

**GUIDELINES ON**

**BHIMA BHOI BHINNAKSHYAMA  
SAMARTHYA ABHIYAN  
(BBSA)**

**(Revised as on 01.04.2018)**

**(An Integrated Initiative for Empowerment  
of Persons with Disabilities)**

**BHIMA BHOI BHINNAKSHYAMA SAMARTHYA ABHIYAN (BBSA)**  
**(An Integrated Initiative for Empowerment of Persons with Disabilities)**

**PROGRAMME COMPONENTS**

- 1. Samarthya Sibir Abhiyan**
- 2. Multipurpose Smart Card for PwDs**
- 3. Supply & Fitting of Aids & Appliances to PwDs**
- 4. Strengthening Aids & Appliances Fabrication Workshops**
- 5. Operation of Mobile Fabrication Workshops**
- 6. Assistance for Minor Surgeries to PwDs**
- 7. Supply of Self Employment Kit to PwDs**
- 8. Self-Employment Assistance**
- 9. Support for Complicated Surgeries & Smart Appliances**
- 10. Scholarship to Children of PwDs pursuing Higher Education**
- 11. Free Coaching for Students with Disabilities**
- 12. Organization of Job Fairs for PwDs**
- 13. Equipped Mobile Vans for rehabilitation services**
- 14. Strengthening SHGs of PwDs (Mission Kshyamata)**
- 15. Skill Upgradation Training for PwDs**
- 16. Livelihood Business Incubator**
- 17. Disaster Relief & Rehabilitation**
- 18. Community Based Rehabilitation (CBR) Programme**
- 19. Sensitization of Workers & Activists on disability issues**
- 20. Community Communication Programmes (IEC)**
- 21. Legal Literacy, Counseling & Legal Aid**
- 22. Research & Documentation on Disability Issues**
- 23. Implementation of Rights of PwD Act 2016**
- 24. Quality Learning Initiative for Children with Disabilities**
- 25. Special Incentives to Meritorious Students**

## INTRODUCTION

The Constitution of India envisages equality, freedom, justice and dignity of all individuals including persons with disabilities. With the passage of time, there have been significant changes in the perception of the society towards persons with disabilities. It has been realized that a majority of persons with disabilities can lead a better quality of life if they have equal opportunities and effective access to rehabilitation measures. The earlier emphasis on medical rehabilitation has now been replaced by an emphasis on social rehabilitation. There has been an increasing recognition of abilities of persons with disabilities and emphasis on mainstreaming them in the society based on their capabilities.

India is a signatory to the Declaration on the Full Participation and Equality of People with Disabilities in the Asia Pacific Region and also a signatory to the Biwako Millennium Framework for action towards an inclusive, barrier free and rights-based society. India has ratified the UN Convention on Protection and Promotion of the Rights and Dignity of Persons with Disabilities (UNCRPD). The Government of India has enacted three legislations for persons with disabilities given below:

1. Rights of Persons with Disabilities Act, 2016 received the assent of the President of India on 27<sup>th</sup> December 2016 repealing the PwD Act, 1995, raising disability categories from seven to twenty-one. The Act provides for education, employment, creation of barrier free environment, social security, etc.

Persons with Disabilities covered under the new Act include the following categories:

a) Acid Attack Victim, b) Autism Spectrum Disorder, c) Blindness, d) Cerebral Palsy, e) Chronic Neurological Conditions, f) Dwarfism, g) Hemophilia, h) Hearing Impairment, i) Intellectual Disability, j) Leprosy Cured Person, k) Locomotor Disability, m) Low-Vision, n) Mental Illness, o) Muscular Dystrophy, p) Multiple Sclerosis, q) Parkinson's Disease, r) Specific Learning Disabilities, s) Speech and Language Disability, t) Thalassemia, u) Sickle Cell Disease, and v) Multiple Disabilities.

2. National Trust for Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disability Act, 1999 has provisions for legal guardianship of the four categories of disabilities and creation of enabling environment for as much independent living as possible.
3. Rehabilitation Council of India Act, 1992 deals with the development of manpower for providing rehabilitation services.

The Persons with Disabilities face constraints in accessing public services due to lack of certification to support their entitlement to avail of these services. Similarly, there is a lack of adequate assistive devices and appliances for their integration into the mainstream. State Government is committed to the welfare of Persons with Disabilities (PwDs). Census of India

2011 estimated the PwD Population of Odisha at 12, 44,402 accounting to 2.96% of the total population of the State which is 0.75% higher than the national average (2.21%). The Social Security and Empowerment of Persons with Disabilities (SSEPD) Department, Government of Odisha promotes the new umbrella scheme **Bhima Bhoi Bhinnakshyama Samarthya Abhiyan (BBSA)** to be operated in a mission mode with manifold objectives.

## **OBJECTIVES**

The Department recognizes that Persons with Disabilities are valuable human resource for the society and seeks to create an environment that provides them equal opportunities, protection of their rights and full participation in society. To ensure equitable justice for PwDs the BBSA scheme will focus on the following broad objectives:

1. To create an enabling environment to ensure equal opportunities, equity, social justice & empowerment of persons with disabilities with focus on grass root PwD population.
2. To encourage voluntary action and participation of all stake holders for ensuring effective implementation of the Rights of Persons with Disabilities Act, 2016.
3. To expand outreach activities for rehabilitation of PwDs and create facilities for providing high-tech rehabilitation services.
4. To promote individual and group initiatives by PwDs for employment, self-employment and other socio-educational services.
5. To strengthen the existing implementation machinery and create facilities for coverage of all uncovered areas of the state for ensuring complete coverage of PwDs.

## **STRATEGY**

The approach of this Scheme is to make available the whole range of services necessary for rehabilitation of persons with disabilities. With a view to include persons with disabilities in the mainstream of society and actualizing their potential, the thrust would be on the following key strategies:

1. Provision of certificates under UDID, smart cards and assistive devices to all Persons with Disabilities through organization of Samarthya Sibirs.
2. Supply and fitting of aids & appliances to all Persons with Disabilities in the state and assistance to Persons with Disabilities for minor surgeries, complicated surgeries & smart appliances.
3. Strengthening aids & appliances fabrication workshops for enhancing production capacity & repair of aids & appliances.
4. Provision for equipped mobile van service for providing services to PwDs at door step.

5. Socio-economic rehabilitation including promotion of group initiatives, supply of self-employment kits to PwDs & Community based Rehabilitation programmes.
6. Skill upgradation and entrepreneurship development training, organization of job fairs, pre-recruitment coaching, strengthening SHGs under Mission Khyamata.
7. Scholarship to children of persons with disabilities pursuing Higher Education.
8. Sensitization of Government employees & community through awareness generation and IEC activities.

### **SAMARTHYA SIBIR ABHIYAN**

A disability certificate is a basic document without which the person is unable to claim the benefits of government schemes available for them. Secondly, the basic support of therapies, surgery, fitting of aids & appliances and self employment avenues as required by the PwDs is out of reach of most of them, especially in rural areas. The scheme is designed to cater to the needs of the PwDs for providing rehabilitation support and social security. Further, persons with autism will be provided disability certificates under the new guidelines issued by the State Government on 14<sup>th</sup> December 2016.

#### **A. Strategy**

This integrated scheme envisages for the organization of "Samarthya Sibirs" which is a single window approach for providing multi-sectoral services to PwDs, on a campaign mode within a given time frame throughout the State. The main elements are:

1. Pre-assessment of disability
2. Issue of disability certificate/ ID Cards/ Pass books
3. Income, residence, caste certificates/transport concession
4. Support for Corrective Surgeries
5. Empanelment of PwDs for Special Education/ Scholarships
6. Selection of PwDs for skill training/ bank linkage
7. Empanelment for Disability Pension & other Social Security Schemes
8. Supply & fitting of aids and appliances (mobility & educational)
9. Assistance for Self Employment Kits
10. Formation of SHGs

#### **B. Location & Timeline**

Samarthya Sibirs will be held in each block area by dividing the block into suitable numbers of clusters of gram panchayats as many times during the year as required. The camps will be organized in two phases in each location. In the first camp the process of

identification, issue of certificate shall be made and in the second camp the assistive devices will be provided as per the assessment made for each beneficiary in the first Camp. The sibir usually will be planned and organized throughout the year depending on the local needs and circumstances.

### **C. Eligibility**

A Person with Disability (PWD) irrespective of age and category of disability may avail all or any of services as envisaged provided he/she has not availed the same previously.

### **D. Organization of Samarthya Sibir**

#### **a) Preparatory Activities**

1. The Collector of the district shall organize the Samarthya Sibir through the concerned BDO/ EO of ULBs by coordinating with other Government officials, medical personnel and other agencies/ authorities/ NGOs/ persons.
2. Coordination meetings will be conducted at least one month before & periodically thereafter, with district level officers including CDMO, DSSO, SIDR/DDRC, DPC (SSA), and others to prepare the calendar of camps, cluster and phase wise and submit a copy of the same to the SSEPD Department at the beginning of the financial year.
3. The Collector will prepare a calendar of the camps so as to ensure timely start and completion. The preparatory work will be completed well in advance so that camps are conducted properly. Special focus should be given to organize camps at central locations with better connectivity so that maximum number of PwDs can reach the camp sites. In case of larger and inaccessible areas more than one camp may also be organized.
4. The calendar of camps based on the availability of medical and rehabilitation personnel for certification of each disability in the camps should be prepared in advance. If required, Collector may hire/requisition private specialists/agencies to assist such certifications. Honorarium for the same will be provided in the camp expenses.
5. Adequate publicity should be made sufficiently in advance at villages and Panchayat level through local Medias. Rs. 10,000/- has been provided for the purpose for each camp. Funds should also be dovetailed from other schemes for IEC purpose.
6. As mentioned in the objectives of the campaign, all out effort should be made to include all the left out persons with disability who have not got the certificates. Services of grass-root functionaries such as PRI members, Bharat Nirman Volunteers (BNVs), AWWs, ASHA Workers, Gaon Sathis, VLWs, ICDS Supervisors, BRTs,

Teachers, NGO workers, volunteers and others should be utilized in respect of their area so that maximum number of PwDs report for registration in the Sibir.

7. The PwDs in different institutions like special schools, orphanages, short stay homes, half way homes, residential schools, old age homes & day care centres will be well informed about the camps and encouraged to attend the Sibirs to take the advantages/ services as may be required by them.
8. Services of rehabilitation professionals working in SIDR/DDRCs, Hospitals, District Fitment Centres (DFCs), RBSK, & NHM under health deptt., Sarva Sikhya Abhiyan (SSA), Special Schools, Institutions running rehabilitation courses and service centres, NGOs, and other NGO operated schemes and centres will be utilized for Sibirs. Private- Public-People partnership may be encouraged to hold such sibirs in an effective manner and funds can be utilized for such activities wherever required.
9. Persons with severe &/or intellectual disabilities including autism; multiple disability & other such categories are often the one most denied the benefit of certification as they themselves cannot reach the camps. Such persons will be identified in each village, & special effort will be made to bring them to the camps.
10. The services of State Nodal Agency Centre (SNAC), Odisha under the National Trust may be utilized for mobilization of institutions registered with National Trust.
11. The unutilized funds under Samarthya Sibir head from earlier programmes will also be utilized during the current Samarthya Sibir Abhiyan.

#### **b) First Sibir/ Camp**

1. The camp site will include adequate arrangements for shelter, drinking water, waiting and toilets, etc.
2. There will be bold and legible signage from the entrance point onwards for the beneficiaries to move from one counter to the next. Adequate number of registration counters will be opened as this is the first point of contact, and there will not be unnecessary bottlenecks or delays at the entry point.
3. At the entry point adequate arrangement for preliminary screening of persons will be conducted & shortlisted cases only will be allowed to enter into the camps for avoiding unnecessary crowd at the assessment counters.
4. Penal provisions under Chapter XVI of RPwD Act 2016 should be displayed in form of Odia/ English stickers/ posters within and outside the Samarthya Sibirs. Arrangements will be made to prevent fake certificate holders/ persons attempting to avail fake certificates.

5. The registration counters will issue data sheet format, as per **Annexure - 'A'** to beneficiaries and direct them to concerned counters. The beneficiaries will render the filled-in data sheets to the office counter where it will be collected/ enlisted for future service delivery. The staff in charge of this counter will ensure that the data sheet is duly filled in and signed. The data sheet format will be the basis for documentation and follow up for the entire programme.
6. Computerized registration counters will be opened with at least two laptops and internet connectivity both at the entry and exit point for registration of PwDs attending Samarthya Sibirs. The entry point counter will register and provide registration slip and the exit point counter will record rehabilitation plans and services provided to PwDs.
7. There may be as many counters as required for different services during camp such as; registration, assessment, issue of disability certificate etc. The counters should provide barrier free access to PwDs.
8. The counters should be placed in a manner to ensure easy flow of beneficiaries from one counter to the other without overcrowding at one place. At all times, volunteers should be on hand to assist the PwDs move from one counter to the next.
9. The registration of the candidates will be done as per the categories of the disabilities, such as, visually impaired, speech/hearing impaired, orthopedically handicapped, leprosy cured persons, mentally retarded and mentally ill, CP, Autism and Multiple Disabilities etc.
10. The registered beneficiary will move with prescribed application to the Assessment/ Distribution Counters for evaluation of disabilities and requirement of aids/appliances and other services by medical/ rehabilitation professionals.
11. Application form for Disability Certificate, as per prescribed format of Government of India will be supplied in adequate numbers to community level workers/ volunteers so that they can collect the same beforehand duly filled in from all the PwDs requiring disability certificates.
12. If they are found suitable for certification (i.e. with 40% or above disabilities), they will be referred to photo counter, Medical Counter, ID card/Pass Book Counter successively.
13. The photo counter will provide these registered cases with as many passport photographs as required i.e. two photos each for disability certificate, ID card, Pass Book, Transport Concession and aids/appliances. In addition to the passport photo, the counter will provide full size photos showing the disability (locomotor) of the registered cases for the purpose of disability certificate and aids/appliances.



14. In case of the registered PwD having prior valid disability certificate, they need not be moved to Medical Examination counter. But their cases may be evaluated for requirement of aids/appliance & other services, if any, in the Assessment Counter.
15. Those having valid disability certificates but without ID cards/ passbooks will move to concerned counters for obtaining the ID card/passbook. While providing ID cards and passbooks, the relevant counters will see that the ID cards and cover page of passbooks as well as disability certificates are laminated.
16. In case of those referred to Medical Counter, the Medical Authorities will examine the cases and issue disability certificates after observing all formalities and making necessary entries in the relevant register. **CDMO should ensure arrangement of specialists/ medical personnel and the issuance of certificates to the PwDs in the Camp itself.** In case of shortage/ unavailability the CDMO may hire and utilize medical/ rehabilitation personnel for the Sibirs. Thereafter PwDs will be provided with ID cards/ passbooks.
17. The Medical Officers should be trained beforehand on the guidelines for evaluation of disabilities issued by the Ministry of Social Justice and Empowerment, Government of India may be referred on website ssepd.gov.in.
18. Rehabilitation plan of each PwD will be prepared indicating requirement of therapy, corrective surgery, aids & appliances, education, vocational training, self employment and pension etc. Aids and Appliances will be supplied in the second/subsequent Samarthya Sibirs.
19. The registered cases that do not have BPL cards or valid income certificates will move to the concerned counter for availing/ applying for same which may be issued in subsequent camps.
20. Volunteers from BNV, NYK, NSS, local colleges and NGOs should be engaged. Sign language interpreters from special schools should be engaged for helping persons with hearing disability. All volunteers should be properly trained for the purpose before the camp, and should wear badges identifying them as volunteers. Extension officers should oversee provision of services to the PwDs under the overall supervision of the BDO. The volunteers to be engaged should be trained properly to ensure their effective performances.
21. The BDO/ EO will make arrangements for PwDs to apply for disability pension in prescribed format at the camp site & collect completed applications for further processing.
22. Adequate number of Disability Certificate Formats, Pass Books, ID Cards, Bus Pass, Scholarship & Pension Forms, DRI and NHFDC Loan Applications etc. should be

made available for the Samarthya Sibirs beforehand so as to ensure better service at the camp sites. The BLCC meeting should be convened beforehand so that Bankers should remain present for processing DRI loan applications. Volunteers and officials should assist the filling up DRI loan applications.

23. Electricity and alternative power supply arrangements should be provided to the camp sites.
24. The local NGOs and CBOs should be encouraged for providing transportation to persons with severe and multiple disability for attending Samarthya Sibirs and these PwDs should be served on priority basis without waiting in queue.
25. The Collector through the DSSO will ensure that the BSSO will make all data entry in the BBSA software.

### **c) Second Sibir/ Camp**

1. The second camp will be arranged at a suitable location along the same lines as the first camp but this is only meant for distribution of aids and appliances, give pensions, income certificates and other left out benefits and also to cover up the left out PwDs for assessment and certification. In case there are cases of severe disability where it is not possible for the person to come, home visits should be made and certificate given on the spot.
2. The beneficiaries to be provided with aids and appliances will sign the aids and appliances form (**Annexure-B**) and submit the same to the counter. The staff in charge of this counter will ensure that the data sheet is duly filled in and signed.
3. An amount up to maximum of ` 5.00 lakhs per Sibir will be provided for purchase of aids and appliances, subject to actual requirements. It is expected that this should be sufficient to meet the requirement of aids and appliances in the block and cover Gram Panchayats under the Block. PwD population of the GPs may be taken into consideration while placing orders of procurement. However, in case there is a requirement of higher amount for aids and appliances, the following sources should be explored:
  - a. Children below 14 years including those in special schools may be provided aids and appliances from out of OPEPA funds meant for the purpose. The BDO will verify the list of beneficiaries and co-ordinate with OPEPA authorities for supply of aids and appliances.
  - b. Red Cross, District Mineral Fund, Corporate Houses, Rotary and Lions club etc. should be involved and their support can also be raised.

4. In case specialists are not available in the Samarthya Sibir for assessing some disabilities, the concerned Collector will organize a special mop up camp wherever essential, preferably after first camp at the district level after availing the services of those experts on hire basis if necessary. Collectors can hire services of professionals wherever necessary.
5. For organization of Samarthya Sibirs funds will be provided as per the actual requirements. Expenses on organization of first and second camp, camp arrangement, publicity (by means of leaflet/ microphone), and travel & honorarium to the specialists & rehabilitation professionals are admissible under this specific head. However, the district administration may spend more for organization of camps from other sources such as District Red Cross Society, District Mineral Fund, CSR funds, local NGO contribution and other available funds.
6. Subsequently, attempt should be made to take up **corrective surgery** of the deserving cases, such as children in schools.
7. Proper records of beneficiaries, the acknowledgement of receipt of appliances by them, the tender procedure followed etc should be maintained as per Government financial procedures. Utilization Certificates for the Samarthya Sibirs should be sent to SSEPD Department by 31<sup>st</sup> March of the ongoing financial year. The UCs should be signed by BDO and countersigned by Collector of the District.
8. All the data sheets of individuals attending the camps given different benefits should be computerized in BBSA software.

#### **E. Grampanchayat Level Sibirs**

Grampanchayat level Sibirs can be organized in specific uncovered/ inaccessible areas. The DDRCs will identify such Grampanchayats and organize Sibirs in their respective areas.

#### **F. Mega and Special Camps**

At district level mega and special camps including Autism Assessment and certification camps may also be organized. While planning for mega camps emphasis should also be given on convergence with different departments and programmes to maximize the benefits of the camps. In these camps programmes and services for other categories of people under different social security schemes may also be included. The districts organizing such programmes also should endeavor to mobilize support from other departments, CSR agencies and NGOs etc. These mega camps should be so planned that beneficiaries of different Blocks and ULBs attend the same in large numbers and adequate arrangements may be made for their mobility and refreshment, first aid, drinking water etc.

## **MULTIPURPOSE SMART CARD FOR PwDs**

Multipurpose SMART CARD will be provided to all PwDs which will enable them to avail any of the required services such as appliances, education, social security benefit etc. at any institution or even at any place within and outside the state. This support will be managed through a comprehensive state level computerized database created for the purpose enabling institutions to verify about the PwD, status of benefits supplied and services required. This shall be in accordance with the UDID scheme of Government of India and shall be complementary to UDID scheme.

## **SUPPLY & FITTING OF AIDS & APPLIANCES**

The PwDs requiring supply and fitment of aids and appliances should be enlisted during the first camp along with required devices. PwDs family income up to Rs. 2, 40,000/- per annum will be provided free of cost and PwDs having income above Rs. 2, 40,000/- per annum will be provided at 50% of cost. PwDs should provide income proof for availing the benefit of aids & appliances. However, the PwDs holding BPL/ Food Security Card/ Pension Book can produce such documents in support of their income.

1. The aids and appliances to be provided to PwDs may include:
  - (i) Locomotor- orthosis, prosthesis, splint, surgical shoes, auxiliary & elbow crutches, tricycle, wheel chair, moulded supports, walker/rolator, CP chair, Gaiters.
  - (ii) Speech & Hearing - Digital BTE hearing aids with batteries, Analogue body level hearing aids with two rechargeable batteries & solar chargers.
  - (iii) Visual – Folding Stick, Long Cane, Braille Slate, Abacus, Digital Voice Recorder.
  - (iv) Intellectual Disability – Toilet Chair, Prone Board, Learning Kit.
  - (v) Autism Spectrum Disorder – Learning Kit
  - (vi) Geriatric Disability –Walking sticks, Knee caps & hinges, Belt & Collars

The list is illustrative, appliances as prescribed by rehabilitation/ Medical professionals may also be considered to be provided subject to maximum ceiling of ` 20,000/- per appliance.

2. In case of orthosis, prosthesis and surgical shoes and other appliances to be fabricated, the SIDR/ DDRCs/ Fabrication Workshops of NGOs/ professional institutions as notified/ selected, will depute their technical staff for taking measurement at the camp site and will prepare list of components required including local materials and fabrication

charges for each case and place requisition of funds before the Collector concerned. SIDR/ DDRC wise service districts are:

Sl.	Agency	Allocated Districts
1	SIDR, Bhubaneswar	Angul, Cuttack, Dhenkanal, Jagatsinghpur, Jajpur, Kendrapada and Puri
2	DDRC, Ganjam	Ganjam, Gajapati
3	DDRC, Kalahandi	Balangir, Kalahandi, Nuapada
4	DDRC, Kandhamal	Boudh, Kandhamal, Subarnapur
5	DDRC, Khordha	Khordha, Nayagarh
6	DDRC, Koraput	Koraput, Rayagada
7	DDRC, Mayurbhanj	Baleswar, Bhadrak, Kendujhar, Mayurbhanj
8	DDRC, Nabarangapur	Malkangiri, Nabarangapur
9	DDRC, Sambalpur	Bargarh, Debagarh, Jharsuguda, Sambalpur, Sundargarh

On functioning of new DDRCs SSEPD Department may reallocate the districts amongst those if so required for facilitating fabrication, fitment and repair of devices.

3. Prior procurement of required aids and appliances must be made in the period between the first and second camps by procurement. After completion of the first camp the concerned BDO will place the requirement of aids & appliances to the Collector under information to their DSSO.
4. Other than the fabricated appliances the Collector concerned will procure aids and appliances having quality standards such as ISI mark/ equivalent standard from any of the following agencies:
  - (i) Empanelled suppliers of SSEPD Department with rate contract
  - (ii) Government agencies like ALIMCO/ Authorized Sales Centres of ALIMCO
  - (iii) Companies having rate contract with Central/ State Government
  - (iv) Through an open and transparent tender procedure
6. In case of fabricated aids and appliances the Collector concerned will release funds in a phased manner to the concerned fabricating agencies on the basis of their requisition. However, the Collector concerned may ascertain regarding rates of fabricated appliances from SSEPD Department wherever if so felt.
7. The beneficiaries supplied with aids and appliances shall sign the reimbursement form as per **Annexure B**.
8. An average amount of ` 5.00 lakhs per camp is being provided for purchase of aids and appliances. However, the BDOs will place detailed indents well in advance before their

Collectors in actual for procurement or fabrication as the case may be. This will facilitate the Collectors for ensuring supply of the same to the concerned block well in advance.

9. The BSSOs/ DSSOs concerned will submit online return on fitment of aids and appliances to the SSEPD Department along with Utilization Certificate and will use the BBSA software of the Department for uploading of all information.

### **STRENGTHENING FABRICATION WORKSHOPS/ THERAPY UNIT**

A number of aids and appliances such as orthosis, prosthesis, moulded supports, splints and other modified appliances are required to be fabricated and supplied to PwDs. This requires a larger network of fabrication workshops. In Odisha SIDR, DDRCs and NGO operated fabrication workshops are operating and in some districts new DDRCs are coming up. Many of the fabrication workshops/ therapy units in the state are either under equipped or working with obsolete and defective machineries & equipment and are not adequately suitable for taking up the responsibility of fabricating such huge quantities of aids & appliances.

To address the issue the scheme makes special provisions for extending financial support to such fabrication units for procurement of essential and updated machineries and equipment as well as replacement of obsolete and broken equipment.

Efforts should be made for convergence with line departments and agencies for cost sharing and reducing expenses for surgeries.

### **OPERATION OF MOBILE FABRICATION WORKSHOPS**

Persons with Disabilities residing in remote rural areas and are not covered under existing fabrication centres run by SIDR, DDRCs and NGOs are facing numerous difficulties in availing artificial limbs and other orthotic appliances. Even these PwDs have to depend upon others for their mobility and to spend huge amount for availing such appliances. To facilitate fabrication and fitment of artificial limbs and other assistive devices at Panchayat/ Tehsil/ Block/ Sub-division Mobile Workshops are encouraged.

The mobile workshops will move to different uncovered locations of the state and camp over the spot and will take measurement of appliances, fabricate the same on the spot and fit to PwDs at the location. SSEPD Department will reimburse cost of such appliances at approved rate to the mobile workshop operators.

### **ASSISTANCE FOR MINOR SURGERIES TO PwDs**

Numbers of Persons with Disabilities reporting in camps, SIDR, DDRCs and DSSO offices require minor surgeries and even before fitment of aids and appliances. Many of such

persons cannot afford surgery due to financial hardships. Provisions are made under the scheme for assisting such PwDs through organization of special surgery camps and/or reimbursement of expenses for surgeries. Maximum ceiling under this programme is detailed hereunder:

Sl.	Disability Category	Type of Surgeries	Ceiling (INR)
1	Locomotor	CTEV, Club Foot, Polio deformity, etc.	30,000
2	Visual	Glaucoma, trachoma, Retina replacement surgery	20,000
3	Speech & Hearing	Cleft Lip & palate, surgery for cure of ear discharge	20,000
4	Burn Cases	Post Burn Contractures, Cosmetic Plastic surgeries	40,000

The DDRCs with DSSOs may also organize Special Corrective Surgery camps preferably in cooperation with CDMOs and private hospitals at the district headquarters or at such other suitable places to take up **corrective surgery** of the most deserving cases, such as children below 14 years and in schools.

#### **SUPPLY OF SELF EMPLOYMENT KIT TO PwDs**

Socio-economic rehabilitation of persons with disabilities is one of the core areas of concern. For this purpose skill training along with entrepreneurship development training is focused as one of the priority activity. But, in many cases the PwDs instead of opting for coming to vocational training centres are either adopting family professions or other economic activities with traditional training and practical experience by doing. In all these categories a number of PwDs who are not interested for any vocational training but require a start up kit to start business are facing problems in availing such kits due to want of small amount of support they require for the purpose.

PwDs in these categories can be supported with Self Employment Kits depending upon their trade requirement so that they can start their business from small scale or home based units and earn livelihood for themselves and their families. For this purpose during first camps such potential PwDs can be identified along with the trade they are interested in pursuing and can be provided Self Employment Kits during second camps. The composition of kits and categories of kits which can be provided will be finalized in consultation with the SSEPD Department by the concerned DSSOs before procurement.

#### **SELF-EMPLOYMENT ASSISTANCE**

Self-Employment is one of the preferred activities by PwDs for their economic rehabilitation. A number of PwDs for setting up of their business initiatives find it difficult to raise financial assistance as well as loans from banking and financing institutions as they are unable to meet the formalities prescribed by such institutions and forced to stay unemployed. To

facilitate startups and small individually owned enterprises the PwDs requiring startup supports will be covered under the programme.

Support under this scheme shall be limited to start up support and amount of support will be dependent on the trade they pursue. Group activities will also be considered under the programme. The PwDs requiring startup support shall submit their proposal to the DSSO concerned with details of cost estimates, profit loss accounts and repayment schedule etc. for consideration. On sanction the amount shall usually be disbursed in two phases.

### **SUPPORT FOR COMPLICATED SURGERIES & SMART APPLIANCES**

A number of PwDs need support for classified and complicated surgeries such as Cochlear Implant surgery, retinal replacement and such other specific and classified surgeries as well as fabrication and fitment of smart appliances including myoelectrical hands, modernized AK/ BK prosthesis; motorized tricycles & wheel chairs, laser cane etc.

Applications for such surgeries and appliances may be duly recommended to SSEPD Department by the concerned Collectors for consideration. The SSEPD Department will consider supporting all such cases every year.

### **SCHOLARSHIP FOR CHILDREN OF PwDs PURSUING HIGHER EDUCATION**

The persons with disabilities from lower income group are facing difficulties in their livelihood and not able to give proper education to their children. The Government after careful consideration decided that children of PwDs with annual family income below ` 2,40,000/- pursuing higher education after class 10<sup>th</sup> standard shall be assisted with education scholarship.

#### **a) Scholarship**

1. The students desirous to avail the scholarship shall submit application in prescribed format to DSSO concerned along with photograph, Aadhaar Number, mark sheet of last examination passed with certification/ recommendation by head of the educational institutions.
2. Under this scheme students so eligible will get scholarship towards reimbursement of admission and tuition and examination fees, hostel charges and purchase of books & learning materials for the academic year subject to maximum of Rs. 50,000/- annually. The students availing scholarship from either the Central or State Government under any other scheme shall not be considered.
3. The DSSOs will scrutinize the applications and shall submit requirement of funds before the Director, SSEPD. After receipt of the funds DSSOs will remit the scholarship to the accounts of the students with the approval of Collector.



4. The scholarship required will be remitted in advance for one year in question and roll over to the next academic session.
5. The utilization certificate on the expenditure shall be submitted by the DSSO along with proof of remittance with due counter signature of Collector to SSEPD Department by 28<sup>th</sup> February of each year.
6. Efforts should made to utilize funds in the same year. In exigencies the undisbursed balance amount will be rolled over for next year payment and shall be utilized first.

**b) Eligibility:**

For the purpose of award of scholarship under the scheme, applications can be submitted subject to fulfilling the following conditions.

1. The applicants must be bona fide resident of Orissa.
2. The applicant should be a regular student of recognized educational institutions.
3. The applicant shall have family income of not more than ` 2,40,000/- per annum.
4. The applicant is not receiving any financial assistance from State Government/ Central Government under any other scheme.

**c) Mode of allocation/ sanction / disbursement of scholarship**

1. The students desiring to avail the scholarship will submit an application as given in the **Annexure- C** through the head of concerned institution immediately after taking admission.
2. The head of institution on receipt of such applications will verify the information given therein with reference to records available, and recommend for sanction to concerned DSSO.
3. On the receipt of all such recommended applications, the concerned DSSOs will scrutinize the applications and get those sanctioned from the Collector as per rules and procedures.
4. DSSO, as the case may be, after sanctioning the scholarship, will place Block and ULB wise requirement of funds to SSEPD Department by under intimation to the Collector concerned.

5. After sanction of the scholarship amount, the DSSO /head of the institution will ensure that bank account is opened in the name of the candidate in case the candidate is 18 years of age or above, or a joint account in the name of father / mother/ guardian of the candidates in case the candidate is below 18 years.
6. The District Social Security Officer (DSSO) will ensure that such requirement reaches him / her by the given date line.
7. After receipt of requirement from the DSSO, SSEPD Department will release funds in first allotment to the DSSOs & he/she will remit the fund to the students directly.
8. After disbursement, the DSSOs will submit consolidated UCs to, SSEPD Department by the 31<sup>st</sup> March with due countersignature of the Collector.
9. The scholarship will be payable from the month of admission up to end of the academic session including the month of examination subject to maximum of 10 months in an academic year.
10. For continued absence for a period not exceeding three months, the scholarship shall be paid in full, provided that the absence was on health ground. In case of continuous prolonged absence without reasons, the DSSO concerned shall take a decision after making an inquiry into the merits of the case.
11. The DSSOs will maintain register of students including information on passing out from the course followed with certification and shall submit details thereof in the form of soft copy and hard copy to SSEPD Department for records.
12. The SSEPD Department may also invite online applications through online portal through Department website [ssepd.gov.in](http://ssepd.gov.in).

### **PRE-RECRUITMENT COACHING**

The students with Disabilities due to disability and weak financial condition are unable to avail the facilities of proper coaching and guidance to appear in different competitive examinations. Educational development leading to employment is to be focused on priority to minimize inequities in income and to endeavour to eliminate inequalities in status, facilities and opportunities for the students with disabilities. The students with disabilities due to physical and economic barriers are unable to compete in different competitive examinations as they are least benefited from the available private initiatives.

To facilitate socio-economic development of PwDs the programme will be providing emphasis on educational development of such persons through free coaching of students with disabilities. The Students with Disabilities having minimum 40% or more disability will be prepared to enable them to appear in competitive examination and succeed in obtaining

an appropriate job in Govt./ Public/ Private sector under free coaching programme for economically disadvantaged students with disabilities. Education and Training Institutions, Coaching Institutions and other Government, NGO and private institutions are eligible for assistance under the programme.

S. No.	Name of course for which coaching to be provided	Duration of coaching	Maximum ceiling of Coaching fee per Candidate (in `)
1	Central & State Civil Service (Preliminary & Main separately), Entrance examination for Engineering, Medical, MBA and other professional courses	6 Months	24,000
2	Other Group A & B examinations conducted by UPSC, Odisha Public Service Commission (OPSC), Group B Examinations conducted by SSC and SSSC	5 Months	20,000
3	Officers & Clerk Grade examinations for recruitment in the Banks, LIC, GICs, PSUs etc.	4 Months	16,000
4	OTET & other qualifying examination	2 Months	8,000

Stipend will be payable at the rate of `3,000/- per student per month for the entire duration of the coaching.

#### **ORGANIZATION OF JOB FAIRS FOR PwDs**

With the improvement of facilities of education and training many PwDs are able to complete higher education and training in different trades. Due to want of adequate publicity many of the PwDs are not able to avail the opportunities of getting jobs in Government, Corporate and other private sectors. Many of the employers are unaware of the capability of PwDs in many occupations where they are more productive than the non-disabled persons.

To reduce unemployment rate among the educated and trained PwDs the scheme provides scope for organization of job fairs within the State through SIDR/ DDRCs, district administration, Government agencies or in collaboration with different NGOs working for the PwDs and manpower/ service providers. These job fairs will provide scope for both employers and eligible PwDs to interact. The PwDs will be encouraged through these fairs for on job training, induction training and get employment. The programmes under the head include:

- a) Career counseling & guidance
- b) Support for on the job training up to a maximum period of three months
- c) Induction training not exceeding 3-7 days
- d) Employment facilitation
- e) Post placement follow-up and guidance

## **EQUIPPED MOBILE VANS FOR REHABILITATION SERVICES**

Identification of PwDs is being taken up regularly at the district and block headquarters through different programmes. A number of PwDs in remote villages and panchyats due to severity of disabilities, lack of support for mobility and even poverty are not able to move to camp sites. The PwDs requiring guidance, therapeutic help, aids and appliances, information on schemes and programmes, forms for scholarship, pension, etc. face difficulties. On the other hand the rehabilitation teams due to lack of mobility and problems of taking testing and therapeutic equipments to the villages are not able to provide required support and services to the PwDs. This situation has affected prevention and reduction in degree of disabilities and the PwDs particularly of remote villages and panchayats continuing to suffer without care and support.

The scheme envisages providing equipped mobile vans called “KHYAMATA EXPRESS” with equipment for assessment, therapies, awareness materials etc. to address the issue. The DDRCs and NGOs working for the PwDs will be assisted under the programme. Cost estimates under the programme include a) Mobile Van with modification; b) Assessment, therapeutic & IEC equipment; and c) Recurring Cost such as POL expenses, service charges for different services provided and other ancillary costs.

## **STRENGTHENING SHGs OF PwDs (MISSION KHYAMATA)**

Mission Khyamata is a programme of promoting Self Help Groups (SHGs) of PwDs which is in operation for nearly a decade. The SHGs duly constituted and registered with DSSOs will be supported with one time assistance of ` 50,000/- for initial activity support and start-up capital.

The programme envisage to promote SHGs through skill upgradation, entrepreneurship development training, book keeping and accounting, knowledge of market and some basic skills about business activity, etc. DDRCs/ NGOs / Voluntary Agencies / Development Agencies/ ITIs and RUDSETI type institutions/ capable agencies with good track record and professional competence to successfully implement such training will be responsible for running of the programme.

## **SKILL UPGRADATION TRAINING FOR PwDs**

Skill Development, is essential to PwDs to get wage/self-employment and for higher earnings, and/or improved working conditions, such as getting formal certification for hitherto informal skills, and/or moving from informal to formal sector jobs or pursue higher education/training. Soft skills (which would include computer literacy, language and workplace inter-personal skills relevant for the sector/trade) will be an integral part of the skills training process and will be suitably integrated into the course modules. All Skill Development courses offered under

the scheme framework will conform to the standards prescribed under National Skill Qualification Framework (NSQF).

### **LIVELIHOOD BUSINESS INCUBATOR**

Livelihood Business Incubator (LBI) is to create jobs at local level and reduce un-employment by creating a favourable ecosystem for entrepreneurial development. The main focus area under the livelihood incubation is to take up those commercial activities, which are need based to create enterprises for the Persons with Disabilities. The LBIs will facilitate setting up of business incubators so that eligible PwD youth can be adequately incubated in various skills and be provided the opportunity to set up their own business enterprises. Key components of LBIs may include facilities of entrepreneurship, skill development, promotion of new technology and livelihood based enterprises, mentoring and hand holding, forward and backward linkages and support for funding etc.

Private partner institutions and entities including commercial, social and CSR agencies can also set up livelihood incubation centres. Projects under PPP mode can also be set up under the programme. Collaborative programmes with National Small Industries Corporation (NSIC), Khadi and Village Industries Commission (KVIC) or Coir Board or any other Institution/agency of GOI/ State Govt. may also be considered.

Proposal in the prescribed proforma as per **Annexure-D** along with necessary enclosures and endorsement may be submitted to the SSEPD Department for consideration. The proposals will be appraised based on the merit of the incubator in promoting Livelihood based enterprises taking into account the locally available resources and local needs and accordingly selection will be done. In the case of Livelihood Business Incubators, the funds would be released based on the set parameters and terms of engagement with the incubators. The fund release to the PPP partner would happen only on the release of the matching contribution by the PPP partner for setting up of the incubators under PPP mode with the designated agencies.

The funds released by the SSEPD Department shall be kept in a separate bank account and shall not be utilized for any other purpose than the cause of the incubators. In addition to periodic evaluation and monitoring the concerned agency will submit monthly reports as per the MIS system.

### **DISASTER RELIEF AND REHABILITATION FOR PwDs**

Odisha is the state of recurrent disasters and in the event of occurrence of disasters people including PwDs have to suffer severe losses during disasters and post disaster effects. As part of disaster management policy the PwDs are required to be evacuated for precaution, supplied with relief, assisted for restoration of their house and properties including their livelihood sources for their sustenance, survival and daily living.

During such incidences supports will be provided for evacuation of PwDs, supply of immediate relief, support for replacement of damaged assistive aids and appliances, restoration of livelihood activities. The DSSOs depending upon the local requirement shall take up such activities with prior intimation to the SSEPD Department.

### **COMMUNITY BASED REHABILITATION (CBR)**

The objective of this project is to rehabilitate and train disabled individuals and integrate them into their communities. The focus is on partnership among the disabled persons, families, community, rehabilitation and health professionals to provide needed services in a non-institutional setting, in an environment where services for disabled persons are deficient.

In community based rehabilitation programmes the disabled person, the family, the community, and health professionals collaborate to provide needed services in a non-institutional setting, in an environment where services for disabled persons are seriously limited or totally absent. These programmes are appropriate in addressing the needs of the disabled especially in the rural settings. Its essential feature is its focus on partnership and community participation. Introducing rehabilitation services at a local or community level removes many obstacles to care, which are associated with institutions. The difficulty of travel and its expenses are eliminated or reduced to a minimum. The individual is not isolated from the community; family members and community volunteers are part of the rehabilitation process. All participants can see what the disabled person has achieved. This can help integrate the person into the community, which is prepared to value the unique contribution, which the disabled person is able to make.

#### **a) Objectives:**

1. To highlight the need to work for equality of status and opportunities for the disabled.
2. To rehabilitate and train disabled individuals, as well as to find ways to integrate them into their communities.
3. To bring the physically and mentally challenged into the mainstream of life and help them in their effort to become self sufficient and active members of society.
4. To promote the participation of community members by training a new corps of health and social workers.

#### **b) Project Cost:**

The cost for the various components of the CBR programme will be planned depending upon the size of the CBR project, and location of the project being implemented. Approaches to the implementation of CBR will vary and are largely determined by the particular social and demographic factors.

The CBR programme will utilize the services of special schools, Bharat Nirman Volunteers (BNVs) wherever available in the position of Rural Rehabilitation Volunteers. They will be trained for proper performance of their work.

Whenever a motorbike or a bicycle is proposed to be provided to the CBR volunteer, the traveling expenses will be paid only if no POL charges are given. The personnel in CBR programme will preferably be trained rehabilitation workers. Experience will also be taken into account. The services of specialists may be obtained through networking with regular programs providing such services.

### **SENSITIZATION OF WORKERS & ACTIVISTS ON DISABILITY ISSUES**

Disability is a cross cutting issue for many line departments and a number of officers and staff of Government, PRIs, NGOs and Corporates are involved in providing services to the PwDs. Many of such employees due to lack of adequate basic knowledge and understanding of problems and issues concerning disabilities are unable to handle the matters relating to PwDs. To address the issue special provision is made to sensitize Government officials, NGO heads, PRI members, corporate managers and other officials on issues concerning disabilities.

### **INFORMATION, EDUCATION AND COMMUNICATION PROGRAMMES (IEC)**

Services and infrastructure for rehabilitation of PwDs are rapidly increasing and institutions in Government, NGO and even corporate sectors are coming forward to work for the PwDs. But due to want of proper information on availability of services for them, PwDs are unable to take the benefit of those services. To sensitize the PwDs and their families on services, schemes and programmes available for them, following activities will be undertaken:

- a) IEC material preparation (print/ electronic)
- b) Organization of fairs/ festivals
- c) Publication of magazines/ news letters
- d) TV/ Radio/ Print media publicity
- e) Cultural shows/ street plays
- f) Community level meetings/ campaigns
- g) Hoardings, Posters, SMS broadcast
- h) Events for PwDs (sports/cultural)
- i) Any other awareness activities

### **LEGAL LITERACY, COUNSELING & LEGAL AID**

PwDs are often unaware about legislative provisions, deprived of natural justice due to disability and are left to the solitude forcing them to live in abject poverty and despair. PwDs who qualify for disability benefits to which they are entitled, will be provided legal aid, appropriate counseling and guidance and support for securing justice to ensure equality before law and a legal system which promotes justice on a basis of equal opportunity to all. Facilities of legal aid services are available at grampanchayats.

## **RESEARCH & DOCUMENTATION ON DISABILITY ISSUES**

Recent decades have seen the concept of disability move from a biomedical paradigm to bio-psycho-social and socio-political perspectives. As a result, disability is no longer perceived simply as a trait inherent within the individual, defined according to biomedical conditions alone, and captured solely according to medical diagnostic categories. Disability is now understood as a complex experience, one that is defined and shaped by the social and political contexts within which it occurs. Much can be learned about the experience of disability, therefore, by studying how people with disabilities are living, organizing, and advocating for their rights across different social and political conditions. Similarly documentation on rehabilitation models and initiatives is another arena of concern. For this purpose the Department proposes to support such research and documentation activities.

## **IMPLEMENTATION OF RIGHTS OF PWD ACT 2016**

Rights of Persons with Disabilities Act, 2016 received the assent of the President of India on 27<sup>th</sup> December 2016 repealing the PwD Act, 1995, raising disability categories from seven to twenty two. The Act mandates for education, employment, creation of barrier free environment, social security, etc. and focuses on comprehensive rehabilitation services at different level for all these 22 categories of PwDs. Rights of Persons with Disabilities Act, 2016 have cast responsibility to take effective measures to ensure that the PwDs enjoy their rights equally with others. The new law envisages enhancement of Rights and Entitlements of PwDs and to provide effective mechanism for ensuring their empowerment and true inclusion into the Society in a satisfactory manner. State Fund is to be created to provide financial support to PwDs. Publicizing the provisions of the Act and educating executive, judiciary and the political systems as well as the activists working for the PwDs will be one of the major task ahead.

The Department proposes to support publication and education activities on different provisions of the Act to promote a responsive and conducive atmosphere for enforcement of different provisions of the Act.

## **QUALITY LEARNING INITIATIVE FOR CHILDREN WITH DISABILITIES**

A study of teaching and learning in rural India by ASER revealed that the schools even lack basic facilities such as classrooms, boundary walls, water and toilet provision, and libraries, all of which are now included as required infrastructure specified in the Right to Education Act even in regular schools. The situations in inclusive and special schools require improvement. The schools enrolling children with disabilities lack special facilities including accessible classrooms, educational aids for CwDs, facilities of rehabilitation equipments, residential facilities, special teaching, rehabilitation professional and support staff. This situation creates the risk of high dropout and low performance among CwDs.



The Department will support special schools for improving the infrastructure facilities for creating a better environment for the CwDs and support the Government and recognized inclusive schools for creation of special infrastructure as well as maintenance support for CwDs.

### **SPECIAL INCENTIVE TO MERITORIOUS STUDENTS**

A number of meritorious PwD students pursuing higher education and training in different institutions throughout the country. In many cases the PwDs could not avail benefit of scholarship under any prevailing scholarship schemes. Such meritorious students may submit application to the SSEPD Department for consideration of their case for supporting their education and will be decided on case to case basis.

### **ROLE OF DISTRICT ADMINISTRATION**

The District Administration is expected to coordinate and converge the programmes and schemes of the Government for promoting comprehensive rehabilitation and protect the rights and opportunities for the PwDs in the district. District Administration needs to undertake detailed survey to identify all PwDs as specified in the Rights of Persons with Disabilities Act 2016, living in the district so that an action plan to cover each person by appropriate benefits can be drawn up. Most of the problems of the poor and destitute persons with disabilities can be dealt with by effectively bringing them into the fold of Government schemes that already exist. Awareness among the implementing officers about the need to focus on the disabled persons needs to be created. District Collector will be responsible for the following activities:

- a) Convergence and synergy among various development schemes for PwDs including BBSA scheme.
- b) Survey, identification and certification of all PwDs in prescribed standard format and creation of detailed database.
- c) Ensure issue of AADHAR Card, enrolment in UDID, issue of concessions and other necessary documents to all PwDs.
- d) Support for surgery and therapies as well as supply and fitting of rehabilitation and educational aids and appliances to all needy PwDs.
- e) Facilitate enrolment of all children with disabilities in schools, disbursement of scholarships and skill training of youths with disabilities.
- f) Ensure reservation target coverage in all programmes and schemes, employment and self-employment etc.
- g) Provide opportunities to all PwDs for redressal of grievances, settlement of issues concerning guardianship and justice.
- h) Promote participation of line departments, NGOs, Red Cross and other CSR agencies in the process of rehabilitation of PwDs.

- i) Make public places like the Collectorate, hospitals, bus stations, schools, parks, banks, post offices, market places etc. free from physical barriers.

### **ROLE OF BLOCK/ ULB ADMINISTRATION**

The Block/ Urban Local Body Administration are expected to coordinate and converge the programmes and schemes of the Government for promoting comprehensive rehabilitation and protect the rights and entitlements of the PwDs in their respective jurisdiction through:

- a) Organization of Samarthya Sibirs and service delivery thereof.
- b) Coverage of PwDs under different schemes of poverty alleviation, housing, pension, food security etc.
- c) Monitor working of Special Schools and enrollment of PwD children of the block.
- d) Facilitate access to legal aid through Gram Panchayats and legal aid cells.
- e) Organise Community Rehabilitation activities in selected Gram Panchayats for the welfare of PwDs
- f) Organise and support Self Help Groups for the self-employment of PwDs.
- g) Promote vocational training of the PwDs through the ongoing programmes for vocational training.
- h) Sensitization of local leaders and PRI members on disability rights and issues.
- i) Participation of CBOs, BNVs, and other stake holders at the grass root level.

### **BUDGET PROVISION & UTILIZATION**

The Collectors concerned should make the estimated budget requirement along with the action plan for their respective districts. In case of Programme Implementing Agencies (PIAs) the application/ request for funds shall be submitted to the SSEPD Department in prescribed proforma enclosed in **Annexure- E** along with support documents.

Proper records of beneficiaries, the acknowledgement of receipt of appliances by them, the tender procedure followed etc should be maintained as per Government financial procedures. Utilization Certificates for the programme/ project should be sent to the Director SSEPD by 31<sup>st</sup> March of the ongoing financial year. Similarly the NGOs shall submit utilization certificate (**Annexure-F**), audited statement and report cards (**Annexure- G**) along with such other documents as may be asked for. All soft copies must be sent to SSEPD Department at [ssepsec.od@nic.in](mailto:ssepsec.od@nic.in) within one month of completion of programme/ activity.

### **MISCELLANEOUS PROVISIONS**

#### **a) Monitoring**

Monitoring of the scheme will be done by the Social Security & Empowerment of Persons with Disabilities Department, Government of Odisha through the on-line

portal. The DSSOs shall ensure that list of beneficiaries, with necessary particulars, are maintained properly and category-wise in respect of their districts concerned.

**b) Administrative Expenses**

In order to implement the scheme the administrative expenses are likely to be involved including engagement of manpower at the Department for execution of the project. As the magnitude of data to be entered and processed would be enormous and the scheme gets implemented over the years there would be a need to engage qualified skilled personnel right from the beginning to ensure the data base of computerized systems are operational. Publishing advertisements and other publicity materials will be produced to generate awareness among the targeted beneficiary group. In order to meet the above expenditure or any other expenditure incidental to implementation of the scheme, a provision of not exceeding 3% of the total budget shall be kept as administrative expenditure.

**c) Litigations**

Any litigation on matters arising out of this scheme will be subject to sole jurisdiction of the courts situated in State Capital Territory of Bhubaneswar.


**d) Change in Scheme Provisions**

Social Security & Empowerment of Persons with Disabilities Department, Government of Odisha may, at its discretion, make necessary changes in the provisions of this scheme, as and when felt necessary, with the approval of Secretary of that Department in consultation with the Financial Adviser concerned.

**e) Review of Scheme**

Social Security & Empowerment of Persons with Disabilities Department, Government of Odisha may, at its discretion, undertake review of the scheme as and when required.



<b>PERSON WITH DISABILITY REGISTRATION FORM</b>							
<div style="display: flex; align-items: center;">  <div> <h2 style="margin: 0;">Unique Disability ID</h2> <p style="margin: 0; font-size: small;">Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment, Government of India.</p> </div> </div>							
<b>1. Personal Details</b>							
Applicant Name :	<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid black;"></td> <td style="width: 33%; border-bottom: 1px solid black;"></td> <td style="width: 33%; border-bottom: 1px solid black;"></td> </tr> <tr> <td style="font-size: x-small; text-align: center;">First Name</td> <td style="font-size: x-small; text-align: center;">Middle Name</td> <td style="font-size: x-small; text-align: center;">Surname</td> </tr> </table>				First Name	Middle Name	Surname
First Name	Middle Name	Surname					
Father's Name :	<input style="width: 95%;" type="text"/>						
Mother's Name :	<input style="width: 95%;" type="text"/>						
Date of Birth :	<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;"></td> <td style="width: 40%; border-bottom: 1px solid black;"></td> </tr> <tr> <td style="font-size: x-small; text-align: center;">(DD/MM/YYYY)</td> <td style="font-size: x-small; text-align: center;">Age :</td> </tr> </table>			(DD/MM/YYYY)	Age :		
(DD/MM/YYYY)	Age :						
Mobile No :	<input style="width: 60%;" type="text"/>						
E-mail ID :	<input style="width: 60%;" type="text"/>						
Gender :	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other						
Mark of Identification :	<input style="width: 95%;" type="text"/>						
Category :	<input type="checkbox"/> General <input type="checkbox"/> OBC* <input type="checkbox"/> SC* <input type="checkbox"/> ST*    (*Attached cast certificate for OBC/SC/ST only)						
Blood Group :	<input type="checkbox"/> O+ <input type="checkbox"/> O- <input type="checkbox"/> A+ <input type="checkbox"/> A- <input type="checkbox"/> B+ <input type="checkbox"/> B- <input type="checkbox"/> AB+ <input type="checkbox"/> AB-						
Marital Status :	<input type="checkbox"/> Married* <input type="checkbox"/> Unmarried <input type="checkbox"/> Widow <input type="checkbox"/> Divorced <input type="checkbox"/> Divorcee & Widower						
*If you are married give Spouse Name : <input style="width: 80%;" type="text"/>							
Name of Guardian/ Caretaker /Attendant / Related Person :	<input style="width: 80%;" type="text"/>						
His/Her Contact No. :	<input style="width: 20%;" type="text"/>						
Relation with Person with Disability :	<input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Wife <input type="checkbox"/> Husband <input type="checkbox"/> Uncle <input type="checkbox"/> Aunty <input type="checkbox"/> Sister <input type="checkbox"/> Other						
Educational Details :	<input type="checkbox"/> Primary <input type="checkbox"/> Middle/Higher Primary <input type="checkbox"/> Senior Secondary <input type="checkbox"/> Higher Secondary <input type="checkbox"/> Diploma <input type="checkbox"/> Graduate <input type="checkbox"/> PG Diploma <input type="checkbox"/> Post Graduate <input type="checkbox"/> Doctorate						
<b>2. Address Details</b>							
Correspondence Address :	<input style="width: 95%;" type="text"/>						
	<input style="width: 95%;" type="text"/>						
	Pincode : <input style="width: 20%;" type="text"/>						
State/UTs :	<input style="width: 20%;" type="text"/>						
District :	<input style="width: 20%;" type="text"/>						
City/Sub District/Tehsil :	<input style="width: 20%;" type="text"/>						
Village/Block :	<input style="width: 20%;" type="text"/>						
Document for Address Proof :	<input type="checkbox"/> Driving Licence <input type="checkbox"/> Ration Card <input type="checkbox"/> Voter ID <input type="checkbox"/> Other (Domicile Certificate)						

Permanent Address : \_\_\_\_\_  
 \_\_\_\_\_ Pincode : \_\_\_\_\_  
 State/UTs : \_\_\_\_\_ District : \_\_\_\_\_  
 City/Sub District/Tehsil : \_\_\_\_\_ Village/Block : \_\_\_\_\_

### 3. Disability Details

Have disability Certificate :  Yes\*  No (If yes, please fill in the following details & attach disability certificate)

Sr./Reg. No. of Certificate : \_\_\_\_\_ Date of Issue : \_\_\_\_\_  
(DD/MM/YYYY)

Diagnosis \_\_\_\_\_

Disability Percentage (%) : \_\_\_\_\_ (For example: 30%, 40%, 50%, 60%)

Details of Issuing Authority :  Chief Medical Office  Medical Authority

Disability Type :  Blindness  Muscular Dystrophy  Hearing Impairment  Hemophilia  
 Low Vision  Parkinson's Disease  Intellectual Disability  Thalassemia  
 Leprosy Cured  Sickle Cell Disease  Acid Attack Victim  Locomotor Disability  
 Cerebral Palsy  Dwarfism  Mental Illness  Multiple Sclerosis  
 Specific Learning Disabilities  Speech and Language Disability  Autism Spectrum Disorder  Chronic Neurological Conditions  
 Multiple Disabilities including Deaf Blindness  Deaf & Hard of Hearing

Disability By Birth :  Yes\*  No Disability Since : \_\_\_\_\_  
(in Year)

Pension Card Number : \_\_\_\_\_ Disability Scheme : \_\_\_\_\_

Hospital Treating Disability : \_\_\_\_\_

Disability Area :  Chest  Ears  Head  Left Eye  Left Hand  Left Leg  Mouth  
 Nose  Shoulder  Throat  Right Eye  Right Hand  Right Leg  Stomach

Disability Due to :  Accident  Congenital  Hereditary

### 4. Employment Details

Employed :  Yes  No\* Unemployed Since : \_\_\_\_\_

Occupation :  Govt. Job  Professional/Technical  Agriculture  Service & Shops  
 Clerks  Craft/Trade Workers  Daily Wages Worker  Plant/Factory  
 Other Occupation \_\_\_\_\_

BPL/APL :  N/A  APL  BPL  Antodaya

Personal Income (Annual) :  Below 10,000  From 10,000 to 1,00,000  1,00,000 to 5,00,000  > 5,00,000

Father Income (Annual) :  Below 10,000  From 10,000 to 1,00,000  1,00,000 to 5,00,000  > 5,00,000

Spouse Income (Annual) :  Below 10,000  From 10,000 to 1,00,000  1,00,000 to 5,00,000  > 5,00,000

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## 5. REHABILITATION PLAN

### 1. Therapy

- |                     |                          |
|---------------------|--------------------------|
| I. Physiotherapy    | II. Occupational therapy |
| III. Speech Therapy | IV. Psycho Therapy       |
| V. Mobility Therapy |                          |

### 2. Surgery

- |            |         |
|------------|---------|
| I. EYE     | II. ENT |
| III. ORTHO |         |

### 3. Aids & Appliances

- |                          |                      |
|--------------------------|----------------------|
| I. Hearing Aid           | II. Tricycle         |
| III. Wheel Chair         | IV. Blind Stick      |
| V. Orthosis / Prosthesis | VI. Splint/ Supports |
| VII. Walker              |                      |

### 4. Educational Appliances

- |                |                   |
|----------------|-------------------|
| I. Mr. Kit     | II. Braille Slate |
| III. DVR       | IV. Laptop        |
| V. Scholarship |                   |

### 5. Vocational / Self Employment/ Social Rehabilitation

- |                                          |
|------------------------------------------|
| I. Vocational Training in _____          |
| II. Self Employment (Trade) _____        |
| III. Employment _____                    |
| IV. Bus/rail/ Concession _____           |
| V. Disability Pension _____              |
| VI. NBFS _____                           |
| VII. Marriage Incentive _____            |
| VIII. Swavalamban Health Insurance _____ |

## 6. Any other assistance

### 7 Identity Details

Attached Identity Proof :  Driving Licence  PAN Card  Ration Card  Voter ID  Aadhar Card

Identity Proof Number : \_\_\_\_\_

Aadhaar Card Number : \_\_\_\_\_ TIN (NPR) : \_\_\_\_\_

Any Other State/UTs ID : \_\_\_\_\_ Other State/UTs ID Value : \_\_\_\_\_

I \_\_\_\_\_, the applicant do hereby declare that what is stated above is true to the best of my own information and brief.

Date : \_\_\_\_\_ Applicant's Signature/Thumbprint : \_\_\_\_\_

**AIDS & APPLIANCES REIMBURSEMENT FORM**

1. Regd. Number and Date :
2. Work Order Number :
3. Name of the Patient/ PwD :
4. AADHAR Number :
- Age/ Sex :
5. Monthly Income (person/ family) :
6. Permanent Address :
7. Present Address :
8. Diagnosis :
9. Appliances Prescribed :
10. Date of Delivery :
11. Cost of Aids/ Appliances :
12. Subsidy Allowed :

**Signature of Rehabilitation Professional**

**Undertaking from PwD/ Parent/ Guardian**

I solemnly declare that, I have not obtained any Aids/ Appliances from any other agency during last three years and will keep it for bonafied use by myself/ my son/ my daughter. Further, I declare that I have received this aids/ appliance in good condition and free of cost/ 50% subsidy/ full payment.

Approved By

**Signature/ LTI of PwD/ Parent/ Guardian**

**Officer –in- Charge**



**APPLICATION FOR AWARD OF SCHOLARSHIP TO  
CHILDREN OF PERSONS WITH DISABILITIES  
(for education after 10<sup>th</sup> standard)**

1. Name of the Candidate :  
(As in Matriculation certificate/  
school records)
2. Address :
3. Date of Birth/ Sex :
4. Father's name, disability category :  
and percentage (enclose father's  
disability certificate copy)
5. Family Income per annum (please :  
enclose Income Certificate)
6. Details of last examination :  
passed (enclose mark sheet and  
certificate thereof)
7. Course/ Class of education for :  
which scholarship applied for  
(academic session, duration, & date  
of admission)
8. Name and address of the :  
institution where course is  
under-taken
9. Whether hosteller or a day :  
scholar please specify
10. Details of Scholarship / Stipend / :  
financial assistance being  
received for the same course (if  
any)
11. Detail estimate of tuition fees as  
certified by the Institution
12. Any other information applicant :  
wishes to provide

Affix Passport size  
photograph duly  
attested by the  
head of the  
institution

I hereby declare that information provided above is true to the best of my knowledge and I am aware that providing wrong information will make me liable to legal action and recovery of scholarship amount.

**Date:**

**Name & Signature of the applicant**

**Place:**

**Name & Signature of Parent/ Guardian**

**(TO BE FILLED IN BY INSTITUTION)**

**Recommendation of the institution**

(only one application per student is to be recommended)

1. Certified that Shri/Kum./Smt. \_\_\_\_\_ is studying course of \_\_\_\_\_ which is (please tick the relevant or specify) Diploma / Degree / PG level study / any other (please specify \_\_\_\_\_) and is presently studying in - (Tick whichever is applicable)

I Year	II Year	III Year	IV Year
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The duration of the course is \_\_\_\_\_

2. The information furnished above by the student is in order and correct as per records of the Institution.
3. The student is receiving scholarship / financial aid / stipend from \_\_\_\_\_ / not receiving any scholarship / financial aid / stipend from any other source as per records of the Institute
4. The annual tuition fees requirement for academic year \_\_\_\_\_ is Rs. \_\_\_\_\_
5. General conduct of the student is satisfactory/ unsatisfactory (please strike out whichever is not applicable)

**Signature & Name of Head of Institution / Registrar / Dean**

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Seal of the Institution**

Certified that the applicant is not receiving any financial assistance from state Government/ central Government under any other scheme

**Place:** \_\_\_\_\_

Signature of Block Development Officer/  
Executive Officer NAC/ Municipality

**Date:** \_\_\_\_\_

**PROFROMA FOR SUBMISSION OF PROPOSAL  
FOR LIVELIHOOD BUSINESS INCUBATOR**

1.	Executive Summary	:	
2.	Endorsement from HEAD of Institution/ Agency hosting the LBI	:	
3.	Name of the LBI: Address, Phone, Fax	:	
4.	Name of Host / Promoting Institution/ Agency/ Organization Address, Phone, Mobile, E-mail	:	
5.	Particulars of Directors/ Partners/ Trustees/ Proprietor (Name Address Telephone/ Mobile, E-mail Age, Qualification & Experience)	:	
6.	Name, Designation & contact details of the LBI Head: - Address, Phone, Mobile, E-mail	:	
7.	LBI Information-General	:	
	a) Legal Status of LBI (enclose certificate of registration)	:	
	b) Establishment date & summary of registered Objectives	:	
	c) List of Governing Body / Board of Directors	:	
	d) Is the LBI head full time (w/o any other responsibility) and what powers are given for autonomy of LBI?	:	
	e) Thrust Areas of Incubation	:	
	f) Name of the Government Dept. / Ministry which is the sponsor	:	
	g) Date of last Annual General Meeting (attach the minutes of meeting)	:	
	h) Enclose Annual Audited statement & IT returns for last 3 years	:	
8.	Partner Institution's preparedness to host LBI	:	
	a) Experience and Expertise of the LBI Coordinator from Institution identified for the setting up of LBI. (Attach a brief CV/bio-data, a person with domain expertise and having conceptual understanding and deep interest for innovation and entrepreneurship would be	:	

	preferred to steer the LBI till it gets operationalized and thereafter would be an active interface between H.I. and LBI)	:	
	b) Details of patents granted, if any (Last 5 Years)	:	
	c) Awards & Recognition (Last 5 years): Details of Recognitions & Awards (having significant importance) won. Indicate separately for Faculty and Student community	:	
	d) Any other notable activities in innovation and entrepreneurship	:	
	<ul style="list-style-type: none"> <li>▪ Indicate details of product development /commercialization by faculty/students,</li> <li>▪ Details of the faculty with entrepreneurship orientation</li> <li>▪ Details of having organized relevant entrepreneurship development programmes (courses, workshops, seminars, competitions, lectures etc.) in the institute</li> </ul>	:	
9.	FEASIBILITY OF LBI Details on the institution's strength and preparedness in hosting LBI	:	
	a) Strength of the Institute in hosting LBI	:	
	b) Overall business environment of the location and ecosystem in the region	:	
	c) Assessment of entrepreneurial needs	:	
	d) Sources of tapping new incubate entrepreneurs	:	
	e) Financial model of the Incubator for operational sustainability of the LBI after 2/3 years as the SSEPD support will be available for first two years and may be extended by one more year with due approval	:	
10.	In case the LBI has any collaboration with other agencies for the specific project applied for details of Collaborator, their share contribution and approval thereof.	:	

11.	How much built up area (in sq. ft.) will be made available for LBI? (Enclosed layout plan)	:	SI	Description	Space Proposed (sq ft.)
			1	Dedicated Incubation Space	
			2	Conference Room	
			3	Meeting Room(s)	
			4	Office Space	
			5	Others (Specify)	
				TOTAL	

12.	Proposed Strategy & activity for agro / rural enterprise development.	:	
13.	Year-wise work plan for five years (a separate time linked activity chart to be provided along with the detailed work plan)	:	
14.	Target milestones (should be projected based on most likely attainable targets)	:	

Sl.	Outcome	Year 1	Year 2	Year 3	Year 4	Year 5	Total
a)	No. of entrepreneurs to be admitted for incubation						
b)	No. of entrepreneurs to be graduated from the incubator						
c)	No. of new products/ technologies to be developed/ innovations to be commercialized						
d)	No. of start-up service / start-up enabling / other firms to be incubated (many would be start-up themselves)						
e)	No. of college connect & related trainings to be conducted						
f)	No. of conferences / seminars /workshops to be organised						
g)	Other notable services to be provided [No. added every year to the existing]						

15.	Budget A) Non- Recurring	:	Sl.	Item of Expenditure	Amount (INR)
			1		
			2		
			3		
			4		
				<b>Total</b>	

B) Recurring	:	
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Sl.	Heads	Year 1	Year 2	Year 3	Year 4	Year 5	Total
1	Manpower						
2	Travel						
3	Utility & Maintenance						
4	Marketing promotion & publicity						
5	Network & Training Programmes						
6	Miscellaneous & Contingencies						
	Total						

\* Budget break-up of manpower and training programmes to be given on a separate sheet

16.	Revenue Generation Projections for Sustainability of LBI	:	
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Sl.	Means of Revenue Generation	Year 1	Year 2	Year 3	Year 4	Year 5	Total
1							
2							
3							
4							
5							
	Total						

Name & Signature of the  
Head of the Institution/Agency

Name & Signature of the  
LBI Co-coordinator

Date:

Place:

ENDORSEMENT FROM THE HEAD OF INSTITUTION/AGENCY HOSTING THE LBI  
(on letter head)

1. We have gone through and agree to abide by the terms and conditions of the grant scheme for LBI.
2. We have not submitted, nor do we intend to submit this, or a similar project proposal, to any other agency for financial or other support. In case we get the support, we will keep SSEPD informed.
3. We undertake that a full time dedicated Incubation Manager will be appointed to head the LBI and further appoint necessary full time support staff for the LBI. We also undertake that the LBI will be given functional autonomy and financial powers.
4. We undertake to provide \_\_\_\_\_ sq. ft. dedicated space to the LBI, in the campus and that such space would be provided for a minimum period of 5 years and extendable if so desired by SSEPD.
5. Certified that the hardware, other basic facilities and such other administrative support required for successful running of LBI will be extended to the LBI by Host Institute, as per terms and conditions of the grant.
6. We undertake to submit progress reports, statement(s) of accounts, utilization certificates, etc. as required.
7. Certified that Shri/Smt..... will be the LBI Co-coordinator of the proposed LBI. The LBI Coordinator will assume the responsibility of implementation of the project.
8. Our institution/agency assures to undertake the complete financial and other management responsibilities of the LBI, and successful running of LBI beyond 2/3 years of SSEPD's financial support.
9. If any of the above statements found to be incorrect by SSEPD at any point of time, the organization takes the responsibility to refund the entire amount released by SSEPD.

Date.....  
Place.....

Name, Signature & Seal of the  
Head of LBI

### Form of Application for Grant –in-Aid to PIAs

1. Financial Year for which Grant –in- Aid Requested for :
2. Project for which grant –in- aid applied for (enclose detail project proposal & beneficiary list ) :
3. Amount of grant-in-aid applied for (enclose detailed estimate) :
4. Name & complete address of managing organization (PIN Code, Phone, Fax, website, Email etc.) :
5. Date of Establishment :
6. Registration Details (Act under which registered with no. & date) (enclose copies of certificates & Byelaws) :
7. If registered under FCR Act, registration number, date & validity period (Enclose copy) :
8. Registration under Income Tax Act 1961 (PAN number, 12 AA, 80G etc.) (Enclose copies) :
9. Registration under PWD Act 1995 and NTMR Act 1999 (enclose copies) :
10. Details of Governing Body/ Managing Committee of the Organization (in the format) :
11. Financial status of the organization (enclose auditor’s report & balance sheet with IT return certificate for last 3 years. ) :
12. Whether separate project -wise accounts have been maintained for grants sanctioned earlier? :

S. No.	Name & Address	Occupation	Tel. No.	Educational Qualification



13. Whether principle of joint operation of Bank Accounts is being followed? :

14. Details of assets of the organization (in format) :

Sl.	Items	No. of Units	Value
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15. List of available professional staff with RCI registration number :

Sl.	Name & Address	Qualification	RCI Registration Number
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16. Activities/ programmes of the organization (please enclose latest annual report ) :

17. Projects/ programmes under implementation (in format) :

Sl.	Project Name	Location	Beneficiaries (category & no. )	Project cost
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18. Weather the organization is ever black listed or charge sheeted by any authorities? If yes details thereof. :

19. Details of Bank Account (with branch address, account number, IFSC/ RTGS code etc.) :

20. Name and address of contact person with mobile & email address :

21. Utilization Certificate in respect of last year's GIA submitted or not. Enclose a copy of the same.

22. Any other (specify) :

**Date:**

**Signature of  
Head of Institution with Seal**

**FORM O.G.F.R. 7 A**

(See Rule 172)

Form of "Utilization Certificate for the Year \_\_\_\_\_

I hereby certify that the grant placed at my disposal/at the disposal of ..... in the year,.....and the amount available for expenditure during the said year were as follows :—

- I. (a) Unspent balance at the end of the year : Rs. ....
- (b) Grant received during the year of ..... : Rs. ....  
Quote the number and date of authorization issued by Accountant-General, Odisha. Whenever it is dependent on such authority and in other cases only the number and date of sanction and designation of sanctioning authority.  
(F. D. Memo. No. 30007-(144) F-, dard the 2<sup>nd</sup> July, 1962)
- Total** : Rs. ....
- II. Expenditure during the year
- (i) Out of unspent Balance as in 1 (a) above : Rs. ....
- (ii) Out of the grant referred to in 1 (b) above : Rs. ....
- Total** : Rs. ....
- III. unspent balance at the end of the year Rs. ....

2. I further certify that the expenditure of Rs..... shown as expenditure in the year ..... has been expended solely on ..... under my charge within the Jurisdiction of ..... and for no other purpose and that the sum of Rs. . (.....) shown as balance at the end of the year. .... is available for expenditure and no part or it has been diverted to other purposes.

Contd....p/2

**// 2 //**

3. I further certify that a list of works on which the expenditure Rs. . . . . . has been incurred and the amount spent on each has been prepared and maintained in my office .....  
..... in the office of the .....;,,.....;

Dated, the .....

Chairman/President/ Secretary of

\_\_\_\_\_

Dated, the .....

DISTRICT OFFICER

Dated, the .....

HEAD OF THE DEPARTMENT

**BHIMA BHOI BHINNAKSHYAMA SAMARTHYA ABHIYAN  
MONTHLY PROGRESS REPORT**

1.	Reporting Month	:	
2.	Programme / Component	:	
3.	Programme Location	:	
4.	Implementing Agency	:	

**Part I – Physical Progress**

<b>A</b>	<b>Samarthya Sibir Abhiyan</b>	Up to Last Month	Current Month	Total
1	Sibirs Conducted			
2	No. of PwDs Evaluated (Category wise)			
3	No. of PwDs issued Certificates			
	<b>Registered for</b>			
4	Therapy			
5	Aids & Appliances (Category wise)			
6	Surgery (Category wise)			
7	Education / Scholarship			
8	Skill/ Vocational Training			
9	Self Employment			
10	Others (Specify)			

<b>B</b>	<b>Aids &amp; Appliances &amp; Self Employment Kit</b>	Up to Last Month	Current Month	Total
1	Orthosis			
2	Prosthesis			
3	Support/Splint			
4	Tricycle			
5	Wheel Chair			
6	Auxiliary Crutches			
7	Elbow Crutches			
8	Walking Stick			
9	Braces			
10	CP Chairs			
11	Standing Frame			
12	Walker			
13	Rolator			
14	Hearing Aids			
15	Ear Mould			
16	Solar Charger			
17	Blind Stick / Long Cane			

18	Braille Slate			
19	Digital Voice Recorder			
20	Low Vision Kit			
21	Educational Kit for VI			
22	Lap Top for with Jaws Software			
23	Educational Kit (ID/ ASD)			
24	MCR Shoes/ Chappal			
25	Smart Appliances			
26	Motorized Tricycle/ WC (CSR)			
27	Geriatric Appliances			
28	Others (Specify)			

<b>C</b>	<b>Surgeries</b>	Up to Last Month	Current Month	Total
1	CTEV Surgery			
2	Reconstructive Surgery			
3	Burn Contracture Surgery			
4	Cataract Surgery			
5	Corneal Replacement			
6	Cochlear Implant Surgery			
7	Cleft Lip/ Palate Surgery			

<b>D</b>	<b>Job Fairs for PwDs</b>	Up to Last Month	Current Month	Total
1	Registration for Job Fair			
2	Carrier counseling & guidance			
3	Support for on the job training			
4	Induction training			
5	Employment facilitation			
6	Pre- examination Coaching			
7	No. PwDs Placed in Employment			
8	Post placement follow-up & guidance			
9	Others (Specify)			

<b>E</b>	<b>Kshyamata Express</b>	Up to Last Month	Current Month	Total
1	Awareness Progs. Conducted			
2	Detection Camps Conducted			
3	No. of new cases identified			
4	Services Provided (Specify)			
5	Individual/ Family Counselling			
6	Parent/ Group Meeting			
7	Others (Specify)			

<b>F</b>	<b>SHGs of PwDs (Mission Khyamata)</b>	Up to Last Month	Current Month	Total
1	Nos. registered for SHG			
2	Number of SHGs formed			
3	No. of SHGs Opened Bank Account			
4	No. SHGs provided one time assistance			
5	Nos. covered under Skill upgradation			
6	Nos. of EDP Training Conducted			
7	Others (Specify)			

<b>G</b>	<b>Skill Training &amp; Self- Employment</b>	Up to Last Month	Current Month	Total
1	Nos. registered for training			
2	Pre-training Counselling			
3	Skill training			
4	Post training support			
5	Post training employment			
6	Post training Self-employment			
7	Post employment follow-up			
8	Others (Specify)			

<b>H</b>	<b>Livelihood Business Incubator</b>	Up to Last Month	Current Month	Total
1	No. of entrepreneurs admitted			
2	No. of entrepreneurs graduated			
3	No. of new products/ technologies developed/ innovations commercialized			
4	No. of startup service / startup enabling / other firms incubated			
5	No. of college connect & related trainings conducted			
6	No. of conferences / seminars /workshops organized			
7	Other notable services provided			

<b>I</b>	<b>Community Based Rehabilitation</b>	Up to Last Month	Current Month	Total
1	Sensitization camps conducted			
2	Counselling Provided (Nos.)			
3	Medical assessment / therapy (Nos.)			
4	Special Education			
5	Inclusive Education			
6	Vocational Training			
7	Self Employment			
8	Others (Specify)			

<b>J</b>	<b>Community Awareness (IEC)</b>	Up to Last Month	Current Month	Total
1	Village Meetings Conducted			
2	Street Plays organized			
3	Video Shows organized			
4	Events for PwDs			
5	IEC material prepared			
6	Cultural shows/ competitions organized			
7	Publication if any			
8	Others (Specify)			

<b>K</b>	<b>Legal Literacy, Counseling &amp; Legal Aid</b>	Up to Last Month	Current Month	Total
1	No. of PwDs registered			
2	No. of PwDs counseled			
3	No. of PwDs provided legal aid			
4	Legal Literacy Progs. Conducted			
5	No. of cases filed			
6	No. of cases resolved			
7	Others (Specify)			

### Part II – Special Aspects

1	Details of Notable Events	:	
2	Special Achievements	:	
3	Success Stories	:	Enclose Case History with Photograph/ Video
4	Problems, if any during	:	
5	Others (Specify)	:	

### Part III – Financial Performance

<b>A</b>	<b>Receipts</b>	Grants			Other Sources	Grand Total
		Approved Budget (Head Wise)	Receipts up to Last Month	Receipts during the Month		
1						
2						
3						
4						
5						
	<b>TOTAL</b>					

<b>B Expenditure</b>							
Sl. No.	Approved Budget (Head Wise)	Grants available for the Year	Expenditure			Balance Available	Remarks
			Up to Last Month	During the Month	Total Expenditure		
1							
2							
3							
4							
5							
	<b>TOTAL</b>						

**(Signature of Authorised Signatory)**

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Dated:** \_\_\_\_\_