

# **Jammu and Kashmir Persons With Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Rules, 2003**

JAMMU & KASHMIR

India

## **Jammu and Kashmir Persons With Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Rules, 2003**

### **Rule**

### **JAMMU-AND-KASHMIR-PERSONS-WITH-DISABILITIES-EQUAL-OPPO of 2003**

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Jammu and Kashmir Persons With Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Rules, 2003Published vide Social Welfare Department Notification SRO-414 dated 11th December, 2003In exercise of the powers conferred by Sub-section (1) of Section 54 of the Jammu and Kashmir (Persons with Disabilities Equal Opportunities, Protection of Eights and Full Participation) Act, 1998 (Act No VI of 1998) the Government hereby make the following rules, namely:

## **Chapter I**

### **1. Short title and commencement.**

(1)These rules maybe called the Jammu and Kashmir Persons with Disabilities (Equal Opportunities Protection of Rights and Full Participation) Rules, 2003.(2)They shall come into force at once.

### **2. Definitions.**

- In these rules, unless the context otherwise requires:(a)"Act" means the Jammu and Kashmir persons with Disabilities (Equal opportunities, Protection of Rights and Full Participation) Act, 1998 (Act No. VI) of 1998;(b)"Chairperson" means a Chairperson appointed under the

Act;(c)"Committee" mean the State Coordination Committee constituted under Sub-section (1) of section 3;(d)"Member" means a Member appointed under the Act;(e)"Member Secretary" means a Member Secretary appointed under the Act;(f)"Notification" means Notification published in the Government Gazette;(g)"Prescribed" means prescribed by Rules;(h)"Rules" means Rules made under the Act;(i)"Section" means a Section of the Act;(j)"Special Employment Exchange" means Special Employment Exchange, Special Cell in normal employment exchange and such employment exchanges which are notified Special Employment Exchanges by notification in the Government Gazette;(k)"Vice Chairperson" means a Vice Chairperson appointed under the Act;(l)"Year" means the financial year commencing on the first day of April, and ending on the 31st March of subsequent.

## **Chapter II**

### **Guidelines For Evaluation and Assessment of Various Disabilities**

#### **3.**

The Executive instructions regarding guidelines for evaluation and assessment of various disabilities shall be issued under these rules from time to time.

#### **4. Authorities to give Disability Certificate.**

- A disability Certificate shall be issued by a Medical Board constituted by the Government consisting of CMO of the District and at least two medical specialists nominated by the concerned Director, Health Services (with at least one specialist from the field of concerned impairment).

#### **5.**

The Medical Board shall after due examination, give a Permanent disability certificate (in Form-I) in cases of such Permanent disabilities where there are no chances of variation in the degree of disability. Wherever there is any chance of variation in the degree of disability the Medical Board will indicate the period of validity in the certificate.

#### **6.**

The Certificate issued under rule 5 shall make a person eligible to apply for facilities, concessions and benefits admissible under any scheme of Government, Non-Government Organisation, subject to such conditions as the Government may impose from time to time.

#### **7.**

No refusal of disability certificate shall be made unless an opportunity of being heard is given to the applicant.

## **8.**

If aggrieved by the decision of the Medical Board, the applicant may appeal to the appellate Medical Board within a period of thirty days.

## **9.**

The appellate Medical Board shall be established at the Divisional level consisting of the Dean of Government Medical college, two specialists not below the rank of Associate Professor in the Medical College (with at least one from the concerned impairment) and the Director Health Services or his nominee.

# **Chapter III**

## **The Coordination Committee**

### **10. Membership roll.**

- The Member-Secretary shall keep a record of names of members and their addresses.

### **11. Change of Address.**

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

### **12. Daily and travelling allowances.**

(1) Non-official members of the Co-ordination Committee resident at State Head quarters shall be paid an allowance at a rate to be fixed by the Government from time to time for each day of the actual meeting of the Co-ordination Committee. (2) Non-official members of the Co-ordination Committee not resident at State Head quarters, shall be paid daily and Travelling allowances for each day of the actual meeting at the rate as admissible to a Class I Officer of the Government: Provided that in the case of a Member of State Legislature who is also a member of the State Coordination Committee, the said daily and travelling allowances shall be paid at the rates admissible to him as member of State Legislature, when the Legislature is not in session and on production of a certificate by the member that he has not drawn any such allowance for the same journey and halts from any other Government sources.

### **13. Notice of meetings.**

(1) The meeting of the Co-ordination Committee shall ordinarily be held at the Headquarter of the State on such dates as may be fixed by the Chairperson: Provided that it shall meet at least once in

every six months.(2)The chairperson shall, upon the written request of not less than 10 members of the Co-ordination Committee, call a Special meeting of the State Co-ordination Committee.(3)Ten clear days' notice of an ordinary meeting and five clear days notice of a special meeting specifying the time and the place at which such meeting is to be held and the business to be transacted there at, shall be given by the Member-Secretary to the members.(4)Notice of a meeting may be given to the members by delivering the same by messenger or sending it by registered post to his last known place of residence or business or in such other manner as the Chairperson may, in the circumstances on the case, thinks fit.(5)No member shall be entitled to bring forward for the consideration of the meeting any matter of which he has not given 10 clear days notice to the Member-Secretary, unless the Chairperson, in his discretion permits him to do so.(6)(a)The State Co-ordination Committee may adjourn its meetings from day to day or to any particular day.(b)Where a meeting of the State Co-ordination Committee is adjourned from day to day, notice of such adjourned meeting shall be given to the members available at the place where the meeting which is adjourned is held, either by telephone or by special messenger and it shall not necessary to give notice of the adjourned meeting to other members.(c)Where a meeting of the State Co-ordination Committee is adjourned not from day to day but from the day on which the meeting is to be held to another date, notice of such meeting shall be given to all the members as provided in sub-rule (4).

#### **14. Presiding officer.**

- The Chairperson shall preside at every meeting of the Co-ordination Committee at which he is present and in his absence, the Vice Chairperson shall preside, but when both the Chairperson and the Vice Chairperson are absent from any meeting, the members present shall elect one of the members to preside at that meeting.

#### **15. Quorum.**

(1)One-third of the total members shall form the quorum for any meeting.(2)If at any time fixed for any meeting or during the course of any meeting less than one-third of the total members are present, the Chairperson may adjourn the meeting to such hours on the following or on some other further date as he may fix:(3)No quorum shall be necessary for the adjourned meeting.(4)No matter which had not been on the agenda of the original meeting shall be discussed at such adjourned meeting.(5)(a)Where a meeting of the State Co-ordination Committee is adjourned under sub-rule (2) above for want of quorum to the following day, notice of such adjourned meeting shall be given to the members available at the place where the meeting which is adjourned is held, either by telephone or by special messenger and it shall not be necessary to give notice of the adjourned meeting to other members.(b)Where a meeting of the State Co-ordination Committee is adjourned under sub-rule (2) above for want of quorum not to the following date with sufficient gap, notice of such meeting shall be given to all the members as provided in sub-rule (4) of rule 13.

#### **16. Minutes.**

(1)Record shall be kept of the names of members who attend the meeting and of the proceedings at the meeting in a book to be maintained for that purpose by the Member-Secretary.(2)The minutes of

the previous meeting shall be read at the beginning of the every succeeding meeting and shall be confirmed and signed by the Presiding Officer at such meeting.(3)The proceedings shall be open to inspection by any member at the office of the Member-Secretary during office hours.

### **17. Absence from meeting of State Coordination Committee.**

- Any member of the State Co-ordination Committee absents himself from three consecutive meetings without leave of the Chairperson shall cease to be a member of the Coordination Committee.

### **18. Maintaining Order at meeting.**

- The Presiding Officer shall maintain order at the meeting.

### **19. Business to be Transacted at Meeting.**

(1)Except with the permission of the Presiding Officer, no business which is not entered in the agenda or of which notice has not been given by a member under sub-rule (5) of rule 13 shall be transacted at any meeting.(2)At any meeting, business shall be transacted in the order in which it is entered in the agenda, unless otherwise resolved in the meeting with the permission of the Chairperson.(3)Either at the beginning of the meeting or after the conclusion of the debate on a-motion during the meeting, the Presiding Officer or a member may suggest a change in the order of business as entered in the agenda and if the chairperson agree, such a change shall take place.

### **20. Decision by majority.**

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

### **21. No proceeding to be invalid due to vacancy or any defect.**

- No proceeding of the State Co-ordination Committee shall be invalid merely by reasons of existence of any vacancy or any defect in the constitution of the committee.

## **Chapter IV**

## **The State Executive Committee**

## **22. Daily and travelling Allowance.**

(1) Non-official members of the State Executive Committee, resident of the State Headquarters, shall be paid at the rate fixed by the State Government from time to time per day of the actual meetings of the State Executive Committee. (2) Non-official members of the State Executive Committee, not resident at State Headquarters, shall be paid daily and travelling allowances for each day of the actual meetings at the rate as admissible to a Class -II Officer of the Government.

## **23. Notice of Meetings.**

(1) The meetings of the Executive Committee shall ordinarily be held at the State Headquarters on such dates as may be fixed by the Chairperson. (2) The Chairperson shall, upon the written request of not less than 10 members of the State Executive Committee, call a special meeting of the State Executive Committee. (3) Ten clear days notice of an ordinary meeting and five clear days notice of a special meeting specifying the time and the place at which such meeting is to be held and the business to be transacted there at, shall be given by the Member-Secretary to the members. (4) Notice of a meeting may be given to the members by delivering same by messenger or sending it by registered post to his last known place of residence or business or in such other manner as the Chairperson may, in the circumstances of the case, think fit. (5) No member shall be entitled to bring forward for the consideration of the meeting any matter of which he has not given 10 clear days notice to the Member-Secretary unless the Chairperson, in his discretion permits him to do so. (6) The State Executive Committee may adjourn its meetings from day to day, or to any particular day. (i) Where a meeting of the State Executive Committee is adjourned from day to day, notice of such adjourned meeting shall be given to the members available at the place where the meeting which is adjourned is held either by telephone or by special messenger and it shall not be necessary to give notice of the adjourned meeting to other members. (ii) Where a meeting of the State Executive Committee is adjourned not from day to day but from the day to which the meeting is to be held to another date, notice of such meeting shall be given to all the members as provided in sub-rule (4).

## **24. Presiding Officer.**

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

## **25. Quorum.**

(1) One-third of the total members shall form the quorum for any meeting. (2) If at any time fixed for any meeting or during the course of any meeting less than one-third of the total members are present, the Chairperson may adjourn the meeting to such hours on the following or on some other further dates as he may fix. (3) No quorum shall be necessary for the adjourned meeting. (4) No matter which had not been on the agenda of the original meeting shall be discussed at such adjourned meeting. (5) (a) Where a meeting of the State Executive Committee is adjourned under

sub-rule (2) for want of quorum to the following day, notice of such adjourned meeting shall be given to the member available at the place where the meeting which is adjourned is held, either by telephone or by special messenger and it shall not be necessary to give notice of the adjourned meeting to other members.(b)Where a meeting of the State Executive Committee is adjourned under Sub-rule (2) for want of quorum not the following date with sufficient gap, notice of such adjourned meeting shall be given to all the members, as provided in sub-rule (4) of Rule 23.

## **26. Minutes.**

(1)Record shall be kept of the names of members who attend the meeting and of the proceedings at the meeting in book to be maintained for that purpose by the Member-Secretary.(2)The minutes of the previous meeting shall be read at the beginning of every succeeding meeting and shall be confirmed and signed by the Presiding Officer at such meeting.(3)The proceedings shall be open to inspection by any member at the office of the Member-Secretary during office hours.

## **27. Absence from meetings of State Executive Committee.**

- Any member of the Executive Committee absenting himself from three consecutive meetings without permission of the Chairperson shall cease to be a member of the Executive Committee.

## **28. Maintaining Order at Meeting.**

- The Presiding Officer shall maintain order at the meeting.

## **29. Business to be transacted at meeting.**

- At any meeting, business shall be transacted in the order in which it is entered in the agenda, unless otherwise, resolved in the meeting with the permission of the Chairperson.

## **30. Decision by Majority.**

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

## **31. No proceeding to be invalid due to vacancy or any defect.**

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

### **32. Manner and purpose of Association of persons with State Executive Committee.**

- (i) The Executive Committee may invite persons, whose assistance or advice is considered useful in performing any of its functions, to participate in the deliberations of any of its meeting. (ii) If the person associated with the State Executive Committee under sub-rule (i) happens to be non-official resident at the State Headquarters, he shall be entitled to get an allowance at a rate to be fixed by the State Government from time to time for each day of actual meeting of the State Executive Committee in which he is so associated.

### **33. Fee for the associated person.**

- Notwithstanding anything in rule 32, the State Executive Committee may pay the person associated with the Committee, with the prior approval of the State Government, such fee as considered appropriate depending on the nature of work assigned under section 12 and the qualifications and experience of the associated person: Provided that the State Executive Committee shall not associate any person without the prior approval of the State Government, if the period of association exceeds four months or fees payable to him exceeds the monthly amount as fixed by the State Government from time to time.

### **34. Tours by associated Person.**

- The associated person may, with the prior approval of the Chairperson, undertake tours within the State for the performance of the duties entrusted to him by the State Executive Committee and in respect of such tours, he shall be entitled to travelling and daily allowance at the rates as admissible to a Class-I Officer of the Government.

### **35. Associated Person not to disclose any information.**

- The associated person shall not disclose any information either given by the State Executive Committee or obtained during the performance of the duties assigned to him either from the State Executive Committee or otherwise, to any person other than the State Executive Committee without the permission of the Chairperson of the Committee.

### **36. Duties and function's of the Associated persons.**

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

## **Chapter V Employment**



### **37. Computation of Vacancies.**

- The Executive instructions for method of computation of vacancies shall be issued under this rule from time to time. Notification of Vacancies to Special Employment Exchange

### **38. Special Employment Exchange to which vacancies are to be notified.**

(1) Vacancies in posts of technical and scientific nature occurring in establishment shall be notified to such special Employment Exchange as may be specified by the State Government by notification in the Government Gazette, in this behalf. (2) Vacancies other than those specified in sub-rule (1) shall be notified to the local Special Employment Exchange concerned.

### **39. Form and manner or Notification of vacancies.**

- The vacancies shall be notified in writing to the concerned Special Employment Exchange, and the following particulars shall be furnished where practicable, in respect of each type of vacancy: (1) Name and address of the employer. (2) Telephone number of the employer if any. (3) Nature of vacancy. (a) Type of workers required (Designation) (b) (i) Description of duties. (ii) Physical requirement i.e. job involves visual accuracy, frequent movement/walking continuous long hours sitting etc. (c) Qualification required. (i) Essential (ii) Desirable. (d) Age limits, if any. (e) Whether women are eligible. (4) Number of vacancies. Reserved for Physically handicapped persons:

Orthopaedically Handicapped	Visually Handicapped	Hearing Handicapped
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(5) Pay and allowances (6) Place of work (name of town/village and District in which it is situated). (7) Probable date by which the vacancy will be filled. (8) Particulars regarding interview/ test of applicants (a) Date of interview /test. (b) Time of interview /test. (c) Place of interview / test. (d) Designation and address of the person to whom applicants should report. (9) Whether there is any obligation or arrangement for giving preference to the physically handicapped persons in filling up the vacancies, and if so, the number of vacancies to be filled by such persons. (10) Any other relevant information. (2) The Vacancies shall be re-notified in writing to the appropriate Special Employment Exchange if there is any change in the particulars already furnished to the Special Employment Exchange under sub-rule (1).

### **40. Time limit for the notification of vacancies.**

(1) Vacancies required to be notified to the local Special Employment Exchange, shall be notified at least thirty days before the date on which applicants will be interviewed or tested, where interviews or tests are held, or the date on which vacancies are intended to be filled, if no, interviews or tests are held. (2) Vacancies required to be notified to the Special Employment Exchange notified under sub-rule (1) of rule 38 shall be notified at least four weeks before the date on which applicants will be interviewed or tested, where interviews or tests are held or the date on which vacancies are

intended to be filled, if no interviews or tests are held.(3)An employer shall furnish to the concerned Special Employment Exchange the results of Selection within 15 days from the date of selection.

#### **41. Submission of returns.**

- An employer shall furnish to the local Special Employment Exchange quarterly returns in Form ER-I and biennial returns in Form ER-II as maybe amended from lime to time. Quarterly returns shall be furnished within thirty days of the due dates namely on 31st March, 30th July, 30th Sept. & 31st December. Biennial returns shall be furnished within thirty days of the due date as notified in the Government Gazette.

#### **42. Form in which record to be kept by any employer.**

- An employer shall maintain the record of employees with disabilities in Form No.III, as may be amended from time to time.

### **Chapter VI**

## **Recognition for Persons with Disabilities**

#### **43. Form of application.**

- Every application for a Certificate of registration shall be made in Form IV.

#### **44. Order refusing to grant certificates.**

- The Competent authority may, giving the applicant reasonable opportunity of being heard, make an order refusing to grant a certificate. Such order will contain specific reasons for refusal to grant such a certificate and shall be communicated to the applicant through registered post.

#### **45. Validity of Certificate of Registration.**

- A Certificate of registration granted under section 41 shall, unless revoked under section -12, remain in force for a period of three years.

#### **46. Appeal.**

- A person aggrieved by the order of the competent authority refusing to grant a certificate or revoking a certificate may, within a period of 30 days, prefer an appeal to the State Government against such refusal or revocation:Provided that the State Government may entertain an appeal after the expiry of the said period of 30 days if it is satisfied that there was sufficient cause for not filing it within that period.

#### **47. Procedure to be followed by the Director.**

(1) A complaint containing the following particulars shall be presented by the complainant in person or by his agent to the Director for persons with disabilities or be sent by registered post addressed to the Director: (a) The name, description and the address of the complainant. (b) The name, description and the address of the opposite party or parties as the case may be, so far as they can be ascertained. (c) The facts relating to complaint and when and where it arose. (d) Documents in support of the allegation contained in the complaint. (e) The relief which the complainant claims. (2) The Director on receipt of a complaint shall refer a copy of the Complaint to the opposite party/parties mentioned in the complaint directing him to give his version of the case within a period of 30 days or such extended reasonable period as may be granted by the Director. (3) On the date of hearing or any other date to which hearing could be adjourned, it shall be obligatory on the parties or their agents to appear before the Director. Where the applicant or his agent fails to appear before the Director, on such days, the Director may in his discretion either dismiss the complaint in default or decide on merits. He may, however, decide to dispose of the complaint ex-parte also. (4) The Director may on such terms as he deems fit and at any stage of the proceedings, adjourn the hearing of the complaint. But the complaint shall be decided as far as possible, within a period of three months from the date of notice received by the opposite party.

#### **48. Submission of report to the State Government.**

- The Director shall submit report to the State Government on the implementation of the Act under section 49 of the Act at the interval or Six months in such a manner that at least two reports are sent in one financial year.

#### **49. Submission of Annual Report.**

(1) The Director shall, as soon as possible, after the end of the financial year but not later than the 30th day of September in the next year ensuing, prepare and submit to the State Government an annual report giving a complete account of his activities during the said financial year. (2) In particular, the annual report referred to in sub-rule (1) shall contain information in respect of each of the following matters, namely: (a) Name of Officers or staff of the Board and a Chart showing the organization set up. (b) The functions which the Director has been empowered under section 47 and 48 of the Act and the highlights of the performance in this regard. (c) The main recommendations made by the Director. (d) Progress made in the implementation of the Act - district wise. (e) Any other matter deemed appropriate for inclusion by the Director or specified by the State Government from time to time. Government of Jammu and Kashmir Department of Social Welfare Form I (See Rule 5) Disability Certificate No.....

Space of Photograph

1. Name \_\_\_\_\_

2. Father's / Husband's Name \_\_\_\_\_

3. Sex & Age \_\_\_\_\_

4. Address \_\_\_\_\_

5. Mark of Identification \_\_\_\_\_

**6. Type of Disability : Visual Disability /Hearing Impairment/Locomotor Disability/Mental Retardation /Any other Disability (specified in the Act\* Act means J&K Persons with Disabilities (Equal Opportunities protection of rights and full Participation ) Act, 1993.)**

7. Diagnosis

8. Degree of Disability (% age) (Detailed in the Act\*/guidelines)

9. Validity\*\* \_\_\_\_\_

Medical Officer Medical Officer Chairman Medical Board

\*Act means J&K Persons with Disabilities (Equal Opportunities protection of rights and full Participation) Act, 1993. Medical Board will give permanent disability certificate in cases of such permanent disabilities where there are no chances of variation in the degree of disability wherever there is any chance of variation in the degree of disability-, the Medical Board will indicate the period of validity in the certificate. N.B. One of the Medical Officer should be specialist in the concerned disability. Form-II Disabled Persons Employed Returns (See Rule 41) Quarterly return to be submitted to the Special Employment Exchange for the quarter ended..... Name and Address of the Employer:..... Whether (Head Office):..... (Branch Office):..... Nature of Business/principal activity:.....

**1. (a) Employment: Total number of persons including working proprietors/ partners/ commission agent/contingent paid contractual workers, on the pay rolls of the establishment excluding part-time workers and apprentices. ( The figures should include every person whose wage or salary is paid by the establishment).**

On the last working day of the  
previous quarter

On the last working day of  
the quarter under report,

Men with disability Women with disability.

Total

(a) Please indicate the main reasons for any increase or decrease in employment if the increase or decrease is more than 5% during the quarter.....Vacancies:- Vacancies carrying total emoluments of Rs 60/- or over per month and over three months duration.(b) Number of vacancies occurred and not filled during the quarter and the number filled during the quarter (separate figures may be given for men with disability and women with disability). Number of vacancies which come within the purview of the Act.

Occurred	Notified Local Spl. limp. Exchange	General Employment Exchange	Filled	Source (Describe the Source from which filled)
(1)	(2)	(3)	(4)	(5)

I. Reasons for not notifying all vacancies occurred during the quarter under a post vide (a) above .....II. Manpower Shortages:- Vacancies/posts unfilled because of shortage of suitable applicants.

Name of the occupation or designation of the post	Number of unfilled vacancies/posts	essential qualification	essential experience	experience not necessary
(1)	(2)	(3)	(4)	(5)

Please list any other occupations for which this establishment has recently any difficulty in obtaining suitable applicants. Signature of the Employer. To The Employment Exchange, Note : This return shall relate to quarter ending 31st March/30th June /30 September and 31st December and shall be rendered to the local Special Employment Exchange within 30 days after the end of the quarter Concerned. Form-III(See Rule 41) Occupational return to be submitted to the local Special Employment Exchange once in two years (on a date to be specified by Notification in the Govt. Gazette). Name & address of the Employer ..... Nature of Business (describe what the establishment makes or does as its Principal activity).

**1. Total number of persons on the pay rolls of the establishment on (Specific date )..... (This figure should include every person whose wages or salary is paid by the establishment). (Separate figures for men with disability and women with disability may be given).**

**2. Occupational classification of all employees as given in item-1 above.**

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

Occupation	Number of employees			
Use exact terms such as engineer(Mechanical); teacher(domestic/science); officer on duty (actuary); assistant director(Metallurgist); Scientific Assit. (Chemist); Research Officer(economist); Instructor (Carpenter); Supervisor (Tailor); Fitter(External combustion engine); Inspector (Sanitary);Superintendent (Office); apprentice (Electrician).	Men with disability	Women with disability	Total	Please give as far as possible approximate number of vacanciesin each occupation you are likely to fill during the nextcalender year due to retirement.

Total.....

Dated:.....Signature of the EmployerToThe Employment Exchange,(Please fill in here the address  
of your Local Special Employment Exchange).....ww.....Note :  
Total of Col . 4 under item 2 should correspond to the figures given against item IForm IV(See rule  
42)

## 1. Name & Address of the Employer

## 2. Whether (Head Office):

(Branch Office):

## 3. Nature of Business/principal activity

**4. Total number of persons on the pay roll of the establishment (This figure should include every person whose wage or salary is paid by the establishment).**

**5. Total number of disabled persons (disability-wise) on the pay-roll of the establishment.(This figure should include every person with disability whose wage or salary is paid by the establishment).**

**6. (a) Occupational qualification of all employees as given in item 5 above (Please give below the number of employees in each occupation separately).**

Occupation	Number of employees			
Use exact terms such as engineer(Mechanical);	Men with disability	Women with	Total	Please give as far as possible approximate

teacher(domestic/science); officer on duty (actuary); assistant director(Metallurgist); Scientific Assit. (Chemist); Research Officer(economist); Instructor (Carpenter); Supervisor (Tailor); Fitter(External combustion engine); Inspector (Sanitary);Superintendent (Office); apprentice (Electrician).	disability	number of vacanciesin each occupation you are likely to fill during the nextcalender year due to retirement.
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Total.....

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

## 7. Vacancies : Vacancies carrying total emoluments of Rs 60/- or above per month and over three months duration.

(a)Number of vacancies occurred and not notified during the quarter and the number filled during the quarter :Number of vacancies which come within the purview of the Act.

	Notified	Filled	Source
Occurred	Local Spl. Emp. Exchange	General Employment Exchange	(Describe the Source from where filled).
(1)	(2)	(3)	(4)

Total.....

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

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

Name of the occupations or designation of thepost	Number of unfilled vacancies/posts		
essential qualification	essential experience	experience not necessary	
(1)	(2)	(3)	(4)

Please list any other occupations for which this establishment had recently any difficulty in obtaining suitable applicants.Signature of the EmployerForm V(See rule 43)

**1. Name of the Applicant Organisation** \_\_\_\_\_

**2. Address Sr Phone Number** \_\_\_\_\_

**3. Applicant is**

(a)An organisation registered under the Societies Registration Act, 1860. \_\_\_\_\_ (b)A Public Trust registered made any Law for the time being in force. \_\_\_\_\_ (c)Indian Red Cross Society or its Branches \_\_\_\_\_ (d)Company registered under Section 25 of the Companies Act 1956. \_\_\_\_\_ (e)Any other organisation (details of registration with the name of the Act) which may be recognised by the Ministry for the purpose of this Scheme \_\_\_\_\_ (Details of registration with the name of the Act).

**4. Date of establishment of the Organisation** \_\_\_\_\_

**5. Name of the organisation .(Please indicate precisely whether it is educational or training institution or a workshop for the blind the deaf and dumb, the orthopaedically handicapped or mentally retarded persons etc.** \_\_\_\_\_

**6. Brief history of the organisation and of its objects and activities** \_\_\_\_\_

**7. Whether recognised by the State Government** \_\_\_\_\_

**8. Whether the organisation is of an All India Character. If so, give the nature of its All India activities.** \_\_\_\_\_

**9. Whether located in its own/rented building** \_\_\_\_\_

**10. Present number of disabled beneficiaries** \_\_\_\_\_

**11. Likely dates of commencement and completion of project** \_\_\_\_\_

**12. Whether the project is likely to be assisted by some other official or non-official source.** \_\_\_\_\_



**13. Whether necessary land for the proposed building is available. If so, give details .(Please indicate the location of the plot and enclose permission certificate for construction from the competent authority etc.)\_\_\_\_\_**

**14.**

(a)Whether trained staff and other suitable facilities for undertaking the project are available. If so, give details.\_\_\_\_\_(b)In case new staff is to appointed, give details of the qualifications academic, professional and experience prescribed for the purpose.\_\_\_\_\_(c)Number of the employees working in the organisation\_\_\_\_\_

**15. List of Papers/statement to be attached:**

(a)Prospectus or a brief descriptive note giving aims and object activities of the Organsiation.\_\_\_\_\_(b)Constitution of organsiation.\_\_\_\_\_(c)Constitution of Board of Management with particulars of each Member.\_\_\_\_\_(d)Latest available annual report\_\_\_\_\_(e)Income and Expenditure account and\_\_\_\_\_Receipt and payment accounts, duly audited by a Chartered Accountant or a Government auditor for the last two years for the organization as a whole (along with a copy of the audited balance sheet from the previous financial year for the previous financial year of the organization as whole).(f)Statement receiving details (years, purpose, amounts, etc.) of assistance received during the last two years from the Central/State Government. Central Social Welfare Board, Local authority or any other quasi-Government institution including requests made thereof to any other organization for the projects under consideration or for any other purpose:(g)Statement giving item-wise and year-wise details of estimated recurring and non-recurring expenditure on the projects:(h)A copy each of the proposed building (rough sketch giving broad indication of the building to be constructed and are to be covered) and estimated cost of construction; and(i)A statement indicating the equipments, apparatus, furniture, library books, etc. (by number of details whichever is possible) already available; and separately a statement indicating the above items purchased year-wise with financial assistance from the Ministry of Welfare; and(j)Details budget of the organization as a whole exhibiting the estimated receipts and expenditure during the year for which grant sought for:

**16. List of additional papers, if any:**

**17. List of additional information, if any:**

Notifications, Circulars, Orders, Etc.Notification of Special Employment ExchangeSRO 392 dated 15th December, 2004In exercise of the powers conferred by clause (j) of rule 2 of the Jammu and Kashmir Persons with Disabilities (Equal Opportunities, protection of Rights and Full Participation

Rules, 2003, the Government hereby notify the following District Employment Exchanges as Special Employment Exchanges; namely:

**1. Rajouri; 2. Poonch; 3. Jammu; 4. Baramulla; 5. Kupwara; 6. Anantnag; 7. Leh 8. Kargil.**

Appointment of Competent Authorities SRO 33 dated 22nd Feb. 2006 In exercise of the powers conferred by section 39 of the Jammu and Kashmir Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1998 (Act No. VI of 1998), the Government hereby appoints the Director Social welfare, Kashmir and the Joint Director Social Welfare Jammu as the competent Authorities within their territorial jurisdiction for purposes of the said Act. Power under section 46 exercised regarding Appointment of Commissioner SRO 87 dated 10th March 2006 In exercise of the powers conferred by the section 46 of the Persons with Disabilities (Equal Opportunities, protections of Rights and Full participation) Act, 1998, the Government hereby: (a) Designate Principal Secretary and Secretary to Government, Social Welfare Department as Commissioner for persons with disability; (b) Designate the Director, Social Welfare, Jammu and Director, Social Welfare, Kashmir as Additional Commissioner and Additional Deputy Commissioner in the district as Joint Commissioner, for purposes of the said Act.