

## **GUIDELINES FOR AWARENESS GENERATION AND IN-SERVICE TRAINING OF KEY FUNCTIONARIES OF CENTRAL, STATE GOVERNMENT, LOCAL BODIES AND OTHER SERVICE PROVIDERS.**

The present Scheme is the result of merger of the erstwhile Scheme of Awareness Generation and the Scheme of In-service Training of key functionaries of Central, State Government, local bodies and other Service providers.

The Scheme has two components:

- I. Awareness Generation
- II. In Service Training

### **1. AWARENESS GENERATION**

#### **Objectives**

The purpose of the Scheme is to create an enabling environment for social, economic and educational empowerment of Persons with Disabilities in all fields of life by disseminating information and sensitizing all stakeholders for ensuring equal opportunities, equity & social justice to enable confidence building in the PwDs so that they can contribute meaningfully and become equal partners in the development of the Nation. Accordingly, the Scheme has the following objectives:

- a. To give wide publicity to all stake holders including PwDs and civil society about the legal rights of the PwDs as enshrined in the Constitution, the Rights of Persons with Disabilities Act 2016 and Rules, International conventions, and Subordinate legislation(s).
- b. To spread awareness about the Schemes and programmes being run by the Department of Empowerment of Persons with Disabilities and other Ministries and Departments for the welfare of PwDs.
- c. To promote awareness and to sensitize society with focus on remote and rural areas, on causes leading to different types of disabilities and their prevention through early detection etc. and to develop content for rehabilitation of persons afflicted with such disabilities.
- d. To give wide publicity to various assistive devices developed for use of the PwDs.
- e. To promote activities for economic empowerment of PwDs like job fairs, campaigns, awareness on skill development & employment generation etc.
- f. To extend financial support for National & International events held for such awareness generation and training.
- g. To organize special events and celebration of Special days etc. and to promote relevant activity / activities relating to creating awareness in the field of disability sector.

## **2. Organizations eligible for Grants / financial assistance**

Institutes and Organizations including Departments under administrative control of Central and State Government, Universities, Institutions, Colleges, Schools, Non-Governmental Organizations; Community based rehabilitation organizations and Voluntary Organizations etc.

### **2.1 Eligibility Norms for Govt./Non Government Organizations.**

- i. A minimum three years standing as a registered organization under 4(a) including organizations under Registration of Societies Act 1860, or a Public Trust registered under Indian Trust Act 1982 or the Charitable and Religious Endowment Act, 1920 or a Corporation registered under Section- 8 Companies Act, etc. or registered under any relevant Act of the Central / State / Union Territory.
- ii. The Organization should be non-profit and not-for-profit organization or use its profits, if any, or other income in promoting charitable objectives;
- iii. Organizations working in the field of disability sector must be registered under PwD Act (except Govt. Organization) including those for vocational training, social insurance, providing support services, assistive devices etc.
- iv. Last three financial years duly audited and properly maintained accounts, Income tax returns and related published Annual Reports.
- v. Only such organizations which have a good track record in the related field may be considered for grants.
- vi. In case of NGOs, the recommendation from State Government for the proposal is essential. Proposals without state government recommendations shall not be entertained.
- vii. The Organisation should furnish their proposals as under:
  - a. Prescribed Application Proforma (Annexure-I)
  - b. 2<sup>nd</sup>/3<sup>rd</sup> Installment Proforma (Annexure-II)
  - c. Feedback Proforma from participants duly filled in (Annexure-III)

### **2.2 Terms and conditions for seeking grant**

- i. In the case of NGOs, the organizations have to get registered on NITI Aayog portal and submit their unique ID number with the proposal.
- ii. A certificate that the organization will not get financial assistance from other source for the same component.
- iii. Income from the event, if any, will be reflected in the audited accounts of the Organization.
- iv. Separate Bank account for Grant-in-aid received will be opened by the Organization.
- v. All transactions will be made by the organization through electronic mode e.g UPI, ECS, NEFT, RTGS, IMPS, Account Payee Cheque and should be reflected in organization's Bank Account Statement. All payments against any bill shall be made only when the bill contains GST component(i.e. Pakka bill only).
- vi. NGOs to ensure participation of local elected public representatives (Hon'ble MP, MLA etc.) and representatives of district administration in any such

- programme / event and send documents in the form of CD and photographs of their programme.
- vii. Under the scheme, release of GIA will be done alternatively to the Organizations.
  - viii. The proposal of any Organization will be considered only if it provides details of the projected activities, dates, place, participants details including name and phone number, item- wise budget components and outcome of the programmes.
  - ix. In order to be eligible, NGOs will be required to maintain a website and prominently display details of grant-in-aid received, purpose thereof, events organized and list of participants with photographs and videos. NGO shall also submit / furnish along with every proposal a self-declaration that the Organization has not been black listed by any competent agency.
  - x. The Organization will be open for inspection by an officer / third party agency authorized by the Department.
  - xi. The gap between GIA and budget estimate should be borne by the Organization and the Organization has to provide a written confirmation in this regard. However, in case, the Organization is unable to bear the gap between budget estimate for the proposal and GIA recommended by GIA Committee of the Department, a revised proposal on the basis of recommendation of GIA Committee is to be sent by the Organization.
  - xii. The NGO/Govt. Institutes will also provide a feedback form(as per annexure).
  - xiii. The proposals for grant-in-aid must be sent as per the norms of guidelines and received in the department 3 months before to the date of programme/event.
  - xiv. If it is found that the organization has furnished any false information/document or misused the Government grant for other purposes/hold the grant for a considerable time, the Department/Ministry has the right to black-list the organization and recover the grant released along with 15% per annum compound interest thereon.
  - xv. Any litigation on matters arising out of these guidelines will be subject to sole jurisdiction of the Courts of NCT, Delhi.
  - xvi. The provision of these guidelines can be changed at any time at the discretion of the Department of Empowerment of Persons with Disabilities(Divyangjans), Govt. of India.
  - xvii. Department of Empowerment of Persons with Disabilities(Divyangjans) may, at its discretion, undertake review of these guidelines as and when required.

### **3. Components admissible for assistance under the scheme**

The Government may conduct the following activities itself or accept proposals in three ways i.e. suo moto, Invited (competitive) and Commissioned (non-competitive) proposals for conducting such activities under the aegis of the Department of Empowerment of Persons with Disabilities.

#### **3.1 Content Development and Publications**

The Department of Empowerment of Persons with Disabilities will bring out in collaboration with National Institutes (NIs) and Rehabilitation Council of India, (RCI)

Publications, pamphlets, hand outs, posters, reading material considered relevant for generation of awareness amongst the PwDs, the Civil Society and other stake holders. The print material may include important data on disability, various initiatives and schemes run by various Ministries / Departments / States / Organizations for the Welfare of the PwDs; materials on causes, prevention, diagnostics; availability of treatment and rehabilitation services; material on technologies, expertise, adaptive research to develop cost effective, user friendly and durable aids, etc.

### 3.2 Events

- a. Organize supporting events in various States on days which are important from National and International perspective. The programmes may be organized by the Govt./State Govt./National Institutes include organizing competitions and giving prizes; Cash Awards, stage performances for public viewing; organizing exhibitions of paintings by PwDs and products created by PwDs, film festivals etc. Programmes may also be organized by Central / State Government for awareness generation and campaigns for skill development & employment generation of PwDs for their economic empowerment such as job fairs, skill orientation, job counseling, etc. Accessibility or any other event or campaign that the Central & State Govt. may like to take up in the interest of PwDs.
- b. A collaborative effort through disability rights organizations, community based rehabilitation organizations, self-advocacy groups or other collective networks can enable individuals with disabilities to identify their needs. Under the scheme grants for awareness generation by interpersonal communication, street plays, road shows, etc. may be considered for advocacy groups, community mobilization for bringing about a change in social attitude towards disability; providing individual or group based educational, psychological and emotional, support services for persons with disability and their families.
- c. Programmes for social empowerment of PwDs may be taken up by NGOs by spreading awareness about the schemes/programmes of the Government amongst masses.
- d. Collaboration with State Departments of Education for sensitization of Teachers and students about the needs of students with Disabilities. Collaboration with State Institutes of Public Administration for sensitization of State Personnel to the issues related to the PwDs\*.
- e. Sensitization programme for specific disabilities at the local level that should involve people holding positions of respect and credibility such as BDOs and Sarpanches.\* Local medical practitioners can also be encouraged. This will educate people about the different types of disabilities and help in early identification.

\*In this printed material on different disabilities will be prepared by National Institutes and Rehabilitation Council Of India and provided to the Directorates of Education and other Stakeholders.

- f. Grant will be released to NGOs for the similar programme on alternate years i.e. after two years. The NGOs will have to ensure by giving an undertaking that the programme does not have repetition of participants.

### **3.3. Voluntary Service/Outreach Programmes for sensitizing Commercial Establishment and employers.**

The focus, so far, has been on public sector and corporate sector activities for socio-economic empowerment of PwDs. Private Sector especially shops and small commercial establishments have a vast potential to absorb such persons as employees. The idea of 'each one take one' can be implemented by sensitizing small establishments through volunteers or incentivisation of employers. Area wise / market wise publicity campaigns can be initiated through volunteers.

### **3.4. Recreation and Tourism**

Recreation, travel, and outings, be it for relaxation, change, treatment, psycho-religious relief or education have a proven effect on the psychology of human beings to which PwDs can be no exception. Travel and Tourism lead to exposure and thus enlightenment about the world around. Further, sporting and Abilitympic activities also promote talent and skill among PwDs which are to be supported through events, awareness campaign etc. In this context Institutions / NGOs promoting the following facilities will also be eligible for grants under the scheme to the extent mentioned below:

- i. Identification of tourist and other spots / destinations, the environment which may benefit the persons with intellectual impairments and taking groups for excursion to such places.
- ii. Identification of places, other than regular hospitals, where persons with any type of disability can have therapeutic / treatment benefits or solace; and planning packages for the purpose.
- iii. Identification or Development of Centers where PwDs can get first-hand information / insight about their potentials with or without the use of assistive devices.
- iv. Making above destinations accessible.
- v. Creating re-creation facility like music, reading, drawing, painting, sports etc.

## **4. Sanction and Release of Funds under AGP Scheme**

Application for financial assistance under the scheme will be called from the Organizations in the prescribed format (Annexure)

All sanctions shall be issued after approval of the competent authority and all disbursements shall be made with the concurrence of IFD.

### **(a) Short term projects (one-time events or projects not exceeding 6 months duration):**

Disbursement will be made in two installments as follows:

- i. 75% -on approval, acceptance, executing necessary bond etc.
- ii. 25%- on receipt of final report and UC for the first installment, audited statement of account along with item-wise expenditure.

**(b) Long term Projects (projects of 6 months and more duration)**

Disbursement may be made in three installments as follows:

- i. 40% on approval, acceptance of project and furnishing bank guarantee / execution of **bond etc.**
- ii. 40%- After Progress review, receipt of UC of first installment.
- iii. 20%- On Receipt of final report, UC for full amount, and audited statement of account along with item Community based rehabilitation organizations and Voluntary Organizations.

**5. Cost ceiling / cost norms for funding under various activities\***

S.No.	Components	Cost ceiling
i.	Content Development, Publications	As per decision of the Screening Committee.
ii.	Events	
iii.	Volunteer Service/Out-reach programme for sensitizing, Commercial Establishments and employers	
iv.	Recreation and Tourism	

In case of actual or prevailing market rate, the Organization has to send the proposal with full justification.

\*When an activity under the scheme is undertaken directly by the Institutions under Central / State Governments, funds will be sanctioned and released as per actual requirements.

**6. In-Service Training Scheme for Key Functionaries.**

The Working Group on Delivery Processes and Mechanism for Empowerment of PwDs for 12<sup>th</sup> Five Year Plan(2012-13 to 2016-17) recognized inadequate awareness and sensitivity amongst various stake holders as a major challenge. One of the aspects dealt in the report inter-alia, was training and sensitization of key functionaries in the Government sector and other service providers for achieving the objective of empowerment of persons with disabilities and especially the above scheme. The observations are as follows:

“There is an urgent need to train and sensitize Medical Officers of PHCs/CHCs and Distt. Govt. Hospitals, Rehabilitation Professionals and other key functionaries of the Central, State, Local Bodies and other Service Providers on a regular basis on disability related matters through State/District/Block Level Workshops”.

**6.1** In-service training is needed to create awareness about the rights and entitlements of PwDs, provision in various schemes, developmental programmes, ways and means to access their specific entitlements that they are entitled to as equal citizens. Awareness is required for the key functionaries responsible for implementation of schemes/programmes in Governments. One of the goals is to increase sensitization and awareness levels and capacity building of key Govt. Functionaries especially those who are involved in the implementation of scheme and programmes and delivery of services. This is envisaged to be achieved by organizing training programmes through workshops at State/District/Block level on regular basis.

**6.2** Section 47(1) of the RPwD Act, 2016, inter alia, mandates training on disability rights for key functionaries, induct disability as a component in education courses at all levels, initiate capacity building programmes, conduct training programmes for sports teachers etc. Additionally, Article 4 of the UNCRPD of which India is a signatory also exhorts signatory States to ensure and promote non discrimination and full realization of human rights of for all persons with disability. To this end States should undertake to promote training of professionals and staff working with persons with disabilities so as to provide better assistance and services guaranteed with those rights.

### **6.3. Objective**

The main objective of scheme is to train and sensitize key functionaries of the Central and State Government and local bodies and other service providers on a regular basis on disability related matters through State/District/Block level workshops with the aim to raise awareness among employees and peer groups about capabilities of persons with disabilities. This will help in creation of an inclusive environment at work place and an enabling environment for social inclusion of the PwDs in all fields of life by providing equal opportunities, equity and social justice and to ensure confidence building in the PwDs. Accordingly, the Scheme's objectives are:

- (a) To ensure enlightened, efficient and committed key functionaries to further the cause of empowerment of Persons with Disabilities.
- (b) To create awareness about disability related legislation, development programmes, schemes and programmes for PwDs; rehabilitation and referral services amongst various stakeholders.
- (c) To create awareness and sensitize towards prevention, early identification, intervention, rehabilitation and mainstreaming of persons with disabilities.

### **6.4. Scope of the Scheme**

- (i) The scheme proposes to train key functionaries (approx.5000-6000 for one year) of the certain Central Ministries/Department, State Govts., Local Bodies (Panchayats and Municipalities) and other service providers connected with the disability sector.
- (ii) Training programmes for half day, one, or two days will be conducted at National/State/District/Block level. Longer duration can be considered on cases to case basis.

- (iii) Training will be imparted through Administrative Institutes of Central and State govt./National Institutes of the DEPwD/RCI's approved training institutes/University Departments
- (iv) Training modules/courses with detailed syllabus will be prepared by Rehabilitation Council of India in consultation with National Institutes of the Department.
- (v) The general guidelines for admissible activities and norms of expenditure will be formulated by Rehabilitation Council of India for the purpose of funding the training institutes.
- (vi) The training/programme may be conducted through physical or virtual mode, whichever is applicable as per current circumstances at that time. However, Per Session Cost for virtual training will be extent rate of honorarium (UGC). No cost over & above UGC prescribed rate of honorarium may be admissible under mode of In-Service Training.

### **6.5. Nodal Agency**

Rehabilitation Council of India shall be the nodal Agency for in service training of key functionaries. Funds shall be released to RCI to train the key functionaries of Central Ministries /Departments State Governments, local bodies (Panchayats and Municipalities) and other service providers connected with the disability sector as per the training modules, syllabus prepared by the Rehabilitation Council of India (RCI). Following are the key functionaries listed in Groups:

#### **Target Group –I Senior Functionaries**

MPs/ MLAs / Judiciaries / Administrative Service Officers / Allied Service Officers/ Vice Chancellors / Revenue Dept. – Central and State Govts./ Police officers

#### **Target Group – II Functionaries - Education**

Principals / Vice Principal of Govt. Colleges and Schools, Faculty of Higher Education, Education Officers, DIET Principal/ Faculty

#### **Target Group – III Functionaries – Health and Allied Health**

Health and Allied Health Professionals, Administrators (CMO, Dy. CMOs, MOs)

#### **Target Group – IV Functionaries – Mid Level Administrators**

District Education officers, District Social Welfare Officers, Block Development Officers, Chief Development Officers, Town Planners and Employment officers

#### **Target Group – V Functionaries – School Education**

Teachers, Head Masters, (Elementary and secondary level), SMC

#### **Target Group – VI Functionaries–Grass Root Level Workers**

ANM, Asha Workers, Anganwadi Workers, CBR workers, Village Health Workers.



## **Target Group - VII - Engineering**

(Module yet to be prepared)

### **6.6. Training Institutions/Implementing Agency**

- a. Staff Administrative College/Training Institutes of Central and state Govt.
- b. National Institutes of the Department of Empowerment of PwDs, Govt. of India.
- c. RCI approved Training Institutes/University Department.
- d. Training Departments/ Group A & B Officers Training Academies.

### **6.7 Training Programmes**

Block/District/State/national Level Seminars and workshops of (one to two days duration) for the in-service training will include cost of venue, boarding lodging resource person fee etc. as per the annual calendar of programmes

### **6.8. Training Modules**

The training material customized for the requirement of the learners developed by RCI with the help of expert groups will be uploaded on the RCI website [www.rehabcouncil.nic.in](http://www.rehabcouncil.nic.in). e-training Module for different target groups developed by the RCI will be uploaded on the websites of Department([www.disabilityaffairs.gov.in](http://www.disabilityaffairs.gov.in)) and RCI([www.rehabcouncil.nic.in](http://www.rehabcouncil.nic.in)).

The materials are to be downloaded by the implementing agencies and copies to be distributed to the participants as per the nature and need of programme.

In addition to the above, the following material may also be used:

- i. Detailed contents and posters on awareness and sensitization on each topic
- ii. Disability-wise Handouts on prevention early identification, intervention, Rehabilitation and mainstreaming of PwDs.
- iii. Audio-visual material and links to related material available on You-tube etc.
- iv. Material for capacity building.

The aforesaid materials are indicative which may be enriched with local resource materials, and are to be used deepening upon the requirement of the target group. Wherever necessary, materials in local/regional languages may also be prepared and distributed.

### **6.9. Resource Persons**

- i. Eminent Persons & Experts and Role-models in the disability sector
- ii. Medical/Para-medical professionals
- iii. Medical Practitioners
- iv. Directors/Other experts of National Institutes of DEPwD
- v. Senior Rehabilitation Professionals registered with RCI
- vi. Officers of the Govt. Departments dealing with disability related issues.
- vii. Legal Practitioner

## **6.10. Patterns and Quantum of Assistance and Duration of Training Programme.**

As per the provision of the Central Sector Scheme, the cost of training programme of half day, (one day and two days duration) will be borne by the Department of Empowerment of Persons with Disabilities (DEPwD) through Rehabilitation Council of India, a nodal agency for this scheme. Separate budget heads and upper limit of expenditure for the In-Service Training and Sensitization programme for different target groups as envisaged in this scheme has been prescribed based on the per unit cost of Rs.(4,800/-) allocated by the DEPwD under this scheme. However, 5% of the per units cost has been included for RCI to meet the administrative cost for implementation of this scheme.

## **6.11. Terms & Conditions under In Service Training Scheme for seeking grant:**

- i. Minimum required number of participants (30 to 40). No Expenses shall be reimbursed for less than (30) participants, as indicated in the respective categories of target group is mandatory for starting the programme.
- ii. Budget to be spent under the heads as prescribed. Expenditure over the budget will not be considered for reimbursement.
- iii. Under any circumstances, re-appropriation is not allowed in or across the budget without the prior permission of the council.

## **7. Sanction and Release of Funds under In-service Training Scheme:**

In the first installment, 80% of the approved budget per training programme will be released to the implementing agencies and remaining 20% budget will be released on receipt of the certified utilization certificate, income expenditure statement by the chartered accountant as per the provision of GFR and programme report.

## **8. Approval Mechanism (Common for both the components):**

All proposals for financial assistance under the scheme after scrutiny at the Division level will be placed before the Committee for approval of the content and quantum of financial assistance to be given within the broad parameters above.

The constitution of the committee shall be as follows.

<b>Sl. No.</b>	<b>Officer</b>	<b>Role</b>
(i)	DDG/Joint Secretary (Awareness Generation & Publicity)	Chairman
(ii)	Director / DS (IFD)	Member
(iii)	Representative of DAVP	Member

(iv)	A special invitee from amongst PwDs/representative groups / organizations working in the field of disability. Or Two members/experts in Training of Trainers for modules of PwDs related issues.	Member
(v)	Member Secretary RCI	Member
(vi)	Director (IPH)	Member
(vii)	Director / DS (Awareness Generation & Publicity)	Member Secretary

The Committee may also recommend readjustment / interchange of funds among various activities as per requirement. Inter change of utilization of funds under various components so as to ensure availability of funds for actual requirement under a particular component and / or to prioritize various activities, will be admissible. The **validity of a proposal will be six months from the date of approval** given by the Committee.

#### **9. Evaluation of the Scheme**

The progress made in the scheme, implementation will be reviewed as per extant directions.

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**The Prescribed Proforma for seeking grant-in-aid under the AGP Scheme and feedback from the participants are at Annexures I, II, III,**

**Annexure-I**

**Application for financial assistance under Awareness Generation and Publicity Scheme**

From:

Date:.....

.....

To

The Joint Secretary,  
Department of Empowerment of Persons with Disabilities  
(Divyangjan), Ministry of Social Justice and Empowerment  
5<sup>th</sup> Floor, Pt. Deendayal Antyodaya Bhawan, CGO  
Complex, Lodhi Road, New Delhi-110 003

**Subject: Assistance under Awareness Generation and Publicity Scheme**

I, -----submit herewith an application in the prescribed format alongwith requisite documents for a grant of Rs. -----under Awareness Generation and Publicity Scheme to organize ..... for the financial year..... I 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 agreed to the following conditions:-

- i. The accounts of the grant thus given shall be properly and separately maintained. The accounts shall always be open to check by an officer deputed by the Govt. 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.
- ii. If the State or the Central Govt. have reasons to believe that the grant is not being utilized for approved purpose, the Govt. of India may stop payment of further installments and recover earlier grants in such a manner as they may decide.
- iii. The Institution shall exercise reasonable economy in the implementation of the Scheme.
- iv. The gap between GIA and budget estimate should be borne by the organization and the organization has to provide a written confirmation in this regard. However, in case, the organization is unable to bear the gap between budget estimate for the proposal and GIA recommended by GIA Committee of the Department, a revised proposal on the basis of recommendation of GIA Committee is to be sent by the organization.
- v. The organization is registered under PwD Act and have valid PwD certificate.
- vi. The proposal is recommended by the State Government.

- vii. The organization is registered on NITI Aayog portal and submit its unique ID number with the proposal.
- viii. Organization will furnish audited statement of account along with item-wise expenditure.
- ix. Last three financial years audited accounts, Annual Reports and Income Tax Returns are enclosed with the proposal.
- x. Organization will not get financial assistance from other source for the same component. A certificate in this regard is enclosed.
- xi. Income from the event, if any, will be reflected in the audited accounts.
- xii. Separate Bank account for GIA received from this department will be opened.
- xiii. All transactions will be made by the organization through electronic mode e.g UPI, ECS, NEFT, RTGS, IMPS, Account Payee Cheque and should be reflected in organization's Bank Account Statement. All payments against any bill shall be made only when the bill contains GST component(i.e. Pakka bill only).
- xiv. The Institution will held the event under banner of Department of Empowerment of Persons with Disabilities, Ministry of Social Justice & Empowerment in the manner prescribed and after making wide publicity and information to District Magistrate office, State Government, local M.P. and M.L.A.

NOTE: The detail of organization and documents (attached) are given here under:

Name of the Scheme:.....

**1. Organization**

Name:.....

Email/Phone/Fax(Office) .....

Address(Office):.....  
 .....

**2. List of Documents to be attached:**

- i. Attested copy of Registration under Society Act (Yes / No)
- ii. Attested copy of Registration under PwDs Act, 1995/2016 (Yes / No)
- iii. Registration under Foreign Contribution Act (Yes / No)
- iv. Memorandum of Association and Bye-laws (Yes / No)
- v. A copy of the Income Tax Returns, Audited Account Report and Annual Report for the last three financial years duly audited (Yes / No)

- vi. Recommendation of State Government for the proposal. (Yes / No)
- vii. Copy of Unique ID registered with NITI Aayog (Yes / No)
- viii. Brief of project proposal (Yes / No)
- ix. Budget Estimate with breakup (Yes / No)
- x. Ensure participation of Local elected MLA/MP and representative of District Administration in programme (Yes / No)
- xi. Number of participants/beneficiary to be attended the programme (Yes / No)
- xii. A list with name of participants/beneficiaries alongwith their mobile number who have attended the programme/event etc. at the time of submission of bills/vouchers & supported documents (Yes / No)
- xiii. Duration of proposal, date and venue of event, project and location and outcome of event/programme (Yes / No)
- xiv. Has the organization drawn any grant in past from this Department? If so Give detail with UC. (Yes /No)
- xv. Organization will not get financial assistance from other source for the same component. A certificate in this regard is enclosed. (Yes /No)
- xvi. Application on the prescribed proforma for seeking Grant- In- Aid . (Yes /No)

**3. Details of the project for which the grant-in-aid is being applied.**

**4. Details of GIA received under other Schemes of-**

State Government.....Central Government.....  
 Other sources.....

5. I have read the scheme and fulfill the requirement and conditions of the Scheme. I undertake to abide by all the conditions of the Scheme. I also under take that:

- a. The funds will not be utilized for any other purposes.
- b. A separate account will be maintained for the funds received from the Ministry under the Scheme.

**Signature.....**

Name.....

Address.....

.....

Date.....

(Seal).....

**Note: Wherever not applicable, please write: N. A.**

**ANNEXURE-II**

To

The Joint Secretary,  
Department of Empowerment of Persons with Disabilities  
(Divyangjan), Ministry of Social Justice and Empowerment  
5<sup>th</sup> Floor, Pt. Deendayal Antyodaya Bhawan, CGO  
Complex, Lodhi Road, New Delhi-110 003

**APPLICATION FORM FOR THE 2<sup>nd</sup>/3<sup>rd</sup> INSTALLMENT**

1. Name of the Scheme: :
2. Organization :
3. Name :
4. Address(Office) :  
(Project)
5. Phone(Office) :  
(Project)
6. Fax(Office) :  
(Project)
7. E-mail(Office) :  
(Project)
8. Grant-in-aid (in Rs.) Total:
  - a. Applied in current year :
  - b. Received as 1<sup>st</sup> installment :
  - c. Applied for 2<sup>nd</sup> installment or 3<sup>rd</sup> installment :
  - d. The Applicant organization should enclose the Utilization Certificate of the 1<sup>st</sup> / 2<sup>nd</sup> Installment.

- e. Audited statement of account along with item-wise expenditure. Income from the event, if any, to be reflected in the audited accounts.
- f. Any other information considered necessary by the organization or as asked for.

Signature.....

Name.....

Address.....Date.....Seal).....

**Annexure-III**

**PROGRAMME FEEDBACK/EVLUATION FORM**

Please complete the form below to provide your feedback under **AGP Scheme**. This feedback helps us to measure training participant's satisfaction levels.

Name of the organisation: \_\_\_\_\_

1. Please rate the following aspects of the training programme:				
	Excellent	Good	Average	Poor
(i) Organization				
(ii) Content				
(iii) Materials related to event/programme				
(iv) Presentation				
(v) Resource Person				
(vi) Accessibility to the venue				
(vii) Punctuality and duration				
(viii) Food and drinking facility				
(ix) Accommodation				
2. Has the programme sensitized you towards awareness/empowerment etc. of persons with disabilities :				
YES	MAY BE		NOT SURE	
3. Would you like to attend another such programme from our organization in future:				
YES	MAY BE		NOT SURE	





**PROGRAMME FEEDBACK/EVLUATION FORM**

Please complete the form below to provide your feedback on **In-service Training** Programme. This feedback helps us to measure training participant's satisfaction levels.

Name of the organisation: \_\_\_\_\_

1. Mention the Target Group: _____				
2. Please rate the following aspects of the training programme:				
	Excellent	Good	Average	Poor
(i) Organization				
(ii) Content				
(iii) Study Materials				
(iv) Presentation				
(v) Resource Person				
(vi) Accessibility to the venue				
(vii) Punctuality and duration				
(viii) Food and drinking facility				
(ix) Accommodation				
3. Has the programme sensitized you towards empowerment of persons with disabilities:				
YES	MAY BE		NOT SURE	
4. Training material with appropriate training kit provided by the agency: YES S NO				
5. Would you like to attend another such programme from our organization in future:				
YES	MAY BE		NOT SURE	
6. Any Suggestions: .....				
.....				
.....				

7. How do you rate the training overall:			
Excellent	Good	Average	Poor
Name, Address and Contact no. of participants with signature:			
.....			
.....			
.....			
.....			
.....			
.....			
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.....			

**The Prescribed Proforma for seeking Grant-in-aid under the In-Service Training Scheme and feedback from the participants is placed at Annexure-V.**

**Proforma**

**Proforma for submission of Proposals (through email) for “In-Service Training and Sensitization of Key Functionaries of Central and State Governments, Local Bodies and Other Service Providers” as per the Central Sector Scheme of DEPwD, MoSJ&E.**

1.	Name of the Institution /University Department /Organization	
2.	Complete Address of the Institute  a. Telephone No/Mobile  b. Fax No  c. Email  d. Website	
3(a)	Status of RCI approval  (wherever applicable )	
(b)	Name of the approved courses and its validity of approval (wherever applicable)	
4.	Proposed date with duration and venue of training programme	
5.	Aims, objective and methodology of the proposed training programme	
6.	Target group	
7.	Number of participants	
8.	Details of the identified Resource persons (Local and Outstation) for the training programme along with their name, contact address/ telephone no, rehab qualification with CRR No. etc.	
9.	Suggested use of knowledge to be acquired by trainees for disability sector	
10.	Details of the total estimated expenditure (See norms as per RCI Training Guidelines) on Appendix ‘A’	

11.	Facilities and equipments available with the Institution / University Department / Organization for conduct of training programme	
12.	Any other training programme conducted Previously in partnership and financial assistance from RCI, Govt. of India/State Govt./Autonomous Body etc.	
13.	If yes details of the In-Service training programme to be provided	
	1. Financial year	
	2. Grant in Aid received	
	3. Target Group	
	4. No of batches sanctioned	
	5. No of batches conducted	
	6. Report and UC submitted (Yes/No)	
14.	provision for accommodation available for the outstation candidates	
15.	Details of Bank Account 1. Name of the Account holder: 2. Name of the Bank: 3. Account Number: 4. Branch : 5. IFSC Code: 6. Type of Account : 7. Original cancelled cheque	
16.	Copy of DARPAN of NITI Aayog and its number (in case of NGOs)	
17.	Any other information relevant to the proposal :	

Encl. : Estimated expenditure on Appendix 'A'

Name & Signature of the Head of the  
institution with stamp

Place:

Date:

Please apply on the above proforma to:

Member Secretary, Rehabilitation Council of India B-22, Qutab Institutional Area, New Delhi-110016

Note: - Institute may be considered for permission to conduct more than 01 programme in each training module during the current financial year subject to availability of funds and submission of complete report as prescribed by the Council.

List of Enclosures:

- i. Copy of RCI Certificate of Approval , if applicable
- ii. Copy of Society Registration Act
- iii. Latest Audited Statement of Accounts
- iv. Copy of Annual Report

### **18. UNDERTAKING**

(To be submitted on the non-judicial stamp paper of Rs. 100/-)

We..... do hereby undertake the following :

1. That a detailed report of the Training Programme along with a certified statement of account of total expenditure incurred and also the utilization certificate in r/o financial assistance received from the RCI will be submitted to the Council within a month after completion of training programme.
2. That the full amount received as financial assistance from the Council, in case of not conducting the programme as per the schedule date and lack of required number of participants will be refunded to the Council within one month of such date.
3. That facilities provided by the Institution/Organization and funded by RCI shall be made available to the participants free of charge i.e. no contribution or fees shall be charged from the participants.
4. That funds shall be spent exclusively for the purpose for which they are released.
5. That the expenditure under the specified budget heads, and will charge actual amount spent, not exceeding the max. Limit under any head.
6. That Utilization Certificate along with details of income -expenditure statement will be submitted to the Council along with the reports and relevant bills/vouchers and other expenses incurred for training programme will be maintained at the institutions and to be provided to the Council when it is required for audit purpose.
7. That all procedure / guidelines of RCI as suggested or as amended time to time shall be followed by the institute strictly.

Place:

Date:

Signature:

Name:

Designation: Seal

To be signed by Head of the institution

**19. Budget required for ..... Days training / sensitization programme of      Level**

Duration	:	
No. of participants	:	
Details of participants	:	

Sl. No	Heads for Expenditure	Amount Required
1	Honorarium to Programme Co-coordinator * (*Not applicable for Govt. Institutions)	
2	Honorarium to Resource Persons (min. 4 lectures/day)	
3	Working lunch/tea/coffee max. for 20 participants + 05 extra (Resource persons , Co-coordinator per day)	
4	Programme Kit (content, handouts, posters, pen, pad) bag with logo of DEPwD and RCI	
5	Photography & Videography	
6	Preparation of Report @ Rs. 5000/-	
7	Accommodation for Resource Persons for outstation candidates	
8	Accommodation for trainees (min. 50% candidates from local and neighboring Dist.)	
9	Travelling cost of participants ( actual travelling expenses, subject to a ceiling of Rs. 1000/- per candidate max. for outstation candidates	
	Total	
10	Administrative Expenditure @ Rs. 10% of the total budget	
	<b>GRAND TOTAL</b>	

## **20. CERTIFICATE**

We certify that the information given above is correct and any suppression of facts, mis-statement or false information furnished will liable for penal action, besides such other actions as may be deemed appropriate.

Also certified that the Institution/Organization has not been involved in any kind of litigation debarring it from receiving outside assistance. It is undertaken that the Institution / Organization will abide by the conditions as stipulated in the Scheme guidelines. We understand further that the decision of the RCI as regard eligibility and quantum of assistance shall be final.

Signature(s) and seal of authorized Officer  
bearer(s) of the Institution/Organization

Name and designation  
Date: