

SETTING UP OF DISTRICT DISABILITY REHABILITATION CENTRES

ESTABLISHMENT OF DISTRICT DISABILITY REHABILITATION CENTRES (DDRCs)

1. Background

The District Disability Rehabilitation Centres (DDRCs) were established in 1999-2000 with active support from the State Governments. While the National Institutes/ALIMCO/DRCs facilitated establishment through technical inputs and funds for 3 years, the State Governments provided a barrier free building and supervised and facilitated convergence of its activities with the State schemes through District Management Team headed by Collector. At that time it was planned to hand over these centres to the district administration after a period of 3 years, but as States were not inclined to take over on account of meeting the funding from their own resources, the funding of the Scheme was shifted under Scheme for Implementation of Provisions of Persons with Disabilities Act (SIPDA)/Deendayal Disabled Rehabilitation Scheme (DDRS). From 2018-19, the funding of the Scheme was under Scheme for Implementation of Rights of Persons with Disabilities Act (SIPDA). This is an umbrella scheme under which grants-in-aid are provided to State Governments and various other bodies, set up by the Central and State Governments, including Autonomous Bodies and Universities, to support activities. DDRCs are funded under Deendayal Disabled Rehabilitation Scheme (DDRS) from 2020-21 under which grants are released to State Governments and various other bodies, set up by the Central and State Governments, including Autonomous Bodies and Universities, to support various activities for the welfare of disabled.

2. Objectives of setting up of DDRC

Setting up of District Disability Rehabilitation Centres (DDRCs) which would provide rehabilitative support to persons with disabilities through

- i. Survey & identification of persons with disabilities through camp approach; facilitation of disability certificate, bus passes and other concession/facilities for persons with disabilities; assisting in the issue of Unique Disability Identity Card (UDID) to divyangjan in the District;
- ii. Awareness Generation for encouraging and enhancing prevention of disabilities, early detection and intervention as well as maintaining data of organizations working for the empowerment of persons with disabilities in the district etc..
- iii. Early Intervention and facilitating Insurance Schemes launched by the National Trust/Department for Divyangjan
- iv. Assessment of need of assistive devices, provision/fitment of assistive devices, follow up/repair of assistive devices, assisting the ADIP/ALMICO camps for distribution of aids and assistive devices in the district;
- v. Therapeutic Services e.g. Physiotherapy, Occupational Therapy, Speech Therapy etc.;
- vi. Referral and arrangement of surgical correction through Government & Charitable institutes;
- vii. Arrangement of loans for self employment, through banks & other financial institutions;
- viii. Counseling of persons with disabilities, their parents & family members;

- ix. Promotion of barrier free environment and to play an active role in the Accessible India campaign of the department;
- x. To provide supportive and complimentary services to promote education, assisting students with disabilities for availing Scholarship Schemes of the Department, vocational training/ Skill Training of eligible Divangjan and employment for persons with disabilities through:-
 - Providing orientation training to teachers, community and families,
 - Providing training to persons with disabilities for early motivation and early stimulation for education, vocational training and employment.
 - Identifying suitable vocations for persons with disabilities, keeping in view local resources and designing and providing vocational training and identifying suitable jobs, so as to make them economically independent.
- xi. Provide referral services for existing educational training, vocational institutions and to act as Outreach centre for the services provided by the National Institutes and Composite Regional Centres.

3. Disabilities under the Rights of Persons with Disabilities Act, 2016:

List of disabilities notified under the aforesaid Act are at **Annexure I**. Guidelines to determine the percentage of disability are available on the portal of this Department. As per RPwD Act, 2016 all type of disabilities will be covered under DDRCs by including different type of professionals.

DDRC scheme envisages setting up one DDRC in each district with the support of state governments. However, the GoI has discretion in approving the new DDRC depending on the financial position and suitability. Each DDRC may also look after and provide rehabilitation services to persons with disabilities of the adjoining/neighborhood district if that district does not have a DDRC.

4. Procedure for formation of DDRC:

4.1 Formation of the District Management Team (DMT):

Each DDRC is to be run under the supervision of a District Management Team headed by the District Collector/District Magistrate and also to include district officials from Social Welfare, Health, Panchayati Raj, Women & Child Welfare Departments, nodal officer from implementing agency and representative from reputed NGOs/ public representatives for better coordination and monitoring. The State Government shall notify the constitution of the DMT under the Chairmanship of District Collector. This team will also be the custodian of the assets of the DDRC.

4.2 Important functions of the DMT are as follows:

- Selection of location of DDRC in close proximity to the DEIC of the Health Department and/or District Medical College/Hospital.
- Selection of registered implementing agencies
- Selection/Deployment of Manpower and finalizing their engagement conditions

- Monitoring, coordination of activities of DDRC,
- Convergence with other activities in the district relating to rehabilitation of Divyangjan.
- Security of assets of DDRC and material received under ADIP scheme of the Department, if any.
- The District Management Team may meet once in a month but not less than 4 times in a year.

4.3 Coordination – Nodal officer (DDRO)

- To facilitate better coordination, a nodal officer i.e., District Disability Rehabilitation Officer (DDRO) be identified among the district officials included in the DMT to monitor and coordinate the activities of DDRC.
- DDRO will be responsible for coordination, management and administration of DDRCs on a day to day basis and will be paid honorarium @ Rs. 2000 p.m. (20% additional honorarium for special areas)
- Identification of suitable Implementing Agency by DMT for running DDRC:
 - (a) The **implementing agency** should preferably be
 - i) DMT may opt to run the DDRC
 - or
 - ii) Any such autonomous /semi-autonomous bodies of State Govt.
 - or
 - iii) A reputed NGO with a good track record who should be capable of managing the DDRC right from its inception.
 - (b) The DMT through local publicity could call for proposals from the interested registered organizations and then identify the most appropriate among them.
 - (c) In addition to the existing mechanism, States may consider to set up a State level body/Society under the extant law to have branches in each district to run the DDRC (as implementing agency) effectively.

4.4 Accommodation for DDRC:

- The District authorities should identify and allocate suitable rent-free accommodation for setting up of DDRC. The building should preferably be barrier-free and easily approachable by persons with disabilities (PwDs) in addition to having electricity and water facility. DDRC should preferably be located in the same premises or adjacent to DEIC Centre/Medical College/District (Civil) Hospital for the convenience of PwDs. Minimum space required is 400 sqm approx consisting of at least 7-8 rooms. However, Screening Committee of the DEPwD, Gol may relax this norms case by case.
- In case of non-availability of rent free accommodation, suitable premises may be hired on rent as the limit laid down by the DM/District Collector/PwD. The maintenance charges for the premises (rented or otherwise) will be met from the amount prescribed under the contingencies head of the grant.

4.5 Staff for DDRC:

- Implementing agency of DDRC to engage staff on contract. Each DDRC may have a maximum of **15 staff members** having specified qualifications, who are paid fixed honorarium as per prescribed norms. The rehabilitation professionals which have RCI as Nodal Registration agency should be registered with Rehabilitation Council of India (RCI). **The Scheme does not envisage creation of permanent posts and hence, the Department of Empowerment of Persons with Disability, MSJE, Government of India shall not be held liable to any recruitment, appointment, honorarium and removal related issues. These will be the sole responsibility of the DMT.** Staff has to be appointed on honorarium/contractual basis.
- The State Government may suitably supplement the honorarium and other requirements of the DDRCs for undertaking their various activities in an effective manner. State Government needs to issue necessary instructions and guidelines to the DMT regarding advance action, so that personnel are appointed as soon as the DDRC is sanctioned

4.6 Admissible manpower, amount of Honorarium and admissible grant

- Each DDRC may have the following manpower with fixed honorarium and predetermined qualifications to be engaged on contract basis. The rehabilitation professionals which have RCI as Nodal Registration agency should be registered with Rehabilitation Council of India (RCI). The service conditions of the staff of the DDRC will be the responsibility of the Implementing Agency and not of the central Government.
- Professionals can be appointed on per visit basis as per requirement but it is mandatory to appoint at least **4 professionals/rehabilitators**.
- The posts and qualifications required for the Professionals are as under:

S. No	Posts & qualifications	Honorarium (in Rs)	20% higher amount of honorarium for DDRCs in the specified areas/States as per note below.
1	<u>Clinical Psychologist / Rehabilitation Psychologist</u> Clinical Psychologist a) M. Phil. Clinical Psychology b) Professional Diploma in Clinical Psychology Rehabilitation Psychologist a) M.Phil. Rehabilitation Psychology b) Post Graduate Diploma in Rehabilitation Psychology (PGDRP)	20500/850(per visit)	24600/ 1020 (per visit)
2	<u>Sr. Physiotherapist / Occupational Therapist</u> Physiotherapist: 01 mandatory Qualification: BPT Occupational Therapist: 01 mandatory	20500/850(per visit)	24600/1020 (per visit)

	<p>Qualification:BOT</p> <p>Justification: Both PT and OT streams are entirely 2 different disciplines and have very significant & separate roles in disability rehabilitation.</p>		
3	<p><u>Sr. Prosthetist / Orthotist (OH category)</u></p> <p>Qualification: Bachelor in Prosthetics and Orthotics (BPO) from any Institute recognized by RCI</p>	20500/850(per visit)	24600/1020 (per visit)
4	<p><u>Prosthetist/Orthotist Technician</u></p> <p>Eligibility: Diploma in P&O or Certificate in P&O with 3 years' experience</p>	14500	17400
5	<p><u>Audiologist & Sr. Speech Therapist</u></p> <p>Eligibility: Bachelors in Audiology and Speech & Language Pathology (BASLP) or B.Sc. Speech & Hearing</p>	20500/850 (per visit)	24600/1020 (per visit)
6	<p><u>Hearing Assistance/ Jr. Seech Therapist</u></p> <p>Diploma in Speech & Hearing with knowledge of hearing aids repair/ear- mould making</p> <p><u>Speech & Hearing Technician</u></p> <p>Eligibility: Diploma in Hearing Language and Speech (DHLS)</p> <p><u>Ear-Mould Technician</u></p> <p>Eligibility: Diploma in Hearing Aid Repair and Ear Mould Technology (DHAREMT)</p>	14500	17400
7.	<p><u>Mobility Instructor</u></p> <p>Matriculation & Certificate/ Diploma in Mobility</p> <p>Eligibility: Preferably Bachelor in Mobility Science (B.M.Sc.) or D.Ed.Spl.Ed./B.Ed.Spl.Ed. in Visual Impairment</p>	14500	17400
8.	<p><u>Multi-Purpose Rehabilitation Worker</u></p> <p>Eligibility: Post Graduate Diploma in Community Based Rehabilitation (PGDCBR)/ Diploma in Community Based Rehabilitation (DCBR) /</p>	14500	17400

	Community Based Inclusive Development (CBID)/MRW		
9.	<u>Accountant cum clerk cum storekeeper</u> B.Com/SAS with 2 years' experience	14500	17400
10	<u>Attendance cum Peon cum Messenger</u> Class VIII pass	9500	11400
11	<u>Vocational Counsellor cum Computer Assistant</u> Eligibility: Diploma in Vocational Rehabilitation (DVR) / Advanced Diploma in Child Guidance and Counselling (ADCGC) / Bachelor of Rehabilitation Science (B.R.Sc.)	14500	17400
12	<u>Early Intervention Therapist</u> Eligibility: PGDDT / PGDEI / BMR / BRSc / BRT / MRSc / MSc-EI	14500	17400
13	<u>Trans-Disciplinary Special Educator (02 numbers)</u> Eligibility for the two positions: a) DEdSE / BEdSE in Hearing Impairment b) DEdSE / BEdSE in VI/ID/CP/ASD/ MD/Db/SLD	14500	17400
14	<u>Caregiver</u> Eligibility: CCCG-RCI / CCCG-National Trust or Class VIII passed with 3 years' experience in caregiving of PwD	6250	7500

Note:-

- Honoraria to the rehabilitation professionals of DDRCs located in North-Eastern States, Andaman & Nicobar Islands, Lakshadweep, Puducherry, Daman & Diu, Jammu & Kashmir and Himachal Pradesh, Uttarakhand, Left Wing Extremism affected areas as well as the districts of any State adjoining the international borders of the Country shall be entitled to 20% more than the honoraria prescribed in respect of the DDRCs of the rest of the country.
- The DDRCs are proposed to be set up in identified districts where it may be difficult to find staff with matching qualification initially. Hence, in case qualified rehabilitation professionals are not available for a while, until such professionals become available, DMT may recruit persons having lower qualification after satisfying them that the manpower will be able to provide the required services for which they are being recruited due to their experience in the field. However, non technical persons should not be appointed against technical manpower.

- c) DDRO/Nodal officer (One of the district officials included in the DMT to monitor & coordinate the activities of the DDRC) will be given Rs. 2000/- p.m. as honorarium (20% additional honorarium for special areas).

5. Admissible grant in aid

The break-up of recurring and non-recurring expenditure in respect of One DDRC under the DDRS is as follows:

(Rupees in lakhs)

Items	Grant-in-Aid per annum	For special States/areas -20% additional
Total Honorarium	27.630	33.156
Office Expenses/contingencies	05.250	05.250
Equipments (for 1 st year or after 5 year)	20.000	20.000
Total for 1st year	52.880	58.406

Note:-From 2nd year onwards only honorarium and office expenses/contingency will be provided with same rate.

5.1 Funding arrangement under the scheme

DDRCs would be funded under DDRS. Offline proposals may continue to be submitted/accepted till a separate arrangement in respect of DDRCs is made on e-Anudaan portal. **Grant-in-aid to DDRC shall be released on ADVACNE cum REIMBURSEMENT basis**

For new proposals:

- New DDRC proposal should be submitted by District Magistrate/Collector with recommendation of state government
- Screening committee will examine all the new proposals
- After the recommendation of screening committee, Programme Division may release advance up to 50 % (recurring and non recurring) of the estimates submitted (as per the norms) by the DDRC for the year. However, the release mechanism will follow CNA instructions, i.e 25% initial release and thereafter each time 25% release on 75% utilization Certificate along with satisfactory checklist documents and GFR requirement.
- .Remaining admissible grant may be released on receipt of audited accounts & utilization certificate etc.

For on going proposals:

- DDRC should submit the proposal with the recommendation of District Magistrate/Collector

- Programme Division may release advance up to 75% cost (as per the norms) for the year. However, the release mechanism will follow CNA instructions, i.e 25% initial release and thereafter each time 25% release on 75% utilization Certificate along with satisfactory checklist documents and GFR requirement.
- Remaining admissible grant may be released on receipt of audited accounts & utilization certificate with state recommendation etc.
- Proposal for grant-in-aid, complete in all respect as per guidelines of the scheme, may be sent by the District Magistrate/Collector with the recommendation to the concerned State Government/UT Administration which may onward be submitted to this Department by the State Government/UT Administration along with its recommendation with full justification. Checklist for submission of mandatory documents include, inter-alia, the following:-Recommendation of the DM/State Government
- Registration Certificate of the implementing agency under Societies Registration Act or any other relevant Act
- Registration Certificate under Pwd/RPwD Act
- Memorandum of Association
- Inspection Report of the of the DDRC/implementing agency
- Details of District Management Team/ Managing Committee of the implementing agencies
- Details of staff along with qualification certificate
- Audited accounts of the DDRC/implementing agency, Consolidated audited accounts of the implementing agency, Audited Item-wise/Post-wise expenditure statement of DDRC
- Annual Report/Performance Report of the DDRC/implementing agency
- Utilization Certificate of previously released Grant-in-aid
- Bank details, Bond etc.

5.2 Norms relating to financial management

- All transactions/payments will be made through CNA system under Public Financial Management System (PFMS).
- The Implementing Agencies (other than government agencies) of DDRCs seeking Grant-in-Aid under the scheme must register themselves in the NITI Aayog portal (NGO-Darpan) portal and obtain the Unique ID of NGO-Darpan before applying for Grant under the scheme.
- In addition to the existing guidelines/procedures, any other guideline, instruction which may be issued subsequently including clarification or simplification, addition or deletion shall be incorporated in the scheme by the department with the approval of Secretary of the Department.

5.3 Financial arrangements to be followed by DDRC

5.3.1 Maintenance of Project Accounts by DDRC

Funding of honorarium to staff members of the DDRC and the requisite equipment for the DDRC is provided under the DDRC Scheme only. Materials for fabrication and aids and appliances funds are provided under ADIP scheme, therefore, separate accounts be maintained and submitted with the respective proposals.

5.3.2 Opening of Bank account in the name of DDRC

A new Zero Balance Subsidiary Accounts in SBI should be opened in the name of DDRC and to be operated jointly by an *Officer nominated by District Magistrate/Collector from the DMT and the other official authorized by the implementing agency for the receipt of grants and meeting expenditure*. The decision in this regard could be taken by DMT, based on the implementing agency identified for DDRCs. This Zero Balance Subsidiary Account should be linked with Central Nodal Agency (NHFDC) for the DDRC scheme.

5.3.3 Maintenance of accounts

Proper account for the expenditure on supporting activities will be maintained by each implementing agency *under the overall guidance & supervision of DDRO*. In addition to the procedures already being followed for suitable account keeping, it must be ensured that each implementing agency will maintain a separate account for each of their DDRC. Nodal officers in each of the districts will submit half-yearly accounts on programme activities to the Department.

5.3.4 Proposal for grant in aid shall be submitted/accepted offline till there is separate provision on e-Anudaan portal is made in respect of the project under DDRC Scheme.

6. POWER TO RELAX NORMS

The Department reserves the right to adopt parameters below the ceiling norms where there is justification to do so. These parameters can also be considered for relaxation with the approval of Secretary, Department of Empowerment of Persons with Disabilities (Divyangjan) in exceptional and deserving cases in general and particularly in the case of project proposals from North East Region including Sikkim, States in Himalayan Region, Left Wing Extremism affected areas, border districts, or regions as affected by natural calamities, provided the Department is satisfied that there are reasonable and valid grounds for doing so. The decision of the Department in this regard shall be final.

7. Roles of key stakeholders

7.1 Role of State Government

- (i) State Governments are expected to play a more pro-active role in the effective working of DDRCs. In order to ensure greater involvement of State/District Administration, the State Government may suitably supplement the honorarium and other requirements of the DDRCs for undertaking their various activities in an effective manner.
- (ii) State Governments may authorize District Collectors in their capacity as Chairperson of DMT, to make minor modifications for effective functioning of DDRCs, considering the ground realities within the broad stipulation of the DDRC Scheme.
- (iii) State Government may also authorize the District Collectors to make interim advances out of the local funds placed at their disposal to tide over the difficulties caused in the field due to procedural delays in release of central funds.
- (iv) In addition to the existing mechanism, States may also consider to set up a State level body/Society under the extant law to have branches in each district to run the DDRC (as implementing agency) effectively.

7.2 Role of ALIMCO and National Institutes of the Department- Equipments/Training of manpower

5.3.5 Equipments required for functional DDRC

The equipment for fabrication and fitment of assistive devices related to all kind of disabilities is to be purchased as provided under the equipment head of the scheme. These equipments will range from electric oven, workshop anvil, physiotherapy equipments, clinical audiometer, speech trainer, workshop tools and some teaching material for the ID children, office equipment including equipment needed for the UDID project. The total equipment grant will be up to Rs.20.00 lakhs per DDRC in the first year only and further revision if any may be considered after 5 years. Details of equipments are listed at [Annexure V](#).

These equipments may be procured from the Artificial Limbs Manufacturing Corporation of India (ALIMCO), Lucknow Road, Kanpur – a Central Public Sector Enterprise under the Department. In case ALIMCO is not in a position to procure/provide, the procurement of equipment may be done by the Implementing Agency under the supervision of the DMT as per procedure prescribed under provisions of General Financial Rules.

5.3.6 Raw Materials for fabrication of aids & assistive devices as well as prescribed appliances – for persons with disabilities

The assistive devices and the material for fabrication of aids and appliances shall be supplied under the ADIP scheme of the Department.

The DDRC should annually submit the proposals to the State Government/UTs in the prescribed proforma along with utilization certificate, audited statement of expenditure, list of beneficiaries, details of aids and *appliances procured, or distributed among persons with disabilities* and calendar of activities through District Collector for availing grants under this scheme.

Repair/follow up of assistive devices/aids is to be done by DDRCs. In case any assistance/training required then it should be provided by ALIMCO/NIs.

7.3 Role of National Institutes/Composite Regional Centres (as per states allocated to them)

- a) Training to Manpower of DDRCs, State Social Welfare department officials dealing with disability in Coordination with State Govt. /District authorities/DDRC.
- b) National Institutes to draw annual training calendar with course module and submit the same to the Department for approval.
- c) The staff of the Implementing Agency of DDRCs will be provided orientation and training through National Institutes (NIs) for capacity building so as to enable them to initiate activities as per the approved action plan.
- d) National Institutes shall undertake the following training programmes in coordination with State /District / DDRC authorities:
 - i. One day workshop of District Collectors & State government officials – Sensitization to disabilities issues, *Main Provisions of PWD Act*, DDRC scheme and effective delivery through them, sharing of *best practices*.
 - ii. 3 day training for Nodal officers of Implementing agency & Social welfare officers – DDRC Scheme, processing of proposals under ADIP, DDRS etc, maintenance of accounts and other records, facilities, concessions & Schemes for *Persons with Disabilities* & and important referral addresses
 - iii. Up to 15 days *in-service* training for technical and professional manpower in DDRCs – focus especially on early intervention and follow up, New techniques of treatment & rehabilitation
 - iv. Special courses for *in-service* training – Courses which include bridge courses for under-qualified manpower of DDRCs- for 6 months to 1 year sandwich programmes
 - Workshop on communication skills and preparation of educative material
 - Repairs & maintenance of aids & appliances for Technical staff, multipurpose workers
 - Exposure visits to Composite Regional Centres (CRC)/ National Institutes and DDRCs doing good work which can be showcased as best practices.
- e) The training programmes would range from one to three day sensitization workshops to one week to 15 days refresher training to 1 year sandwich courses for improving the skills of under qualified manpower in DDRCs, while the participants could vary from Senior Government officials like Secretary/Directors/District Collectors to District welfare officers/nodal officer to professionals and other manpower deployed in DDRCs.
- f) The cost for training of manpower of DDRC would broadly be based as follows:
 - Travel, boarding lodging expenditure in respect of DDRC manpower deputed for training will be met from the contingency head of the grant in aid released to DDRC while the training cost will be met by the concerned National Institutes.
 - Within the broad framework of the DDRC Scheme, DDRCs run by NGOs as implementing agency shall be free in the matter of manpower selection as per the provision of the scheme under the overall

supervision of the District Management Team. In addition, minor modification in the conditions prescribed under the Scheme is also permissible in consultation with the Department to increase State ownership, effective functioning and streamlining the processing of grants-in-aid to DDRCs under State/District authorities).

8. Action plan of DDRCs

Action plan of DDRCs should broadly be as follows

- a) Survey of the *PwDs* and their needs in the districts-10-15 villages per month
- b) Assessment camps at HQ/at Civil hospital periodically;
- c) Assessment cum distribution camps at block at periodical intervals
- d) Awareness generation activities like visits to school/awareness camp in villages for various target groups/training programme of grass root level functionaries at periodical intervals
- e) Follow up camps in villages/blocks at periodical intervals

8.1 Survey of persons with disabilities

For initial planning, the details of district data on disabilities, if available, could be transferred to DDRCs viz data could be available with anganwadi workers/other grassroots level workers *like ASHA* about the persons with disability in each village. The implementing agency should use its discretion in selecting the best possible arrangement for collection of data.

8.2 Assessment/Fitment/Follow-up and repair of assistive devices

8.2.1 Assessment/Fitment

Actual fitment of assistive devices would be one of the major activities of District Centre. A blend of camp approach and institutional approach should be used in fitment of assistive devices. The expenditure on materials/assistive devices should be met out of ADIP Scheme. The implementing agency would be responsible for *making* adequate arrangements and following proper procedure in account keeping, as per the ADIP Scheme. Following points may be noted for its implementation:

1. The implementing agency *must* ensure precise assessment on the requirement of assistive devices:
2. While the implementing agency provides the technical inputs, the organizational and logistics
3. All persons with disabilities should be assessed on the number and type of assistive devices required.
4. Assessment may be done both on continuous basis through DDRC and at discreet points of time through the camp approach.
5. This should be done in collaboration with Anganwadi Workers (AWWs), Health Workers, *Parateachers* *NREGA*, Panchayati Raj Institutions, Local NGOs and other grass-root level functionaries.
6. The implementing agency must ensure through rigorous *follow-up* of persons provided *with* assistive devices *their proper & early repair*.

7. The district centre should provide for repair services, adjustment and *follow-up* of assistive devices. A nominal charge for repair of assistive devices should be charged, which can be different for different devices and types of repair.
8. Persons with disabilities, who are provided assistive devices, should be categorically informed of the follow up/repair/training services available at the district centres.
9. *PwDs* may also be provided training for effective & correct use of assistive devices and therapeutic services. They may also be given instructions in local language in the form of a pamphlet having sketches/pictures for use and upkeep of the device(s).
10. *Assistance should be provided by ALIMCO/NIs in training the repairing staff of DDRC.*

8.3 (c) Promotion of Prevention

Prevention has been promoted through various National Health Programmes like programmes of Prevention of Blindness, Leprosy etc. as well as various *Routine* Immunization programmes like Pulse Polio etc. The orientation of these programmes needs to focus not only on prevention of mortality, but also on disability. The District Centres, therefore, need to modify the information dissemination on prevention to emphasize the linkage between Health Programmes & Schemes and prevention of disability. Another important aspect of prevention of disability that needs to be disseminated through the District Centre is environmental sanitation and hygienic living conditions.

The District Centres need to collect and collate the information relating to different aspects of prevention of disabilities and disseminate information in the most suitable form and mode, depending on local conditions.

The District Centres should, therefore, promote prevention by doing the following:

- Converge the activities of AWWs, Health Workers, NGOs in promoting prevention;
- Distribute and publicize the information available with the implementing agencies on prevention and early intervention in local language.
- The implementing agency may undertake orientation of the grassroots level workers including ICDS workers, Health Workers, CBRWs with a focus on identification, prevention and early detection.
- The District Disability Rehabilitation Centre set up and functioning in the areas having high incidence of Japanese Encephalitis (JE)/Acute Encephalitis (AES) must have Multiple Disability Component from the National Institute for Empowerment of Persons with Multiple Disabilities, M/o Social Justice & Empowerment, East Road, Mullukadu, Kancheepuram, Tamil Nadu.

8.4 Early Intervention

Early identification of disabilities and early intervention is very important for avoiding secondary disabilities and ensuring successful integration of children with disabilities *with other children at all levels*. Hence each DDRC must set up an early intervention unit. Parents of children with disabilities must be encouraged to visit these. In addition, low cost intervention using locally available material should be suggested to them for continuing the intervention at place of their residence.

8.5 Barrier Free Environment

- Provision of barrier free environment is the second important compliment of assistive devices for providing accessibility to persons with disabilities;
- All new buildings, especially public sector and public utility e.g. schools and hostels, Panchayat and other Government buildings, hospitals, markets, bus stands, parks, public toilets are to be made barrier free, as per the Harmonic standard bye-laws circulated by Ministry of Housing and Urban Affairs.
- The basic responsibility should be of the local governments.
- Public buildings like Collectorate, District hospital, local bus stand, colleges and schools should be converted into barrier free, to begin with.
- The financial support for Conversion of the buildings into barrier free may be met out of local government funds and/or MPLADS.
- District Centres must be able to provide technical support to implementing agencies.

8.6 Promoting Education/Vocational Training/Placement

Education, training and employment are important components of rehabilitation.

- The implementing agency should organize orientation-training programme for teachers/communities/families.
- They may also provide information on suitable vocations, possible job placements and other facilities like soft credit through NHFDC, vocational training through VRCs etc.
- At least one orientation programme of 3 days to a week should be held once in 6 months.

9. Performance reports

- Monitoring & Evaluation of the implementation of the programme would be done in terms of the activities enlisted above and the targets laid down for them.
- Annual Performance Report (as per proforma at Annexure VII) with action plan for the next financial year be sent to the Department of Empowerment of Persons with Disabilities (Divyangjan), Min. of SJ&E,
- Ministry may get functioning of these District Centres evaluated by external agency on sample basis every year.
- Each Implementing Agency receiving grant under DDRC shall have to submit documents as asked by the CPMU or Department quarterly for effective monitoring like Bio-metric attendance report of staff, CCTV footage, etc.

Annexure I

Disabilities under the Rights of Persons with Disabilities Act, 2016:

1. Physical disability.—

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

a. **"leprosy cured person"** means a person who has been cured of leprosy but is suffering from—

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

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

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

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

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

b. Visual impairment—

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

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

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

- i. visual acuity not exceeding 6/18 or less than 20/60 upto 3/60 or upto 10/200 (Snellen) in the better eye with best possible corrections; or
- ii. limitation of the field of vision subtending an angle of less than 40 degree up to 10 degree.

c. **Hearing impairment—**

- a. "deaf" means persons having 70 DB hearing loss in speech frequencies in both ears;
- b. "hard of hearing" means person having 60 DB to 70 DB hearing loss in speech frequencies in both ears;
- d. **"speech and language disability"** means a permanent disability arising out of conditions such as laryngectomy or aphasia affecting one or more components of speech and language due to organic or neurological causes.

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

- a. "specific learning disabilities" means a heterogeneous group of conditions wherein there is a deficit in processing language, spoken or written, that may manifest itself as a difficulty to comprehend, speak, read, write, spell, or to do mathematical calculations and includes such conditions as perceptual disabilities, dyslexia, dysgraphia, dyscalculia, dyspraxia and developmental aphasia;
- b. "autism spectrum disorder" means a neuro-developmental condition typically appearing in the first three years of life that significantly affects a person's ability to communicate, understand relationships and relate to others, and is frequently associated with unusual or stereotypical rituals or behaviours.

3. **Mental behaviour,—**

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

4. **Disability caused due to—**

A. **chronic neurological conditions, such as—**

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

B. **Blood disorder—**

- i. "haemophilia" means an inheritable disease, usually affecting only male but transmitted by women to their male children, characterised by loss or impairment of the normal clotting ability of blood so that a minor wound may result in fatal bleeding;
- ii. **"thalassemia"** means a group of inherited disorders characterised by reduced or absent amounts of haemoglobin.

iii. "sickle cell disease" means a hemolytic disorder characterised by chronic anemia, painful events, and various complications due to associated tissue and organ damage; "hemolytic" refers to the destruction of the cell membrane of red blood cells resulting in the release of hemoglobin.

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

Annexure II

Equipment for different categories of disabilities for a DDRC

1. Department of Physiotherapy

S.no	Name of the Equipment	Quantity
1	Shortwave Diathermy-Continuous – Both	1
2	Motorized intermittent cervical & Lumbar traction unit	1
3	Weight machine	1
4	Static Cycle-Upper & Lower both	1
5	1. Paraffin Wax Unit – Baine Marie Concept (30Kg-Capacity) with 30kg Paraffin Wax	1
6	Moist heat unit (Hydroculator)-With 8 Imported Packs	1
7	Electrical Stimulator – LCD/Dual Channel	1
8	Interferential Therapy Unit – LCD	1
9	Laser Therapy – 200mw /2 Probes	1
10	Shoulder Wheel – Magnetic /LCD	1
11	Cold Pack Unit – 12 Variable Cold Gel Packs	1
12	Contrast Bath	1
13	Ultrasound Unit – 1 & 3 MHz/LCD	1
14	Overhead Pulley	1
15	Ankle Exerciser	1
16	Pronator Supinator Unit	1

2. D/o Occupational Therapy Equipments

S.no	Name of the Equipment	Quantity
1	Shoulder wheel	1
2	Inclined sanding unit	1
3	Horizontal Sanding Unit	1
4	Vertical Sanding Unit	1
5	Therapy ball / Physio ball (with pump) (45 cm diameter)	1
6	Therapy ball / Physio ball (75 cm diameter)	
7	Wedge	1
8	CP chair	1
9	Corner chair	1
10	Bolster (Diameter 40cm x 120cm long)	1
11	Multi-activity workstation	1
12	ADL board (Buttoning-Unbuttoning board)	1
13	ADL board (latch, lock and key board)	1
14	Rowing machine	1
15	Quadriceps exercise table	1
16	Gym kit box	1
17	Mushroom peg board	1
18	Weighted peg board	1

S.no	Name of the Equipment	Quantity
19	Grip exerciser	1
20	Supinator-pronator board	1
21	Pyramids	1
22	Pronator-supinator device (wall mounted)	1
23	Weighted cuffs	2 pairs
24	Rope and pulley	1
25	Ankle exercise (unilateral)	1
26	Medicine ball	1
27	Postural training mirror (with frame)	1
28	Foot rocker board	1
29	Wrist roller	1

3. D/o Prosthetics & Orthotics

S.no	List of Equipments for O.H	Quantity
1	Drill Machine	1
2	Bench Grinder with all accessories complete	1
3	Electric oven	1
4	Super carver kit	1
5	Jig Saw (Bosh)	1
6	Apparatus Sewing Machine (Electric Driver)	1
7	Leather Sewing Machine (Electric Driver)	1
8	Bench Vice 6" and 4"	4
9	Anvil (50 Kg & 20 Kg)	2
10	Misc. Hand tools for orthotic section	2
11	Misc. Hand tools for Prosthetic section	2
12	Misc. Hand tools for leather padding and shoe	2
13	Work tables 6 x 3 x 32"	2
14	Measurement table 7 x 2-1/2x32"	1
15	Fabrication	1
	Total	

4. Equipments for Cerebral Palsy/Chronic Neurological Conditions

S.no	Name of the Equipment	Quantity
1	Treatment of the equipment	1
2	Prone Wedge	2
3	Bolster	1
4	Standing Frame	1
5	Prone Crawler	1
6	Reciprocal Walker	1
7	Parallel bar (Small Size)	1
8	Elbow Crutches (Large)	4
9	Elbow Crutches (Small)	4

S.no	Name of the Equipment	Quantity
10	Bean Bag	1
11	ADL Training Board Dummy Electric	1
12	ADL Training Board Diff. Doors	1
13	Dressing Frames (Set)	3
14	Door Latch Frame Set	1
15	ADL Training: Board – Mech. Activities	1
16	Cloth Clips	1
17	Dummies for Dressing Skills, Combing activities	1 Set
18	Garment with different size buttons	3
19	Toys to train shoe lacing	2
20	Rocker bottom knife	2
21	Swivel spoon, adapted handles with utensils (Detachable)	2
22	Pen holder	2
23	Reachers	2
24	Plate Guard	2
25	Adaptive & Assistive Devices kit	2
26	Peg Boards	1
27	Pop Beads	1
28	Clay Dough	1 box
29	Little Bigger Blocks	1
30	Coin Box (Hundi)	2
31	Soft Ball	5
32	Hand Exerciser	1
33	Coordination Electronic Board	1
34	Magnetic Peg Board	1
35	Little Bigger Blocks (For Improving Mass Grasp For Stroke Patient)	1
36	Continuous Passive Movement (U/E) (CPM)	1
37	Checker Board-Arm & Shoulder	1
38	Finger Extension Remedial Board	1
39	Sand And Water Table	1
40	Balls (Basket & Volley Ball)	4
41	Theraband	1 set
42	Wooden board with 50 holes and 20 rust free galvanized rods	01
43	Durable foam-board No. cards and symbols cards	01
44	Specially designed beads in 6 colours (in large size and small size)	1 set
45	Educational water proof color chart of surroundings. Etc	-
46	1 Flash card holder (New Design) 91	01
47	Education Pictures card and work card kits (7 water proof pictures cards & foam board matching world card in each kit) like for transport, playtime, round me	1 set.

S.no	Name of the Equipment	Quantity
48	Clock face stamps on teakwood base small, medium, large oval	1 set.
49	Stamps on vegetables on specially designed colored base	1 set
50	Stamps of fruits on special base	1 set.
51	Stamps on wild animals on special	1 set.
52	Stamps on domestic animals on special base	1 set.
53	Stamps on transport on special base	1 set.
54	Wooden number strip (1-100) and display folder	10
55	Education wooden number cards for numbers (1-100), symbols etc	10
56	Day birdie (A puzzle to learn the days of the week)	01
57	Grown plant (to learn parts of the plant and how they grow)	01
58	Handprints (to learn Nos. 1-5)	01
59	Footprints (to learn Nos. 11-20)	01
60	Odd and even duck (to introduce odd and even nos. 1-10)	01
61	Lacing kit (3 shapes with eyelets and laces for motor control)	01
62	Footsteps (20 shapes with eyelets and laces for motor control)	01
63	Festivals a story sequence puzzle (Christmas) Festivals A story sequence puzzle (Diwali), Festival A Story sequence/Puzzle	01 01
64	Seasons (round the year) Kit 1.1 colored chart of summer, 1 holders, 15 work cards, kit 2.1 colored chart of winter	
65	What we wear - 25 Picture cards of clothes, 25 word cards of clothes, 25 word cards of helping words.	1 set.
66	Daily living adaptation kit (Samples of 22 items of daily living adapted to suit the requirements of the mentally challenged)	1

5. D/o Autism Spectrum Disorder/Intellectual Disabilities

S.no	Name of the Equipments	Quantity
1	Wooden Board with 59 holes and 20 rust free galvanized rods	01
2	Durable foam-board No. Cards and Symbols Cards	01
3	Specially designed beads in 6 colour (In large size and and small size)	1 set
4	Educational water proof color chart of surroundings. Etc	-
5	1 Flash card holder (new design)	01
6	Educational picture card and work card kits (7 water proof picture card & foam board matching world card in each kit) like for transport, playtime, round me	1 set
7	Clock face stamps on teakwood base-small, medium, large, oval	1 set

S.no	Name of the Equipments	Quantity
8	Stamps on vegetable on specially designed colored base	1 set
9	Stamps on fruits on special base	1 set
10	Stamps on wild animals on special base	1 set
11	Stamps on domestic animals on special base	1 set
12	Stamps on transport on special base	1 set
13	Wooden number strips (1-100) and display folder	10
14	Educational wooden number cards for numbers (1-100), symbols etc.	10
15	Day birdie (A puzzle to learn the days of the week)	01
16	Grown plant (to learn parts of the plant and how they grow)	01
17	Handprints (to learn Nos. 1-5)	01
18	Footprints (to learn Nos. 11-20)	01
19	Odd and even duck (to introduce odd and nos. 1-10)	01
20	Lacing Kit (3 shapes with eyelets and laces for motor control)	01
21	Footsteps (20 with shapes with eyelets and laces for motor control)	01
22	Festivals a story sequence puzzle (Christmas)	01
23	Seasons (round the year) kit 1.1 colored chart of summer, 1 holder, 15 word card, kit 2.1 colored chart of winter, 1 holder, 15 word card, kit 3.1 colored card of rainy season, 1 holder, 15 word card, seasons kit with all 3 seasons plus holder and 45 word card	1 set
24	What we wear	1 set
25	Daily living adaptation kit (Samples of 22 items of daily living adapted to suit the requirements of the mentally challenged)	1
26	Toys (used for visual, auditory and tactile)	10
27	Therapy ball	1
28	Bolsters	1
29	Balance Board	1
30	Corner seat	1
31	Modified chairs (Positive and negative)	1
32	Flip charts, Vehicles, Numbers, Vegetables, Animals	-
33	Word book vegetables, fruits, Numbers, Animals	-

S.no	Name of the Equipments	Quantity
34	Manual for preparation of stimulation material rural for infants and toddlers	-
35	Dancing Lights	5 set
36	Radium Stickers	5
37	UV Lights	5 set
38	Wall Mounted Colour Light	5
39	Flexible serial Tube Lights	2 set
40	Stickers	5
41	Ball Pool (With Small Plastic Balls)	1
42	Tunnel	1
43	Vibrator (Body Massager)	5
44	Rope Ladder	1
45	Balance Beam	1
46	Trampoline	1
47	Graded Tables with graded stools	1
48	Geometric Shapes Crawling Forms	1
49	Teaching Learning Material (TLM)-KIT-1	1
50	Teaching Learning Material (TLM)-KIT-2	1
51	Teaching Learning Material (TLM)-KIT-3	1
52	Teaching Learning Material (TLM)-KIT-4	1
53	Computer Assisted Instruction (CAI) Package-7 CD's-Each CD Rs. 50/-	1 set
54	Grade level Assessment Device (GLAD)	1
55	Vocation Assessment Device (GLAD)	1
56	Functional Assessment checklist for Programing (FACP)	1
57	Behavioural Assessment Scale For Indian Children with Mental Retardation (BASIC-MR) (i) English (ii) Hindi	1
58	Malin's Intelligence Scale For Indian Children (MISIC)	1
59	Developmental Screening Test (BKT)	1
60	Vineland Social Maturity Scale (VSMS)	1
61	Binet-kamat Test (BKT)	1

S.no	Name of the Equipments	Quantity
62	Indian Scale For Assessment of Autism (ISSA)	Available on National Trust Website
63	Childhood Autism Rating Scale (CARS)	1

Annexure III(a)

Application form for grant-in-aid proposal for the first year for setting up of District Disability Rehabilitation Centre in the identified and approved district in the State

1. Unique ID Number allotted on the Darpan Portal of the Niti Aayog
(If not already registered then register at <http://ngodarpan.gov.in>) _____
2. Name of the State and District where DDRC is to be set up/functioning
3.
 - a. Whether District Management Team formed: Yes/No
 - b. If yes, please attach orders constituting DMT: Attached
 - c. Last meeting of the DMT held on
 - d. Whether copy of minutes of DMT meeting attached- Attached
4.
 - a. Whether suitable Implementing Agency Identified: Yes/No
 - b. Details of the Implementing agency
 - i. Name of the agency\
 - ii. Address
 - iii. Telephone/Fax no.
 - iv. E-mail ID
 - v. PAN/TIN/TAN No. (any one) of IA
5. Whether the agency is registered : Yes/No
 - a. If yes, the Name of the Act under which registered
 - b. Registration No. and date of registration
 - c. Whether the agency has a valid PWD certificate
(Attested Copy- to be enclosed)
6. Memorandum of Association & Bye Laws of the agency
(Please attach copy):
7. Details of accommodation for the DDRC:
 - a. Proposed location of the DDRC building:
 - b. Whether building is owned by State Government or rented:
 - c. Built up Area:
 - d. No. of rooms:
 - e. Will the accommodation be used exclusively for this programme:
 - f. Whether the building is barrier free:
 - g. Whether easily approachable for the persons with disabilities:

h. Whether adequate water and electricity facilities are available:

- 8 (a) Whether steps for manpower deployment initiated:
(b) If so, details:

9 Whether Saving Bank Account in the name of DDRC to be operated jointly opened: Yes/No

10 Bank authorization letter in prescribed format
(**Annexure-IV**) giving details

- i. of bank branch,
- ii. IFSC code,
- iii. MICR Code
- iv. Other details of Payee' particular like address, e-mail address, etc.

11 To submit Indemnity Bond (as per format **at Annexure VII**):

Authorised signatory of the Implementing Agency of the DDRC

Recommendation of the DM

(_____)

DM of the District/

Social Welfare Department of the State

Annexure III(b)

Application form for grant-in-aid proposal for the 2nd year onwards grant for District Disability Rehabilitation Centre already set up/functioning

1. Unique ID Number allotted on the Darpan Portal of the Niti Aayog
(If not already registered then register at <http://ngodarpan.gov.in>) _____
2. Name of the State and District where DDRC is to be set up/functioning
3.
 - a. Whether District Management Team formed: Yes/No
 - b. Last meeting of the DMT held on
 - c. Whether copy of minutes of DMT meeting attached- Attached
 - a. Details of the Implementing agency
 - vi. Name of the agency\
 - vii. Address
 - viii. Telephone/Fax no.
 - ix. E-mail ID
 - x. PAN/TIN/TAN No. (any one) of IA
5. Whether the agency is registered : Yes/No
 - a. If yes, the Name of the Act under which registered
 - b. Registration No. and date of registration
 - c. Whether the agency has a valid PWD certificate
(Attested Copy- to be enclosed)
6. Memorandum of Association & Bye Laws of the agency
(Please attach copy):
7. Details of accommodation for the DDRC:
 - a. Location of the DDRC building:
 - b. Whether building is owned by State Government or rented:
 - c. Built up Area:
 - d. No. of rooms:
 - e. Will the accommodation be used exclusively for this programme:
 - f. Whether the building is barrier free:
 - g. Whether easily approachable for the persons with disabilities:
 - h. Whether adequate water and electricity facilities are available:

8 Whether Saving Bank Account in the name of DDRC to be operated jointly opened: Yes/No

9 Bank authorization letter in prescribed format (**Annexure-IV**) giving details

- of bank branch,
- IFSC code,
- MICR Code
- Other details of Payee' particular like address, e-mail address, etc.

10 Details of last grant received by the DDRC

S.no	Grant in Aid for Financial Year	Sanction Letter and date	Amount	Utilisation certificate (Proforma at Annexure VI/ Audited Accounts by CA Submitted)

11. To submit Indemnity Bond (as per format **at Annexure VII**):

12. Details of funds available, utilized, and grants in aid sought

Sub Head	Opening balance for the financial year	Grants received during the financial year	Total grants for the financial year	Expenditure till the beginning of the half year	Expenditure during half year	Total expenditure during the financial year	Requirement of grants for the balance period
Equipments							
Honorarium							
Travel							
Contingencies							

13. To enclose copy of the performance report in respect of the previous year (Proforma as at Annexure V).

14. Staff appointed under DDRC :

S. No.	Name	Qualification	Nature of appointment Contractual/ Honorarium /Honorary	Date of appointment	Designation	Aadhaar Card No. of the official	Amount of Honorarium

15. Details Funds generated/received from other sources if any.

Source of fund	Till the Quarter of the current financial year	During the Quarter	Total during the the financial year
Through Registration			
Donation			
Service Charges			
Others (Pl. specify)			

Authorised signatory of the Implementing Agency of the DDRC

Recommendation of the DM

(_____)

DM of the District/
Social Welfare Department of the State

Annexure-IV

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

I/We (name of the entity/Society/Organization) would like to receive the grants-in-aid disbursed by the Union

Ministry of Social Justice & Empowerment directly into the bank account of the society/institution/ organization etc.

through electronic mode of transfer. The particulars are as under:

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

Account has been verified by me (Manager) (Bank Branch maintaining the account) (Seal)	Name of the organisation:..... Registration No. and date:...../Authority and place of Registration:..... Registration No. and date under RPwD Act:..... Unique ID of NGO-Darpan:..... TIN/TAN/PAN No. (PAN number mandatory):..... I certify that information provided above is consistent with the information provided by the organisation on the NGO-Darpan portal as well Authorized signatory of the organisation:.....(name)..... (signature)
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Annexure-V

Annual (PERFORMANCE) REPORT: PHYSICAL

Name of the implementing Agency :- Name of DDRC and Address :

Month of inception:

Total No. of Persons benefited: Upto the :

During the Current year quarter :

1. Therapeutic services delivered (excluding surgeries performed)

Category	Up to Last Financial year	During current financial year as on....	Grand Total
Orthopedically handicapped			
Mentally handicapped			
Visually Handicapped			
Hearing Handicapped			
Multiple disabilities			
Total			

2. ADIP related activities:

Provision/Fitment of Assistive devices (in units of devices)	Up to Last Financial year	During current financial year	Grand Total
(a) Wheel Chairs			
(b) Tricycles			
(c) Aids to the hearing handicapped			
(d) Aids to Visually Handicapped			
(e) Any other aids and appliances.			
(f) Surgeries performed.			
(g) Fitment of limbs			
Total			
Any other follow up services (in units of services)			

3. Training related activities – No. of persons trained.

Category	Up to Last Financial year	Total (during current financial year)	Grand Total
Anganwadi worker			
ANM			
Teachers			
Nurses			
Any other			
Total			

4. Awareness generation (indicate the number of visits/programmes

Category	Up to Last Financial year	During current financial yr)	Grand Total
Preparation and free distribution of written material in local language			
Radio talk			
T.V. coverage through local network			
Publication of articles in print media			
Visits to school and addressing teachers/ principal and students.			
Meeting with parents of disabled children			
Meeting with parent of non disabled children			
Self help Groups			
Others			

5. Employment/facilities concession:

Category	Up to Last Financial year	During current financial year)	Grand Total
Self employed			
Employed in Govt./Pvt. Sector.			
Provided disability certificate/ concession			
Admission in regular school			

6. Broad activities:

Category	Up to Last Financial year	Total (during current financial year)	Grand Total
No. of village surveyed			
Assessment camps (through camp approach)			
Follow up camps (through camp approach)			
No. of meetings of the DMT			
Any other – please specify			

Annexure VI

GFR 12 – A

[(See Rule 238 (1)]

UTILIZATION CERTIFICATE FORTHEYEAR 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 Government	Grant received during the year			Total Available funds (1+2- 3+4)	Expenditure	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

Name.....

Head of the Organisation

Signature

Name.....

Chief Finance Officer
(Head of the Finance)
(Strike out inapplicable terms)

Annexure VII

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

BOND

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

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

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

4. Now the condition of the above written obligation is such that if the obligor duly fulfil and comply with all the conditions mentioned in the letter of sanction, then above written bond or obligation shall be void and of no effect. But otherwise it shall remain in full force and virtue. If a part of the grant is left unspent after the expiry of the period within which it is required to be spent, the obligor agrees to refund the unspent balance along with interest at the rate of 10% (ten percent) per annum unless it is agreed by the sanctioning authority to be carried over to the next financial year. The amount of grant shall be refunded along with interest earned thereon.

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

6. The member of the executive committee of the granteewill

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

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

7. AND THESE PRESENTS ALSO WITNESSTHAT

- i. The decision of the Secretary to the Government of India in the Ministry of Social Justice & Empowerment on the question whether there has been breach or violation of any of the terms and conditions mentioned in the sanction letter shall be final and binding on the obligors; and
- ii. The Government shall bear the stamp duty payable on these bonds. The cost can be adjusted from the grants

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

is annexed hereto as Annexure B.

(_____)

Signed for and on behalf of **

Signature of the grantee ***

(Name of the Obligor Association, as registered)

Full Mailing Address: _____

Telephone Number/Mobile No: _____

E-mail address (if available) _____

Fax Number _____

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

1.Registration Number of Association _____

2.Date of Registration _____

Accepted for an on behalf of the President of India

***Designation DateName
& Address***

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

** Name of the NGO.

*** Name and Signature of the Office Bearer authorised by a Resolution of the NGO/Implementing Agency of DDRC to sign such Bond

PROFORMA FOR INSPECTION OF IMPLEMENTING AGENCY RECEIVING GRANT INAID FROM THE MINISTRY OF SOCIAL JUSTICE & EMPOWERMENT, DEPARTMENT OF DISABILITY AFFAIRS (for State Government authorities)

For the Year.....

(New Case/On going Case)

1 Name of Scheme:

2 Date of Inspection: Time :

3

Name of Inspecting Officer (s)	Designation	Agency represented with address & Telephone No.	Signature with stamp

4 (i) Name and Complete Postal Address of the :
Implementing agency with Pin-code (Registered Office),
TelephoneNo.(with STD code), Mobile No,
Fax & email and website address.

(ii) Project Location (DDRC): Complete Address of :
location where programme/project/Scheme
is beingimplemented with Telephone/Email and Fax No.
PAN/TIN/TAN No. (any one) of IA

(iii) Name with designation of authorized person :
of the organization along with mobile/Tel. No.

(iv) DMT details along with notification :

(v) Minutes of last DMT meeting held:

5 (i) Date and period of validity of Registration of :
the organization under Societies Registration

Act/Trust/Section/Company Act

(ii) Date and period of validity of Registration :
under Persons with Disability Act 1995.

(iii) Unique ID on DARPAN Portal of NITI Aayog :

6 Nature of the project :

a) Date of commencement of the project :

b) Year of commencement of the Grant in aid :
for the Project

c) Whether the Project is recognized by the State :
Government: Yes/No.

7 Details of accommodation of DDRC

(i) Whether building is owned by State Government or
rented:

(ii) If on rent, details thereof :

(iii) Is the building space adequate enough to run the : Yes / No
project?

(iv) Built up Area:

(v) No. of rooms:

(vi) Will the accommodation be used exclusively for this
Programme:

(vii) Whether the building is barrier free

8 (i) Whether principle of joint operation of banks :
Yes / No

Accounts is being followed:

(ii) Detail of Bank Account- the name of the :
DDRC in the Bank authorized letter
(duly attested by the Bank authorities should be
same mentioned in the sanctioned letter issued
by this Department

9 What are the principle source of funds of the organizations

.....
.....

10 The following checks have been made:-

- 1 Entries of Grants received from the Ministry :
- 2 Deposition of Grants in bank accounts :
- 3 Recording of salary payable and actual :
payment of salary
- 4 Corroboration of payment of salary with :
the recipients
- 5 Direct payment to beneficiaries Viz. Stipend, :
transport allowance
- 11 The number of beneficiaries rehabilitated last year :
- 12 Equipment available with DDRC :
- 13 Organization Website (URL) :
- 14 (i) Whether the staff are qualified : Yes / No
If not the details thereof
- (ii) No.of staff appointed by the organization and :
found present during the inspection
- (iii) Payment made to Staff- Cheque/ECS/Cash :
- (iv) If payment is made by cash, the reason thereof. :
- 15 Maintenance of records : Whether the following records are maintained
 - i) Cash Book : Yes / No
 - ii) Ledger : Yes / No
 - iii) Register of Assets : Yes / No
 - iv) Register for consumable items : Yes / No
 - v) Honorarium Payment Register : Yes / No
 - vi) Attendance Register for trainees : Yes / No
 - vii) Year wise record of minutes of GBM : Yes
 - / No
 - viii) Payment Register of Stipend to trainees
- 16 Sign and stamp of the authorized signatory of the
organization to certify that the information given
at points1-20 above are true.

Signature (with rubber stamp)Full
Name :

Date:

Designation:

Place:

Official Stamp

22 Recommendation of the Inspecting Team/Inspection officer on the continued support of the project with specific reference/comments.

Signature (with rubber stamp)Full

Name :

Date:

Designation:

Place:

Official Stamp

Counter Signature (with rubber stamp)Full Name

:

Date:

Designation:

Place:

Official Stamp

