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उप-खण्ड (1)

राज्य सरकार तथा अन्य राज्य-प्राधिकारियों द्वारा जारी किये गये
(सामान्य आदेशों, उप-विधियों आदि को सम्मिलित करते हुए)
सामान्य कानूनी नियम।

SOCIAL JUSTICE & EMPOWERMENT DEPARTMENT NOTIFICATION

Jaipur, July 21, 2011

G.S.R. 55. - In exercise of the powers conferred by section 73 of the Persons With Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (Central Act No. 1 of 1996), the State Government hereby makes the following rules, namely :-

CHAPTER-1 PRELIMINARY

1. Short title and commencement - (1) These rules may be called the Rajasthan Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Rules, 2011.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Definitions.- (1) In these rules, unless the context otherwise requires, -

- "Act" means the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (Central Act No. 1 of 1996);
- "Certificate" or "Disability Certificate" means a certificate issued in pursuance of clause (t) of section 2 of the Act;
- "Chairperson" means a Chairperson appointed under the Act;
- "Form" means a form appended to these rules;

- (e) "medical Authority" means Medical Authority specified by the Government;
- (f) "Member" means a Member appointed under the Act;
- (g) "Member-Secretary" means a member-Secretary appointed under the Act;
- (h) "Multiple Disabilities" means a combination of two or more disabilities as defined in clause (i) of section (2) of the Act;
- (i) "Section" means a section of the Act;
- (j) "Special Employment Exchange" means employment exchange which is notified by the State Government as Special Employment Exchange;
- (k) "Vice-Chairperson" means a Vice-Chairperson appointed under the Act; and
- (1) "Year" means the financial year commencing on the first day of April."
- (2) The words and expressions defined in the Act but not defined in these rules, shall have the same meaning as assigned to them in the Act.

CHAPTER-II

Disability Certificate

3. Application for issue of Disability Certificate. - (1) A person with disability desirous of getting a certificate in his favour shall submit an application in Form-I, and the application shall be accompanied by -

- (a) proof of residence, and
- (b) two recent passport size photographs.
- (2) The Application shall be submitted to -
 - (a) a medical authority competent to issue such a certificate in the district of the applicant's residence as mentioned in the proof of residence submitted by him with the application, or
 - (b) the concerned medical authority in a government hospital where he may be undergoing or may have undergone treatment in connection with his disability :

Provided that where a person with disability is a minor or suffering from mental retardation or any other disability which renders him unfit or unable to make such an application himself, the application on his behalf may be made by his **Legal** guardian.

4. Issue of Disability Certificate. - (1) On receipt of an application under rule 3, the medical authority shall, after satisfying himself that the applicant is a person

with disability as defined in sub-clause (t) of section 2 of the Act, issue a disability certificate in his favour in form II, form III or form IV, as the case may be.

(2) The certificate shall be issued as far as possible, within a week from the date of receipt of the application by the medical authority, but in any case, not later than one month from such date.

(3) The medical authority shall, after due examination -

(a) give a permanent disability certificate in cases where there are no chances of variation, over time, in the degree of disability, and

(b) shall indicate the period of validity in the certificate, in cases where there is any chance of variation, over time, in the degree of disability.

(4) If an applicant is found ineligible for issue of disability certificate, the medical authority shall explain to him the reasons for rejection of his application, and shall also convey the reasons to him in writing in Form-V

(5) A copy of every disability certificate issued under these rules by a medical authority other than the Chief Medical Officer shall be simultaneously sent by such medical authority to the Chief Medical Officer of the District.

(6) No fee shall be payable by persons with disabilities to any medical Authority for any medical examination or grant of certificate under these rules.

5. Review of decision regarding issue of, or refusal to issue, a disability certificate. - (1) Any applicant for a disability certificate, who is aggrieved by the nature of a certificate issued to him, or by refusal to issue such a certificate in his favour, as the case may be, may represent against such a decision to the medical authority as specified for the purpose by the Government :

Provided that where a person with disability is a minor or suffering from mental retardation or any other disability which renders him unfit or unable to make such application himself, the application on his behalf may be made by his legal guardian.

(2) The application for review shall be accompanied by a copy of the certificate or letter of rejection being appealed against.

(3) On receipt of an application for review, the medical authority shall, after giving the appellant an opportunity of being heard, pass such orders on it as it may deem appropriate.

(4) An application for review shall, as far as possible, be disposed of within a fortnight from the date of its receipt, but in any case, not later than one month from such date.

6. Certificate issued under rule 4 to be generally valid for all purposes. - A certificate issued under rule 4 shall render a person eligible to apply for recruitment and appointment and avail facilities, concessions and benefits admissible under schemes of the Government and of Non-Government Organizations funded by the Government, subject to such conditions as may be specified in relevant schemes or instructions of Government.

CHAPTER-III

THE STATE COORDINATION COMMITTEE

7. Membership Roll.- The Member-secretary shall keep a record of names and addresses of the members of the State Coordination Committee.

8. Change of Address.- If a member changes his address, he shall intimate his new address to the Member-Secretary who shall thereupon enter his new address, in the official records but if he fails to intimate his new address, the address in the official records shall for all purposes be deemed to be member's correct address.

9. Daily and Traveling Allowances. - (1) Non-official members of the State Coordination Committee, resident of the place of meeting, shall be paid daily allowance as admissible to a Grade-I officer of the State Government for each day of the actual meeting of the State Coordination Committee as per the State Government rules.

(2) Non-official members of the State Coordination Committee, not resident of the place of meeting shall be paid daily and traveling allowances for each day of the actual meeting as admissible to a Grade-I officer of the State Government as per State Government rules:

provided that in case of a member of State Legislature who is also a member of the State Coordination Committee, the said daily and traveling allowances shall be paid at the rates admissible to him as member of State Legislature on production of a certificate by the member that he has not drawn any such allowance for the same journey and halts from any other Government source.

10. Notice of meetings. - (1) The meetings of the State Coordination Committee shall ordinarily be held at the State Headquarters on such dates as may be fixed by the Chairperson:

Provided that it shall meet at least once in every six months.

(2) The Chairperson shall, upon the written request of not less than 10 members of the State Coordination Committee, call a special meeting of the State

Coordination Coommitte.

(3) Fifteen clear day's notice of an ordinary meeting and five clear day's notice of a special meeting specifying the time and the place at which such meeting is to be held and the business to be transacted thereat, shall be given by the Member-Secretary to the members.

(4) Notice of a meeting may be given to the members by delivering the same by messenger or sending it by registered post to his address as available in the official record of the Member Secretary or in such other manner as the Chairperson, may, in the circumstances of the case, think fit.

(5) No member shall be entitled to bring forward for the consideration of the meeting any matter of which he has not given 10 clear day's notice to the Member-Secretary, unless the Chairperson, in his discretion, permits him to do so.

- (6) (a) The State Coordination Committee may adjourn its meetings from day to day or to any particular day.
- (b) Where a meeting of the State Coordination Committee is adjourned from day to day, notice of such adjourned meeting shall be given to the members present in the meeting at the time of adjournment and to those who are not present but they are residents of the city, town, or place where the meeting which is adjourned if held, either by telephone or by special messenger and it shall not be necessary to give notice of the adjourned meeting to other members.
- (c) Where a meeting of the State Coordination Committee is adjourned not from day to day but from the day on which the meeting is to be held to another date, notice of such meeting shall be given to all the members as provided in sub-rule (4)

11. Presiding Officer.- The chairperson shall preside at every meeting of the committee, at which he is present, and in his absence, the Vice-Chairperson shall preside, but when both the Chairperson and Vice-Chairperson are absent from any meetings, the members present shall elect one of the members to preside at that meetings

12. Quorum. - (1) One-third of the total members shall form the quorum for any meeting.

(2) If at any time fixed for any meeting or during the course of any meeting

less than one-third of the total members are present, the Chairperson may adjourn the meeting till such time on the same day as he thinks fit or for the following day or for some other future date.

(3) No quorum shall be necessary for the adjourned meeting.

(4) A matter which had not been on the agenda of the original meeting shall not be discussed at such adjourned meeting.

(5) (a) Where a meeting of the State Coordination Committee is adjourned under sub-rules (2) above for want of quorum to the following day, notice of such adjourned meeting shall be given to the members available at the place where the meeting which is adjourned is held either by telephone or by special messenger and it shall not be necessary to give notice of the adjourned meeting to other members.

(b) Where a meeting of the State Coordination Committee is adjourned under sub-rule (2) for want of quorum not to the following date but to another date, notice of such adjourned meeting shall be given to all the members as provided in sub-rule (4) of rule 10.

13. Minutes of the meeting. - (1) Record shall be kept of the names of members who attend the meeting and the proceedings at the meeting in a book to be maintained for that purpose by the Member-Secretary.

(2) The minutes of the previous meeting shall be read at the beginning of the every succeeding meeting and shall be confirmed and signed by the Presiding Officer at such meeting.

(3) The proceedings shall be open to inspection by any member at the office of the Member-Secretary during office hours

14. absence from meetings of State Coordination Committee. - if a nominated member of the State Coordination Committee remains absent in three consecutive meetings without prior information to the Chairperson, the matter shall be reported to the State Government by the Member-Secretary.

15. Maintaining order at meeting. - The Presiding Officer shall maintain order at the meeting.

16. Business to be transacted at meeting.-(1) Except with the permission of the Presiding Officer, no business which is not entered in the agenda or of which

notice has not been given by a member under sub-rule (5) of rule 10, shall be transacted at any meetings.

(2) At any meeting business shall be transacted in the order in which it is entered in the agenda, unless otherwise resolved in the meeting with permission of the Presiding Officer.

17. Decision by majority. - All questions considered at a meeting of the committee shall be decided by a majority of votes of the members present and voting and in the event of equality of votes, the Chairperson, or in the absence of Chairperson, the Vice-Chairperson or in the absence of both the Chairperson and the Vice-Chairperson, the member presiding at the meeting, as the case may be, shall have a second or casting vote.

18. No proceeding to be invalid due to vacancy or any defect. - No proceeding of the State Coordination Committee shall be invalid merely by reasons of existence of any vacancy or any defect in the constitution of the Committee.

CHAPTER-IV

THE STATE EXECUTIVE COMMITTEE

19. Daily and Traveling Allowances. - (1) Non-official members of the State Executive Committee, resident of the place of meeting shall be paid daily allowance as admissible to a Grade-I officer of State Government for each day of the actual meetings of the State Executive Committee as per State Government rules.

(2) Non-Official members of the State Executive Committee, not resident of the place of meeting shall be paid daily and traveling allowances as admissible to a Grade-I Officer of the State Government as per State Government rules.

20. Notice of meeting. - (1) The meeting of the State Executive Committee shall ordinarily be held at the State headquarter, on such dates as may be fixed by the Chairperson :

Provided that it shall meet at least once in every three months.

(2) The Chairperson shall, upon the written request of not less than 10 members of the State Executive Committee, call a special meeting of the State Executive Committee.

(3) Fifteen clear day's notice of an ordinary meeting and five clear day's notice of a special meeting specifying the time and the place at which such meeting is to be held and the business to be transacted thereat, shall be given by the Member-Secretary to the members.

(4) Notice of a meeting may be given to the members by delivering the same

by messenger or sending it by registered post to his last known address as available in official record or in such other manner as the Chairperson may in the circumstances of the case, think fit.

(5) No member shall be entitled to bring forward for the consideration of the meeting any matter of which he has not given ten clear day's notice to the Member-Secretary, unless the Chairperson, in his discretion, permits him to do so.

- (6) (a) The State Executive Committee may adjourn its meetings from day to day or to any particular day.
- (b) Where a meeting of the State Executive Committee is adjourned from day to day, notice of such adjourned meeting shall be given to the members available at place where the meeting which is adjourned is held, by messenger and it shall not be necessary to give notice of the adjourned meeting to other members.
- (c) Where a meeting of the State Executive Committee is adjourned not from day to day but from day on which the meeting is to be held to another date, notice of such meeting shall be given to all the members as provided in sub-rule(4).

21. presiding Officer.- The Chairperson shall preside at every meeting of the committee at which he is present, and in his absence, the members present shall elect one of the members to preside at that meeting.

22. Quorum. -(1) One-third of the total members shall form the quorum for any meeting

(2) If at any time fixed for any meeting or during the course of any meeting less than one-third of the total members are present, the chairperson may adjourn the meeting to such hours on the following or on some other future date as he may fix.

(3) No quorum shall be necessary for the adjourned meeting.

(4) No matter which had not been on the agenda of the original meeting shall be discussed at such adjourned meetings.

- (5) (a) Where a meeting of the State Executive Committee is adjourned under sub-rule (2) for want of quorum to the following day, notice of such adjourned meeting shall be given to the members available at the place, where the meeting which is adjourned is held, either by telephone or by special messenger and it shall not be necessary to give notice of the

adjourned meeting to other members.

- (b) Where a meeting of the State Executive Committee is adjourned under sub-rule (2) for want of quorum not to the following date but to another date, notice of such adjourned meeting shall be given to all the members as provided in sub-rule (4) of rule 20.

23. Minutes of meeting. - (1) Record shall be kept of the names of members who attend the meeting and of the proceedings at the meetings in a book to be maintained for that purpose by the member-Secretary.

(2) The minutes of the previous meeting shall be read at the beginning of the every succeeding meeting and shall be confirmed and signed by the Presiding Officer at such meeting.

(3) The proceedings shall be open to inspection by any member at the office of the Member-Secretary during office hours.

24. Absence from meetings of State Executive Committee.- If a member of the State Executive Committee remain absent in three consecutive meetings without prior information to the Chairperson, the matter shall be reported to the State Government by the member-Secretary.

25. Maintaining order at meeting. - The Presiding Officer shall maintain order at the meeting.

26. Business to be transacted at meeting.- (1) Except with the permission of the Presiding Officer, no business which is not entered in the agenda or of which notice has not been given by a member under sub-rule (5) of rule 20, shall be transacted at any meeting.

(2) At any meeting business shall be transacted in the order in which it is entered in the agenda, unless otherwise, resolved in the meeting with the permission of the presiding Officer.

27. Decision by majority.- All questions considered at a meeting of the committee shall be decided by a majority of votes of the members present and voting and in the event of equality of votes, the Chairperson or in the absence of

Chairperson, the vice, Chairperson or in the absence of Chairperson and Vice Chairperson, the member presiding at the meeting, as the case may be, shall have a second or casting vote.

28. No proceedings to be invalid due to vacancy or any defect. - No proceedings of the State Executive Committee shall be invalid merely by reasons of

existence of any vacancy in or any defect in the constitution of the committee.

29. Association of Persons for assistance and advice to State Executive Committee.-(1) The State Executive Committee may invite any person, whose assistance or advice is considered useful in performing any of its functions, to participate in the deliberations of any of its meetings.

(2) If the person associated with the State Executive Committee under sub-rule (1), resident of the place of meeting shall be entitled to get daily allowance as admissible to a Grade-I officer of State Government, for each day of actual meeting of the State Executive Committee in which he is so associated, as per State Government rules.

(3) If such a person is not resident of the place of meeting he shall be paid daily and traveling allowances for each day of the actual meeting in which he is so associated, as admissible to a Grade-I officer of the State Government as per State Government rules.

(4) If such person is a Government employee or an employee in a Government Undertaking, he shall be entitled to traveling and daily allowances only at the rates admissible under the relevant rules applicable to him on production of a certificate by him that he has not drawn any such allowance for the same journey and halts from any other Government source.

30. Fee for the associated person. - Notwithstanding anything contained in rule 29, the State Executive Committee may pay the person associated with the Committee, with the prior approval of the State Government such fees as considered appropriate depending on the nature of work assigned, and the qualification and experience of the associated person:

Provided that the State Executive Committee shall not associate any person without the prior approval of the State Government, if the period of association exceeds one month.

31. Tours by associated person.- The associated person may, with the prior approval of the Chairperson, undertake tours within the country for the performance of the duties entrusted to him by the State Executive Committee and in respect of such tours shall be entitled to traveling and daily allowances at the rates admissible to a Grade-I officer of the State Government as per State Government rules.

32. Associated person not to disclose any information. - The associated person shall not disclose any information either given by the State Executive Committee or obtained during the performance of the duties assigned to him either from

the State Executive Committee or otherwise, to any person other than the State executive Committee without the written permission of the Chairperson of the Committee.

33. Duties and functions of the associated person.- The associated person shall discharge such duties and perform such functions as are assigned to him, by the State Executive Committee.

CHAPTER-V EMPLOYMENT

34. Employment of Persons with disabilities. - For the purpose of employment, persons with disabilities in various categories of posts are to be identified under section 32 for reservation of persons with disabilities.

35. Eligibility. - Notwithstanding anything contained in any rules or orders for the time being in force regulating the recruitment and conditions of service of persons appointed to the various services or posts in connection with the affairs of every establishment including the Government Department, Persons with Disabilities shall be eligible for appointment to the posts identified for them under rule 36 of these rules provided they fulfill the qualifications laid down in the relevant recruitment or service rules for the posts and are functionally able to perform the duties of the posts of the said services.

36. Reservation for Persons with Disabilities. - In every establishment three percent of the vacancies shall be reserved for persons or class of Persons with Disabilities of which one percent each shall be reserved for persons suffering from :-

- (i) blindness or low vision;
- (ii) hearing impairment ;
- (iii) Locomotor disability or cerebral palsy.

In the posts identified for each disability by the Government of India under section 32 and such reservation shall be treated as horizontal reservation.

Provided that where the nomenclature of any post in the State Government is different from the post in Government of India or any post in the State Government does not exist in any department of the Government of India, the matter shall be referred to the Committee constituted under rule 38 for identification of the equivalent post in the State Government. The Committee shall identify the equivalent post on the basis of nature of job and responsibility of each post.

37. Maintenance of Rosters. - (1) All establishments shall maintain separate 100 point reservation roster registers for determining/effecting reservation for the

disabled.

(2) Each register shall have cycle of 100 points and each cycle of 100 points shall be divided into three blocks, comprising the following points :

1st Block - Point No. 1 to point No. 33

2nd Block - Point No. 34 to point No. 66

3rd Block - Point No. 67 to point No. 100

(3) Point 1, 34 and 67 of the roster shall be earmarked and reserved for persons with disabilities-one point for each of the three categories of disabilities. The head of the establishment shall decide the categories of disabilities for which the points 1, 34 and 67 will be reserved keeping in view all relevant facts.

(4) All the vacancies shall be entered in the relevant roster register. if the post falling at point no.1 is not identified for the disabled or the head of the establishment considers it desirable not to fill it up by a disabled person or it is not possible to fill up that post by the disabled for any other reason, one of the vacancies falling at any of the points from 2 to 33 shall be treated as reserved for the disabled and filled as such. Likewise a vacancy falling at any of the points from 34 to 66 or from 67 to 100 shall be filled by the disabled. The purpose of keeping points 1, 34 and 67 as reserved is to fill up the first available suitable vacancy from 1 to 33, first available suitable vacancy from 34 to 66 and first available suitable vacancy from 67 to 1000 by persons with disabilities.

(5) There is a possibility that none of the vacancies from 1 to 33 is suitable for any category of the disabled. In that case two vacancies from 34 to 66 shall be filled as reserved for persons with disabilities. If the vacancies from 34 to 66 are also not suitable for any category, three vacancies shall be filled as reserved from the third block containing points from 67 to 100. This means that if no vacancy can be reserved in a particular block, it shall be carried into the next block.

(6) After all the 100 point of the roster are covered, a fresh cycle of 100 points shall start.

(7) If the number of vacancies in a year is such as to cover only one block or two, discretion as to which category of the disabled should be accommodated first shall vest in the head of the establishment, who shall decide on the basis of the nature of the post, the level of representation of the specific disabled category in the concerned grade/post etc.

38. Relaxation. - (1) Where an appointing Authority is of the opinion that functions or certain jobs of the post reserved under these rules cannot be carried out

by the persons with disabilities the appointing Authority concerned shall indicate such post (s) to the Director/Commissioner, Social Justice & Empowerment, Rajasthan for allowing exemption from the operation of the reservation prescribed in rule 36 of these rules.

(2) The case referred to by the Appointing Authority under sub-rule (1) above shall be placed before the Committee by the Director/Commissioner, Social Justice & Empowerment Department. The committee shall be as under :-

(a) For the post in connection with the affairs of the State and falling within the purview of the Rajasthan Public Service Commission;

i)	Chairman of the Rajasthan Public Service Commission or a member thereof nominated by him.	Chairman
ii)	Principal Secretary/Secretary to the Government in the Social Justice & Empowerment Department.	Member
iii)	Commissioner for Disabilities, Rajasthan	Member
iv)	Principal Secretary/Secretary to the Government in the department of personnel or his representative not below the rank of deputy Secretary.	Member
v)	Commissioner, Employment Department	Member
vi)	Principal Secretary, Medical & Health Department; and	Member
vii)	Secretary of the Administrative Department concerned where appointing Authority is the Government and in other cases the Appointing Authority as defined in the relevant service rules.	Member Secretary

(b) For the posts falling outside the purview of the Rajasthan Public Service Commission:-

i)	Principal Secretary/Secretary to the Government in the Department of Personnel.	Member
ii)	The Commissioner for Disabilities, Rajasthan	Member
iii)	Principal Secretary/Secretary to the Government, Social Justice & Empowerment Department	Member
iv)	The Commissioner, Employment Department Rajasthan	Member
v)	The Principal Secretary of Medical and Health Services, Rajasthan	Member
vi)	The Appointing Authority concerned	Member Secretary

(3) The Committee constituted under sub-rule (2) shall after considering the proposals received for exemption either allow complete exemption from the operation of the reservation prescribed under rule 36 for persons with disabilities for these posts or shall transfer the reservation prescribed under rule 36 for persons with disabilities to such other category of posts where such disability would not be a hindrance.

(4) Where in any recruitment year any vacancy reserved under rule 36 cannot be filled up due to non-availability of a suitable person with disability or for any other sufficient reason, such vacancy shall be carried forward and filled up as per provisions of section 36 of the Act.

(5) While selecting a person for appointment on any post identified suitable for any category of persons with disabilities, if other things are equal between the person with such disability and the person without disability, preference shall be given to the person with disability even in the excess for the reservation prescribed for them.

39. Relaxation in age. - The maximum age limit prescribed in the service rules for appointment to the posts specified under rule 36 may be relaxed as under including the relaxation already prescribed under the relevant service rules:-

- (i) 10 years for candidates belonging to General Category
- (ii) 13 year for candidates belonging to Backward Classes and Special Backward Classes; and
- (iii) 15 years for candidates belonging to the Scheduled castes or the Scheduled Tribes :

Provided that in cases of exceptional hardship the State Government may further relax the age limit.

40. Concessions.- Following concessions shall be allowed to the Person with disabilities for making him eligible for employment mentioned in rule 36 :-

- (i) 5 percentage of qualifying or pass marks in individual paper and in aggregate marks, wherever prescribed in any examination.
- (ii) The academic qualification given in the certificate issued by the recognised Institute meant for the person with hearing impairment shall be considered at par with those other Institutions recognised by the Government.
- (iii) The condition or desirability of training/tests/experience whenever prescribed shall not apply to the disabled person for temporary appointment. Where a particular training is essential for appointment to a post,

the disabled person may be required to received such training with in two years of his appointment.”

41. Traveling Expenses.- The persons with disabilities shall avail IInd Class fair by Railway or actual ordinary Bus fair, as the case may be, for to and from journey for appearing at the interview, test or examination for employment.

42. Persons employed if disabled later.- Persons already in employment of the establishment including the Government Departments who acquired disability, shall also be entitled to relaxation of physical and medical examination, if any provided in the relevant service rules and may be absorbed or adjusted on any other alternative post to which he is eligible with the approval of the State Government.

43. Information of vacancies.- (1) The employer of every establishment in respect of which the State Government is the appropriate Government under the Act shall furnish such information and return as prescribed in these rules, in relation to vacancies appointed for persons with disability that have occurred or are about to occur in that establishment, to such Special Employment Exchange as may be specified by the State Government by notification in the Official Gazette.

(2) The Special Employment Exchange shall send a copy of such information of vacancies to the Commissioner of Persons with Disabilities, Rajasthan.

44. Form and manner of information of vacancies.-(1) The vacancies shall be informed in writing and the following particulars shall be furnished where practicable, in respect of each type of vacancy:-

1. Name and Address of the employer;
2. Telephone number of the employer; if any
3. Nature of vacancy-
 - (a) Type of workers employees required (Designation):
 - (b) Description of duties;
 - (c) Qualifications required
 - (i) Essential
 - (ii) Dessirable
 - (d) Age limits, if any;
 - (e) Whether women are eligible ?
4. Number of vacancies-
 - (a) Regular
 - (b) Temporary
5. Break up of vacancies-

- (a) For visually Handicapped
 - (b) For Hearing Impaired
 - (c) For orthopedically Handicapped
 - (d) Total
6. Pay and allowances
 7. Place of work (name of town/village and district in which it is situated).
 8. Probable date by which the vacancy will be filled.
 9. Particular regarding interview/test of applicants-
 - (a) Date of Interview/test.
 - (b) Time of Interview/test.
 - (c) Place of Interview/test.
 - (d) Designation and address of the person to whom the application should be sent and the applicants should report.
 10. Whether there is any obligation or arrangement for giving preference to the persons with disabilities in filling up the vacancies, and if so, the number of vacancies to be filled by such persons.
 11. Any other relevant information-
- (2) The information shall be re-furnished to the appropriate Special Employment Exchange if there is any change in the particulars already furnished under sub-rule (1).

45. Time limit for information of vacancies.—(1) All Vacancies, which are required to be informed under rule 43, shall be informed at least 30 days before the date on which applicants will be interviewed or tested where interviews or tests are to be held, or the date on which vacancies are intended to be filled, if no interviews or tests are held.

(2) An employer shall furnish to the concerned Special Employment Exchange, the results of selection within 15 days from the date of selection.

46. Submission of Returns.—An employer shall furnish quarterly returns in Form-VI and biennial returns in Form-VII to the concerned Special Employment Exchange. Quarterly returns shall be furnished within thirty days of the due dates, namely, 31st March, 30th June, 30th September and 31st December. Biennial return shall be furnished within thirty days of the due dates as notified in the official Gazette.

47. Form in which record to be kept by an employer.—An employer shall maintain the record of employees with disabilities in Form-VIII.

CHAPTER-VI

RECOGNITION OF INSTITUTIONS FOR PERSONS WITH DISABILITIES

48. Registration.—(1) All Additional District Magistrate (Administration) within his jurisdiction, shall be the competent authority for the purpose of the Act.

(2) Every application for a certificate of registration as envisaged under section 52 of the Act shall be made in Form-IX to the competent authority.

(3) On receipt of an application, the competent authority, shall make enquiries to its satisfaction and if satisfied, it shall grant a certificate of registration to the application.

(4) State level record of registered institutions shall be maintained in the office of the Commissioner, Social Justice & Empowerment Department Government of Rajasthan. The competent authorities shall therefore send monthly information of registered institutions to the office of the Commissioner, Social Justice & Empowerment Department.

49. Order refusing to Grant the Certificate.—The competent authority, may, if not satisfied, after giving the applicant reasonable opportunity of being heard, make an order refusing to grant a certificate. Such order shall contain specific reasons for refusal to grant such a certificate and shall be communicated to the applicant through registered post.

50. Validity of Certificate of Registration.—(1) A certificate of registration granted under section 52 shall, unless revoked under section 53, remain in force for a period as may be specified by the State Government from time to time.

(2) If satisfied, the competent authority may extend the period of registration for a further period of two years at a time, after realising the renewal fee of Rs. 100.

51. Appeal.—Any person aggrieved by the order of the competent authority refusing to grant a certificate or revoking a certificate or refusing to renew the certificate may, within a period of 30 days, prefer an appeal to the State Government against such refusal or revocation.

Provided that the State Government may entertain an appeal after the expiry of the said period of 30 days if it is satisfied that there was sufficient cause for not filing it within the period of 30 days.

CHAPTER-VII

COMMISSIONER FOR PERSONS WITH DISABILITIES

52. Procedure to be followed by Commissioner.—(1) A complaint containing the following particulars shall be presented by the complainant in person or by his agent to the Commissioner or be sent by registered post addressed to the

Commissioner :-

- (a) The name, description and the address of the complainant;
- (b) The name, description and the address of the opposite party or parties, as the case may be, so far as they can be ascertained;
- (c) The facts relating to complaint and when and where it arose;
- (d) Documents in support of the Allegations contained in the complaint; and
- (e) The relief which the complainant claims.

(2) The Commissioner on receipt of a complaint shall refer a copy of the complaint to the opposite party/parties mentioned in the complaint directing him to give his version of the case within a period of 30 days or such reasonable period as may be granted by the Commissioner, depending on the nature of the matter.

(3) On the date of hearing or any other date to which hearing is adjourned, it shall be obligatory on the part of the parties or their agents to appear before the Commissioner. Where the complainant or his agent fails to appear before the Commissioner on such date, the Commissioner may in his discretion either dismiss the complaint on default or decide on merits.

(4) The Commissioner may on such terms as he deems fit and at any stage of the proceedings, adjourn the hearing of the complaint. But the complaint shall be decided, as far as possible, within a period of three months from the date of notice received by the opposite party.

(5) The Commissioner may also initiate suo-moto proceedings in the matters coming to his notice by any source whatsoever.

53. Salary, Allowances and other terms and conditions of service of the Commissioner.—Unless otherwise specified, the Commissioner for Persons with Disabilities shall be entitled to salary, allowances and all other perquisites as are available to the Principle Secretary to the State Government.

54. Submission of Report to the State Government.—The Commissioner shall submit a report, to the State Government on the implementation of the Act under clause (d) of section 61 at the interval of six months in such a manner that at least two reports are sent in one financial year.

55. Submissin of Annual Report.—(1) The Commissioner shall, as soon as possible, after the end of the financial year but not later than the 30th day of September in the next year, prepare and submit to the State Government and annual report giving a complete account of his activites during the said financial year. (2) In particular, the annual report referred to in sub-rule (1) shall contain information in respect of each of the following matters, namely :-

- (a) Names of officers or staff of the Commissioner and a chart showing the

organizational set up.

- (b) The functions which the Commissioner has been empowered under section 61 and 62 and the highlights of the performance in this regard.
- (c) The main recommendations made by the Commissioner.
- (d) Progress made in the implementation of the Act, districtwise.
- (e) Any other matter deemed appropriate for inclusion by the Commissioner or specified by the State Government from time to time.

Chapter-VIII
Miscellaneous.

56. Employment/Training.—Disabled persons shall be given employment/training commensurate as per their ability.

57. Removal of doubts.—If any doubt arises relating to the application, interpretation and scope of these rules, it shall be referred to the Government in the Department of Social Justice & Empowerment, whose decision thereon shall be final.

58. Repeal and saving.—All orders, instructions and circulars in relation to matters covered by these rules and in force immediately before the commencement of these rules are hereby repealed :

Provided that any action taken under the orders, instructions and circulars, so repealed shall be deemed to have been tak-en under the provisions of these rules.

Form-I

(See rule 3)

**APPLICATION FOR OBTAINING DISABILITY
CERTIFICATE BY PERONS WITH DISABILITIES**

1. Name
(Surname) (First Name) (Middle Name)
2. Father's Name Mother's Name
3. Date of Birth / /
(Date) (Month) (Year)
4. Age at the time of application Years.
5. Sex : Male/Female
6. Address :
(a) Permanent Address (b) Current Address
(i.e. for Communication)
.....
.....
(c) Period since when residing at current address

-
7. Educational Status (Please tick as applicable)
- (i) Post Graduate
 - (ii) Graduate
 - (iii) Diploma
 - (iv) Higher Secondary
 - (v) High School
 - (vi) Middle
 - (vii) Primary
 - (viii) Illiterate
8. Occupation
9. Identification Marks (i) (ii)
10. Nature of disability : Locomotor/Hearing/Visual/Mental/Others.
11. Period since when disabled : From Birth/Since Year
12. (i) Did you ever apply for issue of a disability certificate in the past-Yes/No
- (ii) If Yes, details;
- (a) Authority to whom and district in which applied
 - (b) Result of application.....
13. Have you ever been issued a disability certificate in the past? If yes, please enclose a true copy.

Declaration :

I hereby declare that all particulars stated above are true to the best of my knowledge and belief, and no material information has been concealed or misstated. I further, state that if any inaccuracy is detected in the application. I shall be liable to forfeiture of any benefits derived and other action as per law.

.....

(Signature or left thumb impression of
person with disability, or of his/her legal
guardian in case of persons with mental
retardation, autism, cerebral palsy and
multiple disabilities

Date :

Place :

Encl :

1. Proof of residence (Please tick as applicable)
- (a) ration card.
 - (b) voter identity card;

- (e) Driving license,
 - (d) bank passbook
 - (e) PAN card,
 - (f) passport,
 - (g) telephone, electricity, water and any other utility bill indicating the address of the applicant;
 - (h) a certificate of residence issued by a Panchayat, Municipality, Cantonment Board, any Gazetted Officer, or the concerned Patwari or Head Master of a Government School.
 - (i) in case of an inmate of a residential institution for persons with disabilities, destitute, mentally ill, etc., a certificate of residence from the head of such institution.
2. Two recent passport size photographs.

.....
(for office use only)

Date :

Place :

Signature of issuing authority

Stamp

Form-II

(See rule 4)

Disability Certificate

**(In cases of amputation or complete permanent
paralysis of limbs and in cases of blindness)**

**(NAME AND ADDRESS OF THE MEDICAL AUTHORITY
ISSUING THE CERTIFICATE)**

<p>Recent PP size attested Photograph Showing face only) of the person with disability</p>
--

Certificate No.

Date :

This is to certify that I have carefully examined Shri/Smt./Kum.....
son/wife/daughter of Shri

..... Date of Birth

Age years, male/female

(DD / MM / YY)

Registration No. permanent resident of house

No. ward/village/street post

office District State

whose photograph is affixed above and am satisfied that :

(A) he/she is a case of

- locomotor disability

- blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is

(A) He/She has % (in figure)

percent (in words) permanent physical impairment/blindness in relation to his/
her (part of body) as per guidelines (to be
specified).

2. The applicant has submitted the following document as proof of residence :

Nature of Document	Date of Issue	Details of Authority issuing certificate

(Signature and Seal of Authorized Signatory
of Notified Medical Authority)

Signature/Thumb
Impression of the
Person in whose
favour disability
Certificate is issued.

Form-III

(See rule 4)

Disability Certificate

(In cases of Multiple Disabilities)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY
ISSUING THE CERTIFICATE)

Recent PP size
attested Photograph
(Showing face only)
of the person with
disability

Certificate No.

Date :

This is to certify that we have carefully examined Shri/Smt./Kum.
son/wife/daughter of Shri Date of Birth
Age years, male/female (DD / MM / YY)
Registration No. permanent resident of house No.
..... ward/village/street post office
..... District State whose
photograph is affixed above and are satisfied that :

(A) He/She is a Case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below and shown against the relevant disability in the table below:

S. No.	Disability	Affected part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Low Vision	#		
3.	Blindness	Both Eyes		
4.	Hearing impairment	\$		
5.	Mental retardation	x		
6.	Mental-illness	x		

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (to be specified), is as follows :-

In figures :- percent

In words :- percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

(i) not necessary,

OR

(ii) is recommended/after years months and
therefore this certificate shall be valid till

(DD)

(MM)

(YY)

@ e.g. Left/Right/both arms/legs

e.g. Single eye/both eyes

\$ e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority

Name and seal of Member	Name and seal of Member	Name and seal of the Chairperson

Signature/Thumb
impression of the
person in whose
favour disability
certificate is issued.

Form-IV

(See rule 4)

Disability Certificate

(In cases other than those mentioned in forms II and III)

**(NAME AND ADDRESS OF THE MEDICAL AUTHORITY
ISSUING THE CERTIFICATE)**

Recent PP size
attested Photograph
(Showing face only)
of the person with
disability

Certificate No.

Date :

This is to certify that I have carefully examined Shri/Smt./Kum.
son/wife/daughter of Shri Date of
Birth Age years, male/female (DD/MM/YY)
Registration No. permanent resident of house No.
..... ward/village/street post office
..... District State
whose photograph is affixed above and am satisfied that he/she is a case of
disability. His/her extent of percentage physical impairment/disability has been
evaluated as per guidelines (to be specified) and is shown against the relevant
disability in the table below:-

S. No.	Disability	Affected part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Low Vision	#		
3.	Blindness	Both Eyes		
4.	Hearing impairment	\$		
5.	Mental retardation	x		
6.	Mental-illness	x		

(Please strike out the disabilities which are not applicable.)

2. The above condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

(i) not necessary,

OR

(ii) is recommended/after years months and
therefore this certificate shall be valid till

(DD) (MM) (YY)

@ e.g. Left/Right/both arms/legs

e.g. Single eye/both eyes

\$ e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Authorized Signatory of notified Medical Authority)

(Name and Seal)

Counter signature

{Countersigned and seal of the CMO/ Medical Superintendent/Head of government Hospital, in case the certificate is issued by a medical authority who is not a government servant (with seal)}

Signature/Thumb
Impression of the
Person in whose
favour disability
Certificate is issued.

Note : In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District.

Form-V

(See rule 4)

Intimation of Rejection of Application for Disability Certificate

No.

Dated :

To,

(Name and address of applicant
for Disability Certificate)

Sub : Rejection of Application for Disability Certificate.

Sir/Madam,

Please refer to your application dated for issue of a Disability Certificate for the following disability :

2. Pursuant to the above application, you have been examined by the undersigned/ Medical Board on and I regret to inform that, for the reasons mentioned below, it is not possible to issue a disability certificate in your favour :

- (a) Number of vacancies occurred and informed during the quarter and the number filled during the quarter (separate figures may be given for men with disability and women with disability):

Number of vacancies, which come within the purview of the Act

Categories	Occurred	Informed to		Filled	Sources (describe the Source from which filled)
		Spl.emp. Exchange	General Employment Exchange		
1	2	3	4	5	6
M.W.D.					
W.W.D.					
Total					

- (b) Reasons for not informing all vacancies occurred during the quarter under report vide 2 (a) above.....

6. Manpower Shortages : Vacancies/posts unfilled because of shortage of suitable applicants.

S. No.	Name of the Occupaion or designation of the Post	Unfilled				Reasons for remaining unfilled
		B.L. & L.V.	H.I.	L.D.	Total	
1	2	3	4	5	6	7
1						
2						
3						
4						
5						

(BL- Blind; L.V.-Low vision, H.I. Hearing Impairment L.D.-Locomotor Disability)
Please list any other occupations for which this establishment had recently any difficulty in obtaining suitable applicats.

Signature of Employer

Not : This return shall relate to quarter ending 31st March/30th June/30th September and 31th December.

FORM - VII

(see rule-46)

(Biennial returns)

1. Name and address of the employer.....

2. Nature of business.....
(describe what the establishment makes or does as its principal activity)
3. Return for the half year ending on 30.09.200...../31.03.200.....
4. Total number of persons with disabilities on the pay rolls of the establishment on 30th September, 200 /31st March, 200 (This figure should include every person whose wage or salary is paid by the establishment). (separate figures for men with disability and women with disability may be given.)
5. Occupational or designation wise or post wise classification of all employees as given in item - 1 above.

(Please give below the number of employees in each occupation separately)

Occupation	Number of employees		
Use exact terms	Men with disability	Women with	Total
Such as Principal,		Disability	
Reader, Assistant			
Professor, Lecture,	Bl& H.I. L.D. Total	Bl& H.I. L.D. Total	Bl& H.I. L.D. Total
Headmaster, II-Grade	L.V.	L.V.	L.V.
Teacher, L.D.C., U.D.C.			
Nurse, Driver, IV-Clase,			
J.En, A.En, Ex.En, S.E.			
Add- Chief Engineer,			
Chief Engineer,			
Receptionist,			
Constabal, Accounts			
Officer, District Social			
Welfare Officer, Hotal			
Superintendent (Social			
Welfare), Electrician,			
Carpenter etc. etc.			
Total :-			

(BL- Blind; L.V.-Low vision, H.I. Hearing Impairment L.D.-Locomotor Disability)

Signature of Employer

FORM - VIII

(see rule -47)

(Record of the Employees)

1. Name and Address of the employer
2. Whether Head Office
- Branch Office
3. Nature of business/principal activity
4. Total Number of persons on the
payroll of the establishment
(This figures should include every
person whose wage or salary is
paid by the establishment)
5. Total number of disabled persons
(disability-wise) on the payroll of
the establishment (This figures
should include every person with
disability whose wage or salary is
paid by the establishment)
6. (a) Occupational qualification of all employees as given in item-5 above.
(Please give below the number of employees in each occupation
separetely.)

Occupation	Numbers of Employees			
	Men with		Women with	
	Disability		Disability	
Use exact terms	Orthopaedicaly	Visually Hearing	Orthopaedicaly	Visually Hearing
Such as engineer				
(mechanical); teacher				
(domestic/science); officer				
on duty (actuary); assistant				
director(Metallurgist);				
Scientifi Assistant				
(Chemist); Research				
Officer(economist);				
instructor(carprnter)				
Supvior (tailor) fitter				
				Total

(internal Combustion engine);

Inspector

Total :-

(b) Please indicate the main reasons for any increase or decrease in employment if the increase or decrease is more than 5% during the quarter

.....
.....

7. **Vacancies :** Vacancies carrying total emoluments as per prevailing minimum wage per month and of over three months duration.

(a) Number of vacancies occurred and notified during the quarter and the number filled during the quarter :-

Number of vacancies, which come within the purview of the Act

Occurred	Notified		Filled	Sources
	Local Special Employment Exchange	General Employment		(describe the Source from which filled)
1	2	3	4	5

Total :

(b) Reasons for not notifying all vacancies occurred during the quarter under report vide (a) 2 above

.....
.....
.....

8. **Manpower Shortages :**

Vacancies/posts unfilled because of shortage of suitable applicants

Name of the occupation or Designation of The Posts	Number of unfilled vacancies/ post		
	Essential Qualification	Essential Experience	Experience Not Necessary
1	2	3	4

Please list any other occupations for which this establishment had recently

any difficulty in obtaining suitable applicants.

Signature of Employer

FORM -IX

(see rule-48)

Application for Resistration

1. Name of the Application Organization :
2. Address, phone Number, E-mail address and website :
3. Applicant is :
 - (a) An organization registered under the Societies Registration Act, 1986 (Central Act No. XXXI of 1860)
 - (b) An Organization Registered under the Rajasthan Societies Registration Act, 1958 (Act No. 28 of 1958)
 - (c) A public Trust registered under any Law for the time being in force :
 - (d) Indian Red Cross Society or its branches :
 - (e) Company registered under Section 25 of the Companies Act, 1956 :
 - (f) Any other organization (details of registration with the name of the Act) which may be recognized by the Ministry for the purpose of this Scheme (Details of registration with the name of the Act) :
4. Date of establishment of the Organization :
5. Nature of the organization. (Please indicate precisely whether it is educational or training institution or a workshop for the blind, the deaf and dumb, the orthopaedically hadicapped ornamentally retarded persons, etc.) :
6. Brief history of the organization and of its objects and activities :
7. Whether the organization is of an All India Character. If so, give the nature of its All India activities.
8. Whether located in its own/rented building :
9. Name, address, phone number, mobile number & qualification's and E-mail address of specially trained staff members :
10. List of papers / statements to be attached :
 - (a) Prospectus or a brief descriptive note giving aims and objects/activities of the Organization.
 - (b) Constitution of the Organization.
 - (c) Constitution of the Board of Management with particulars (name, address,

phone number etc.) of each member.

- (d) Latest available annual report :
 - (e) Income and Expenditure accounts, and Receipt and Payment accounts duly audited by a Chartered Accountant or a Government auditor for the last two years for the Organization as a whole (along with a copy of the certified balance sheet from the previous financial year for the Organization as a whole); **(This is not necessary in case of a new or less than two year old institution/organization)**
 - (f) A statement giving details (year, purpose, amount, etc) of assistance received during the last five years from the Censdtral/State Government, Central Social Welfare Board, Local Bodies or any other quasi-Government institution including requests made thereof to any one of those or any other Organization or any foreign agency.
 - (g) A copy each of the plan of the proposed building (rough sketch giving broad indication of the building to be constructed and area to be covered) and estimated cost of construction; and
 - (h) A statement indicating the equipments, appartus, furniture, library books, etc by number of details whichever is possible) already available; and separately a statement indicating the above items purchased year wise with finacial assistance from the Ministry of Welfare; and
 - (i) Details budget estimated of the Organization as a whose exhibiting the estimated receipts and expenditure during the year for which grant sought for
11. List of additional information or paper, if any ;

**(Signature of the authorized person
of the institution/organization)**

[No. F. 16(1)(107)वि.क./S.J.Ed./2011/56534]

**By order of The Governor
अदिति मेहता**


Principal Secretary to Government of Rajasthan

Annexe-II

**APPLICATION FORM FOR GRANT-IN-AID TO VOLUNTARY
ORGANISATIONS WORKING IN THE FIELD OF DISABILITIES
(for 1st instalment and new cases)**

PART-A

1. Financial year for which grant-in-aid is applied : _____
2. Name of the Organisation : _____
3. (a) Nature of the project
[See note 1 at the end of Part A] _____
- (b) Date of commencement of the Project
- (c) Year of Commencement of Grant-in-aid from G.O.I for the Project :
- (d) Whether the Project is recognised by the state government.[see note 2 at the end of Part A]
4. a) Date of Registration of the organization
- b) Registration Valid Upto [With documentary Support.]
5. Address of Registered Office : _____
- (STD Code) Tel. No: (STD Code) Fax No. E. Mail
- 6.(a) Complete Address of location(s)/location wherever programme/project/scheme is being implemented.

- (STD Code) Tel. No: (STD Code) Fax No. E. Mail
- (b)Nearest Railway Station/Bus stand _____
7. Whether building is:
- [To be supported by appropriate documentary evidence such as rent agreement, lease deed etc]
(Please indicate  against appropriate box)
- 8.(a) Is the building being utilized exclusively for this program? :

9. (a) Area of building : Sq Mts

(b) Total Number of rooms

10. Whether separate project-wise accounts for both grants received and Expenditure incurred thereon have been maintained? :

Yes

No

11. Whether Practice of joint operation of bank Accounts is being followed? :

Yes

No

12. Details of bank accounts in which grant-in-aid released, during last three financial years, were deposited:

Sl. No	Grant-in-aid for financial year	Sanction letter number and Date	Recurring Amount	Non-recurring Amount	Bank A/c No. and date of deposit	Name and address of Bank	Person Operating the joint Account
1.							
2.							

Note : [One row may be used for each instalment. In the case of new projects details of Bank A/c opened may be given]

13. Whether the statements of accounts both for the project and consolidated for the organisation submitted alongwith the application :-

Audited

Unaudited

(Please indicate ✓ against appropriate box)

14. The amount of support sought from the Ministry for grant-in-aid for the project: (Rs. in lacs)

Cost Head Group	Total Budget	To be met from Ministry's Grant	To be met by Management from their sources	To be met from other sources
(a)Recurring				
(b)Non-recurring				
(c)Total				

Note: The Budget Estimates should also give information under all the cost components under which assistance is sought, clearly giving justifications, wherever necessary for additional items/posts, new post/items in a separate annexure. A mere reference to the ceilings given under the cost norms would not be sufficient.

15. Whether Annual Report is enclosed :

Yes

No

[The report should interalia contain details of performance of each component /activity of the project in specific physical terms of persons benefited, special achievements, problems and difficulties faced etc, steps taken for resource mobilization through community]

16. Whether *List of Beneficiaries* added as per Form -I :

Yes	No
-----	----
17. Whether *List of Managing Committee* added as per Form-II :

Yes	No
-----	----
18. Whether the *List of Employees* added as per Form-III :

Yes	No
-----	----

(mark  above against the appropriate box)

Notes :

Refer to 3a and 3d above

1) A Separate Annexure may be added wherever required. Broad description of the project should interalia necessarily address the following:

- a. Category of Disability, viz, Orthopaedically Handicapped, Visually Handicapped, Hearing Handicapped, Mentally Handicapped, Multiple Handicapped, Leprosy Cured etc or a combination of them which the project intends to cater to
- b. Programmes covered by the project namely (one or combination of them)
 - i. Centre Based Special School providing formal education for one or more categories of disabled.
 - ii. Integrated School with or without residential facility, levels such as primary, secondary etc.
 - iii. Centre Based Special School providing informal education and training in the form or in the combination with pre school intervention, skills of basic management encompassing inputs of personal care, self help skills, daily living skills, functional academics etc or such other interventions.
 - iv. Home Based informal education and training consisting of components illustrated in (iii) above or rehabilitative services envisaged in (v) below
 - v. Centre Based intervention meeting the rehabilitation needs (para medical) of in-house beneficiaries or outpatients through the services of specialists such as Physiotherapists, Occupational Therapists, Audiologist, behavioral specialists, Pediatrician, Speech Therapist, Psychologist, Clinical Psychologist, Psychiatrist etc.
 - vi. Pre-Vocational training and Sheltered Workshop, Vocational Training for Adult Beneficiaries, placement and employment services, projects in the nature of production units such Braille press etc.
 - vii. Projects for Man Power Development comprising Teachers Training Programmes
 - viii. Projects for Leprosy Cured bringing out the components of services to be provided. Description should clearly bring out if the specifically identified beneficiaries are under the exclusive care of the organisation or part of an ashram where only limited facilities are given.
 - ix. Community Based Rehabilitation Programmes
 - x. Awareness generation, identification, survey, research etc.
- c) The fact that a programme /activity /component is residential or non-residential should be clearly brought out.

- d) If the project contains one or more of the above components efforts to identify the number of beneficiaries associated with the components should be made.
- e) In the case of new projects or new proposals the date from which the project is in operation; need for the project extent and nature of problem proposed to be addressed, existing projects or facilities available in the area; experience of the organisation /members of the management committee etc should be explained.
- f) In the case of proposals for construction of building the information provided should cover the following:

- i Whether the Building is new one or expansion of existing structure
- ii In case of expansion whether the original structure was financed with the assistance from the Ministry and details of sanction etc. vide which assistance extended.
- iii Blue Print (site Plan) of the proposed building or expansion
- iv Detailed structural estimates of the construction
- v Total cost of Construction, Amount already spent, Sources of finance for the total cost
- vi. Certificate to the effect that proposed cost of construction is not more than the prevailing PWD rates
- vii Proof of possession of land in the name of the organisation and permission from the local authorities to construct the building
- viii The purpose for which the building will be put to use

2. This refers to recognition by State Govt. or its agencies in respect of schools, State Health Agencies in the case of Leprosy projects, RCI in the case of Man Power Development Programmes, Registration with respective Commissioner with Disability whichever is applicable.

PART-B

19. Details related to beneficiaries to be given for each of the programmes /activities for which assistance has been applied for, preferably in separate annexures

A Abstract of Beneficiaries

No. of Beneficiaries	Category of Disability															
	OH		MR		VH		IHH		LCP		Multiple Disabled		Others (Specify)		Total	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
i. At the start of the previous year																
ii. Additions during the previous year																
iii. Dropouts /Left outs																
iv. Successfully completed (those who have left the institution after completion)																
v. At the end of the previous year [(i+ii)-(iii+iv)]																
vi. Out of (v) above																
a. Residential:																
b. Non - Residential																
vii. No of Beneficiaries as on the date of application for the current year																
viii. Out of (vii) above:-																
a. Residential																
b. Non - Residential																

Note: The list of beneficiaries will be given as per format contained in Form -I . The total number in the list should normally be equal to totals of row (i) plus row (ii). In respect of previous years and row (vii) in respect of the current year. In the case of Vocational Training Centres /Sheltered Workshops the information as required above and associated list in Form I may be provided tradewise /vocationwise. Previous year means the immediately preceding financial year to the year for which the grant is applied for.

B. Classification of period of stay with the organisation (With reference to the information given in row A (v) above)

[i] Skill Development component(For VTCs)

No. of years stay	Category of Disability							Total
	OH	MR	VH	HH	LCP	Multiple Handicapped	Others (to be Specified)	
Upto 1 year								
1-2 years								
2-3 years								
More than 3 years								

[ii] Schools/ training components other than (i) above

No. of years stay	Category of Disability							Total
	OH	MR	VH	HH	LCP	Multiple Handicapped	Others (to be Specified)	
Upto 5 years								
From 5- 10years								
More than 10 years								

[iii] For Teachers Training/ Man Power Development Programs

Name of the course, duration, batch size and no of batches	Category of Disability							Total
	OH	MR	VH	HH	LCP	Multiple Handicapped	Others (to be Specified)	
1.								
2.								
3.								

Note: B (i) to B(iii) to be given where applicable

C. Information on Process and Procedure of selection of beneficiaries

	Prev. Year	Current year
a. Number of Applications Received	<input type="text"/>	<input type="text"/>
b. Number selected during the relevant year	<input type="text"/>	<input type="text"/>
c. No of beneficiaries for whom Disability Certificate Obtained (out of (b) above)	<input type="text"/>	<input type="text"/>

d. If VTC whether an undertaking has been obtained from all beneficiaries that they have not availed of similar vocational training earlier ☐ ☐

e. Mode of Selection and broad criterion adopted : _____

D. Community Based Rehabilitation Programme (Only if there is a component in the project)

a) Inputs on Coverage of the Programme

i. In terms of number of villages

ii. In terms of area in Sq Kms.

iii. In terms of number of Beneficiaries

b) Core area of rehabilitative services:

i. Awareness Creation	Yes	No
ii. Education	Yes	No
iii. Training	Yes	No
iv. Rehabilitation	Yes	No

(Details of activities undertaken, phasing of components in the area of awareness creation, education, training and rehabilitation may be added as separate annexure clearly indicating the financial year, no. of beneficiaries covered in that year etc.).

c) Details of strategies and time frame for BOT¹ of the Programme to the community

E. Whether the NGO is networking with other institutions to obtain the benefits of services which it cannot provide Internally? If so details, thereof :

20. ANNUAL IMPACT ASSESSMENT AT THE END OF THE PREVIOUS YEAR

	During Prev. Year	Upto End of Prev. Year
A. Total No of Beneficiaries :	<input type="text"/>	<input type="text"/>
Out of the above:-		
(i) Those passed out of the Institution successfully :	<input type="text"/>	<input type="text"/>

¹ Build Operate and Transfer

- (ii) Promoted to next grade in the same organization :
- (iii) Pursuing further studies/care in other organizations :
- (iv) No. of dropouts :
- (B) **Total No. of Beneficiaries successfully trained and have left the Center during the last three years** :
(For Vocational /Skill Development Projects only)

Out of the above:-

- (i) Those who got employed/ placements :
- (ii) Those who are self-employed :

Details on remuneration from placements: (Ref (B(i)) above)

	<i>Indicate the No. of Employed under each range of earnings from gainful employment /placements in Govt. or Private Sector</i>			
Preceding Three Years (e.g. entered)	below Rs.1000 p.m.	Rs.1000 to Rs 4000	Above Rs 4000	Total beneficiaries
97-98				
98-99				
99-00				

Details on remuneration from Self-Employment: (Ref (B (ii)) above)

	<i>Indicate the No. of Self-employed under each range of earnings accruing from Self-employment</i>			
Preceding Three Years (e.g. entered)	below Rs.1000 p.m.	Rs.1000 to Rs 4000 p.m.	Above Rs. 4000 p.m.	Total beneficiaries
97-98				
98-99				
99-00				

**Community Based Rehabilitation Programme:
(Add separate Sheets if necessary)**

i. Details of extent of involvement of community Groups:

- Through financial support:
- Participation in the project as resource Persons:
- Through other means

- ii. Details of achievements in terms of making the local community take over and operate the project:

Name of the Activity	% of activity taken over by community	Details of Activities taken over by the community.
i.		
ii.		
iii.		

VERIFICATION

Certified that above information is in accordance with the records and accounts audited/ to be audited and is correct to the best of knowledge and belief of the office-bearers of the organization, and after its perusal and satisfaction, they have authorized the undersigned by a resolution dated _____ (copy enclosed) to verify and submit the statement of information for purposes of monitoring the scheme for which grants-in-aid was received from the Ministry of Social Justice & empowerment, Govt. of India.

2. I also hereby certify that I have read the rules and regulations of the scheme and I undertake to abide by them. On behalf of the Management. I further agree to the following condition:-

- (a) All moneys given as Grant in Aid and all assets acquired wholly or substantially out of the central grant shall not be encumbered or disposed of or utilised for purposes other than those for which the grant is given. Should the organisation cease to exist or violate the above condition at any time, such properties shall revert to the Government of India.
- (b) The accounts of the project shall be properly and separately maintained. They shall always be open to check by an officer deputed by the Government of India or the State Government. They shall also be open to a test check by the Comptroller and Auditor General of India at his discretion.
- (c) If the State or the Central Government have reasons to believe that the grant is not being utilised for approved purposes; the Government of India may stop payment of further installments and recover earlier grant in such manner as they may decide.
- (d) The institution shall exercise reasonable economy in its working in general and particularly in respect of expenditure on building.
- (e) In the case of grant for buildings, the construction will be completed within a period of two years from the date of receipt of the first instalment of grant unless further extension is granted by the Government of India.
- (f) No change in the Plan of buildings, the construction or of the project location will be made without the prior approval of the Government of India.
- (g) Progress reports on the project will be furnished at regular intervals as may be specified by the Government.
- (h) The organisation will bear 10% of the estimated expenditure or the balance of the estimated expenditure on the project as per the guidelines

- (i) The organisation agrees to make reservation for the Scheduled Castes/Schedule Tribe candidate/Disabled persons for appointment against the posts required for the working of the organisation in accordance with instructions issued by the Government of India from time to time.
- (j) It is hereby certified that no grant is being received for the same project from any other (Govt., Private or foreign) source .

Yours faithfully

Signature of the Authorised Signatory

Name :
 Designation :
 Address :
 Date :
 Office Stamp :

List of Documents to be submitted alongwith Application for 1st instalment or new case.

- a. Accounts in 4 parts for the project for which grant-in-aid is sought and for the organisation as a whole and for the project for which Grant in aid applied for.
 - (i) Income & Expenditure Statement
 - (ii) Receipt & Payments Statement
 - (iii) Balance Sheet
 - (iv) Auditors Report
- b. Activity/ Annual Report of the Organisation for the previous year.
- c. Budget Estimates for the project for current year with detailed justifications for various cost items.
- d. Details of Beneficiaries on Form-I
- e. Details Managing Committee on Form-II
- f. Details of Employees on Form -III
- g. Copy of Registration Certificate
- h. Memorandum of Association/bye-laws/Articles.
- i. Utilisation Certificate in respect of grants released in the previous year in form IV
- j. Such other documents to substantiate submissions made in the application.

NOTE

- i. In the case of new projects accounts should be audited and the accounts submitted for the last preceding two years. Utilisation Certificate does not apply.
- ii. The term audited means accounts duly audited by the Chartered Accountant along with audit report and not mere compilation /preparation of reports on the basis of books produced.

PART-C

21. Organisations Funds Flow

Particulars	FOR THE ORGANISATION AS AS A WHOLE			FOR THE PROJECT		
	Year of commence ment or financial year 1998- 99 which ever is later	Previous Year actual	Current Year budgeted/ actual	Year of commence ment or financial year 1998- 99 which ever is later	Previous Year actual	Current Year budgeted/ actual
I. Financial year						
II. Total Income of which (each major source within the group to be specified)						
(i) (a) funded by office-bearers (b) donations from private sector.						
(ii) funded by foreign contribution.						
(iii) funded by local bodies and public sector organization/State Govt.						
(iv) grant from Central Govt.(indicate from each Ministry/ Deptt/ CAPART separately.)						
(v) Beneficiaries contribution/User Charges						
(vi) Miscellaneous income						
(vii) Any Other sources not mentioned above (viz sale of products etc) (specify)						
III. Total Expenditure, of which:						
Recurring						
Non-recurring						
For the organisation as a whole for the project						
IV Detail of Expenditure on :	Year of commencem ent or financial year 1998-99 which ever is later	Previous Year actual	Current Year budgete d/ actual	Year of commenceme nt or financial year 1998-99 which ever is later	Previo us Year actual	Current Year budgeted/ actual
(i) Honorarium etc.						
(ii) Rental :						
(a) Building						
(b) Furniture & fixture						

(c) Plant & Machinery (d) Others (to specify)						
(iii) Direct expenses on beneficiaries (given in cash/cheque) a) Stipend b) Transport Allowance c) Others (to specify)						
(iv) Direct expenses incurred on beneficiaries (in kind) a) Food Charges b) Transport Allowance (if not directly disbursed) c) Medicines d) Excursions, Recreations e) Others (to specify)						
(v) Expenditure against contingencies (Printing and Stationery, telephone, conveyance, etc. items to be specified)						
(vi) Building Maintenance repairs						
(vii) Material costs incurred (for imparting Vocational Training etc.) a) _____ b) _____ c) _____						
(viii) Others (to be specified)						
(V). Total Cost and Cost per beneficiary:						

FORM -I

NAME OF THE SCHEME:

LIST OF BENEFICIARIES: (Refer to item no 19 in Part B of the application)

- (i) Name of the Organisation :
(ii) Name and address of the Project :
(iii) Year

S.No	Name of the beneficiary	Father's/ Mother's Name	Date of Birth	Sex	Type and % severity of Disability	Address	Date of entry in instn and no of completed years with the institution	Remarks about outcome /Results
1.								
2.								
3.								
4.								
5.								

Note:

- The list should include all the beneficiaries who were with the institution for any part of the previous financial year. The total number should tally with the total of row (i) plus row (ii) of para 19 of part B of the application.
 - As far as possible the list should be separate for each identified activity or facilitate identification of beneficiary with an activity/component of the project.
 - The list should preferably in alphabetical order or some other well-defined order and followed from year to year.
 - The fact whether the beneficiary is residential /non residential may be brought out in remarks column or in a separate column.
- Sd-Secretary/ General Secretary
<NGO Name >

FORM -II

NAME OF THE SCHEME:

Details of Office-bearers/ Managing Committee of the organization:

- (i) Name of the Organisation:
- (ii) Name and address of the Project:
- (iii) Year of Grant
-

Sr. No	Name	Occupation	Address	Tel. No.	Education Qualification	Remarks

Note: (i) The tenure upto which the above management committee will be valid to be indicated and that it has been constituted legally after following the prescribed procedure may be confirmed. In case if any of the above members is an office bearer in any other organisation receiving assistance from the Ministry, this may be suitably indicated.

-Sd-
Secretary/ General Secretary
<NGO Name >

FORM-III

NAME OF THE SCHEME:

DETAILS OF STAFF EMPLOYED

- (i) Name of the Organisation :
- (ii) Name and address of the Project :
- (iii) Year of Grant :

S. No.	Name, Designation, and address	Educational qualification and experience	Date of Appointment and period for which employed during the year	Salary per month	Total Salary paid during the previous year	Total Salary Proposed to be paid during the current year (the grant year)	Remarks

Note : If services of personnel are used for more than one project this may suitably brought out.

-Sd-

Secretary/ General Secretary
<NGO Name >

FORM IV

Utilisation Certificate

Certified that a amount (s) of Rs.....has/have been sanctioned as Grant in Aid for the year (s) in favour of for the project titled vide Sanction Order (s) No dated.....and out of which, a sum of Rs Lacs received as.....Instalment and Rs..... as..... instalment during the financial yearOf the amount (s) received Rs..... has been utilised for the purpose for which the grants have been sanctioned or has/have been utilised to repay the loan/borrowings taken (in the absence of grants) for running the project during the financial year of and a balance amount of Rs.....remaining unutilized has been returned or will be adjusted as unspent balance towards the grant payable during the next year. A statement, duly certified by Chartered Accountant showing postwise/ itemwise break up of expenditure for the yearis enclosed in the prescribed format.

Certified that I have satisfied myself that the conditions on which the Grants in Aid was sanctioned/released have been duly fulfilled and I have exercised the following checks to see that money was actually utilized for the purposes for which it was sanctioned.

Kinds of checks exercised :-

- i. Registers and records maintained for recording receipt of grant.
- ii. Bank Statements, Cash Book, Ledgers
- iii. All Vouchers, Bills maintained
- iv. Others to be specified.

Secretary/President

Chartered Accountant

(REFER TO FORM IV)

Proforma for submission of audited item wise/post wise break up of expenditure made by the organization during the year in respect of- for the Project
of.....at.....

S.No.	Post /Item	100% of Amount (Rs.) as shown in Ministry's Sanction Order	90% of the amount (Rs.) as in column (3)	Amount (Rs.) spent by organisation out of 90% of the amount	Amount (Rs.) spent by the organisation as its own resources	Total amount (Rs.) spent by the organisation (Column 5+6)	Remarks if any(excess amount/ less amount in Rs.)
1	2	3	4	5	6	7	8

**Name, Signature, with Date
of the President/Secretary
Seal of the Organisation**

**Name, Signature, with Date and
Seal of the Chartered Accountant**

Note :

1. At the time of 1st installment unaudited item wise/post wise break up of expenditure statement can be submitted.
2. At the time of second installment audited item wise/post wise break up of expenditure statement is to be submitted .