



**OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, BHADRAK**  
**(Social Security & Empowerment of PwD Section)**

Email: dssobhadrak@gmail.com

Letter No. 3859 /SS Date 17/12/2025

To

The SP, Bhadrak  
The Additional District Magistrate, Bhadrak  
The CDO-cum-EO, Zilla Parishad Office, Bhadrak  
The CDM & PHO, Bhadrak  
The Sub-Collector, Bhadrak  
The RTO, Bhadrak  
All BDOs/ All EOs of ULBs/ All Tahasildars/  
All District Level Officers of Bhadrak District.

Sub: Guidelines for Distribution of E-Rickshaws to PWDs under SAKSHAM-II project (A CSR initiative of MCL)-Reg.

Ref:- Letter No. 14012/SSEPD dt. 11.12.2025 of SSEPD Department, Odisha, Bhadrak.

Madam/Sir,

In inviting a kind reference to the above letter on subject captioned above, I am to enclose herewith the Guidelines for distribution of E-Rickshaws to PWDs under SAKSHAM-II project (A CSR initiative of MCL). It is therefore requested to kindly publish the guidelines on good office notice board for information wide publicity among of the general public/PWDs. The PWDs will apply in this office of the DSSO, Bhadrak on or before dt. 05.01.2026.

This is for favour of kind information and necessary action.

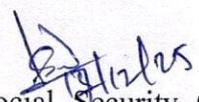
Yours faithfully,

Encl:- As above.

  
District Social Security Officer,  
Bhadrak

Memo No. 3860 /SS Date 17/12/2025

Copy to PA to the Collector, Bhadrak for favour of kind information of the Collector.

  
District Social Security Officer,  
Bhadrak

**Application Form E-Rickshaw to PWDs as a part of SAKSHAM-  
II Project for Bhadrak District under SSEPD Department**

1. Name of PWD:-
2. Father/Mother/ Husband name of PWD:-
3. Adhar Card & Voter Id Card:-
4. Post Card Size Full Photo:- Attached
5. Block/ULB Name:-
6. Address of PWD:-
  
7. Disability Status (Must be a PWD with valid UDID/Disability Cert.):-
8. Age (18- 55 years):-
9. Disability Percentage (Minimum 40% as per RPWD Act, 2016):-
10. Driving Capability (1. Must obtain a valid Driving License for e-Rickshaw  
2. Cert. may be required from Dist. Medical Board):-
11. Income (Monthly income below Rs. 1 lakh per annum):-
12. Employment Status (Preference to unemployed/under-employed PWD):- Self declaration under taking
13. Residency Certificate: -
14. Non-duplication (Must not have availed similar vehicle assistance in the last 5 years):- Self declaration under taking
15. Priority Categories (PWD women, SC/ST, Minorities, Widowed/single PWD, rural beneficiaries, economically wear households):- Documents attached

**(All supporting documents must be attached on the application)**

**Signature of PWD applicant**



Government of Odisha

Department of Social Security & Empowerment of Persons with Disabilities

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No. SSEPD-DA5-SCH-0005-2025 - 14012/SSEPD, Dt. 11.12.2025

From

**Shri Kamalakanta Behera, OAS-I(JB)**

Officer on Special Duty

To

**All Collectors**

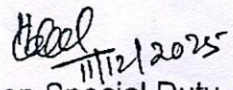
Sub: Guidelines for the Distribution of 2,000 e-Rickshaws to Persons with Disabilities (PwDs) as a part of SAKSHAM-II project (A CSR initiative of MCL) - Reg

Madam/ Sir,

In inviting a reference to the subject cited above, I am directed to state that the Department has entered into an MoU with Mahanadi Coalfields Limited (MCL) for the distribution of 2,000 e-Rickshaws to Persons with Disabilities (PwDs) under the SAKSHAM-II Project, a CSR initiative of MCL.

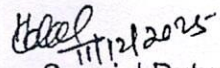
A set of guidelines for smooth and effective implementation of the project is enclosed herewith. You are, therefore, requested to identify, shortlist, and recommend suitable PwD beneficiaries for availing the e-Rickshaw assistance as per the attached guidelines.

Yours faithfully,

  
11/12/2025  
Officer on Special Duty

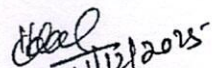
Memo No 14013 Date 11.12.2025

Copy forwarded to PS to Commissioner cum Secretary, SSEPD Department; JEA to Director, SSEPD Department for kind information of Commissioner cum Secretary, SSEPD Department and the Director, SSEPD Department.

  
11/12/2025  
Officer on Special Duty

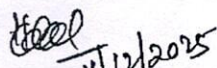
Memo No 14014 Date 11.12.2025

Copy forwarded to All DSSOs/ SSSOs/ BSSOs for information and necessary action.

  
11/12/2025  
Officer on Special Duty

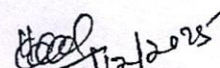
Memo No 14015 Date 11.12.2025

Copy forwarded to All Departments of Government for information .

  
11/12/2025  
Officer on Special Duty

Memo No 14016 Date 11.12.2025

Copy forwarded to GM, SIDR for information and necessary action .

  
11/12/2025  
Officer on Special Duty

## **Guideline for SAKSHAM-II**

### **1. Objective**

| <b>Sl. No.</b> | <b>Particulars</b>      | <b>Details</b>                                                                                                                                       |
|----------------|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1              | Purpose of the Scheme   | To provide 2,000 e-Rickshaws to 2,000 PwD beneficiaries for economic empowerment, livelihood generation, mobility enhancement, and social inclusion. |
| 2              | Implementing Department | Department of Social Security & Empowerment of Persons with Disabilities (SSEPD).                                                                    |
| 3              | Expected Impact         | Enhanced income generation, increased mobility, eco-friendly transport, self-reliance, and sustainable development.                                  |

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### **2. Eligibility Criteria**

| <b>Sl. No.</b> | <b>Criteria</b>       | <b>Specification</b>                                                                                                      |
|----------------|-----------------------|---------------------------------------------------------------------------------------------------------------------------|
| 1              | Disability Status     | Must be a Person with Disability (PwD) with valid UDID/Disability Certificate.                                            |
| 2              | Age                   | 18–55 years.                                                                                                              |
| 3              | Disability Percentage | Minimum 40% as per RPwD Act, 2016.                                                                                        |
| 4              | Driving Capability    | Must possess or obtain a valid Driving Licence for e-Rickshaw. Certification may be required from District Medical Board. |
| 5              | Income                | Monthly income below ₹1.00 lakh per annum                                                                                 |
| 6              | Employment Status     | Preference to unemployed/under-employed PwDs.                                                                             |

| Sl. No. | Criteria            | Specification                                                                                           |
|---------|---------------------|---------------------------------------------------------------------------------------------------------|
| 7       | Residency           | Permanent resident of the State.                                                                        |
| 8       | Non-duplication     | Must not have availed similar vehicle assistance in the last 5 years.                                   |
| 9       | Priority Categories | PwD women, SC/ST, minorities, widowed/single PwDs, rural beneficiaries, economically weaker households. |

### 3. Application & Selection Process

| Sl. No. | Process Step        | Details                                                                                                                |
|---------|---------------------|------------------------------------------------------------------------------------------------------------------------|
| 1       | Mode of Application | Online portal or offline through DSSO.                                                                                 |
| 2       | Required Documents  | UDID, Aadhaar, DL (or proof of application), Residence Certificate, Income Certificate, Photographs, Self-declaration. |
| 3       | Scrutiny            | District Selection Committee (DSC) to verify documents.                                                                |
| 4       | Provisional List    | Published for public objections.                                                                                       |
| 5       | Final Approval      | State-Level Empowered Committee (SLEC).                                                                                |
| 6       | Selection Method    | Eligibility scoring; lottery/draw if applications exceed district quota.                                               |

### 4. Training & Capacity Building

| Sl. No. | Training Area         | Description                                      |
|---------|-----------------------|--------------------------------------------------|
| 1       | Driving & Road Safety | Safe driving, traffic rules, passenger handling. |

| Sl. No. | Training Area      | Description                                                    |
|---------|--------------------|----------------------------------------------------------------|
| 2       | Technical Training | Battery care, charging protocol, basic maintenance.            |
| 3       | Financial Literacy | Income management, digital payments, micro-credit linkages.    |
| 4       | Customer Service   | Behavioural training for better service delivery.              |
| 5       | To be conducted by | Transport Dept./Skill Development Mission/Empanelled Agencies. |

## 5. Distribution Mechanism

| Sl. No. | Process        | Details                                                    |
|---------|----------------|------------------------------------------------------------|
| 1       | Venue          | Sambalpur/ Bhubaneswar                                     |
| 2       | Execution      | SSEPD Department.                                          |
| 3       | User Agreement | Beneficiary must sign a no-transfer undertaking (5 years). |
| 4       | Registration   | Vehicle registered in beneficiary's name.                  |
| 5       | Handover Kit   | Vehicle documents, warranty card, training manual.         |

## 6. Post-Distribution Monitoring

| Sl. No. | Monitoring Area | Mechanism                                             |
|---------|-----------------|-------------------------------------------------------|
| 1       | Utilization     | Random field verification by DSSO.                    |
| 2       | Data            | Digital beneficiary tracking system.                  |
| 3       | Reporting       | Half-yearly reports to SSEPD Department (DSSO Office) |

**Sl. No. Monitoring Area****Mechanism**

- |   |            |                                                             |
|---|------------|-------------------------------------------------------------|
| 4 | Compliance | Supplier service obligations monitored by DSSO/SIDR.        |
| 5 | Penalty    | Misuse/non-use may lead to recall or recovery as per rules. |
- 

## 7. Grievance Redressal

**Sl. No.****Level****Mechanism**

- |   |                |                                  |
|---|----------------|----------------------------------|
| 1 | District Level | Grievance Cell under DSSO.       |
| 2 | State Level    | SSEPD Helpline/Grievance Portal. |
| 3 | Timeline       | Disposal within 15 working days. |
- 

## 8. Financial Provisions

**Sl. No.****Item****Details**

- |   |                  |                                                   |
|---|------------------|---------------------------------------------------|
| 1 | Funding Source   | MCL, Burla,                                       |
| 2 | Fund Flow        | Through Department                                |
| 3 | Expenditure Mode | As per GFR, Treasury Rules, and codal procedures. |
- 

## 9. Effective Date

**Item****Details**

Commencement From the Date of Signing of MoU i.e, Dt.04.12.2025

Duration            2 years