

Guidelines of Creation of Barrier-Free Environment (CBFE)

Guidelines for Creation of Barrier-Free Environment(CBFE) Scheme

Under

**Scheme for Implementation of the Right of Persons with Disabilities
Act (SIPDA)**

**Government of India
Ministry of Social Justice and Empowerment
Department of Empowerment of Personswith Disabilities (Divyangjan) 5th Floor Pt.
Deendayal Antyodaya Bhawan,
C.G.O. Complex, Lodhi Road, New Delhi-110003**

Creation of Barrier-Free Environment Scheme

1.1 Background

The Constitution of India guarantees equality, dignity, freedom and equal opportunity to every citizen. Persons with disabilities are entitled to enjoy these rights on an equal basis with others. The creation of an accessible physical, digital and social environment is fundamental to ensuring the equal participation of persons with disabilities in education, employment, healthcare, justice, governance, recreation and all other spheres of public life.

Accessibility is recognized globally as one of the essential pillars of inclusion and sustainable development. It is also one of the key obligations under the United Nations Convention on the Rights of Persons with Disabilities (UNCRPD), to which India is a State Party.

In order to fulfil these commitments, the Government of India enacted the Rights of Persons with Disabilities Act, 2016, which mandates Governments and public authorities to ensure accessibility in the built environment, transportation systems, information and communication technologies, and all public facilities and services.

1.2 Evolution of the Scheme

The Government of India has been providing financial assistance for accessibility-related works since 1999 under various components of the Scheme for Implementation of the Persons with Disabilities Act.

Following the enactment of the Rights of Persons with Disabilities Act, 2016, the Scheme was aligned with the expanded legal framework to facilitate the implementation of accessibility measures across Government establishments and public infrastructure.

The Creation of Barrier-Free Environment (CBFE) component under SIPDA has since evolved as the principal financial assistance mechanism for supporting accessibility interventions across the country.

1.3 Accessible India Campaign (Sugamya Bharat Abhiyan)

The Accessible India Campaign (Sugamya Bharat Abhiyan) was launched on **3 December 2015** as a nationwide flagship initiative to achieve universal accessibility for persons with disabilities.

The Campaign focused on three major pillars:

- (i) Accessibility in the Built Environment;
- (ii) Accessibility in the Transportation System; and
- (iii) Accessibility in the Information and Communication Technology (ICT) Ecosystem.

The Campaign significantly enhanced awareness regarding accessibility and facilitated the implementation of accessibility measures in Government buildings, transport infrastructure and digital platforms across the country.

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In order to ensure the continuity of accessibility initiatives, avoid duplication of schemes and establish a unified implementation framework, the objectives, activities and interventions of the Accessible India Campaign have been subsumed into the Creation of Barrier-Free Environment (CBFE) component of SIPDA with effect from **31 March 2024**.

Accordingly:

- (a) The Accessible India Campaign shall no longer be implemented as a separate programme.
- (b) All accessibility interventions shall henceforth be undertaken under the CBFE component of SIPDA.
- (c) Projects sanctioned under the Accessible India Campaign prior to **31.03.2024** shall continue to be governed by the terms and conditions of their respective sanctions. However, committed liabilities arising from such projects shall be met under the CBFE component of SIPDA, subject to the availability of funds and compliance with the conditions of sanction.

2. OBJECTIVES

To provide financial assistance to eligible Government agencies for creating a barrier-free, safe, inclusive and universally accessible environment in public infrastructure and services, thereby enabling persons with disabilities to live independently and participate fully and effectively in society on an equal basis with others.

The specific objectives of the Scheme are to:

- (a) facilitate the retrofitting of existing public buildings and facilities to make them accessible;
- (b) promote accessibility in public spaces, transport interfaces, educational institutions, healthcare facilities, workplaces, recreational spaces and heritage sites;
- (c) support accessible Information and Communication Technology (ICT), including Government websites, mobile applications and digital public services;
- (d) promote Universal Design in all accessibility interventions;
- (e) strengthen institutional capacity for planning, implementation, monitoring and maintenance of accessibility projects;
- (f) improve accessibility in high-footfall public places, including religious places, heritage monuments, museums, transport terminals, educational institutions, hospitals and public service delivery centres;
- (g) Construction of special recreation centres / development of parks for PwDs where the appropriate Governments / local authorities have their own land and providing barrier-free standards in existing parks and other urban infrastructure.
- (h) Support to meet the expenditure relating to engagement of consultant for preparation of Detailed Project Report (DPR) required for formulation of new schemes / projects.

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(i) Financial assistance for any other activity specified in the Act for which financial assistance is not being provided / covered by the existing schemes of the Department.

3. Eligible Implementing Agencies

The Creation of Barrier-Free Environment (CBFE) component under the Scheme for Implementation of the Rights of Persons with Disabilities Act (SIPDA) aims to support the creation of accessible public infrastructure and services for persons with disabilities. Financial assistance under the Scheme shall, therefore, be provided only to eligible Government agencies and institutions responsible for providing public infrastructure and services.

- a) Grant-in-Aid (GIA) under the Scheme shall be admissible only for accessibility interventions in public assets owned, managed, controlled or substantially financed by the Central Government, State Governments, Union Territory Administrations or other eligible public authorities specified in these Guidelines.
- b) Financial assistance under the Scheme shall not confer any ownership rights upon the Government of India over the assets created. The ownership, operation, maintenance and upkeep of the assets shall remain the responsibility of the Implementing Agency.
- c) The Implementing Agency shall ensure that the accessibility features created under the Scheme are maintained in a functional condition throughout the life of the asset and shall not remove, alter or discontinue such features without the prior approval of the Department.

3.2 Implementing Agencies

- a) **Central and State Governments and Union Territory Administrations:** Ministries of the Government of India/Autonomous Bodies/Attached Offices/Subordinate Offices/Constitutional Authorities/Statutory Authorities/Central Government Organizations.
- b) **Educational Institutions:** Central/State/UT Government Universities, Government Colleges, Schools and Technical Institutions.
- c) **Healthcare Institutions:** Government Hospitals, District Hospitals, Medical Colleges, AIIMS, Community Health Centres, Primary Health Centres and AYUSH Hospitals.
- d) **Sports Infrastructure:** Government Stadiums, Sports Complexes, Public Swimming Pools and Public Indoor Stadiums.
- e) **Cultural Institutions:** Museums, Art Galleries, Auditoriums and Cultural Centres.
- f) **Tourism and Heritage:** ASI-protected Monuments, State-protected Monuments, Heritage Buildings, Heritage Museums, Tourist Interpretation Centres and Public Tourist Facilities.
- g) **Religious Places:** Temples, Mosques, Churches, Gurudwaras, Buddhist Monasteries, Jain Temples and other public places of worship, provided that:
 - a) the place is open to the general public;
 - b) the proposal is sponsored by the State Government or a statutory authority;
 - c) ownership and maintenance responsibilities are clearly established; and
 - d) the accessibility interventions are confined to public access areas and do not involve religious or ceremonial structures not ordinarily open to the public.

***Note:** During the current Finance Commission cycle, priority shall be accorded to high-footfall tourism and heritage sites and religious places.*

3.3 Ownership Conditions

Financial assistance shall be admissible only where:

- (i) the land and building are owned by the Government; **OR**
- (ii) the land/building belongs to an Autonomous Body substantially funded by the Government; **OR**
- (iii) the public asset is managed by a statutory authority; **OR**
- (iv) the property belongs to a Government-funded institution providing public services.

The Implementing Agency shall furnish documentary evidence of ownership or lawful possession before submitting the proposal.

3.4 General Conditions

Projects shall satisfy the following conditions:

- The project shall be located in an existing public facility.
- The intervention shall directly improve accessibility.
- The work shall conform to the applicable accessibility standards.
- The Implementing Agency shall ensure long-term maintenance.
- The project shall be technically feasible and financially viable.
- The Implementing Agency shall obtain all statutory approvals before the commencement of work.
- The project shall be completed within the prescribed timeline.

4. Detailed Proposal Preparation

A well-prepared Detailed Project Report (DPR) forms the basis for the technical appraisal, financial evaluation and sanction of projects. Every proposal shall, therefore, be prepared with due diligence, supported by a technical assessment and in accordance with the provisions of these Guidelines. Every proposal submitted under the Scheme shall:

- a. address clearly identified accessibility barriers;
- b. be based on an Accessibility Audit;
- c. conform to the Accessibility Standards framed for Universal Accessibility from time to time.
- d. be technically feasible and financially viable;
- e. avoid duplication of works funded under any other Scheme;
- f. provide sustainable accessibility solutions; and
- g. Ensure independent use by persons with disabilities.

The DPR must be signed by Head of the Implementing Agency and Executive Engineer/Competent Technical Officer or equivalent officer (not below the rank of executive engineer).

List of items considered under the accessibility standard is placed at Annexure-A

List of the items to be included in the detail project proposal are placed at ANNEXURE-B

Application form for new proposal and ongoing project is placed at Annexure-C

A. Financial Assistance, Funding Pattern and Release of Grant-In-Aid

Financial assistance under the Scheme shall ordinarily be provided as Grant-in-Aid to eligible Implementing Agencies for approved accessibility interventions. The Department may finance projects either fully or partially depending upon the category of the Implementing Agency, the availability of funds, the nature of the project, and the recommendations of the Competent Authority. Grant-in-Aid may cover:

- Civil accessibility works;
- Electrical works directly related to accessibility;
- Mechanical works;
- Accessible lifts;
- Accessible toilets;
- Braille signage;
- Tactile flooring;
- Accessible pathways;
- Hearing enhancement systems;
- ICT accessibility;
- Digital accessibility;
- Accessibility certification;
- Geo-tagging; and.

Any expenditure incurred beyond the approved scope shall be borne entirely by the Implementing Agency.

B. Cost Escalation

No automatic escalation in project cost shall be admissible. If, after sanction, the cost of the project increases due to any of the following reason shall ordinarily be borne by the Implementing Agency:

- changes in the Schedule of Rates;
- revision of specifications;
- market fluctuations; or
- design modifications,

Note: The Department may consider revision only in exceptional circumstances, with the approval of the Competent Authority on receipt of suitable justification from the Implementing agency.

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C. Release of Grant-in-Aid

Grant-in-Aid shall ordinarily be released in three instalments.

i. First installment of 25% to 50% of the approved Grant released after financial sanction and acceptance of the Terms and Conditions;

ii. Second Instalment 40% to 65% of the approved Grant shall be released after:

- Utilization of at least 75% of the first instalment;
- Submission of the Utilization Certificate;
- Physical progress of not less than 50%;
- Submission of the Progress Report; and
- Geo-tagged photographs.

iii. Final Instalment of rest 10% of sanction amount shall be released after:

- Completion of work;
- Final Utilization Certificate;
- Completion Certificate;
- Accessibility Compliance Certificate;
- Final Inspection Report;
- Geo-tagged photographs; and
-

D. Utilization of Funds

Grant-in-Aid shall be utilized exclusively for the approved project diversion of funds shall not be permitted. Interest earned on Grant-in-Aid shall be dealt with in accordance with the General Financial Rules, 2017, and the instructions issued by the Department of Expenditure Ministry of Finance time to time.

E. Suspension of Release and Cancellation of Sanction

The Department may withhold further release of Grant-in-Aid in cases where:

- a. Utilization Certificates are pending;
- b. progress is unsatisfactory;
- c. inspection reveals serious deficiencies;
- d. diversion of funds is noticed;
- e. false information has been furnished;
- f. accessibility standards have not been followed; or
- g. previous sanctions remain incomplete without valid justification.

The Department reserves the right to cancel the sanction where:

- a. the project has not commenced within the prescribed period;
- b. funds remain unutilized;
- c. the project is abandoned;
- d. false information is detected;

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- e. statutory approvals are not obtained; or
- f. the Implementing Agency violates the conditions of sanction.

5. APPRAISAL, EVALUATION, APPROVAL AND SANCTION OF PROJECTS

A. Preliminary Scrutiny

Every proposal received under the Scheme shall be appraised in a comprehensive and objective manner to ensure that public funds are utilized efficiently and the intended objectives of the Scheme are achieved.

Upon receipt of a proposal, the Department shall undertake a preliminary scrutiny to ensure that it is complete in all respects and satisfies the eligibility requirements prescribed under these Guidelines. The scrutiny shall include verification of the eligibility of the Implementing Agency, ownership or lawful possession of the property, completeness of the prescribed documents, the Detailed Project Report (DPR), cost estimates, technical drawings, and the recommendation of the concerned Administrative Department.

Where any deficiency, discrepancy or omission is noticed during the preliminary scrutiny, the proposal may be returned to the Implementing Agency for rectification or submission of additional information within the prescribed time. Only proposals found complete in all respects shall be considered for further appraisal.

B. Site Inspection

The Department may, wherever considered necessary, undertake a site inspection prior to the sanction of a project, particularly in cases where the financial implication exceeds **₹7.00 crore** or where technical verification is considered essential. The site inspection shall be conducted to assess the existing accessibility barriers, prevailing site conditions, technical feasibility of the proposed interventions, estimated footfall, beneficiary profile, and the overall need for accessibility improvements.

C. Project Screening Committee

The Department shall constitute a Project Screening Committee (PSC) for detailed appraisal of proposals received under the Scheme. The Committee may consist of the Joint Secretary or Additional Secretary as Chairperson, two representatives as Technical/accessibility Expert from CCPD and National Institutes under the aegis of Department, a representative of the Department of Empowerment of Persons with Disabilities (DEPwD), and the concerned Director or Deputy Secretary as Member Secretary. The composition of the Committee may be modified by the Department from time to time, depending upon administrative or technical requirements.

The Project Screening Committee shall examine each proposal in detail and, after considering all relevant technical, financial and administrative aspects, may recommend or recommend with modifications, site re-inspection, technical revision or rejection of the proposal. The reasons for its recommendations shall be recorded in writing to ensure transparency, consistency and accountability in the decision-making process. Once proposal recommended, proposal shall be process for the consultation with Finance Division and released of approved GIA.

6. Implementation of Projects and Monitoring

The Implementing Agency ensure that accessibility interventions are implemented in a timely, transparent, economical and quality-assured manner, strictly in accordance with the approved Detailed Project Report (DPR), applicable standards and the conditions of sanction which includes:

- a. execution of the approved project;
- b. adherence to the sanctioned scope of work;
- c. timely completion of the project;
- d. ensuring compliance with accessibility standards;
- e. maintaining the quality of construction;
- f. adherence to financial rules;
- g. submission of progress reports;
- h. submission of Utilization Certificates as per Annexure-D;
- i. maintenance of records; and
- j. operation and maintenance of completed accessibility assets.

The Department shall not be responsible for any contractual obligations entered into by the Implementing Agency.

A. Implementation Schedule

Projects shall ordinarily be completed within **18 months** from the date of release of the first instalment. Extension of time shall not be automatic and shall require the prior approval of the Department.

B. Procurement of Goods and Works

Procurement shall be undertaken strictly in accordance with:

- General Financial Rules (GFR), 2017;
- Manual for Procurement of Works, 2022 (as amended);
- Manual for Procurement of Goods;
- Manual for Procurement of Consultancy and Other Services;
- CPWD Works Manual;
- CVC Guidelines;
- Government e-Marketplace (GeM), wherever applicable; and
- State Procurement Rules (for State Implementing Agencies).

Open and competitive bidding shall ordinarily be adopted.

C. Tendering Process

The Implementing Agency shall ensure that:

- tender documents clearly specify accessibility requirements;
- technical specifications conform to the Accessibility Standards framed for Universal Accessibility from time to time.
- quality standards are incorporated in the bid documents;

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- eligibility criteria are transparent; and
- contract conditions include maintenance and defect liability obligations.

D. Random Inspection

To ensure transparency and prevent the misuse of funds, the Department shall undertake random inspections of at least **25%** of the projects sanctioned during financial year, based on the following factors:

- project cost;
- delay in implementation;
- Delay or not reply to Department communication.
- public complaints etc.

G. Review Meetings

The Department may convene periodic review meetings with Implementing Agencies, State Governments and other stakeholders to assess:

- implementation progress;
- financial utilization;
- project delays;
- issues requiring intervention; and
- best practices.

Implementing Agencies shall furnish all required information during such meetings.

H. Performance Grading

The Department may develop a Performance Grading System for Implementing Agencies based on:

- timely completion;
- quality of implementation;
- financial management;
- compliance with accessibility standards;
- submission of reports; and
- maintenance of completed assets.

Performance grading may be considered while evaluating future proposals.

I. Preservation of Records

The Implementing Agency shall preserve all project records, including:

- Detailed Project Reports (DPRs);
- estimates;
- contracts;
- bills;
- vouchers;

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- Measurement Books;
- inspection reports;
- Utilization Certificates;
- completion certificates;
- photographs; and
- Accessibility Audit Reports,

ANNEXURE A

Eligible Accessibility Components

Accessibility interventions under the Scheme shall broadly be classified into the following categories:

A. OUTDOOR ACCESSIBILITY

Accessible Approach Road, Ramps and Parking

- Accessible pathways
- Non-slip paving
- Kerb cuts
- Flush crossings
- Pedestrian crossings
- Tactile pathway
- Drain covers
- Bollards
- Drop-off points
- Reserved parking bays
- International Symbol of Accessibility
- Accessible parking signage
- Kerb ramps
- Accessible pedestrian connection
- Anti-skid surface
- Wheel stops
- Tactile pathways
- Accessible footpaths
- Kerb ramps
- RCC Ramp
- Steel Ramp
- Modular Ramp
- Handrails
- Direction Sign
- Braille Sign
- Raised Letter Sign
- Building Identification
- Parking Sign
- Emergency Sign
- Accessible Route Sign

Priority: Parking shall be located nearest to the accessible entrance.

Technical Requirements

- Preferred slope as per Harmonised Guidelines.
- Continuous handrails on both sides.
- Adequate landing at prescribed intervals.
- Slip-resistant finish.

INDOOR ACCESSIBILITY

- Automatic Doors
- Accessible Doors
- Threshold Removal
- Door Widening
- Door Closers

Reception Area

- Lowered Reception Counter
- Wheelchair Space
- Queue Management
- Anti-slip flooring
- Tactile flooring
- Warning indicators
- Directional indicators
- Colour contrast

Lifts

- Passenger Lift
- Platform Lift
- Home Lift (only where public use is involved)
- Lift Modernization
- Accessible Lift Controls
- Braille Buttons
- Emergency Communication

Staircases

- Handrails
- Colour Contrast
- Tactile Warning Strip
- Anti-slip nosing
- Improved lighting

ACCESSIBLE TOILETS

- Accessible WC
- Grab Bars
- Emergency Alarm
- Accessible Wash Basin
- Door Modification

INFORMATION & COMMUNICATION ACCESSIBILITY

- Braille Signage
- Raised Letter Signage
- Audio Information System

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- Public Announcement System
- Digital Information Display
- QR Code Based Navigation
- Tactile Maps
- Orientation Maps
- Accessible Information Kiosk

WAYFINDING SYSTEM

- Braille Directory
- Building Directory
- Floor Maps
- Interactive Kiosk
- Audible Navigation
- QR Navigation

SENSORY PARKS

- Sensory Gardens
- Tactile Trails
- Fragrance Gardens
- Musical Installations
- Interactive Panels
- Quiet Spaces
- Accessible Seating
- Accessible Pathways
- Braille Information
- Shade Structures
- Orientation Maps

Department's Discretion

The Department reserves the right to declare any expenditure as **inadmissible**, even if not specifically included in this Chapter, where:

- a. the expenditure does not directly contribute to accessibility;
 - b. it is inconsistent with the objectives of the Scheme;
 - c. it violates the provisions of GFR, 2017 or other Government instructions;
 - d. it results in duplication of funding; or
 - e. it is considered financially imprudent or unjustified.
- B. The decision of the Department in this regard shall be final.

Contents of DPR

The DPR shall contain the following:

Executive Summary

- Background
- Existing situation
- Need of project
- Objectives
- Estimated cost
- Expected beneficiaries
- Implementation period

Organization Profile

- Name of Institution
- Ownership
- Administrative Department
- Year of Establishment
- Nature of Services
- Daily Footfall
- Number of Employees
- Number of Visitors
- Existing Accessibility Status

Project Justification

- Existing barriers
- Legal obligations
- Public importance
- Number of beneficiaries
- Categories of disabilities benefited
- Urgency of intervention

Scope of Work

The DPR shall clearly specify:

- Civil Works
- Electrical Works
- Mechanical Works
- ICT Accessibility
- Digital Accessibility
- Signage
- Wayfinding
- Toilets
- Lifts
- Parking

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- Emergency Accessibility

Technical Drawings

The proposal shall include:

- Site Plan
- Layout Plan
- Floor Plan
- Ramp Details
- Toilet Layout
- Parking Layout
- Lift Layout
- Tactile Layout
- Signage Plan
- Sections
- Elevations

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Annexure-C

APPLICATION FORM FOR SUBMISSION OF A NEW PROJECT PROPOSAL

PART-A : GENERAL INFORMATION

Sl. No.	Particulars	Details
1.	Name of Implementing Agency	
2.	Category/type under which Agency comes	
3.	Name of Administrative Ministry/Department	
4.	Complete Postal Address	
5.	Name & Designation of Head of Institution	
6.	Name of Nodal Officer (point of contact)	
7.	E-mail Address and Mobile Number	
8.	PFMS Registration ID	
9.	Transaction-Specific Account (TSA) under the Central Nodal Agency (CNA) Module	
10	Zero balance subsidy account	

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PART-B : PROJECT DETAILS

Sl. No.	Particulars	Details
1.	Name of Project	
2.	Project Location	
3.	State/UT	
4.	District	
5.	Type of Public Facility	
6.	Ownership of Property including year of construction	
7.	Existing Use of Building/Facility	
8.	Average Daily Footfall	
9.	Estimated Number of Beneficiaries benefitted	
10.	Project duration	
11.	Whether located in Aspirational District/Border Area/LWE Area (Yes/No); If yes, details thereof	
12.	In case of sensory park/ para sport related, public transport connectivity	
13.	Distance from the major residential area/main city	
14.	Which year Schedule of Rates (SORs) followed in making preliminary cost estimates and detail thereof	
15.	Whether any recurring cost is involved in implementing the project once launched, if so, the details thereof and the modalities of finance for the same.	

PART-C : PROJECT COST

Component	Amount (₹)
Civil Works	
Electrical Works	
Mechanical Works	
ICT Accessibility	
Signage & Wayfinding	
Accessible Toilets	
Ramps & Pathways	
Lift/Elevator	
Assistive Technologies	
List out any other components	
Total Project Cost	

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PART-D ACCESSIBILITY and FINANCIAL ASSISTANCE DETAILS

1. Total Project Cost : ₹ _____
 2. Grant-in-Aid Requested: ₹ _____
 3. Contribution of Implementing Agency : ₹ _____
 4. Other Source of Funding (if any) : ₹ _____
 5. Existing Accessibility Barriers :
 6. Proposed Accessibility Interventions:
 7. Details of the benefit that will accrue both long term and short term benefitsL
 8. Whether Accessibility Audit has been conducted? ☐ Yes ☐ No
- Date of Audit: _____
- Name of Auditor: _____

PART–E : DOCUMENTS ENCLOSED WITH PROPSAL

- i. Covering Letter
- ii. Detailed Project Report (DPR)
- iii. Accessibility Audit Report
- iv. Administrative Approval
- v. Ownership Certificate
- vi. Site Plan
- vii. Technical Drawings
- viii. Cost Estimate of the project giving details item -wise.
- ix. approval of Administrative Department
- x. Details of bank account of the Department / organization to which the fund will be transferred
- xi. coloured Geo-tagged Photographs (Before Intervention) and short walk through video (02 minutes. to 10 minutes) would be required for proof of location/site
- xii. Undertaking regarding Non-duplication of Funding
- xiii. Undertaking that Proposal must in compliance as per the prescribed *Harmonized Guidelines and Space Standards for Barrier Free Environment for Persons with Disabilities issued by Ministry of Housing and Urban Development* or any extant guidelines issued time to time.
- xiv. In case of accessible website, Preliminary Cost Estimate prepared by NIC or a competent technical agency, with details of website proposed to be made accessible, accessibility features available at present, proposed additional features and proposed method for selecting the executing agency for the proposed work.
- xv. Any Other Document

PART–F : DECLARATION

I hereby certify that the information furnished above is true and correct. The proposed project has not received financial assistance for the same work under any other Central Government Scheme. The Implementing Agency agrees to abide by the provisions of the CBFE Guidelines and the conditions governing the release of Grant-in-Aid.

Place:

Date:

(Signature)
Authorized Signatory
Office Seal

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Application form ongoing project for release of second/third installment

PART-A : GENERAL INFORMATION

Particular	Details
Name of Implementing Agency	
Sanction Order No.	
Date of Sanction	
Project Name	
Project Location	
Amount Sanctioned	
Amount Released	
Date of Release	
Amount Utilised	
Percentage Utilisation	

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PART-B : PHYSICAL PROGRESS

Overall Physical Progress : _____ %

Major Works Completed(in details with photographs):

Balance Works (in details):

Likely Date of Completion :

Justification in case the extra time required for completion of work:

PART-C : FINANCIAL PROGRESS

Particular	Amount (₹)
Total Project Cost	
Total Installment Received (first /Second)	
Expenditure Incurred	
Balance Available	
Second/Third Installment Requested	

PART–D : DOCUMENTS ENCLOSED

- i. Utilisation Certificate of release of GIA (GFR 12-C)
- ii. Statement of Expenditure
- iii. Physical Progress Report
- iv. Coloured Geo-tagged Photographs
- v. Measurement Book Extract
- vi. Work Completion Status
- vii. Financial Statement
- viii. Demand letter in respect of the balance amount required for completing of remaining work from PWD/CPWD.
- ix. Tender documents clearly stating the total tender amount along with details if the tender value is increased.
- x. Actual expenditure incurred including excess expenditure incurred with supporting documents if any
- xi. Brief of the schedule and plan to complete the work.
- xii. Bank Statement
- xiii. Detailed justification if there is undue delay in physical progress and submission of proposal for next installment.
- xiv. Inspection Report (if available)

PART–E :

It is certified that:

1. The Grant-in-Aid released by the Department has been utilized solely for the approved project.
2. The project is being implemented in accordance with the sanctioned Detailed Project Report.
3. All procurement has been carried out in accordance with the General Financial Rules, 2017 and other applicable Government instructions.
4. The work completed conforms to the applicable accessibility standards.
5. No funds have been diverted for any purpose other than the sanctioned project.

The Implementing Agency requests the Department to release the Second Installment of Grant-in-Aid under the CBFE component of SIPDA for continuation of the sanctioned project.

Signature
Authorized Signatory
Name & Designation:
Office Seal
Date:

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Annexure -D

GFR 12-C

[See Rule 239]

FORM UTILIZATION CERTIFICATE (For State Government)

(Where expenditure incurred by Government bodies only)

S. No.	Letter No. and Date	Amount (₹)	Certified that out of ₹ _____ of grants-in-aid sanctioned during the year _____ in favour of _____ under this Ministry/Department letter No. _____ given in the margin and ₹ _____ on account of unspent balance of the previous year, a sum of ₹ _____ has been utilized for the purpose of _____ for which it was sanctioned and _____ that the balance of ₹ _____ remaining unutilized at the end of the year has been surrendered to Government (vide No. _____ dated _____)/ will be adjusted towards the grants-in-aid payable during next year _____.
	Total		

2. Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled / are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the propose for which it was sanctioned.

Kinds of checks exercised

- 1
- 2
- 3

Signature _____
Designation _____
Date _____
