

**SOCIAL JUSTICE, CULTURAL AFFAIRS, SPORTS AND SPECIAL  
ASSISTANCE DEPARTMENT**

Mantralaya, Mumbai-400 032, dated 28th February 2003.

*NOTIFICATION*

**PERSONS WITH DISABILITIES (EQUAL OPPORTUNITIES PROTECTION OF RIGHTS  
AND FULL PARTICIPATION) ACT, 1995.**

No. EDD 2001/CR-63/Sudhar-3.—In exercise of the powers conferred by sub-sections (1) and (2) of Section 73 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act 1995 (1 of 1996), the Government of Maharashtra hereby makes the following rules, namely:—

**CHAPTER-1**

**PRELIMINARY**

1. *Short title and Commencement.*—These rules may be called the Maharashtra Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Rules, 2001.

2. *Definitions.*—(1) In these rules, unless the context otherwise requires,

(a) “Act” means the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996);

(b) “Chairperson” means a Chairperson appointed under clause (a) of sub-section (2) of Section 13 of the Act;

(c) “Commissioner” means the Commissioner for Persons with Disabilities appointed under sub-section (1) of the Section 60 of the Act;

(d) “Form” means the Form appended to these rules;

(e) “Member” means a member appointed under section 13 of the Act;

(f) “Member-Secretary” means a Member-Secretary appointed under clause (j) of sub-section (2) of section 13 of the Act;

(g) “Section” means a section of the Act;

(h) “Special Employment Exchange” means Special Employment Exchange, special cell in normal Employment Exchange and such employment exchanges which are notified as a Special Employment Exchanges, by notification in the Official Gazette;

(i) "Vice-Chairperson" means a Vice-Chairperson appointed under the Act ;

(j) "Year" means the financial year commencing on the first day of April.

(2) Words and expressions used in these rules but not defined hereinabove shall have the same meanings as respectively assigned to them in the Act.

## CHAPTER II

### GUIDELINES FOR EVALUATION OF VARIOUS DISABILITIES

3. *Guidelines for Evaluation of Disabilities.*—The general guidelines for evaluation and assessment of various disabilities issued by the Government of India in the Ministry of Welfare, Vide No.4-2/88/HW-III, dated the 6th August, 1986 and as may be amended, from time to time, shall be followed for evaluation of various disabilities specified in clauses (b), (e), (i), (l), (n), (o), (q), (r), (t), and (u) of section 2.

4. *Authorities to give Disability Certificate.*—(1) A Disability Certificate shall be issued by a Medical Board duly constituted by the State Government.

(2) The State Government may constitute a Medical Board Consisting of at least three members out of which at least one shall be a specialist in the particular field for assessing, locomotor or visual including low vision or blind or hearing & speech disability, mental retardation and leprosy cured, as the case may be. Civil Surgeon of the District shall be a Chairman of the Medical Board and the Medical Board shall be equivalent to the existing Rehabilitation Center for the disabled in the State and in the Country. Medical Board shall includes specialists in various disabilities.

5. *Procedure for grant of Disability Certificate.*—(1) The Medical Board shall, after due examination, give a permanent Disability Certificate, in FORM 'A', in case of such permanent disabilities where there are no chances of variation in the degree of disability.

(2) The Medical Board shall indicate the period of validity in the certificate, in cases where there is any chance of variation in the degree of disability.

(3) No refusal of Disability Certificate shall be made unless an opportunity is given to the applicant of being heard.

(4) On representation by the applicant, the Medical Board may review its decision having regard to all the facts and circumstances of the case and pass such order in the matter as it thinks fit.

6. *Validity of Disability Certificate.*—The certificate issued under rule 5, shall make a person eligible to apply for facilities, concessions and benefits admissible under any scheme of Government or Non-Government Organisations, subject to such conditions as the Central or the State Government may impose, from time to time.

7. *Appellate Medical Board.*—To review any dispute regarding refusal of Disability Certificate, the powers as mentioned in M.C.S. (General Service Conditions) Rules 1981, Annexe III, Rule 18 shall be vested with the Director General of Public Health.

### CHAPTER III

#### THE STATE COORDINATION COMMITTEE

8. *Membership Roll.*—The Member-Secretary shall keep a record of names of members and their addresses.

9. *Change of Address.*—If a member changes his address, he shall notify 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 his correct address.

10. *Daily and Travelling Allowances.*—The members nominated under clause (f) and clause (h) of sub-section (2) of section 13 shall receive such allowances as per the orders issued by the State Government from time to time :

Provided that, in case of a Member of State Legislature who is also a member of the State Coordination Committee, the said daily and travelling allowances will be paid at the rates admissible to him as a 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.

11. *Notice of meetings.*—(1) The meetings of the State Coordination Committee shall ordinarily be held at the State Headquarters 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 State Coordination Committee, call a special meeting of the State Coordination Committee.

(3) 15 clear days' notice of an ordinary meeting and 6 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 thereat, shall be given by the Members-Secretary to the member.

(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 of the case, thinks fit.

(5) No members 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 Coordination Committee may adjourn its meetings from day to day or to any particular day.

(b) Where a meeting of the State Coordination 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, if held, by messenger and it shall not be necessary to give notice of the adjourned meeting to other members.

(c) Where a meeting of the State Coordination 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) of this rule.

12. *Presiding Officer.*— The Chairperson shall preside at every meeting of the 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.

13. *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 or on the following date or on some other future date as he may fix.

(3) No quorum shall be necessary for the adjourned meetings.

(4) No matter which had not been on the agenda of the ordinary or the Special meeting as the case may be shall be discussed at adjourned meeting.

(5) (a) Where a meeting of the State Coordination 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, by messenger and it shall not be necessary to give notice of the adjourned meeting to other members.

(b) Where a meeting of the State Coordination Committee is adjourned under sub-rule (2) for want of quorum not to 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 11.

14. *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 Members-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.

15. *Absence from meetings of State Coordination Committee.*—Any member of the State Coordination Committee absenting himself from three consecutive meetings without leave of the Chairperson shall cease to be a member of the State Coordination Committee.

16. *Maintaining order at meeting.*—The presiding officer shall maintain order at the meeting.

17. *Business to be transacted at meeting.*— 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 11, shall be transacted at any meeting.

18. *Order of transaction of business.*— (1) 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.

(2) 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 agrees, such a change shall take place.

19. *Decision by majority.*—All questions considered at a meeting of the committee shall be decided by a majority of the votes of the members present and voting and in the event of equality of votes, the Chairperson, or in absence of Chairperson, the Vice-Chairperson or in the absence of the both the Chairperson and the Vice-Chairperson, the member presiding at the meeting, as the case may be, shall have a second or casting vote.

20. *No proceeding to be invalid due to vacancy or any defect.*—No proceedings of the State Coordination 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

21. *Daily and Traveling Allowances.*—(1) The members nominated under clause (d) and clause (e) of sub-section (2) of section 19 shall receive such allowances as per the orders issued by the State Government from time to time.

22. *Notice of meetings.*—(1) The meetings of the State Executive Committee shall ordinarily be held at the State head quarters, on such dates as may be fixed by the Chairperson.

Provided that, it shall meet at least once in every three months.

(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) 15 clear days notice of an ordinary meeting and 5 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 thereat, 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 of 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 Executive Committee may adjourn its meetings from day to day or to any particular day.

(b) 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 in the city, town, or other 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.

(c) Where meeting of the State Executive 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) of this rule.

23. *Presiding Officer.*—The Chairperson shall preside at every meeting of the Committee and in his absence, the members present shall elect one of the members to preside at that meeting.

24. *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 future date as he may fixed.

(3) No quorum shall be necessary for the adjourned meeting.

(4) No matter which had not been on the agenda of the ordinary or the special meeting as the case may be, shall be discussed at adjourned meeting.

(5) (a) Where a meeting of the State Executive 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 Executive Committee is adjourned under sub-rule (2) for want of quorum not to the following date with sufficient gap but to another date, notice of such adjourned meeting shall be given to all the members as provided in sub-rule (4) of rule 22.

25. *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.

26. *Absence from meetings of State Executive Committee.*— Any member of the State Executive Committee absenting himself from three consecutive meetings without leave of the Chairperson, shall cease to be a member of the State Executive Committee.

27. *Maintaining order at meeting.*—The presiding officer shall maintain order at the meeting

28. *Business to be transacted at meeting.*— 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 22, shall be transacted at any meeting.

29. *Order of transaction of business.*—(1) At any meeting business shall be transacted in the order in which it is entered in the agenda.

(2) 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 agrees, such a change shall take place.

30. *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 absence of Chairperson, the member presiding at the meeting, as the case may, be shall have a second or casting vote.

31. *No proceeding to be invalid due to vacancy of any defect.*—No proceedings 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 committee.



32. *Manner and purpose of Association of Persons with State Executive Committee.*—(1) The State Executive Committee may invite any person, whose assistance or advice, if considered useful in performing any of its functions, to participate in the deliberations of any of its meeting.

(2) A member associated with the State Executive Committee under sub-rule (1), if happens to be a non-official member shall be paid such daily and traveling allowances as admissible to the member of the State Executive Committee.

33. *Associated persons not to disclose any information.*—The associated persons 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 written permission of the Chairperson of the Committee.

34. *Duties and functions of the associated persons.*—The associated persons shall discharge such duties and perform such functions as are assigned to them, by the State Executive Committee.

## CHAPTER V

### EMPLOYMENT

35. *Computation of vacancies.*—For the purpose of computation of vacancies for persons with disabilities in Group A,B,C and D posts, the procedure laid down by the Government from time to time, shall be followed.

36. *Notification of vacancies to the Special Employment Exchanges.*—(1) Vacancies in posts of a technical and scientific nature occurring in establishments in respect of which the State Government is the appropriate Government under the Act shall be notified to such Special Employment Exchanges as may be specified by the State Government by notification in the *Official Gazette* in this behalf.

(2) Vacancies other than those specified in sub-rule (1) shall be notified to the local Special Employment Exchange concerned. A copy of the notification of vacancies shall also be sent to the concerned Vocational Rehabilitation Centre for Handicapped.

37. *Form and manner of notification of vacancies.*—The vacancies shall be notified in writing to the appropriate 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 requirements (i.e. job involving visual accuracy, frequent movement or walking, continuous long hours sitting etc.) ;
  - (c) Qualifications required,—
    - (i) Essential
    - (ii) Desirable ;
  - (d) Age limits, if any ;
  - (e) Whether women are eligible.
- (4) Number of vacancies,—

Reserved for Physically Handicapped Persons.

Orthopedically  
Handicapped

Visually  
Handicapped

Hearing  
Handicapped.

- (a) Regular
- (b) Temporary.
- (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 persons to whom applicants should report.

(9) *Any other relevant information.*—The vacancies shall be re-notified in writing to the concerned Special Employment Exchange if there is any change in the particulars already furnished to the Special Employment Exchange under this rule.

38. *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 under sub-rule (1) of Rule 36, shall be notified at least three 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 fifteen days from the date of selection.

39. *Submission of Returns.*—An employer shall furnish to the local Special Employment Exchange quarterly returns in Form ER-1 and biennial returns in Form ER-11, as may be amended from time to time. Quarterly returns shall be furnished within thirty days of the due dates, namely, 31st March, 30th June, 30 September and 31st December. Biennial return shall be furnished within thirty days of the due date as notified in the *Official Gazette*.

40. *Form in which record to be kept by an employer.*—An employer shall maintain the record of employees with disabilities in Form ER-III, as may be amended, from time to time.

## CHAPTER—VI

### RECOGNITION OF INSTITUTIONS FOR PERSONS WITH DISABILITIES

41. *The form of application under section 52.* Every application for a certificate of registration shall be made in Form "B".

42. *Order refusing to Grant Certificate.*—The Competent Authority may, after giving the applicant a reasonable opportunity of being heard, make an order refusing to grant a certificate. Such order shall contain specific reasons for refusal to grant such a certificate and shall be communicated to the applicant in form 'C' within a period of 60 days through registered post.

43. *Validity of Certificate of Registration.*— A certificate of registration granted in form 'D' under section 52, shall, unless revoked under section 53, remain in force for a period of three years. The Competent Authority shall have discretion to reduce the period of validity in case of institutions having inadequate facilities to run the special schools.

44. *Appeal.*— A person aggrieved by an order of the Competent Authority refusing to grant a certificate or revoking a certificate may, within a period of 30 days, from the date of receipt of such order, prefer an appeal to the Government against such refusal or revocation :

Provided that, the said 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.

## CHAPTER VII

### COMMISSIONER FOR PERSONS WITH DISABILITIES

45. *Procedure to be followed by Commissioner.*— (1) A complaint containing the following particulars shall be presented by the complainant in person or by his agent to the Commissioner of Persons with Disabilities or be sent by registered post addressed to the Commissioner, namely :—

- (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 allegations contained in the complaint ;
- (e) the relief which the complainant claims.

(2) The Commissioner on receipt of a complaint shall refer a copy of the complaint to the opposite party 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 Commissioner.

(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 Commissioner. Where the complainant or his agent fails to appear before the Commissioner on such days, the Commissioner may in his discretion either dismiss the complaint on default or decide on merits. Where the opposite party

or his agent fails to appear on the date of hearing the Commissioner may take such necessary action under Section 63 of the Act as he deems fit for summoning and enforcing the attendance of the opposite party. He may, however, decide to dispose of the complaint ex-parte, if necessary.

(4) The Commissioner 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.

46. *Salary and Allowances of the Commissioner.*—The Commissioner shall be entitled to salary, allowances and other perquisites as are available to Secretary to State Government.

47. *Submission of Report to the State Government.*—The Commissioner shall submit report to the State Government on the implementation of the Act at the interval of six months in such a manner that atleast two reports are sent in one financial year.

48. *Submission of Annual Report.*—(1) The Commissioner shall, as soon as possible, at the end of the every financial year but not later than the 30th day of September in the next year ensuring, 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) Names of officers and staff of the Board and a chart showing the organisational set up ;

(b) The functions which the Commissioner has been empowered under Section 61 and 62 of the Act and the highlights of the performance in this regard ;

(c) The main recommendations made by the Commissioner ;

(d) District wise progress made in the implementation of the Act ;

(e) Any other matter deemed appropriate for inclusion by the Commissioner or specified by State Government from time to time.

## FORM 'A'

(Disability Certificate)

[See rule 5(1)]

(Details of the form to be filled in by the Department carefully)

## FORM 'ER-I'

(Quarterly returns to be filled in by the Employer)

(See rule 39)

(Details of the form to be filled in by the Department carefully)

## FORM 'ER-II'

(Biennial returns to be filled in by the Employer)

(See rule 39)

(Details of the form to be filled in by Department carefully)

## FORM 'ER -III'

(Record of employees with disabilities to be kept by the Employer)

(See rule 40)

(Details of the form to be filled in by the Department carefully)

## FORM 'B'

(Application for certificate of registration)

(See rule 41)

(Details of the form to be filled in by the Department carefully)

## FORM 'C'

(Format of application for grant of certificate of registration before Competent Authority)

(See rule 42)

(Details of the form to be filled in by the Department carefully)

## FORM 'D'

(Order of refusal of registration)

(See rule 43)

(Details of the form to be filled in by the Department carefully)



(SEC-1)

## The Gazette of India Extraordinary

FORM ER-I

## (Disabled persons employed return)

(See Rule 39 )

Quarterly return to be submitted to the Special Employment Exchange for the quarter ended

Name and address of the employers :

Whether—Head Office :

Branch Office :

Nature of business/principle activity :

1. (a) Employment.—Total number of persons including working proprietors/partners/commission agents/contingent paid and contractual workers, on the pay rolls of the establishment excluding part-time workers and apprentices. (The figures should include every persons 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		
	Ortho- paedically handicapped	Visually handi- capped	Hearing handi- capped	Ortho- paedically handicapped	Visually handi- capped	Hearing handi- capped
Men with disability						
Women with disability						
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.

2. Vacancies.—Vacancies carrying total employments as per prevailing minimum wage per month and of over three months duration.

(a) Number of vacancies occurred and notified 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	Filled	Source	(Describe the source from which filled)
	Local Special Employment Exchange	General Employment Exchange		
1	2	3	4	5

## (Part-II)

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

3. Manpower shortages

Vacancies/post unfilled because of shortage of suitable applicants.

Name of the occupation or designation of the post number of unfilled vacancies/posts disability wise

	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 employer

To

The Employment Exchange.

*Note.*—This return relates to quarters ending 31st March/30th June/30th September and 31st December and shall be rendered to the local Special Employment Exchange within thirty days after the end of the quarter concerned.

## FORM ER-II

(See RULE 39 )

Occupational return to be submitted to the local Special Employment Exchange once in two years.

Name and 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 (Specify date) (this figure) should include every persons whose wage 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 separates)

Occupation	Number of Employees						
Use exact terms	Men with Disability			Women with Disability			Total
Such as engineer (Mechanical)	O	V	H	O	V	H	Please give as far as possible approximate number of vacancies in each occupation you are likely to fill during the next year due to retirement.
Teacher (Domestic/ Science); Officer on duty (actually);	R	I	E	R	I	E	
Assistant Director (Metallurgist);	T	S	A	T	S	Q	
Scientific Assistant (Chemist); Research Officer	H	U	R	H	U	R	
	O	A	I	O	A	I	
	P	L	N	P	L	N	
	A	L	G	A	L	G	
	E	Y		E	Y		
	D			D			
Supervisor (tailor) fitter (internal Combustion engine);	A	A					
	C	C					
Inspector (sanitary);	Y	Y					
Superintendent (office);							
Apprentice (electrician)							
TOTAL							

Date

Signature of Employer

To

The Employment Exchange

(Please filling here the address of your local Special Employment Exchange)

*Note.*—Total of Col. 8 under item 7 should correspond to the figures given against item-1.

## FORM ER-III

(See RULE 40 )

1. Name and 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 figures should include every persons whose wage or salary is paid by the establishment)
5. Total number of disabled persons (disability-wise) on the payroll of the establishment. (This figure should include every persons 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	Numbers of Employees						Total
Use exact terms	Men with Disability			Women with Disability			
Such as engineer	O	V	H	O	V	H	Nature and extent of disability.
(Mechanical)	R	I	E	R	I	E	
Teacher	T	S	A	T	S	A	
(Domestic/Secience)	H	U	R	H	U	R	
Officer on duty (actually)	O	A	I	O	A	I	
Assistant Director	P	L	N	P	L	N	
(Metallurgist)	A	L	G	A	L	G	
Scientific Assistant (Chemist)	E	Y		E	Y		
Research Officer (Economist)	D			D			
Instructor (Carpenter)	I			I			
Supervisor (Tailor) fitter (Internal)	C			C			
Combustion engine Inspector	A			A			
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 as per prevailing minimum wage per month and of over three months duration.

(a) Number of vacancies occurred and notified during the quarter and the number filled during the quarter.

Number of vacancies which come within the purview of the Act.

Occurred	Notified		Filled	Sources (Described the source from which filled)
	Special Employment Exchange	General Employment		

Total

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

#### 8. Manpower shortages—

Vacancies/post unfilled because of shortage of suitable applicants

Name of the occupation or designation of the posts	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 Employer:



## FORM A

Prescribed form of medical certificate

No.

Date

## Certificate of Persons with Disabilities

This is to certify that Shri/Smt. ....  
 Resident of ..... Taluka .....  
 District ..... was examined in this Hospital under O.P.D.  
 No. .... dated ..... by Medical Board  
 for Persons with Disabilities.

He /She is found to be Persons with Disabilities as mentioned below

Sr.No.	Type of Disability	Description of Disability	% age of Disability/I.Q./D. B. loss
1	Blindness		
2	Low vision		
3	Leprosy cured		
4	Hearing impairment		
5	Locomotor disability		
6	Mental retardation		
7	Mental illness		

He/She is fit/unfit for benefits of Persons with Disabilities.

Identification marks—

(1)

(2)

Left hand thumb impression of the candidate.

President/Superintendent  
Civil Surgeon

Member  
R.M.O.

Specialist in Subject

Name of the Hospital

## FORM B

(See Rule 41).

Format of application for grant of certificate of registration  
before Competent Authority.

1. Name of the applicant organisation.
2. Address and phone number
3. Applicant is—
  - (a) An organisation registered under the Societies Registration Act, 1860 (Act XXI of 1860).
  - (b) A Public Trust registered under any Law or 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.
4. Date of establishment of the organisation.
5. Nature 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 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 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 enclosed 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 staffs to be appointed, give details of the qualifications, academic, professionals and experience prescribed for the purpose.  
(c) Number of employees working in the organisation.
15. List of papers/statements to be attached.
  - (a) Prospectus or a brief descriptive note giving aims and objects/activities of the organisation.
  - (b) Constitution of the organisation
  - (c) Constitution of the board of management with particulars of each members.

Signature of applicant.

## FORM C

(See rule 43).

## Order of refusal of registration

The application No. .... dated .....  
 received from ..... (name of the Organisation)  
 based at .....  
 (address of the organisation) a/an .....  
 (status of the organisation) established on .....  
 .....which is a (Nature of the  
 organisation) was examined as required by the provision of the Persons with  
 Disability (Equal Opportunities, Protection of Rights and Full Participation)  
 Act, 1995 and Rules made thereunder enquiries were conducted about the  
 nature of activities and work with which the organisation is involved and it  
 is found that ..... I am of the opinion that organisation cannot  
 be registered for the above reasons.

Signature of the Competant  
 Authority.

FORM D  
( See rule 43 )  
Certificate of registration

(Name of the organisation) : .....  
(Address of the organisation) : .....  
.....  
(Status of the organisation) : .....  
(Status of the organisation) establish on .....is a  
.....  
(Nature of the organisation) have applied for registration of the organisation  
vide his application No. ....date .....

This is to certify that the Organisation mentioned above has been registered  
at Sr. No. .... in the register maintained for the purpose.

This certificate is issued as required by sub-section (2) of section 52 of the  
Persons with Disabilities (Equal Opportunities, Protection of Rights and Full  
Participation) Act, 1995 (1 of 1996) on the following conditions :—

“ This certificate is valid for a period of three years as per rule 43 of the  
Maharashtra Persons with Disabilities (Equal Opportunities, Protection of  
Rights and Full Participation) Rules, 2001 unless revoked during this period. ”.

Signature of Competant  
Authority.

By order and in the name of the Governor of Maharashtra,

S. V. CHAVAN,  
Under Secretary to Government.

शासकीय मध्यवर्ती मुद्रणालय, मुंबई