

# **Rules Governing Grants-in-aid to Institutions Imparting Education to Handicapped Children, 1985**

ODISHA

India

## **Rules Governing Grants-in-aid to Institutions Imparting Education to Handicapped Children, 1985**

### **Rule**

### **RULES-GOVERNING-GRANTS-IN-AID-TO-INSTITUTIONS-IMPARTING- of 1985**

- Published on 31 December 1985
- Commenced on 31 December 1985
- [This is the version of this document from 31 December 1985.]
- [Note: The original publication document is not available and this content could not be verified.]

Rules Governing Grants-in-aid to Institutions Imparting Education to Handicapped Children, 1985 Published vide Notification No. Orissa Gazette No. 4/24.1.1986, Supplement Resolution No. 12011/HWI (A)-154/85 Dated the 31st December, 1985 Subject : Rules governing grants-in-aid to Institutions imparting Education to Handicapped Children. Education of physically and mentally handicapped children represents an important sector at society's effort to promote, the well being of its disabled members. This activity is largely undertaken through voluntary organizations which however are financially assisted by Government. On a review, it appeared to the State Government that the scheme of assistance should be based on well-defined norms so that adequate provision can be made in the budget in time and the managements of the concerned institutions are relieved of persistent uncertainty about the help Government would provide. The following rules, which would be deemed to have come into force in January, 1986, have accordingly been made by the State Government.

#### **1. Scope of the rules.**

- These rules apply to institutions imparting education exclusively to blind, deaf and dumb and mentally handicapped children below eighteen (18) years of age.

#### **2. Recognition of institutions.**

(1) No institution that has not been recognized in pursuance of these rules shall be eligible for any assistance by or through the State Government. (2) Recognition, once given, shall be deemed to

continue till it is revoked by an order of the State Government. No recognition shall however be revoked unless the institution concerned is given an opportunity to show-cause against the ground of the proposed revocation and its representation is considered by Government.(3)An institution in receipt of assistance from the State Government on the date of issue of this Resolution will be deemed to have been recognized in pursuance of these rules. However, any increase in the number of students over the number on the date of issue of this Resolution shall require the approval of the Government.(4)The management of an institution interested in securing recognition shall make an application in the form set-forth in Annexure I. The application shall be in duplicate and shall be submitted to the District Social Welfare Officer who shall receive it on behalf of the Collector.(5)The District Social Welfare Officer shall, on receipt of the application, enquire into it and submit his recommendation to the Collector. If, in the view of the Collector, the enquiry is incomplete or material facts have not been ascertained, he may either direct the District Social Welfare Officer to conduct a further enquiry or cause such enquiry through any other officer nominated by him.(6)The Collector shall, if satisfied that the management is capable of running the institution efficiently and in accordance with these rules, recommend the application to Government.(7)If, in the view of Government, the institution is deserving of recognition, they may grant recognition under intimation to the applicant, the Collector, the Sub-divisional Officer and the Block Development Officer concerned. The order of recognition shall specify the number of students in the institution.(8)Where assistance is to be provided under any scheme the cost of which is partly or wholly borne by the Government of India, no recognition shall be granted by the State Government till receipt of approval of the Government of India.

### **3. General conditions of recognition.**

(1)No application for recognition shall be considered if there are grounds for believing that the management-(a)is not a society within the meaning of the Societies Registration Act, 1860; or(b)discriminates, in the admission of boarders or students or in the treatment extended to them, on grounds of religion, caste or creed.(c)[ has not completed three years from the date of registration of the organisation/starting of the school which comes later. [Inserted vide O.G.E. (Supplementary) No. 1, dated 3.1.1997.](d)has not less than 30 students in the school.(e)has not adequate infrastructure of its own to run the school.(f)the financial condition of the organisation is not sound.](2)Recognition of an institution may be withdrawn by the Government if they have reasons to believe that the management has-(a)incurred either of the disqualifications referred to in Sub-rule (1); or(b)misutilized any part of the assistance it has received from Government or funds it has collected; or(c)failed to take reasonable care of the students or maintain the premises including the hostel premises in hygienic condition and in a state of good repair; or(d)failed to perform any of the duties enumerated under Rule 4.

### **4. Duties of the management.**

- In addition to fulfilling the conditions referred to in Rule 3, the management of the institution shall-(a)if a residential institution provide reasonable accommodation to the inmates including accommodation for kitchen, dining, studying and recreation;(b)ensure general education of the students up to the standard it has undertaken to provide;(c)provide reasonable facilities for

vocational education and training and for recreation;(d)ensure safety of the students and prevent their coming under the influence of anti-social persons;(e)take proper care of students in the event of sickness;(f)actually employ persons towards whose emoluments assistance is claimed and received;(g)provide immediate access to the institution and facility of inspection including inspection of records and accounts by the Block Development Officer, the Sub-divisional Officer, the District Social Welfare Officer, the Collector, the Revenue Divisional Commissioner or any officer nominated by them, officers of the [Officers of the Women and Child Development Department;] [Deleted and Inserted vide O.G.E. (Supplementary) No. 1, dated 3.1.1997.](h)maintain the accounts and records of the institution properly, and furnish reports and returns as required by the Government, the Collector, the Sub-divisional Officer or the Block Development Officer.

## 5. Scale of gran-in-aid.

(1)Unless revised by Government, the grant-in-aid payable to an institution shall be calculated at the following rates per month per student.Residential Institutions

	High School	Elementary middle School
Food	Rs. 90	Rs. 90
Bedding, clothes, soap, oil, etc.	Rs. 15	Rs. 15
Educational expenses(both general education and vocational education, and including teachers' salaries).	Rs. 30	Rs. 15
Contingencies(water and electricity charges; officestationery; medicines ; laundry and hair-cutting expenses; gamesand recreation ; repair, maintenance and rent; emoluments ofcooks and attendants; etc.).	Rs. 40	Rs. 40
	Rs. 175	Rs. 160
Non-residential Institutions		
Educational expenses	Rs. 15	
Conveyance expenses (of students only)	Rs. 20	
Contingencies	Rs. 40	
	Rs. 75	

Notes-(i) The scale of expenditure indicated above be varied for any item by the management, but any increase on any item shall not entitle it to an additional grant from the Government. The provision on food, however, shall not be reduced under any circumstance.(ii)If any other contribution is received, its receipt and utilization shall be fully accounted for.(2)Residential institutions receiving grant-in-aid for the first time will also receive a grant calculated at the rate of Rs. 300 (Rupees three hundred) only per student, towards the cost of furniture to be used by students. This grant will be given once for all and is not renewable from year to year except for new students who may have been admitted since the last grant was given.(3)The grant-in-aid admissible according to the above may be reduced on account of shortage of budget provision or existence of

any other ground justifying reduction.(4)Notwithstanding anything in the foregoing sub-rules and subject to availability of funds, Government shall be competent to sanction a special grant to any institution to meet an expenditure of emergent or non-recurring nature.(5)In the event of receipt of any assistance from the Government of India, the assistance shall be utilised strictly for the purpose for which it is provided and in the manner indicated by the Government of India and the State Government.

## **6. Release of gran-in-aid.**

(1)Applications for sanction of grant-in-aid for a year shall be submitted in duplicate to the District Social Welfare Officer or any other offices authorised by the Government. The application shall be in the form set forth in Annexure II. The District Social Welfare Officer [or any other Officer authorised by the Government] [Inserted vide O.G.E.(Supplementary) No. 1, dated 3.1.1997.] shall ascertain if the facts stated in the application are correct. He may himself conduct the enquiry or entrust it to another officer. A copy of the application together with his recommendation shall be forwarded to Government.(2)Since the submission of and processing of the renewal application may take time, Government may release the grant for the first half-year of the year prior to receipt of this application at a rate equal to the grant released in the last half-year of the preceding year. If it is subsequently noticed that the amount so released exceeds the amount the institution is entitled to, the excess shall be adjusted from the grant-in-aid for the second half-year.(3)The grant-in-aid shall be released in two half-yearly instalments, the half-years ending on the 30th June and the 31st December. [The second half-yearly instalment shall be released on receipt of the audited records of the utilisation in respect of the grant-in-aid released in the preceding year. Provided that in case the audit of accounts is not completed in time and considering the hardship the half-yearly instalment can be released on receipt of utilisation Certificate from the institution. But in no case subsequent grant be sanctioned unless the audited accounts of the aforesaid period are submitted by the Institution. If it is noticed after audit of the accounts or inspection of the institution that the grant-in-aid so released exceeds the amount the institution is actually entitled to, the excess amount shall be refunded by the Institution within one month from the date of intimation for refund or adjusted from the subsequent grants or recovered as arrears of land Revenue from the grantee institutions.] [Inserted vide O.G.E.(Supplementary) No. 1, dated 3.1.1997.](4)[The grant-in-aid sanctioned by the Government shall be communicated to the Accountant-General, Orissa with a copy to the District Social Welfare Officer. The sanction order shall specify the amount payable to each institution and shall specify the Drawing and Disbursing Officer to draw the amount. The Drawing and Disbursing Officer shall disburse the amount in shape of Bank draft. The authorised representative of the institution may collect the Bank draft or the Bank draft may be sent by registered post. The management shall send as temped money receipt acknowledging the receipt of the amount immediately.] [Inserted vide O.G.E.(Supplementary) No. 1, dated 3.1.1997.](5)[ A separate register shall be maintained by the Drawing and Disbursing Officer the reflec all drawal and disbursement of grant-in-aid during the financial year institution-wise.] [Inserted vide O.G.E.(Supplementary) No. 1, dated 3.1.1997.]

## **7. Registers to be maintained by the institution.**

- Each institution in receipt of grant-in-aid under these rules shall maintain the following Registers : (a) Cash Book (Annexure IV) (b) Stock and Store Register (Annexure V) (c) Voucher Register (Annexure VI) (d) Register of Students (Annexure VII)

## **8. Audit and utilisation certificate.**

- The accounts of the grant-receiving institution will be audited each year by the Internal Audit Organisation of the [Women and Child Development Department] [Deleted and inserted vide O.G.E. (Supplementary) No. 1, dated 3.1.1997.] or by such other agency as Government may specify. The audit should, as far as possible, be completed by the 30th June. The management should submit the utilisation certificate in duplicate in Form O.G.F.R. 7-A (see Appendix) so as to reach Government by the 10th of July. The Community Development and Rural Reconstruction Department shall retain a copy of the utilisation certificate and send the other copy to the Accountant-General, Orissa who may test-check the account of these institutions where the grant-in-aid in favour of any institution exceeds Rs. 50,000 (recurring) or Rs. one lakh (non-recurring), as required under Rule.172 of the Orissa General Financial Rules, Volume 1. Failure in submission of certificate by the specified date will entail non-release of the grant during the year.

## **9. Miscellaneous.**

(1) The Collector of the district shall, on behalf of Government, be competent to inspect any grant-receiving institution and take such action as he may deem necessary with a view to ensuring proper implementation of these rules. He shall be assisted by the District Social Welfare Officer. The Collector, the District Social Welfare Officer or any Officer authorised by the Collector may inspect any institution (including its records and accounts) in the district. The Collector and, with his approval, the District Social Welfare Officer may submit a special report to Government. (2) The Sub-divisional Officer and the Block Development Officer may inspect any institution provided with assistance under these rules in the Sub-division or the Block, as the case may be. They shall send, wherever necessary, special reports to the Collector. (3) The Revenue Divisional Commissioner may inspect any institution provided with assistance under these rules in the revenue division. (4) The [Women and Child Development Department] [Deleted and Inserted vide O.G.E. (Supplementary) No. 1, dated 3.1.1997.] shall be the Administrative Department for the scheme and shall be competent to issue clarifications on the provisions of these rules and instructions of the administration of the scheme or on the management of any institution in the State in receipt of assistance under these rules. Annexure-I Application seeking recognition

## **1. Name of the institution.....**

**2. Address.....**

**3. Date and number of registration (under the Societies Registration Act).....**

**4. Names and addresses of the members of the Executive/Managing Committee.....**

**5. Category (viz., blind, deaf and dumb or mentally retarded) of handicapped children educated in the institution.....**

**6. Does the institution own its accommodation or is it accommodated in rented premises ? If rented, indicate the rent paid annually.....**

**7. Are the students boys only, or girls only, or of both sexes ?.....**

**8. Is the institution residential or non-residential ?.....**

**9. Present capacity and service rendered-**

(a)Number (separately for boys and girls) of students on roll(b)Student population in each class(c)Is any vocational training given ? If so, specify(d)How is medical care given ?(e)Other services provided (specify)

**10. If a residential institution-**

(a)What is the capacity in the hostel ?.....(b)Are there cooks and attendants ? Give their names and specify emoluments paid to them(c)Are there reasonable water-supply and sanitation facilities ?

**11. Give names and qualifications of the teaching staff and specify emoluments paid to each.....**

**12. Are there other employees ? If so, give their names, duties assigned to each and emoluments.....**

**13. Assistance received by the institution during the last year from**

(a)Government of India.....(b)State Government.....(c)Any other source (specify).....

**14. Enclose an audited statement of accounts of the last year,.....**

**15. Does the institution need any assistance from Government ? (Specify the purpose).....**

**16. Amount to be contributed by the institution .....**

**17. Give a brief outline of services rendered by the institution.....**

Date.....Place..... Signature of the President/ Secretary of the Executive/Managing Committee

Annexure-II Application for grant-in-aid

**1. Name and address of the institution .....**

**2. Amount of grant received last year-**

(a) From the Government of India.....(b) From the State Government .....(c) Any other source (specify) .....

**3. When was the utilization certificate in respect of last year's grant submitted ?**

(If not submitted, the utilization certificate may be submitted along with this application).....

**4. No. of students in the institution-**

(a) Boarders.....(b) Day students .....(c) Total.....

**5. Give details of staff employees with their salary.... ..**

**6. Amount of grant applied for .....**

Certified that the above statements are true to the best of my knowledge and belief and that the institution is eligible for assistance under the rules governing grants-in-aid to institutions imparting education to handicapped children.

Date.....Place..... Signature of the President/ Secretary of the Executive/Managing Committee

Recommendations of the Enquiring Authority I have personally visited the institution. My observations are as follows : I recommend a grant-in-aid amounting to Rs.....(Rupees.....)

only the year.....Or I do not recommend any grant-in-aid to this institution.

Date.....Place..... Signature Designation

Annexure-III Register of institution for handicapped children

**1. Serial No .....**

**2. Name and address of the institution.....**

**3. Category of disabled children educated in the Institution.**

**4. No. of students-**

(a) Boarders.....(b) Day students.....(c) Total.....

**5. No. and date of the order sanctioning grant-in-aid.....**

**6. Amount sanctioned as grant-in-aid.....**

**7. Date of submission of bill to the Treasury.....**

**8. Date of remittance of the grant-in-aid.....**

**9. Bank Draft No. and date.....**

**10. Remarks.....**

Annexure-IV Cash Book

Receipt	Expenditure	Remarks						
Date of receipt	Particulars of receipt (showing source and No. and date of Bank Draft, if any)	Amount of receipt	Date	Particulars of expenditure (showing name of payee and purpose, etc.)	Sr. No. (if any)	Amount		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	

Annexure-V Stock and Store Register

**1. Serial No.....**



- 2. Name of article.....**
- 3. Stock prior to purchase.....**
- 4. Number/Quantity purchased.....**
- 5. Amount paid.....**
- 6. Total stock (Col. 3+Col. 4).....**
- 7. To whom issued.....**
- 8. Particulars of disposal by sale, etc.....**
- 9. Amount realised from sale.....**
- 10. Balance in store.....**
- 11. Remarks.....**

Annexure-VI Voucher Register

Voucher No.	Date	To whom paid	Particulars	Amount	Remarks
(1)	(2)	(3)	(4)	(5)	(6)

Annexure-VII Register of students

- 1. Serial No.....**
- 2. Name of the child.....**
- 3. Sex and age.....**
- 4. Name of disability.....**
- 5. Name of the father/guardian.....**
- 6. Home address.....**

**7. Date of admission.....**

**8. Class in which he/she is studying.....**

**9. Does he/she receive any Vocational Training ? If so, specify.....**

**10. Date of discharge.....**

**11. Details of academic qualification and training acquired at the time of discharge .....**

**12. Reasons for discharge.....**

**13. Remarks.....**

Appendix Form O.G.F.R. 7-A[See Rule 172]Form of Utilisation Certificate for the year 20.....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 :

1. (a) Unspent balance at the end of the year      Rs.

(b) Grant received during the year of      Rs.

Quote the number and date of authorisation issued by Accountant-General, Orissa, 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., dated the 27th 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.....show 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..... (Rupees.....) shown as balance at the end of the year is available for expenditure and no part of it has been diverted to other purposes.**

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

\*Write the name of the Local Body, Institution, Club, etc. Dated  
the.....20.....Chairman/President of the\* ..... \*Write the name of the  
Local Body, Institution, Club, etc.

Dated the.....20.....

District Officer

Dated the.....20.....

Head of the  
Department

Note - (1) The certificate should be furnished in duplicate, so as to reach Government in the Administrative Department by the 1st of June of the succeeding year of expenditure. One copy of the certificate will be retained in the Administrative Department and another copy should be sent to the Accountant-General, Orissa by the 30th June of the same year. Note - (2) Separate certificates should be sent in respect of amounts drawn for different purposes. [F.D. Memo. No. 30007 (144)-F., dated the 27th July, 1962].