

SCHEME OF ASSISTANCE TO DISABLED PERSONS FOR PURCHASE/FITTING OF AIDS/APPLIANCES (ADIP SCHEME)

1.0 INTRODUCTION

Provision of suitable aids and assistive devices is one of the first steps in the process of rehabilitation of Persons with Disabilities (PwDs). It has been the constant endeavour of the Government to provide PwDs with aids and assistive devices, which are essential for their overall rehabilitation and empowerment. As per Census, 2011 there are 2.68 crore PwDs in the country. In addition, a large number of children below 14 years of age suffer from delayed development. Many of them suffer from intellectual disabilities and cerebral palsy and require aids/appliances to attain the capacity for self-care and independent living. With the application of modern technology, a number of aids have emerged which can reduce the effects of disabilities and enhance the overall potential of the PwDs. However, a large proportion of PwDs are from the low income group and are deprived of the benefits of these appliances because of their inability to garner funds to acquire these and consequently live a dignified life.

1.01. In the light of the Government's commitment for enabling and empowering PwDs, it has been decided to continue the scheme in a modified form by enhancing the quantum of assistance, cost, ceiling of aids and assistive devices and family income ceiling taking into consideration the cost escalation during the period these monetary limits have not been revised. In addition, the modified scheme in terms of coverage of beneficiaries and more users friendly.

2.0 OBJECTIVE

The objective of the Scheme is to provide durable, modern and scientifically manufactured aids and assistive devices to PwDs for promoting their physical, social and psychological rehabilitation, thereby reducing the effects of disabilities and enhancing their educational and economic potential. The aids and assistive devices supplied under the Scheme must have due certification.

3.0 DEFINITIONS

Definitions of various types of disabilities as given in the "The Rights of Persons with Disabilities (RPwD) Act, 2016" and "National Trust Act, 1999."

4.0 SCOPE

The Scheme will be implemented through the Implementing Agencies as listed in para 5.0. The Agencies will be given financial assistance for purchase, fabrication and distribution of such standard aids and appliances that are in conformity with the objectives of the Scheme. The Implementing Agencies will take care of/ make suitable arrangements for fitting and post-fitting care of aids and assistive devices distributed under the Scheme. They will give wide publicity of the distribution of such aids and appliances to PwDs. Further, before the distribution camp they will inform the District Collector, BDO, local public representatives, State Government and the Department of Empowerment of Persons with Disabilities (Divyangjan) about the date and the location of the camp. After the camps, they shall upload the list of beneficiaries and details of aids and assistive devices on the Management Information System (MIS) of the scheme. The list of beneficiaries shall be prominently displayed on the website of Implementing Agencies as well.

4.01 The Scheme shall also include essential surgical correction and intervention, prior to fitment of aids and appliances, as per the following norms:

- (i) Rs.1500/- for speech & hearing impaired.
- (ii) Rs.3,000/- for visually impaired.
- (iii) Rs.15,000/- for orthopedically impaired.

5.0 ELIGIBILITY OF IMPLEMENTING AGENCIES UNDER THE SCHEME

The following agencies are eligible to implement the Scheme on behalf of the Department of Empowerment of Persons with Disabilities (Divyangjan) under the aegis of the Ministry of Social Justice and Empowerment, subject to fulfillment of following terms and conditions:

- i. Societies and their branches, if any, registered separately under the Societies Registration Act, 1860.
- ii. Registered Charitable Trusts.
- iii. Indian Red Cross Societies and other Autonomous Bodies headed by District Collector/Chief Executive Officer/District Development Officer.
- iv. National/Apex Institutes, CRCs, RCs, DDRCs, National Trust, ALIMCO, functioning under administrative control of the Ministry of Social Justice and Empowerment/Ministry of Health and Family Welfare.
- v. National/State Handicapped Development Corporations.

- vi. Local Bodies – Zilla Parishad, Municipalities, District Autonomous Development Councils and Panchayats etc.
- vii. Hospitals registered as separate entities, as recommended by State/UT/Central Govt.
- viii. Nehru Yuva Kendras.
- ix. Any other organization as deemed fit by the Department of Empowerment of Persons with Disabilities, Ministry of Social Justice & Empowerment, Govt. of India.

5.01 Grant-in-aid under the Scheme will not be given for commercial production or supply of aids/appliances.

5.02 While approving new implementing agencies, preference would be given to those Agencies:

- (i) Which employ professional/technical expertise, in the form of professionally qualified staff (from RCI recognized courses) for identification, prescription of the required aids/appliances, fitment and post-fitment care of beneficiaries as well as aids/appliances.
- (ii) Possess infrastructure in the form of machinery/equipment for fabrication, fitment and maintenance of aids/appliance to be given to a person with disability under the ADIP Scheme and which have a capacity to produce aids and assistive devices with ISI standards/ISO certification.

6.0 ELIGIBILITY OF THE BENEFICIARIES

Conditions :-

- i. An Indian citizen of any age.
- ii. Holding a 40% **Disability Certificate (Benchmark disability)**.
- iii. Having monthly income from all sources not exceeding Rs.30,000/- per month.
- iv. In case of dependents, the income of parents/guardians not exceeding Rs. 30,000/- per month.
- v. Not having received assistance during the last 3 years for the same purpose from any source. However, for children below 12 years of age, the minimum time of assistance is one year.

Note:-(a): Income certificate from Revenue Agencies / BPL Card / MGNREGA Card / Disability Pension Card / Certificate by M.P./MLA/Councilor/Gram Pradhan failing which Notarized Affidavit C/o Implementing Agencies may be accepted for providing aids/ appliances to PwDs. Income certificate of beneficiaries staying in orphanages and half-

way homes etc. may be accepted on certification of District Collector or Head of the organization concerned. Such beneficiaries will be provided aids & appliances under this Scheme by ALIMCO only.

(b). As per provision of the RPwD Act, Disability Certificate will be issued by the prescribed Medical Authority.

(b) (i) Responsibility for issue of a Joint disability Certificate for availing the benefits under the ADIP-SSA will be that of a (a) Headmaster or Principal of the School (b) Government Doctor of Government Primary Health Centres (PHCs) or Community Health Centres (CHCs) (c) Local SSA Authority and (d) representatives of ALIMCO.

(b) (ii) In case of less than 40% disability, CWSN can be issued aids and assistive devices based on the joint certification at sub para (b)(i) above.

(b) (iii). Temporary Disability Certificate issued by the Competent Medical Authority for children up to the age of 6 years or Developmental Delay Certificate issued by Competent Medical Authority for children up to the age of 6 years may be considered for distribution of TLM Kits under ADIP Scheme to persons with Intellectual and Developmental disabilities as approved by the Ministry. However, there is no dilution of the condition of minimum 40% disability as stipulated in the ADIP Scheme.

7.0 QUANTUM OF ASSISTANCE

(i) For aids /appliances costing upto Rs. 15,000/-.

- Full financial assistance under the scheme.

(ii) For aids /appliances costing between Rs. 15,001/- to Rs. 30000/-

- Financial assistance upto Rs 15000/-

(iii) Further, all expensive items costing above Rs. 30,001/, except Cochlear Implant and Motorized Tricycle, eligible for assistance under the scheme, subject to income ceiling, would be listed out. Government of India shall bear 50% of cost of these items thus listed by the Committee and the remainder shall be contributed by either the State Govt. or the NGO or any other agency or by the beneficiary concerned subject to prior approval of Ministry on case to case basis; limited to 20% of the Budget under the Scheme.

Note :- For providing modern assistive devices to all categories of PWDs, the items will be decided by Expert Committees constituted in the Department of Empowerment of Persons with Disabilities.

(iv). Cochlear implant

Cochlear Implant and post operative therapy and rehabilitation for children with Hearing Impairment with a ceiling of Rs. 7.00 lakh per unit (to be borne by the Government) in case of children with pre-lingual hearing loss between 1 to 5 years of age and Rs.6.00 Lakh in case of children with acquired hearing loss between 5 to 18 years. The financial support will cover the cost of implant, surgery, therapy, mapping, travel and pre-implant assessment in both cases.

Ali Yavar Jung National Institute of Speech & Hearing Disabilities (Divyangjan), (AYJNISHD) Mumbai, will be the nodal agency for Cochlear Implant Surgery. Surgery will be done at the hospitals empaneled by the Department of Empowerment of Persons with Disabilities. Cochlear Implant device will be procured by Artificial Limbs Manufacturing Corporation of India (ALIMCO), as per the specification recommended by the core committee.

Note: - Beneficiaries will be linked with Aadhar number.

7.01 The amount of assistance will be as follows:-

Total Income	Amount of Assistance
i. Upto Rs. 22,500/- per month	i. Full cost of aid/appliance
ii. Rs.22,501/- to Rs. 30,000/- per month	ii. 50% of the cost of aid/appliance

7.02 Travelling cost in terms of rail fare or bus fare would be admissible separately to the PwD and one escort fare, subject to a limit of Rs. 250/- per person, irrespective of number of visits to the centre and for attending the distribution camp for aids & assistive devices. The beneficiary should attend the Rehabilitation Centre nearest to his/her place of residence except in the North-Eastern Region where he may be allowed travel cost for travelling outside the Region till such facilities become available within the North Eastern Region.

7.03 Further, boarding and lodging expenses at the rate of Rs.100/- per day for maximum duration of 15 days would be admissible, only for those patients whose total income is upto Rs.22,500/- per month and the same will be allowed to attendant/escort. Boarding and lodging expenses will be admissible for the following:-

- i. To attend the camp for receiving aids and assistive devices.
- ii. **Persons with Locomotor disability:**
 - a. Corrective/reconstructive surgery
 - b. Cases requiring stay for fitment of artificial limb/caliper
- iii. **Person with Hearing disability:** Cases requiring stay for earmould fabrication/fitment

Implementing agencies will, as far as possible, avail the facilities of boarding and lodging available in the Dharamshalas attached to Hospitals.

8.0 TYPES OF AIDS/APPLIANCES

The following aids and appliances may be allowed for each type of disability. However, any other item as notified from time to time by the Department of Empowerment of Persons with Disabilities for the purpose will also be allowed.

8.01 PERSONS WITH LOCOMOTOR DISABILITY

a) All prosthetic and orthotic devices, mobility aids, surgical foot wears, MCR chappals, all types of devices for ADL (activity of daily living) as recommended by expert committee from time to time.

b) HIGH END PROSTHESIS:-

High end Prosthesis (Below Knee, Above Knee, Below elbow and Above elbow) to Persons with disabilities having 80% and above disability. Extent of subsidy would be Rs.30,000/-.

c) Motorized tricycles and Motorized wheelchairs for persons with severe locomotor disability, Stroke, Cerebral Palsy, Hemiplegia and any other person with similar conditions, where either three/four limbs or one half of the body are severely impaired. Persons with Disabilities having 80% and above disability would be eligible for assistance for Motorized tricycle and Motorized wheelchair. Extent of subsidy would be Rs.50,000/-. This will be provided to persons aged 16 years and above, once in five years. Persons with severe disability of 16 years and above age having mental impairment shall not be eligible for Motorized tricycles and wheel chairs since it puts them at a risk of

serious accident/physical harm. Within the maximum subsidy to be provided for distribution of motorized tricycles, the years specific limit would be decided by a Committee having representation of DEPWD, ALIMCO and if required, other concerned agencies.

8.02 PERSONS WITH VISUAL DISABILITY INCLUDING DEAF BLIND AND WITH OTHER DISABILITIES.

- a. Accessible Mobile Phone to visually impaired students aged 18 years and above, once in five years and Laptop, Braille Note Taker and Brallier to school going students with disability (class 10th and above), once in 10 years. However, the extent of financial support under the Scheme would be in accordance with the provisions contained in **para-7.0.**
- b. Learning equipments.
- c. Communication equipments.
- d. Low vision aids.
- e. Special mobility aids for persons with visual disability with muscular dystrophy or cerebral palsy like adapted walkers.
- f. Any suitable aids & assistive devices as recommended by Expert Committee from time to time.

8.03 PERSONS WITH HEARING DISABILITY

- a. Various types of hearing aids, including BTE etc.
- b. Educational kits.
- c. Assistive and Alarm devices.
- d. Any suitable aids & assistive devices as recommended by Expert Committee from time to time.

8.04 Persons With Intellectual and Developmental Disabilities

- a. Teaching and Learning Material (TLM) Kits.
- b. Multi Sensory Inclusive Education Development (MSIED) Kit.
- c. Any suitable device/kit/learning material as advised by Expert Committee from time to time.

8.05 MULTIPLE DISABILITY

Any suitable device as advised by Expert Committee from time to time.

8.06 LEPROSY CURED PERSONS

- i. Assistive Daily Living Kits (ADL) for Leprosy cured persons.
- ii. Any suitable device as advised by Expert Committee from time to time.

8.07 NEW DISABILITIES ADDED IN THE RIGHTS OF PERSONS WITH DISABILITIES RPWD ACT, 2016

Any suitable aids and assistive devices as may be specified by Expert Committee from time to time for new disabilities added in the RPwD Act, 2016.

8.08 Periodic revision of aids/appliances

List of assistive devices may be revised periodically by the Department of Empowerment of Persons with Disabilities (Divyangjan), without seeking the approval of Expenditure Finance Committee/Cabinet Committee on Economic Affairs, within the financial ceiling prescribed by Expert committee constituted in the Department. Department may also issue further guidelines in pursuance of aims & objective of the Scheme.

9.0 Administrative Expenses

1% of the Budget under the Scheme may be used for providing information, education and communication regarding the Scheme, engagement of consultants/technical personnel to effectively administer the Scheme, the expenditure involved in registration of beneficiaries through CSC Centres, preparation of Mobile App, MIS Portal and Third Party Evaluation.

10.0. Identification of beneficiaries /distribution of aids & assistive devices:-

- i. **Through Camp Activity:-** Implementing agencies will carry out assessment of beneficiaries in camp mode at district levels, followed by distribution camps. Implementing Agencies need to focus on coverage of inaccessible and un-served areas. Camps will also be organized from time to time as per emerging requirements.

- ii. **Through Headquarter Activity:-** The National Institutes/CRCs/ALIMCO/ DDRCs other implementing agencies will utilize the grants to extend services to eligible beneficiaries who approach their headquarters or their respective Regional Centres.

Some well-established NGOs having Centres/Sub-centres that carry out OPD activities and undertake corrective surgical operations for persons with disabilities may also be considered for grants-in-aid for their headquarter activities.

- iii. **Through Common Service Centres (CSCs), a SPV under the Ministry of Electronics & IT, Govt. of India :** The Department will enter into a MOU with the CSCs functioning all over the country at Block, Taluka, Gram Panchayat levels for registration of beneficiaries who need aids and assistive devices under the ADIP Scheme. Under the system, the beneficiary will be registered at any CSC across the country with the requisite documents viz., Disability Certificate, Income Certificate, Aadhar Card, Residence proof etc. These documents will be uploaded. The data of registered beneficiaries will be transferred by CSC to the Implementing Agencies like, Artificial Limbs Manufacturing Corporation of India (ALIMCO), a CPSE under the Department, National Institutes and Composite Regional Centers functioning under the administrative control of the Department, based on the location of the registered beneficiary. The concerned Implementing Agency will take necessary action for assessment through RCI approved P&O and other professionals and undertake distribution of aids and assistive devices to the eligible beneficiaries within 6 months from the date of such registration.

- iv. **Through Mobile App:-** In order to facilitate the beneficiaries in getting aids and assistive devices, a Mobile app will be launched by the Department which will enable beneficiaries to either place request for new assistive devices(new registrations) or repair of existing devices (existing user). The requests so received on the app will be compiled in the Department of Empowerment of Persons with Disabilities, and forwarded to the implementing agency located nearest to the residence of the beneficiary. The implementing agency will obtain the required documents as stipulated in the ADIP Scheme from the beneficiary at the time of assessment and distribute aids and assistive devices to eligible beneficiaries within six months from the date of such registration.

- v. **Through Management Information System (MIS)/ADIP Web Portal:** The portal will facilitate PwDs for **online request for providing aids & assistive devices** to the eligible beneficiaries within 6 months from the date of such registration on the Portal.

11.0 PROCEDURE FOR RECEIPT OF GRANT-IN-AID BY AN IMPLEMENTING AGENCY.

The organizations will submit their application in the prescribed format **(Annexure-I & II)** to the Department of Empowerment of Persons with Disabilities (Divyangjan) through concerned State Government/UT Administration. The proposals of Non Government Organizations (NGOs)/Voluntary Organizations (VOs) will be submitted on e-Anudaan Portal of the Ministry (www.grants-msje.gov.in) only.

The application should be accompanied with following documents/information (duly self- attested):

- a. A copy of Registration Certificate u/s 51/52 of Rights of Persons with Disabilities Act, 2016.
- b. A copy of Registration Certificate under Societies Registration Act, 1860 and their branches, if any, separately or Charitable Trust Act.
- c. Names and details of the Members of Management Committee of the Organization **(Annexure-III)**
- d. A copy of Rules, Aims and Objectives of the Organization.
- e. A copy of Certified Audited Accounts and Annual Report for the previous year (showing that the organization is financially sound). In case of organizations seeking first time grants-in-aid under the scheme, Audited Account and Annual Reports for the last three years will be required.
- f. The Implementing Agencies already receiving grant-in-aid under the Scheme should upload the list of beneficiaries and other details on the Management Information System (MIS)/ADIP Web Portal. The implementing agencies will also provide the list of beneficiaries assisted through the grant-in-aid under the scheme (as per proforma given in **Annexure-IV**) to the Department of Empowerment of Persons with Disabilities (Divyangjan) on demand.
- g. Implementing agency should also maintain a website and upload details of grants received, utilized and list of beneficiaries as per proforma given in **Annexure-IV**
- h. Utilization Certificate as per **Annexure-V**.
- i. The Implementing Agencies shall provide one year free of cost maintenance of the aids & assistive devices supplied by them.
- j. The organization will provide reservation to SC/ST/OBC and persons with disabilities in accordance with instructions issued by Govt. of India from time to time if its employees are more than 20 persons on a regular basis.
- k. PAN and Aadhaar Number details of the Trustees/members of the NGO/VO.

12.0 RECOMMENDATION

The State Government/UT Administration/National Institute/Any other agency authorized by the Ministry should send its recommendation to the Department of Empowerment of Persons with Disabilities (Divyangjan). However, no recommendation is required in case of National Institute and ALIMCO/CRCs and other organizations working under the administrative control of Ministry of Social Justice and Empowerment Government of India.

13.0 SANCTION/RELEASE OF GRANT-IN-AID

Except for the organisations functioning under the administrative control of Ministry of Social Justice & Empowerment, Govt. of India, the Implementing Agencies will be sanctioned grant-in-aid in a particular financial year after receiving recommendations from State Government/UT Administration/National Institute/any other agency authorized by Department of Empowerment of Persons with Disabilities (Divyangjan).

The subsequent financial assistance would be sanctioned after receipt of Utilization Certificate and other relevant documents as prescribed.

13.1 The recommending authority shall conduct sample checking of beneficiaries regarding utilization of grant-in-aid by the Implementing Agency. The sample checking would cover at least 15% (in case of grant-in-aid upto Rs. 10.00 lakh) and 10% (in case of grant-in-aid exceeding Rs. 10.00 lakh).

A Doctor of a Primary Health Centre/Block/Tehsil/Tehsildar/Nayab Tehsildar/SDO/BDO/SDO level officer or Social Welfare Officer/ District Disability officer/Women and Child Development Officer holding charge of Social Welfare/ any other officer authorized by District Collector may be the Test Checking Authority. The above said authorities will also be the Test checking authorities in respect of NIs and ALIMCO. However, in case of NIs/CRCs/RCs, the Test Checking can also be done by an authorized officer from any other NI.

13.2 The grant-in-aid would normally be released in one installment if grant-in-aid is less than Rs. 10 lakh. However, this limit will not apply for special definition camps held with the approval of Department of Empowerment of Persons with Disabilities (Divyangjan). The Quantum of 1st and 2nd installment will be decided by the Department keeping in view the provisions under

General Financial Rules and also in consultation with Integrated Finance Division.

13.3 Implementing agencies shall use 5% of the grant-in-aid as administrative/overhead expenses for conducting awareness, assessment, distribution and follow-up camps. For Mega Camps where the number of beneficiaries are 1000 and above and Camps are attended by Cabinet/State Ministers (SJ&E)/Chief Ministers, additional 5% administrative expenditure shall be allowable under the Scheme.

14.0 CONDITIONS FOR ASSISTANCE

- i. The Implementing Agency shall obtain a certificate regarding monthly income of beneficiaries issued by the concerned competent authority.
- ii. The Implementing Agency will maintain a register in the prescribed proforma (**Annexure-VI**) regarding the beneficiaries assisted under the Scheme.
- iii. The Implementing Agency shall maintain a separate account of funds received and utilized from the Ministry of Social Justice and Empowerment under the Scheme. The fund should be kept in a separate saving bank account, to be operated under ADIP Scheme duly certified by Chartered Accountant.
- iv. A certificate from the Head of the Implementing Agency to the effect that the funds have been utilized. A list of beneficiaries as per proforma given in Annexure-IV assisted by the organization out of the funds given by the Ministry will be furnished along with the yearly application as per procedure indicated in **Para 11**.
- v. The final accounts for a financial year containing utilization certificate and audited accounts signed by Chartered Accountant should be furnished within six months of the close of the financial year along with bill & vouchers.
- vi. The Implementing Agency will obtain an undertaking from the beneficiary that he/she has not obtained such aid from any other agency/source during the last three years and that he/she will keep it for his/her bona fide use. In case of children below 12 years of age, the time limit is 1 year.
- vii. The Implementing Agency will be open to inspection by an officer/third party agency authorized by Union Ministry of Social Justice and Empowerment or the State Government/UT Administration/National Institutes/CRCs etc.
- viii. When the Government of India has reasons to believe that the sanction is not being utilized for the approved purpose the amount would be recovered from the implementing agency with interest as applicable and no further assistance would be given to the agency. Ministry will be at liberty to blacklist such organization and to take legal action as per law.

- ix. The implementing agencies would not incur any liability under the Scheme, unless the funds have been sanctioned to them, except in the case of an implementing agency who has distributed approved aids and devices (as per norms/cost ceiling under the Scheme) against a loan taken by the agency with the prior approval of the Department of Empowerment of Persons with Disabilities (Divyanagian) for that specific purpose. The Department will not bear interest burden on the said loan amount.
- x. Reservation for SC/ST/OBC beneficiaries under the Scheme as per the Government norms and at least 25% of the overall beneficiaries need to be girl child/women.
- xi. All camps will display the details of the Scheme & assistance received there under. Photos of the camps held will also be uploaded on the website of the Implementing Agency.
- xii. The Institution will implement the Scheme in the Districts under the banner of Ministry of Social Justice & Empowerment, Govt. of India in the manner prescribed and after giving wide publicity and requisite information to District Magistrate State Government, local M.P. and M.L.A.
- xiii. The representatives of the District Administration/the District Social Welfare Officer/the District Disability Rehabilitation Centre (DDRC) must be associated with the camps.
- xiv. Prominent citizens, e.g. from the Panchayat Raj Institutions/ Nagar Palikas/ District level Consumer Forum/ Local BDO may be invited to the camp.
- xv. Local media persons should also be invited to the camps and adequate publicity about the proposed camps should be made in the local media.
- xvi. Detailed records of certificate issued, persons involved with the camp, photographs of the beneficiaries along with the names and addresses should be maintained by the Implementing Agency concerned. The photograph should depict the beneficiary fitted with or along with the aids and appliances received by him/her.
- xvii. All implementing agencies should prominently put up signboards, banners etc. in their offices and camps acknowledging that the scheme is run with the assistance of Ministry of Social Justice and Empowerment, Government of India. Name of the Ministry shall also be painted at the back of Wheelchairs, Tricycles etc.
- xviii. Photographs of camp/function for distribution of aids & appliances undertaken with this grant-in-aid assistance and also press-clippings, posters, pamphlets etc. regarding organisation of camp(s) for undertaking distribution work should be submitted to the Ministry with the proposal for subsequent release of grant under ADIP scheme.
- xix. Where applicable, before the grant is released, the members of the executive committee of the grantee will execute bonds in a prescribed format binding themselves jointly and severally to:-

(a) abide by the conditions of the grants-in-aid by the target dates, if any, specified therein; and

- (b) not to divert the grants or entrust execution of the scheme or work concerned to another Institution(s) or Organization(s); and
- (c) abide by any other conditions specified in the agreement governing the grants-in-aid.

xx. In the event of the grantee failing to comply with the conditions or committing breach of the conditions of the bond, the signatories to the bond shall be jointly and severally liable to refund to the President of India, the whole or a part amount of the grant with interest at ten per cent per annum thereon or the sum specified under the bond. The stamp duty for this bond shall be borne by the Government.

xxi. As per the rule 238(6) of GFR, 2017 the annual reports and audited accounts of the Implementing Agencies should be laid on the table of both houses of Parliament within nine months of the close of the succeeding financial year.

xxii. The organization must make all disbursements/payments through e-payments/RTGS through EAT module in terms of provision of Rule 230 of GFR, 2017.

xxiii. In terms of Rule 230 (8) of GFR,2017, the interest earned on this grants-in-aid shall be deposited through Bharat Kosh Portal or remitted through Demand Draft to the Department for depositing the same in Consolidated Fund of India.

xxiv. All the procurement out of the sanctioned grant-in-aid shall be made, following the provision of GFR-2017.

xxv Implementing agencies will maintain all the original records of beneficiaries for 5 years from the date of distribution.

15. Miscellaneous

No committed liability to be created beyond XVth Financial Commission Cycle period.

Annexure-I

**Application for grant-in-aid under the Scheme of Assistance to
Disabled Persons for Purchase/Fitting of Aids/Appliances(ADIP)**

From:

Date:

To

The Secretary to the Government of India
Department of Empowerment of Persons with Disabilities (Divyangjan)
Ministry of Social Justice and Empowerment
Pt. Deendayal Antyodaya Bhawan, C.G.O. Complex, Lodhi Road, New
Delhi.

Subject: Assistance under the Central Scheme of Assistance to
Disabled Persons for purchase/fitting of aids/appliances (ADIP
Scheme).

I submit herewith an application for a grant for the
year.....under the Scheme of Assistance to Disabled Persons for
purchase/fitting of Aids/Appliances. 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 agree to the following conditions:

- a. All assets acquired wholly or substantially out of the Central grant shall not be encumbered or disposed off or utilized for purpose other than those for which the grant is given. Should the Institution/Organization cease to exist at any time, such properties shall revert to the Government of India.
- b. The accounts of the grant thus given shall be properly and separately maintained through a separate Savings Bank Account. 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.
- c. 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.
- d. The Institution shall exercise reasonable economy in the implementation of the Scheme. The Institution shall strictly follow the GFR provisions in Utilization of the sanctioned Grant-in-Aid.
- e. The Organization will obtain an undertaking from the beneficiaries as required under the scheme, before fitting/giving of aids/appliances.

- f. The Institution will implement the Scheme in the Districts under banner of Ministry of Social Justice & Empowerment, Govt. of India in the manner prescribed and after making wide publicity and information to District Magistrate office, State Government, local M.P. and M.L.A.

Yours faithfully,

(Signature)
(Designation)
(Office Stamp)

Ministry of Social Justice and Empowerment

Department of Empowerment of Persons with Disabilities (Divyangjan)

Name of the Scheme:

1. Organisation

Name :
Address (Office) :
(Project)
Phone (Office) :
(Project)
E-mail (Office) :
(Project)
Website :

2. (i) Attested copy of Societies
Registration under Societies
Registration Act and PwD Act.
(ii) Registration No. and date
of Registration

3. Registration under Foreign : (Yes/No)
Contribution Act/ Registration No.

4. Memorandum of Association :
and Bye-laws.

5. List of Documents to be attached :
(As per check list at **Annexure-vii**)

- a. A copy of the Annual Report for the
Previous year which should contain
the balance sheet (including income
and expenditure & receipt and
payment accounts In case of new
cases Annual Report and Audited
Accounts for the last three years :

- b. Name & address of the Members :

- of the Board of Management/
Governing Body along with PAN & Aadhaar Number
(As per format at **Annexure-III**)
6. Details of the activity for which the :
Grant-in-aid is being applied
 - (i) Camp Activity
 - (ii) Head Quarter Activity:
 7. Details of beneficiaries from previous year's grant in the following format.
 - a. No. of aids and appliances distributed (Aids & Appliances wise list to be attached).
 - b. No. of SC/ST/girl child/women (category-wise) out of total beneficiaries covered during the previous year.
 - c. Proposed number of PwDs expected to be covered during current financial year.
 8. Details of staff available :
 9. Details of grant-in-aid received under other Schemes of -
State Government.....
Central Government.....
Other sources.....
 10. 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 undertake that:
 - a. The funds will not be utilized for any other purposes.
 - b. A separate saving bank account will be maintained for the funds received from the Ministry under the Scheme.
 - c. Interest accrued may not be adjusted/utilized and may be deposited in the Consolidated Fund of India as per rule 230(8) of GFR Rules, 2017.
 - d. The organization will provide post-distribution care to the beneficiaries as well as aids/appliances, on demand.
 - e. The aids and assistive devices having due certification will be distributed.

Signature.....

Name.....

Address.....

.....

.....

Date.....

(Seal).....

**Note: Wherever not applicable, especially in case of New Organization,
please write : N.A.**

Ministry of Social Justice and Empowerment
Department of Empowerment of Persons with Disabilities (Divyangjan)

Name of the Scheme:

1. APPLICATION FORM FOR THE 2ND INSTALLMENT

Organisation

Name :

Address (Office) :
(Project)

Phone (Office) :
(Project)

E-mail (Office) :
(Project)

2. Grant-in-aid (in Rs.)

A. Applied in current year :

B. Received as 1st Installment :

C. Applied for 2nd Installment :

3. The applicant organization should enclose the Utilisation Certificate of the 1st Installment.

(i) Utilisation Certificate by C.A. with item-wise expenditure as per the sanction items of grant.

(ii) Details of beneficiaries along with compliance of reservation.

(iii) Any other information considered necessary by the organization or as asked for.

(iv) Test check report in the prescribed proforma, duly signed by the competent authority.

(v) Proof of purchase for aids/appliances (copies of bills/voucher to be enclosed duly authenticated by the Implementing Agency).

Signature.....

Name.....

Address.....

Date.....

(Seal).....

Annexure-III

**SCHEME OF ASSISTANCE TO DISABLED PERSONS FOR PURCHASE/FITTING
OF AIDS/APPLIANCES (ADIP SCHEME)**

STATEMENT SHOWING COMPOSITION OF THE MANAGING COMMITTEE

**NAME AND POSTAL ADDRESS OF THE
ORGANISATION:** _____

S.No.	Name of the Member of the Managing Committee along with PAN Number & Aadhaar Number	S/o D/o W/o	Complete residential address along with phone/mobile Number	Nature of occupation	Status in the Managing Committee
(1)	(2)	(3)	(4)	(5)	(6)

NOTE:

- I. Certified that the composition of the above Managing Committee is in accordance with the approved Bye-Laws and Memorandum of Association of the organization.
- II. Certified that the above Managing Committee was elected by the General Body in its meeting held on _____. The life of the Committee is from _____ to _____.

Signature

Name of President/Secretary (in CAPITAL LETTERS)

Office Stamp of the Organisation.

Annexure-IV

List of beneficiaries assisted by the agencies implementing the Scheme of Assistance to Disabled for purchase/fitting of aids/appliances to be furnished to Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities (Divyangjan) and to be uploaded on the website of the Implementing Agency excluding the Aadhaar Number

S.No	Name of beneficiary	Complete Address	Age	Male/ Female	Income	Type of aid (given)	Date on which given	Total cost of aid, including fabrication/ fitment charges
1	2	3	4	5	6	7	8	9

Subsidy provided	Travel cost paid to out-station beneficiary	Boarding and lodging expenses paid	Whether any surgical correction undertaken	Total of 10+1 12+1 3	Number of Days for which stayed	Whether accompanied by escort	Aadhaar Card No.#	Photo of beneficiary*	Mobile No. or land line number with STD Code*
10	11	12	13	14	15	16	17	18	19

Beneficiaries will be linked with Aadhar number.

**Uploading mobile number or land line number with STD Code of beneficiary to enable the Ministry to get feedback about aids and assistive devices provided to the beneficiary by implementing agency. In case the same is not available with beneficiary, mobile number or land line number with STD Code of relative/acquaintance of the beneficiary has to be uploaded.

Details regarding reservation i.e., Male/Female and SC/ST/Genl beneficiaries

Annexure-V

Scheme of Assistance to Disabled for purchase/fitting of aids/appliances

GFR 12 – A
[(See Rule 238 (1))]

**FORM OF UTILIZATION CERTIFICATE
FOR AUTONOMOUS BODIES OF THE GRANTEE ORGANIZATION**

UTILIZATION CERTIFICATE FOR THE YEAR..... in respect
of recurring/non-recurring

GRANTS-IN-AID/SALARIES/CREATION OF CAPITAL ASSETS

1. Name of the Scheme.....
2. Whether recurring or non-recurring grants.....
3. Grants position at the beginning of the Financial year
 - (i) Cash in Hand/Bank
 - (ii) Unadjusted advances
 - (iii) Total
4. Details of grants received, expenditure incurred and closing balances: (Actuals)

Unspent Balances of Grants received years [figure as at Sl.No. 3(iii)]	Interest Earned thereon	Interest deposited back to the Govern- ment.	Grant received during the year			Total Available funds (1+2+3+4)	Expenditure incurred	Closing balances (5- 6)
			Sanction No. (i)	Date (ii)	Amount (iii)			

Component wise utilization of grants:

Grant-in-aid General	Grant-in-aid Salary	Grant-in-aid creation of capital assets	Total

Details of grants position at the end of the year

- i. Cash in Hand/Bank

- ii. Unadjusted Advances
- iii. Total

Certified that I have satisfied myself that the conditions on which grants were sanctioned have been duly fulfilled/are being fulfilled and that I have exercised following checks to see that the money has been actually utilized for the purpose for which it was sanctioned:

- i. The main accounts and other subsidiary accounts and registers (including assets registers) are maintained as prescribed in the relevant Act/Rules/Standing instructions (mention the Act/Rules) and have been duly audited by designated auditors. The figures depicted above tally with the audited figures mentioned in financial statements/accounts.
- ii. There exist internal controls for safeguarding public funds/assets, watching outcomes and achievements of physical targets against the financial inputs, ensuring quality in asset creation etc. & the periodic evaluation of internal controls is exercised to ensure their effectiveness.
- iii. To the best of our knowledge and belief, no transactions have been entered that are in violation of relevant Act/Rules/standing instructions and scheme guidelines.
- iv. The responsibilities among the key functionaries for execution of the scheme have been assigned in clear terms and are not general in nature.
- v. The benefits were extended to the intended beneficiaries and only such areas/districts were covered where the scheme was intended to operate.
- vi. The expenditure on various components of the scheme was in the proportions authorized as per the scheme guidelines and terms and conditions of the grants-in-aid.
- vii. It has been ensured that the physical and financial performance under..... (name of the scheme has been according to the requirements, as prescribed in the guidelines issued by Govt. of India and the performance/targets achieved statement for the year to which the utilization of the fund resulted in outcomes given at Annexure – I duly enclosed.
- viii. The utilization of the fund resulted in outcomes given at Annexure – II duly enclosed (to be formulated by the Ministry/Department concerned as per their requirements/specifications.)
- ix. Details of various schemes executed by the agency through grants-in-aid received from the same Ministry or from other Ministries is enclosed at Annexure –II (to be formulated by the Ministry/Department concerned as per their requirements/specifications).

Date:

Place:

Signature
Name.....
Chief Finance Officer
(Head of the Finance)

Signature
Name.....
Head of the Organisation

(Strike out inapplicable terms)

Annexure-VI

Register to be maintained by the agencies implementing the Scheme of Assistance to Disabled for purchase/fitting of aids/appliances

Sl. No.	Name of beneficiary	Complete Address with contact number	Male/ female	Age	Income	Type of Aid(given)	Date on Which given	Cost of aid	Fabrication/ Fitment charges
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

Total cost of aid	Subsidy provided	Travel Cost paid to out station beneficiary	Board and expenses paid	Whether any surgical correction undertaken	Total of 12+13+14+15	Number of days for which stayed	Signature of beneficiary	Whether accompanied by escort	Aadhar Number
11.	12.	13.	14.	15.	16.	17.	18.	19.	20.

Annexure-VII**Check List**

List of documents required in respect of processing of proposals of various implementing agencies under ADIP Scheme.

		Proposals of NGO/VOs/DDRCs/State Corporations received with recommendations of State Governments/UTs		National Institute/ CRCs/ALIMCO
S. No.	Document Description	Ongoing cases	New Cases	Ongoing
1.	Application in Prescribed format (Annexure-I and Annexure-II for release of the fund for the 1st Installment as provided in the Scheme)	Required	Required	Required
2.	State Government/UT Administration recommendations along with technical evaluation/inspection report.	Required	Required	Not Required
3.	A certified copy of the registration certificate under Section 51/52 of Persons with Disabilities Act, 1995/2016.	Required	Required	Not Required
4.	Certified copy of the Registration Certificate under Societies Registration Act, 1860 or Charitable Trust Act.	Required	Required	Not Required
5.	Memorandum of	Required	Required	Not Required

	Association and copies of rules, aims and objectives of the organization			
6.	List of Management/Managing Committee Members	Required	Required	Not Required
7.	Activity/Annual Report of the organization for the previous year	Required	Required (for the last three years)	Required
8.	Audit Report comprising balance sheet, Income & Expenditure Statement and Receipt & Payment account for the last years. (Consolidated and ADIP Project separately).	Required	Required (for the three last years)	Required
9.	List of staff/employees engaged in the project showing their name, designation and category of staff (SC/ST/OBC) engaged by the organization	Required	Required	Not Required
10.	Details of Infrastructure available for implementing the projects.	Required	Required	Not Required
11.	Budget estimate for distribution/fitting of aids appliances.	Required	Required	Required
12.	An undertaking that funds will not be utilized for any other purpose.	Required	Required	Required
13.	An undertaking to maintain a separate saving bank account of the funds received under the scheme.	Required	Required	Required

14.	List of beneficiaries assisted from previous year	Required. also to be uploaded on their website and ADIP MIS Portal.	Not applicable	Being voluminous not required. To be uploaded on the Website of the organisation as well as on ADIP MIS Portal. To be submitted on demand.
15.	List of test check report of beneficiaries covered from the previous grant.	Required	Not applicable	Required
16.	An Undertaking for providing post distribution care to the beneficiaries on demand.	Required	Required	Required
17.	Audited Utilization Certificate in the prescribed format for grant sanctioned last year showing correct sanction No., account and date of sanction, duly signed by the Chartered Accountant and countersigned by the authorized signatory of the organization.	Required	Not Required	Utilization Certificate signed by Accounts officer and Authorized signatory of the organization required.
18.	An undertaking for providing post distribution care to the beneficiaries on demand.	Required	Required	Required
19.	Certificate and Proof that aids and appliances distributed from the previous grant under the ADIP scheme were of due certifications	Required	Not Applicable	Required
20.	Details of purchase with certified copies of supporting	Required	Not Applicable	Not Required Will be submitted

	vouchers/bills/Tender documents from the previous grant.			by the organization on demand. Summary of Bills and Vouchers is required.
21.	Bonds/Agency Detail/Bank Details with clear A/c. No./RTGS/IFSC code, PAN/TAN/TIN No.	Required	Required	Bond not Required. Other documents required.
22.	Using EAT Module	Required	Required after disbursement of 1 st grant	Required
23.	Registration on NITI AYOGE NGO DARPAN Portal	Required	Required	Not required
24.	Recommendations of Screening Committee of the Department in respect of New Cases of NGOs/VOs	Not Required	Required in case of NGOs/VOs	Not required

Note:-In new cases of NGOs/VOs, recommendation of Screening Committee of the Department is required before proposals processed for grants-in-aid under ADIP Scheme. However, in case of Govt. organisations viz., DDRCs run directly by District Management Team headed by District Collector (DMT), State Govt. Corporations, ALIMCO/Nis/CRCs functioning under the control of the Department, no recommendation of Screening Committee is required.