both 'is imparted in most appropriate languages and modes and means of communication'.*

*Further, in Section 17(g) it is stated that 'to provide books, other materials and appropriate assistive devices to students with benchmark disabilities free of cost up to the age of eighteen years'.*

- 1.3 According to the Census 2011, there were about 2.68 crore persons with disabilities in India, constituting 2.21% of the total population in the country. The school going population for visually impaired is as under:

Age Group	Male	Female	Total
5-9	1,91,404	1,67,714	3,59,118
10-19	4,21,447	3,52,587	7,74,034
<b>Total</b>	<b>6,12,851</b>	<b>5,20,301</b>	<b>11,33,152</b>

- 1.4 In view of above background, the Central Sector Scheme of "Support for Establishment/ Modernization/Capacity Augmentation of Braille Presses" was started in

the year 2014-15 to provide the Braille material and literature to the school going visually impaired children in India. During the last seven years of the implementation of this scheme, financial assistance has been provided to 27 Braille Presses (Establishment of New Braille Presses-12, Modernized Braille Presses-12 and Capacity Augmented of old Braille Presses- 03) with total financial support of Rs. 42.97 crore (non-recurring grants to 27 Braille Presses to the extent of Rs. 32.53 crore and recurring grants of Rs. 10.44 crore to 16 Braille Presses). Details of these 27 implementing agencies is enclosed at **Annexure-I**.

## **2. FUTURE PERSPECTIVE OF NEXT FIVE YEARS:**

In the next five year, it is proposed to mainly release recurring grants to approved and functional Braille Presses for printing of text books and other course materials for providing free of cost to visually impaired school going children of class I to XII. However, as per need, financial support may also be extended as non-recurring grant for setting up of new Braille presses/ Capacity Augmentation/Modernization of existing Braille Presses in States and small scale Braille Presses in UTs where such press is not available and there is a need for setting up of Braille Presses to achieve the objective of the scheme. Accordingly, a project of "Financial Support to Approved and Functional Braille Presses" is proposed to be implemented as one of the components of the Umbrella scheme "Scheme for Implementation of Persons' with Disabilities Act (SIPDA)" for next five years from 2021-22 to 2025-26.

## **3. OBJECTIVES OF THE PROJECT:**

(i) To provide financial support as Recurring Grant-in-Aid to the 'approved and functional Braille presses' for printing and supplying, free of cost, school text books and other approved course materials to visually impaired school going children of classes I to XII across the country.

(ii) To provide financial support as Non-Recurring Grant-in-Aid for setting up of New Braille Presses/Capacity Augmentation/Modernization of existing Braille Presses in States and Small Scale Braille Presses in UTs where Braille Presses do not exist and there is requirement of the same.

## **4. AGENCIES/ORGANIZATIONS ELIGIBLE TO RECEIVE GRANT-IN-AID UNDER THIS PROJECT:**

State Governments, UT administrations and voluntary organizations running Braille Presses for more than five years or any other establishment designated by the State Governments or UT administration for running a Braille Press are eligible to received grant-in-aid under this project. The proposals from co-operative societies having mandate of publishing books, etc. shall also be considered for implementation of Project on merit if the response of the State Governments/UTs and voluntary organizations is not found to be adequate.

## **5. ELIGIBILITY CONDITIONS**

### **5.1 Eligibility Condition for one time Non-recurring grant for Setting up of New Braille Presses/Capacity Augmentation/Modernization of existing Braille presses in State and Small Scale Braille Presses in UTs:**

1. The Non-Governmental Organisations (NGO) must be registered under the Societies Registration Act, 1860 (XXI of 1860), or any relevant Act of the State/Union Territory; or trust must be registered under the Indian Trust Act, 1882.
2. Organisation must be registered either under erstwhile Persons with Disabilities Act, 1995 or Rights of Persons with Disabilities Act, 2016.
3. The Non-Governmental organisations (NGO) must be registered under Darpan Portal of NITI Aayog (NGO Portal) and possess unique ID of NGO Darpan.
4. Renewal/validity of registration as on date on application will be mandatory.
5. There should be no high speed computerized Braille press in the concerned State/UT. However, this condition can be relaxed in the case of large states.
6. A minimum of exclusive 1500 square feet of built-up area should be available for the establishment of the Braille press along with an additional built-up area of at least 400 Square feet for exclusive storage of Braille paper and Braille books;
7. States/UTs or their agencies working in this area are also eligible to apply for the Project.
8. In the case of the application originating from a voluntary organization, the applicant should have been in existence as a registered organization for the last five years and should be running educational programmes for the blind continuously for the last five years;
9. There should be proper system of auditing of accounts in the case of NGOs.

**Note:** terms and conditions as indicated at Sl.no. 1 to 4 above will not be applicable for Govt. Organizations.

### **5.2 Eligibility Condition for receipt of Recurring Grant:**

Under this project Recurring financial assistance will be provided to the 'approved and functional Braille presses' to enable them to provide free of cost text book and course materials to visually impaired school going children of class I to XII across the country.

#### **'Approved and Functional Braille Presses' under the Project will mean:**

Braille Presses being operated by State Government/ UT Administration/ voluntary organizations/cooperative societies which have been sanctioned non-recurring grants

under the Braille Press Scheme (now project), are functional to provide free of cost text books and approved course material to visually impaired school going children of class I to XII and are regular in sending periodic progress report to the Nodal Agency will be treated as 'Approved and Functional Braille Presses'. Any new Braille Press which will be sanctioned non-recurring grants under the Scheme (now Project) may also be included as 'approved and functional Braille Press', if meeting above criteria.

## **6. NODAL AGENCY:**

National Institute for Empowerment of Persons with Disabilities (Divyangjan), Dehradun would be the Nodal Agency for implementation of the Scheme and would be responsible for scrutinizing the proposal, obtaining reports from Braille Presses, evaluating their performance and preparing agenda for consideration of proposals by the Competent Authority/Body.

### **6.1 Role of Nodal Agency:**

1. Issue advertisement & notify through website of the Nodal Agency inviting proposals.
2. Receive the applications from the organizations for Establishment of New Braille Presses/Capacity Augmentation/Modernization of existing Braille presses in States and Small Unit Braille Presses in UTs project along with the financial implication for the project **(copy of the application format and list of approved items is enclosed as Annexure-II and III respectively)**
3. Conduct inspection of the project applied for, the Competent Authority of the Nodal agency will constitute the inspection team. The inspection team will conduct the inspection of the organization **(Format of inspection is enclosed as annexure- IV).**
4. Scrutinizing and submitting the Inspection report and submit to DEPwD for perusal and information.
5. Scrutinizing the applications and submit the same for consideration of Screening Committee.
6. The Nodal Agency will constitute an inspection committee to visit the Grantee organisation after receiving the proposal. Similarly, an inspection committee team will be constituted by the Nodal Agency for post installation inspection as well.**(format enclosed as annexure-V).**
7. The inspection committee will submit the Inspection report to the Director NIEPVD and the Nodal Agency will forward the same along with the required documents such as bills/ vouchers of payment, Audited statement, bank statement, function of Braille press, order of printing Braille books, proof of dispatched etc.to DEPwD for consideration and necessary action.
8. Receive the requisition from Implementing/ grantee organisation for 2<sup>nd</sup> instalment of Non-Recurring GIA (remaining 50%).

9. Requisition of 2<sup>nd</sup> instalment of Non-Recurring GIA will be placed before the screening committee for approval. After the assessment of the need for 2<sup>nd</sup> instalment.
10. Thereafter, the DEPwD will release the 2<sup>nd</sup> instalment in favour of NIEPVD, Dehradun as per the approval of the Screening Committee who would intern transfer the same to the Grantee organisation.
11. Obtain the Monthly Progress Report from the implementing/ grantee organizations and maintain its record.
12. Place the progress report before the screening committee for payment of recurring GIA to the implementing agencies.
13. Prepare and submit the performance-cum-achievement report to DEPwD on the basis of the monthly progress report.
14. The Nodal Agency should organise periodical training programmes/workshop for all machine operating staff, record keeper, accountants, and assistants in the implementing agencies to ensure the adoption of all rules as per GFR and to maintain transparency in the activities of the project.

**6.1.2 Admissible Administrative Expenses to the Nodal Agency:** Upto 5% of annual budgetary allocation for this project will be admissible as administrative expenses to the Nodal Agency which will be reimbursed based on actual expenditure with this limit.

## **6.2 Role and Responsibility of Implementing/ Grantee Organisations:**

1. Produce the school text books in Braille for the school going visually impaired students and the other reading material required by them as per their school syllabus and also the text books of vocational training course for being attended by these students and distribute the same free of cost as per the valid documents such as Supply order from school or Board or a State Nodal Agency, Receipts, Dispatch/handing over the same to the students.
2. Submit the progress report to the Nodal Agency on or before 5<sup>th</sup> day of each month in the prescribed format (**format enclosed as Annexure VI**). If they didn't print in any month they will have to send the 'NIL' Progress Report of that month.
3. Keep the record of order received from the schools/institutes/any other organisation working for children with visual impairment along with details of students getting benefit under this project.
4. Keep the record of proof of dispatch and obtain the acknowledgement of receipt of Braille book by the schools/ institutes/organizations.
5. Keep the records of bills/vouchers and audited account related to the scheme and provide to the Nodal Agencies as and when required.

## **7. FUNDING PATTERN**

7.1 The upper limit for Non-recurring and recurring expenditure under the scheme would be:

(Rs. in crore)

Item (per Braille Press)	Non-Recurring	Recurring
Setting up of New Braille Presses in States	2.00	@Rs. 2.50 per page
Setting up of Small Scale Braille Presses in UTs	0.40	

7.2 The Non-recurring cost on implementation of the scheme will be released in two equal instalment i.e. the 50% of the total cost as first instalment in advance under the GFR norms and remaining 50% as Second instalment after a need-based assessment of the requirement of installation of a second set of machine/ Braille equipment in such Braille Presses keeping in view the use, printing capacity and receipt of indents for the 1<sup>st</sup> set of machine/equipment. Such assessment would take into account the number of braille pages printed, number of titles printed and the no. of children with visual impairment served from the date of the installation of the first set of braille embosser. These specific details will be required to be filled up in the inspection team's report. On the basis of this assessment, the Nodal Agency would submit requirement of 2<sup>nd</sup> instalment of eligible Grantee Organisations for consideration of the Screening Committee.

## 8. PROCEDURE FOR APPLICATION AND SANCTION OF PROJECT

8.1 Applications will be received through offline mode and on activation, through online mode.

8.2 How to apply /Procedure for Application:

**For Sanction of New Braille Presses/ Capacity Augmentation/Modernization of existing Braille presses:**

1. Non Governmental Organizations will forward the complete proposal through District Social Welfare Officer/Disability Officer/ State Govt.
2. The proposal will be scrutinized by the Nodal Agency i.e. NIEPVD according to the eligibility criteria and on submission of complete proposal with requisite details.
3. The Nodal Agency will constitute a team of expert committee to inspect the organization. The inspection team will submit its inspection report along with their recommendation to Nodal Agency which will be forwarded to DEPwD.



4. The inspection report along with the project details will be placed before the screening committee for consideration and approval of the project.
5. The Non-Recurring GIA will be released to the organization by the nodal agency after approval of the project and sanction of the grant by DEPwD.

**The organization shall upload the following documents on the e-Anudaan portal when it becomes functional:**

1. The Non-Governmental Organisations must be registered under the Societies Registration Act, 1860 (XXI of 1860), or any relevant Act of the State/Union Territory; or trust must be registered under the Indian Trust Act, 1882
2. Organisation must be registered as per provision under the Rights of Persons with Disabilities Act, 2016.
3. The Non-Governmental organisations must be registered under Darpan Portal of NITI Aayog (NGO Portal) and obtain unique ID of NGO Darpan before applying.
4. A Certified copy of the registration certificate under Societies Registration Act, 1860 or Trust Deed or Certificate of Incorporation (whichever is applicable)
5. Audited Accounts of the organisation for the last two years. The accounts shall comprise of (i) Income & Expenditure Statement (ii) Receipt and Payment Statement (iii) Balance Sheet (iv) Auditors Report.
6. List of staff/employees engaged in the production of Braille pages.
7. List of beneficiaries of last two years **(Performa enclosed as Annexure –VII)**
8. Recommendation letter from the Department of Social Welfare of the concern state government (in case of NGO).

**For release of Recurring grant to ‘functional and approved Braille Presses’:**

The implementing organizations of functional and approved Braille press will submit the proposal seeking recurring financial assistance along with details of visually impaired school going children who have benefited under this project during particular financial year in the prescribed format (**enclosed as Annexure – VII**). Recurring grant @ **Rs. 2.50 per page** for number of Braille pages printed and provided free of cost to the visually impaired school going children of class I to XII during a financial year will be paid to the concerned organization which includes cost of paper, proof reading, editing, formatting, printing, binding and dispatch cost. Separate record of Braille pages printed and provided free of cost to visually impaired school going children should be kept by the concerned organization.

Recurring financial assistance will generally be in the form of reimbursement for previous year based on the actual figure of number of pages printed and provided free of cost to visually impaired school going children of class I to XII. However, if the concerned organization submits the concrete proposal for recurring financial assistance along with definite number of beneficiaries i.e.

visually impaired school going children of class I to XII who are to be provided free of cost text books and other course material, the financial assistance may be considered during the current year also in installments.

8.3 Proposals for Grant-in-Aid (both Recurring and Non-recurring) will be considered by the Screening Committee with following composition:

- |    |  |   |                  |
|----|--|---|------------------|
| a) | Joint Secretary/Deputy Director<br>General (DDG) dealing with this<br>project in the DEPwD | - | Chairman         |
| b) | Director, NIEPVD   | - | Member           |
| c) | Deputy Secretary/Director (Finance),<br>DEPwD  | - | Member           |
| d) | One expert to be nominated<br>by the Chairman  | - | Member           |
| e) | Deputy Secretary/Director, DEPwD<br>handling this Project.                                 | - | Member Secretary |

## 9. GENERAL CONDITIONS

1. The implementing agencies shall be open for inspection by an officer deputed by the Nodal Agency anytime without prior notice.
2. The implementing agencies must submit the progress report to the nodal agency on or before 5<sup>th</sup> day of every month in a prescribe format.
3. The implementing agencies shall use the full capacity of the Braille Embosser as mentioned in the manual of Braille Embosser.
4. The organization shall utilize the Non-Recurring Grant-In-Aid within 3 months from the date of obtaining grant from the nodal agency. The time of utilization of fund may be extended for next 3 months after the approval of the Competent Authority of the Nodal Agency. If the organization fails to utilize the grant-in-aid, then the organization shall have to return the grant-in-aid with 18% of interest.
5. The implementing agencies shall submit the utilization certificate of the Non-Recurring grant-in-aid after obtaining the grant along with detail of expenditures. **(Performa of UC and detail of expenditure are enclosed as Annexure – VIII & IX)**

Sl. No.	Address of the Braille Presses	Category	Non-Recurring GIA	Recurring GIA
1.	Composite Regional Centre For Persons With Disabilities (CRC), NIEPVD, Himachal Pradesh	Establishment of New Braille Presses	Rs. 1,44,18,000/-	Rs. 3953332/-
2.	Andhra Pradesh Viklangula Co-Operative Corporation (APVCC), Hyderabad		Rs. 1,29,77,000/-	-
3.	Social Welfare Department, Government Braille Press, Directorate of Social Welfare, Raipur, Chhattisgarh		Rs. 1,26,74,800/-	-
4.	Jorhat Blind Institute, Assam		Rs. 31,95,913/-	-
5.	Printing And Stationary Department, Shilong, Meghalaya		Rs. 1,27,68,000/-	-
6.	Shubham Braille Press, Muzaffarpur, Bihar.		Rs. 1,63,76,265/-	Rs. 47,77,100/-
7.	Jagadguru Rambhadracharya University, Chitrakoot.		Rs. 56,35,000/-	-
8.	Shakuntala Misra National Rehabilitation University, Lucknow.		Rs. 1,12,75,000/-	-
9.	Shri Navchetan Andhjan Mandal, Guajrat		Rs. 82,24,773/-	Rs. 11,23,440/-
10.	Blind Persons' Association, Kolkata		Rs. 66,90,832/-	-
11.	The National Association For Welfare Of Physically Handicapped (NAWPH), Amravati, Maharashtra		Rs. 68,23,329/-	Rs. 8,53,550/-
12.	Social Welfare Department, Aizwal, Mizoram		Rs. 44,05,500/-	-
13.	Central Braille Press, National Institute For The Empowerment Of Persons With Visual Disabilities (Divyangjan), Rajpur, Dehradun	Modernization of existing Braille Presses	Rs. 1,34,55,000/-	Rs. 2,72,50,430/-
14.	Rajasthan Netraheen Kalyan Sangh, Jaipur, Rajasthan		Rs. 1,50,00,000/-	Rs. 37,73,208/-
15.	Ramakrishna Mission Regional Braille Press, Kolkata, West Bengal		Rs. 94,17,605/-	Rs. 34,52,266/-
16.	Mitra Jyothi, Bangalore, Karnataka		Rs. 1,83,30,225/-	Rs. 52,52,654/-
17.	Social Welfare Department, Government Braille Press, Bilaspur, Chhattisgarh		Rs. 1,89,00,000/-	Rs. 6,65,250/-
18.	Telangana Viklangula		Rs. 92,56,076/-	Rs. 17,88,061/-

	Cooperative Cooperation, Telangana, Hyderabad			
19.	Dept. of Social Security, Women and Child Development, Ludhiana		Rs. 1,00,00,000/-	-
20.	Social Justice & Empowerment, Govt. Braille Press, Bhopal, Madhya Pradesh		Rs. 97,38,000/-	-
21.	National Association For The Blind Ahmedabad, Gujarat		Rs. 58,11,367/-	Rs. 30,42,152/-
22.	National Association For The Blind Mumbai, Maharastra		Rs. 1,73,13,578/-	Rs. 1,64,16,687/-
23.	Kerala Federation Of The Blind, ,Thiruvannantahpuram Kerala		Rs. 1,82,81,000/-	Rs. 37,69,052/-
24.	Red Cross School For The Blind, Behrampur, Odisha		Rs. 72,53,000/-	-
25.	Regional Braille Press, NIEPVD Regional Centre, Chennai, Tamil Nadu	Capacity Augmentation of Braille Presses	Rs. 1,58,17,000/-	Rs. 1,73,78,992/-
26.	National Federation of the Blind, Bahadurgarh, Haryana		Rs. 1,62,79,780/-	Rs. 96,20,297/-
27.	All India Confederation of the Blind, Delhi		Rs. 84,51,162/-	Rs. 38,94,133/-

**GOVERNMENT OF INDIA,  
MINISTRY OF SOCIAL JUSTICE & EMPOWERMENT  
DEPARTMENT OF DISABILITY AFFAIRS**

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**APPLICATION FORM FOR ASSISTANCE UNDER BRAILLE PRESS PROJECT OF  
SUPPORT FOR ESTABLISHMENT/ MODERNISATION/CAPACITY AUGMENTATION  
OF BRAILLE PRESSES**

**1. Name of the applicant Department / \_\_\_\_\_  
Organisation \_\_\_\_\_**

**2. Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_**

**Telephone No. \_\_\_\_\_**

**Tele fax \_\_\_\_\_**

**Mobile \_\_\_\_\_**

**E-mail \_\_\_\_\_**

**3. Name and designation of the \_\_\_\_\_  
contact person/nodal officer**

**4. Date of establishment of the \_\_\_\_\_  
Non-Government Organisation  
and Registration Number**

**5. Date since running the Braille Press \_\_\_\_\_  
(If applicable)**

**6. Purpose for which assistance is required:**

- a. Establishment of Braille Presses
- b. Modernization of Braille Presses
- c. Capacity augmentation of Braille presses.

**7. Justification for the proposal, indicating clearly how it fulfils the criteria for  
selection**

\_\_\_\_\_  
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**8. Built up area available for the Braille Press**

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**9. Name and address of the NGO identified for providing practical cooperation/support (for State Governments/UT Administration only)**

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**10. Human Resources available for the Braille Press**

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**11. Equipment / Machines, if any, available for the Braille Press**

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**12 . Details of assistance required:**

**Non- recurring**

Sl No.	Item	Quantity	Possible source of origin	Cost

**13. Declaration:**

Certified that above information, in accordance with the records and accounts audited / to be audited, is correct to the best of knowledge and belief of the office bearers of the department/organization.

I also hereby certify that I have read the terms and conditions of the Scheme and I undertake to abide by them. On behalf of the Department/Organization, I further agree to the following conditions:

- All school going students with visual impairment will be provided free of cost Braille books printed in the Braille Presses established/modernized/capacity augmented under the Scheme.
- All assets acquired wholly or substantially out of the central grant shall not be encumbered or disposed of or utilized for purposes other than those for which the grant is given, should the organization cease to exist or decide to close down the Braille Press at any time, such properties shall revert to the Government of India.
- The accounts of the project shall be properly and separately maintained. They shall always be open to check by an officer deputed by the Government of India or

the State Government. They shall also be open to a test check by the person authorized by the Government.

- d. If the State or the Central Government have reasons to believe that the grant is not being utilized for approved purposes; the Government of India may stop payment of further instalments and recover earlier grant in such manner as they may decide with interest @ of 18% compounded per annum.
- e. The Department/Organization shall exercise reasonable economy in its working especially in respect of expenditure on procurement of goods and services. Provision of GFR may be followed while procurement of goods and services.
- f. Progress reports on the project will be furnished at regular intervals as may be specified by the Government along with the complete data of beneficiaries indicating their names, father's name, school, class/course, gender, caste category, address, phone number. This data should be uploaded on the website of the organization which shall be updated on quarterly basis.
- g. It is hereby certified that no grant is being received for the same project from any other (Govt., Private or foreign) source.
- h. The agency will maintain an accessible catalogue of books on the website for wider dissemination. It would also maintain all the electronic master copies of the Braille books along with one hard copy in Braille of the book in its store. The agencies shall prominently show the details of the grant on its website and the details of expenditure for greater transparency.

**List of enclosures:**

- 1. Criteria for selection
- 2. Funding pattern
- 3. Check list

**Details of Approved Items**

1	For Establishment (Non-Recurring)	1. Hardware and software norms (High speed Braille embosser /minimum 600 character per second, 1800 pages per hour)-2 or 2. Medium speed Braille Printers -2, 3. Computers -10, 4. UPS -2 (10KVA), 5. Scanner -1, 6. Inkjet printer -2, 7. Generator-1(50KVA), 8. Air conditioner-2 (2KVA) 9. Braille printing and conversion software's, 10. Jaws Screen Reading Software's.
2	Establishment of small Braille Printing in UT (Non-Recurring)	1. Hardware and software (medium speed Braille printers-2 2. Computers-5, 3. UPS-1 (10 KVA), 4. Scanner-1, 5. Inkjet printer -1, 6. Generator-1 (25KVA), 7. Air conditioner-2 (2KVA), 8. Braille printing and conversion software's, 9. Jaws screen reading software
3	Capacity Augmentation (Non-Recurring)	1. Hardware and software (High speed Braille embosser (minimum 600 characters, 1800 pages per hours)-2, 2, Medium speed Braille printers-2, 3. Computers-10, 4. UPS-2(10 KVA), 5. Scanner-1, 6. Inkjet printer-2, 7. Generator (50KVA)-1, 8. Air conditioner (2KVA)-2, 9. Braille printing and conversion software's, Jaws screen reading software
4	Modernization of Braille Press (Non-Recurring)	1. Hardware and software (High speed Braille embosser (minimum 600 characters, 1800 pages per hours)-2, 2, Medium speed Braille printers-2, 3. Computers-10, 4. UPS-2(10 KVA), 5. Scanner-1, 6. Inkjet printer-2, 7. Generator (50KVA)-1, 8. Air conditioner (2KVA)-2, 9. Braille printing and conversion software's, Jaws screen reading software



**Inspection Report Performa under the Braille Press Project of “Support for Establishment/Modernization/Capacity Augmentation of Braille Presses”**

1. Name of the Applicant Department/Organisation:
2. Address:
3. Telephone No.:  
Tele fax:  
Mobile:  
E-mail:
4. Name and designation of the contact person/nodal officer:
5. Date of establishment of the Non-Government Organisation and Registration Number:
6. Registration in the NGO portal of Niti Ayog: If yes Registration no. and Date of registration, if not get yourself registered and provide the same (Note: Obtain an undertaking from them that they will get themselves registered in the NGO portal of Niti Ayog and submit the same):
7. State Government recommendation: If yes obtain a copy, if not ask them to obtain recommendation letter and submit the same):
8. Date since running the Braille Press:
9. Built up area available for the Braille Press:
10. Human Resources available for the Braille Press:
11. Equipment / Machines available with the Braille Press:

12. Details of Braille production over last two years:

13. Brief profile of Beneficiaries:

14. Attached self-attested copies of following:

- a. Registration Certificate:
- b. Memorandum of Association:
- c. List of staff available or to be engaged for the Braille Press:
- d. List of Equipment available for the Braille Press:

15. Checked and verified the original Registration Certificate and Memorandum of Association/Society:

16. Recommendation of the Inspection Team:

17. Information given have been checked and verified.

Recommended

Not Recommended

Signature & Date

Signature & Date

Signature & Date

Name of the Expert

Name of the Expert

Name of the Expert

Designation  
Phone No.:  
Email ID:  
Place

Designation  
Phone No.:  
Email ID:  
Place

Designation  
Phone No.:  
Email ID:  
Place

**Post Installation Inspection Report Performa under the Braille Press Project of  
“Support for Establishment/Modernization/Capacity Augmentation of Braille  
Presses”**

1. Name of the organization:
2. Address:
3. Telephone No.:  
Tele fax:  
Mobile:  
E-mail:
4. Date of receiving funds:
5. Grant received under Non Recurring and Recurring head:
6. List of Equipment's purchased:

Please check and verify about the functioning of the above equipment's and state whether the equipment's are being used/not used.

7. No. of pages printed till date as per meter reading of embosser:
8. Name of titles and copies of each of them:

Sr. no.	Title	Copies

**Use a separate sheet if required.**

9. Balance of funds available with the organization under the Non-Recurring and recurring head as on date:

10. Check cash book, vouchers, ledgers and fixed asset registers of this scheme and submit your views:

**Self-Attested documents to be collected:**

1. List of staff members working in the Press.
2. Copy of orders for Printing Books.
3. List of Name of the Organizations to whom books have been supplied with class wise no. of titles and their copies.
4. Copy of Postal Receipts forwarding Braille books.
5. Updated bank statement.
6. Audited statement of accounts (Consolidated and of this scheme).
7. Photographs of all the activities and equipment purchased for the Braille press being run by the concerned organization.

We have personally checked and verified the above information.

Signature & Date

Signature & Date

Signature & Date

Name of the Expert

Name of the Expert

Name of the Expert

Designation

Designation

Designation

Phone No.:

Phone No.:

Phone No.:

Email ID:

Email ID:

Email ID:

Place

Place

Place

**Monthly Progress report Performa under the Central Sector Scheme “Support for Establishment/Modernization/Capacity Augmentation of Braille Presses”**

11. Name of the organization:

12. Address:

13. Telephone No.:

Tele fax:

Mobile:

E-mail:

14. Name of the Month, progress of which is being reported:

15. Total No. of pages printed:

(A) During the month

(B) During the current financial year

16. Total No. of titles printed:

(A) During the month

(B) During the current financial year

17. Total No. of copies of each of the titles printed:

(A) During the month

(B) During the current financial year:

18. Total No. of Individuals/Agencies/Institutions served:

(A) During the month

(B) During the current financial year:

19. Quantity of Braille Paper consumed during the month:

20. Total No. of volumes bound during the month:

21. Cost of expenses incurred in binding during the month:

22. Attach a list of titles produces during the month and mention the no. of copies printed against each title during the reporting month:

Name and signature:

Date:

**Details of total No. of Pages Printed and beneficiaries served under the Braille Press Project of “Support for Establishment/Modernization/Capacity Augmentation of Braille Presses” during the Financial Year.....**

Name of the Organization/Braille Press.....

<b>School-1</b>				
Name of the School/Agency/Institute			..... <b>School A</b>	
Address of School/Agency/Institute with Contact details			<b>Address of School A</b>	
Name of the Board of Education which the school is affiliated				
<b>Class</b>	<b>Name of Child</b>	<b>Name of Titles/Books</b>	<b>No. Of Pages in each book</b>	<b>Total No. Of Braille Pages</b>
I	Child A	Book A (EVS)		
		Book B (Hindi)		
		Book C (English)		
		.....		
	Child B	Book A		
		Book B		
.....				
II	Child A	Book A		
		Book B		
		Book C		
		.....		
	Child B	Book A		
		Book B		
.....				
III	Child A	Book A		
		Book B		
		.....		
III	Child B	Book A		
		Book B		
		.....		
Etc.	Etc.	Etc.		
		<b>Total</b>		
Total Children served				
Total Titles/Books Produced				
Total Pages Printed				

<b>School-2</b>	
Name of the School/Agency/Institute	..... <b>School 2</b>
Address of School/Agency/Institute with Contact Details	<b>Address of School 2</b>

Name of the Board of Education which the school is affiliated				
Class	Name of Child	Name of Titles/Books	No. Of Pages in each book	Total No. Of Braille Pages
I	Child A	Book A (EVS)		
		Book B (Hindi)		
		Book C (English)		
		.....		
	Child B	Book A		
		Book B		
		.....		
II	Child A	Book A		
		Book B		
		Book C		
		.....		
	Child B	Book A		
		Book B		
		.....		
III	Child A	Book A		
		Book B		
		.....		
III	Child B	Book A		
		Book B		
		.....		
Etc.	Etc.	Etc.		
		<b>Total</b>		
Total Children served				
Total Titles/Books Produced				
Total Pages Printed				

<b><u>GRAND TOTAL</u></b>		
<b>Total Institute/Agency/School Served</b> (School – 1 + school – 2 + ....)	:	
<b>Total Children Served</b> (school – 1 + school – 2 + ....)	:	
<b>Total Titles/books Produced</b> (school – 1 + school – 2 + ....)	:	
<b>Total Braille Pages Printed</b> (school – 1 + school – 2 + ....)	:	



**GFR 12 – A**  
 [(See Rule 238 (1))]

**FORM OF UTILIZATION CERTIFICATE  
 FOR AUTONOMOUS BODIES OF THE GRANTEE ORGANIZATION**

UTILIZATION CERTIFICATE FOR THE YEAR..... in respect  
 of recurring/non-recurring  
 GRANTS-IN-AID/SALARIES/CREATION OF CAPITAL ASSETS

1. Name of the Scheme.....
2. Whether recurring or non-recurring grants.....
3. Grants position at the beginning of the Financial year
  - (i) Cash in Hand/Bank
  - (ii) Unadjusted advances
  - (iii) Total
4. Details of grants received, expenditure incurred and closing balances: (Actuals)

Unspent Balances of Grants received years [figure as at Sl. No. 3 (iii)]	Interest Earned thereon	Interest deposited back to the Govern- ment	Grant received during the year			Total Available funds (1+2- 3+4)	Expenditure incurred	Closing Balances (5-6)
1	2	3	4			5	6	7
			Sanction No. (i)	Date (ii)	Amount (iii)			

Component wise utilization of grants:

Grant-in-aid- General	Grant-in-aid- Salary	Grant-in-aid-creation of capital assets	Total

Details of grants position at the end of the year

- (i) Cash in Hand/Bank
- (ii) Unadjusted Advances
- (iii) Total

Certified that I have satisfied myself that the conditions on which grants were sanctioned have been duly fulfilled/are being fulfilled and that I have exercised following checks to see that the money has been actually utilized for the purpose for which it was sanctioned:

- I. The main accounts and other subsidiary accounts and registers (including assets registers) are maintained as prescribed in the relevant Act/Rules/Standing instructions (mention the Act/Rules) and have been duly audited by designated auditors. The figures depicted above tally with the audited figures mentioned in financial statements/accounts.
- II. There exist internal controls for safeguarding public funds/assets, watching outcomes and achievements of physical targets against the financial inputs, ensuring quality in asset creation etc. & the periodic evaluation of internal controls is exercised to ensure their effectiveness.
- III. To the best of our knowledge and belief, no transactions have been entered that are in violation of relevant Act/Rules/standing instructions and scheme guidelines.
- IV. The responsibilities among the key functionaries for execution of the scheme have been assigned in clear terms and are not general in nature.
- V. The benefits were extended to the intended beneficiaries and only such areas/districts were covered where the scheme was intended to operate.
- VI. The expenditure on various components of the scheme was in the proportions authorized as per the scheme guidelines and terms and conditions of the grants-in-aid.
- VII. It has been ensured that the physical and financial performance under..... (name of the scheme has been according to the requirements, as prescribed in the guidelines issued by Govt. of India and the performance/targets achieved statement for the year to which the utilization of the fund resulted in outcomes given at Annexure - I duly enclosed.
- VIII. The utilization of the fund resulted in outcomes given at Annexure - II duly enclosed (to be formulated by the Ministry/Department concerned as per their requirements/specifications.)
- IX. Details of various schemes executed by the agency through grants-in-aid received from the same Ministry or from other Ministries is enclosed at Annexure -II (to be formulated by the Ministry/Department concerned as per their requirements/specifications).

Date:

Place:

Signature

Signature

Name.....

Name.....

Chief Finance Officer

Head of the Organisation

(Head of the Finance)

(Strike out inapplicable terms)

**Detail of Expenditure:**

<b>SR. NO.</b>	<b>Name of Item</b>	<b>Qty</b>	<b>Unit Cost</b>	<b>Total Cost</b>

Signature