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संयुक्त सचिव
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भारत सरकार
सामाजिक न्याय और अधिकारिता मंत्रालय
विकलांगजन सशक्तिकरण विभाग
5वां तल, पर्यावरण भवन, सी.जी.ओ. कॉम्प्लेक्स
लोदी रोड़, नई दिल्ली-110 003
Government of India
Ministry of Social Justice & Empowerment
Department of Empowerment of Persons with Disabilities
5th Floor, Paryavaran Bhawan,
CGO Complex, Lodhi Road, New Delhi-110 003

D.O.No.4-2(11)/2015-DD-I

3rd June, 2015

Dear Sir/Madam,

As you are aware this Ministry provides grant-in-aid to NGOs and other Implementing Agencies under the Scheme of "Assistance to Disabled Persons for Purchase/Fitting of Aids and Appliances (ADIP)". Details of the scheme are also available on the Ministry's website(www.socialjustice.nic.in).

2. As per the scheme, organization which can act as Implementing Agencies (IAs) include Societies and their branches, if any, registered separately under the Societies Registration Act, 1860. Registered Charitable Trusts. Indian Red Cross Societies and other Autonomous Bodies headed by District Collector/Chief Executive Officer/District Development Officer. National/Apex Institutes, CRCs, RCs, DDRCs, National Trust, ALIMCO functioning under administrative control of the Ministry of Social Justice and Empowerment/Ministry of Health and Family Welfare, National/State Handicapped Development Corporation and Section 25 Companies in the Private Sector, Local Bodies – Zilla Parishad, Municipalities, District Autonomous Development Councils and Panchayats etc., Hospitals registered as separate entity, as recommended by State/UT/Central Govt. Nehru Yuva Kendras, any other organization as considered fit by Department of Empowerment of Persons with Disabilities, Ministry of SJ&E.

3. State-wise notional allocation of funds on the basis of census data 2011, for camp activity, is enclosed at **Annexure-I**. District-wise disability camps are to be organised for camp activity. While organising district –wise camp, it may be ensured that the camps may be organised in such a way that all parts of the district as well as all types of disable person may be covered. State Govt./UT, while recommending implementing agency for organising camps should also focus on coverage of inaccessible and un-served areas. However, proposals of Implementing Agencies may be recommended in such a way that all the districts of the State/UT may be covered and the State-wise allocation of funds may not exceed.

4. Details of the State- wise proposals which were received during 2014-15 and processed but GIA could not be released due to various administrative reasons/deficient documents, is enclosed at **Annexure-II** and these proposals are now being processed for release of grant-in-aid during 2015-16. This may also be taken into account while recommending proposals for release of grant-in-aid during 2015-16.

5. The following order of preference, as far as possible may be followed for recommending the proposals of Implementing Agencies for camp activity for 2015-16:-

- (i) District Disability Rehabilitation Centres (DDRCs), for the districts where they are functional.
- (ii) District Red Cross Society.
- (iii) District Panchayat for rural areas and one or more Municipal Corporation/Municipalities for urban areas.
- (iv) State Handicapped Corporations
- (v) Nehru Yuvak Kendras, subject to willingness and capacity.
- (vi) NGOs with a proven record of service.

6. In addition to district-wise camp activity, grants can also be sanctioned to suitable Implementing Agencies for undertaking ADIP activities at their Headquarters/Sub-Centres if they have adequate staff and infrastructure at such HQs/Regional Centres, and have been providing aids and appliances to PwDs, on a regular basis and on a substantial scale at such HQs/Regional Centres.

7. It has also been decided by this Ministry that proposals for 2015-16 will be submitted online on the interactive website – www.ngograntsje.gov.in. The user manual for NGOs/VOs for on-line filing of application may be accessed at <http://www.socialjustice.nic.in/pdf/UserManualver1.1NGOUser.pdf>. All NGO/VOs has also been intimated in this regard. As per the decision taken by the Ministry, from 2015-16, all the fresh proposals from the NGOs will be accepted preferably on-line only and no proposal in paper form will be accepted.

8. Grant-in-aid under the Scheme is normally released in two instalments. However, due to late receipt of proposals, in most of the cases recommended by the State Govts/UTs only 1st instalment is released, as the implementing agencies do not find time to utilize the GIA of the 1st instalment and submit proposal for 2nd instalment during the financial year. In view of this, in order to ensure proper utilization of allocated fund state-wise/district wise proposals from State Govts/UTs may be forwarded in time.

9. During the past, it has been observed that the proposals submitted by the Implementing Agencies to concerned State Govts./UTs are not scrutinized properly as per the guidelines of the scheme before recommending and forwarding them to the Ministry. Consequently mostly incomplete proposals are received in the Ministry which is not only leads to unnecessary correspondences with the State Govts/implementing agencies but also resulted in inordinate delay in release of grants-in-aid. As such before forwarding the proposals of Implementing Agencies, it may be ensured that the documents submitted with the proposal are complete in all respects as per the guidelines of the Scheme. List of documents required to be submitted along with the proposal is at **Annexure-III**.

10. As informed earlier, it is mandatory for all the Implementing Agencies to upload the lists of beneficiaries from 2013-14 onward on their website. It is also mandatory to submit the requisite number of copies of annual report in respect of those implementing agencies who had received grant-in-aid for more than 50.00 lakh in previous year. Compliance of Ministry's instructions in this regard by the concerned Implementing Agencies may please be ensured and also be taken into account while recommending the proposal of such agencies.

11. Detailed guidelines indicating salient features of revised ADIP scheme and procedure to submit proposals complete in all respects is also enclosed at **Annexure IV**.

12. Proposals, complete in all respects, of Implementing Agencies under ADIP Scheme for districts of your State/UT may be sent to this Ministry, so as to reach us latest by **15th July, 2015**.

With regards,

Yours sincerely,



(Awanish K. Awasthi)

All Principal Secretary/ Secretary
State Governments/ Union Territories
Social Welfare Department,
Dealing with Disabilities.

State Wise Notional Allocation of funds for camp activities under ADIP Scheme during 2015-16(as per census 2011)		
S.No.	State/Districts	Notional Allocation (Rs. In Lakh)
1	JAMMU & KASHMIR	70
2	HIMACHAL PRADESH	35
3	PUNJAB	120
4	CHANDIGARH	4
5	UTTARAKHAND	40
6	HARYANA	105
7	NCT OF DELHI	50
8	RAJASTHAN	300
9	UTTAR PRADESH	810
10	BIHAR	450
11	SIKKIM	21
12	ARUNACHAL PRADESH	35
13	NAGALAND	40
14	MANIPUR	70
15	MIZORAM	24
16	TRIPURA	83
17	Telangana	165
18	MEGHALAYA	57
19	ASSAM	620
20	WEST BENGAL	390
21	JHARKHAND	150
22	ODISHA	240
23	CHHATTISGARH	120
24	MADHYA PRADESH	300
25	GUJARAT	215
26	DAMAN & DIU	6
27	DADRA & NAGAR HAVELI	4
28	MAHARASHTRA	550
29	ANDHRA PRADESH	265
30	KARNATAKA	250
31	GOA	8
32	LAKSHADWEEP	5
33	KERALA	150
34	TAMIL NADU	230
35	PUDUCHERRY	10
36	ANDAMAN & NICOBAR ISLANDS	8
	TOTAL	6000

Details of proposal which were received processed during 2014-15 under ADIP Schem grant in aid could not be released due to various reasons.				
S.No	State / UT	S.No	Implementing Agencies	Status of Proposals
1.	Andhara pradesh		2014-15	
		1	A.P.Vikalangula Co operative Corporation, BRKR Bhawan, 2nd Floor, Tank Bund Road, Hyderabad-63	Deficient Documents
		2	Uma Educational & Technical Society, DDRC- East Godavari (Kakinada), Andhra Pradesh	The proposal was returned by IFD due to non availability of fund.
2	Telangana	3	Mahatma Gandhi Seva Sangh for DDRC Camp, Near Govt. Library Samarth nagar, Aurangabad, pin code-431001	For Telangana proposal was received on 31.3.2015
3	Arunachal Pradesh	4	Rama Krishna Mission Hospital, Itanagar, Arunachal Pradesh. (2014-15)	Deficient Documents
4	Assam		2014-15	
	online	5	Janakalyan Sangstha Assam Vill-Dhupaguri, P.O. Dhupaguri, P.S. Dhing, Dist. Nagaon, State- Assam, PIN-782123	New Case, approved by Screening Committee Deficient Documents
		6	Navottaran, Birubari, Rupnagar, Guwahati-16.Assam.	Received on 30.3.15
		7	Guwahati Youth Society, Kamrup	New Case to be placed in next screening Committee meeting (2015-16)
	On line	8	Human Action for Rural Development, PO Ashalkandi, District Karimganj, Pin 788723	New Case - do -
	On line	9	SOLACE, At Road, Natun Bazar, Po Itachali, Dist Nagaon Assam	New Case - do -
	On line	10	Sri Sri Sewa Ashram, Barpathar, Po-	New Case -do -

		Maduripathar, Dist-Dhemaji, State-Assam, Pin-787059	
On line	11	Gautam Roy Fans Club, Central Road Lala, P O Lala P S Lala, Dist Hailakandi, State Assam, Pin 788163	New Case -do-
On line	12	Loka Kalyan Yuva Samittee, Viil+P.O+Ps-Belsor, Dist.-Nalbari, Pin-781304	New Case -do-
On line	13	Prerona Pratibandhi Sishu Bikash Kendra, P.O-Cinnamara, Pin-785004, Jorhat, Assam	New Case -do-
Online	14	Dhula Regional Physically Handicapped Dev. Association	Returned by IFD
Online	15	Jaluguti Agrabami Mahila Samity, Phulbari Morigaon Town Post office Morigaon Police Station Morigaon District Morigaon State Assam Pin 782105	Returned by IFD
Online	16	Senchowa Anchalik Bikalaanga School and VTC, Assam.	Deficient Documents
Online	17	Best Friend Society, Nagoan, Assam	Compliant under examination
online	18	Gram Vikas Parishad, Rangloo, Nagaon	New Case, approved by Screening Committee.
2013-14			
	19	Institute of Management Resource Development, Nagaon (Proposal received during 2013-14 and process during 2014-15)	The proposal returned by the IFD due to non availability of fund.
On line	20		
	21	Adrasha Samaj Kalyan Samity, Nagaon, Assam	New Case, approved by Screening Committee. NOC received
	22	Eight Brothers Social Welfare Society, Assam	Concurred by IFD. Funds could not be released due to some observation during administrative approval regarding information of infrastructure of the NGO.

4	Bihar	2014-15	
		23	Foundation for Humanistic Action & Research & Study, Patna Received on 10.3.2015
		24	Society for preservation and Development of Human potential , Patna Received on 10.3.2015
		25	Instt. For National Development Integration and awareness, Patna Received on 10.3.2015
5	Chhattisgarh	2014-15	
		26	DDRC- Bilaspur Deficient Documents
		27	DDRC-Dhamtari Deficient Documents
		28	DDRC-Kanker Deficient Documents
	On line	29	Surguja Gayanoday Association Surajpur, C.G. 49722 Deficient Documents
		30	Pt.JNM Medical College of Raipur (BASLP) New Case recommended by Screening Committee.(The proposal was returned by IFD stating that being a new case received in the last quarter of the financial year, it could not be considered
		2013-14	
		31	State Resource Center, Mana Camp, Social Welfare Complex, Raipur (C.G.) Deficient Documents
		32	DDRC, Durg(camp+HQ) Deficient Documents
		33	DDRC Korba Deficient Documents
		34	DDRC Raigarh Deficient Documents
		35	DDRC Kabirdham Deficient Documents
		36	DDRC Koriya Deficient Documents
6	Delhi		
		37	Viklang Sahayata Samiti, Delhi The proposal returned by the IFD due to non availability of fund.

7	Gujarat	2014-15	
		38	Rogi Kalyan Samiti, Civil Hospital Ahmedabad New Case (The proposal was returned by IFD stating that being a new case received in the last quarter of the financial year, it could not be considered)
	On line also	39	Shri Bhramani Samaj Seva Trust, Gujarat BRAHMANI EDUCATION TRUST NR.RAJMAHEL POST.SANT TA.SANTRAMPUR DIST.MAHISAGAR GUJARAT - 389260 Deficient Documents
	On line & hard copy	40	Shantiniketan Samiti, Gujrat Deficient Documents
		41	Suryoday Khadi Mission, Ahmedabad New Case (The proposal was returned by IFD stating that being a new case received in the last quarter of the financial year, it could not be considered)
		42	Sevatirth Adarshnagar, Vadodara, Gujrat Deficient Documents
		43	DDRC- Junagarh Deficient Documents
		44	DDRC- Rajkot New Case (The proposal was returned by IFD stating that being a new case received in the last quarter of the financial year, it could not be considered)
	On line and hard copy	45	Ashirvad Seva Samiti, 11 Samata Co Operative Housing Society Behind Satyam Flat Opposite Swastic Bunglow Rakhial Road Ahmedabad 380021, Gujrat New case, to be placed next scrneeing committee meeting.
		46	Blind Peoples' Association, Ahmedabad Returned by IFD
		47	Andhjan Kalyan Trust, Rajkot New Case (The proposal was returned by IFD stating that being a new case received in the last quarter of the financial year, it could not be considered)
	On line also	48	Ashirvad Viklang Trust (Ashirwad Trust for Disabled) Behind Police Station National Highway No 8 Pincode 363430, Sayla, Surender Nagar do

		2013-14		
		49	Jilla Apang Punarvasan Kendra DDRC-Surat,	Deficient Documents
		50	Andh Apang Kalyan Kendra, Ahmedabad	Deficient Documents
		51	Shri Brahmani Charitable Trust, Patan, Gujarat	Deficient Documents
		52	Shri Khadi Gramodyog Nirman Seva Sankalam, patan	Deficient Documents
		53	DDRC Nadiyad, Gujrat	Deficient Documents
		54	Bhagwan Mahaveer Vikalang Sahayata Samiti, Jaipur	IFD observations
8	Haryana (2013-14)			
	On line	55	DDRC Hisar (Distt. Red Cross Society)	complete
	online	56	Indian Red Cross Society, Faridabad	Deficient Documents
	On line	57	IRCS, SIRSA	
9	Himachal Pradesh	58	Voluntary Health Association Himachal Pradesh	Deficient Documents. NOC received
		59	IRCS- Kullu (2014-15)	New Case to be placed next screening committee meeting.
	Online and hard copy	60	Distt. Red Cross Society, Kangra	New Case to be placed next screening committee meeting.
10	Karnataka On line also	61	Jagadguru Sri Shivarathreshwara Hospital, Mahathma Gandhi Road, Mysore,(JSS, Hospital)	Deficient Documents. NOC received
	On line	62	All India Jain Youth Federation Mahaveer Limb Centre, Hubli	New case to be placed next screening committee meeting
11	Maharashtra		(2014-15)	
		63	State Maharashtra Handicapped Finance & Development Corporation Ltd. Mumbai.	Clarification from State Govt. not received
		64	Vidharbha Apang vikas Sanstha.	Deficient Documents
		65	DDRC Latur (Jivan Vikas Pratisthan)	The proposal returned by IFD due to non availability of fund.
		66	Cochlea Pune for Hearing & Speech, Pune	Deficient Documents
		67	Shree Mahila Bal Kalyan & Apang Punarvasan Mandal	Returned by IFD

		68	Arunodaya Bahuudeshiya Gramin vikas Sanstha, Ahmednagar	Deficient Documents
	On line also	69	Jyotiba Phule Trust, Maharashtra	Deficient Documents
	On line also	70	National Association for Blind (NAB)- Nashik	Returned by IFD
	On line proposal	71	Youth Farmer and Health Social Welfare Society Near Arya Vaishya bhavan Umarched Tal Umarched Dist Yavatmal Pin code 445 206	New Case, approved by Screening Committee (Deficient Documents)
	On line proposal	72	Bhimalpen Aadiwasi Gramin Vikas Sanstha Mohda Ta Kelapur Dist Yavatmal 445402yavatmal	New Case approved by Screening Committee (Deficient Documents)
	On line	73	DDRC-Buldana (Youth Welfare Association of India)	The proposal returned by IFD due to non availability of fund.
	On line	74	Krantijyoti Savitribai Phule Mahila Bahuudeshiye Sansthan Plot no. 28, Gat no 41/3, Near Gajanan Marble, Pirprala Road, Droupadi Nagar, Jalgaon, Maharashtra,	New Case received on 01.4.15
		75	Shrirma Bahudeshiya Sevabhai Sanstha, Maharashtra.	Deficient documents
			2013-14	
		76	DDRC Virar, Thane	Deficient Documents. NOC from State Govt. received on 31.3.2015.
		77	Shraddha Mahila Mandal, Ahmadnagar	Complete. NOC from State Govt. received on 31.3.2015.
		78	Shri Khodiyar Shikshan Prasarak Mandal, Gondiya	Complete. NOC from State Govt. received on 31.3.2015..
		79	Pratisthan Shikshan Prasarak Mandal, Ahmednagar	Complete. NOC from State Govt. received on 31.3.2015..
12	Madhya Pradesh		2013-14	NOC received for all proposals
		80	DDRC- Shajapur	IFD/AA received but sanction could not issued to due to non receipt of bank details etc.
		81	DRCS- Seoni	- do -
	On line	82	DDRC Rajgarh	Deficient Documents
		83	DRCS- Chhatarpur	Deficient Documents
		84	DDRC Mandsaur	Deficient Documents
		85	IRCS Murena	The proposal was returned by IFD due to non availability of

			fund.
	86	DDRC Hosangabad	Deficient Documents
	87	IRCS Khandwa	Deficient Documents
	88	IRCS Chindwada	Deficient Documents
	89	DDRC, Neemuch	Deficient Documents
	90	DDRC, Bhind, MP	Deficient Documents
Online	91	DDRC, Dewas	The proposal was returned by IFD due to non availability of fund.
Online	92	DDRC. Shivpuri (Mangalam)	Deficient Documents
		2014-15	
On line	93	Zilla Panchyat Umariya,	New Case, Deficient Documents
	94	Amar Jyoti Charitable Trust	Returned by IFD
13	Manipur		
	95	Welfare Society for Disabled Persons, Canchipur, Opposite Manipur University, Imphal West, Manipur	Deficient Documents
	96	The Women Cultural & Development Society, Manipur	Deficient documents
14	Odisha	2014-15	
online	97	DDRC-Sambalpur	Deficient Documents
online	98	DDRC- Mayurbhanj	Deficient Documents
online	99	DDRC-Koraput	New case returned by IFD
online	100	DDRC-Khordha	Deficient Documents
online	101	DDRC-Kandhmal, Phulbani	Deficient Documents
online	102	DDRC- Nabarangapur	Deficient Documents
online	103	DDRC-Ganjam	Deficient Documents
online	104	DDRC-Kalahandi	Deficient Documents
15	Puducherry		
	105	Vocational Rehabilitation Centre for Handicapped, Puducherry	Deficient Documents

16	Punjab			
	On line	106	Guru Nanak Charitable Trust,	The proposal was returned by the IFD due to non availability of fund.
		107	IRCS, Mansa	The proposal was returned by the IFD due to non availability of fund.
		108	IRCS, Ferozpur	Deficient Documents
			2014-15	
	Online	109	DDRC- Bhatinda	Returned by IFD
	online	110	IRCS- Faridkot	Deficient Documents
	online	111	Bharat Vikas Parishad, Ludhina	The proposal was returned by the IFD due to non availability of fund.
	online	112	IRCS- Patiala	Deficient Documents
	Online	113	IRCS- Hoshiyarpur	Deficient Documents
17	Tamil-Nadu		2014-15	
		114	Trichirapalli Multipurpose Social Service (TMSS), Trichirapalli	Deficient Documents
		115	R.B. Charitable Trust, Salem, T.N.	- do -
18	Uttar Pradesh		2013-14	
		116	Janki Gramothan Mahila Bal Vikas Sansthan	Deficient Documents
		117	Mangalam Sadan, A-445, Indra Nagar, Lucknow.	The proposal was returned by IFD due to non availability of fund.
		118	Bhagirath Sewa Sanstha, Rajnagar, Gaziabad, UP	Deficient Documents
			2014-15	
	Online	119	Samaj Kalyan Samiti, Varsi gali , Haziypur Distt. Bareilly Pin-243001	New Case
	On line	120	Society for Instt. Of Psychological Research & Health, Amroha,	New Case ((The proposal was returned by IFD stating that being a new case received in the last quarter of the financial year, it could not be considered)

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online	121	Rajeshwari Seva Sansthan, Auraiya, UP	New Case (The proposal was returned by IFD stating that being a new case received in the last quarter of the financial year, it could not be considered)
Online	122	Laxmi Narayan Gramodhyog Vikas Samiti, Mohall Thankuran, New Coloney Holi Chowek, Bisuli, Budaun(UP) 243720	New Case-
Online	123	Raj Social Welfare Society, Vill Malikhera Urf Shahbajpur, Jyotiba Phoole Nagar, Amroha 244221	New Case
Online	124	Navada Gramodhog Vikas Samiti, UP	The proposal returned by the IFD due to non availability of fund.
online	125	Gyanodaya Samekit Sansthan, Jagdishpur, Phoolpur, Azamgarh-276304, U.P	New Case, Deficient Documents
Online	126	Adhunik Vidhya Mandir Avam Jr. High School Samiti	New Case (The proposal was returned by IFD stating that being a new case received in the last quarter of the financial year, it could not be considered)
online	127	DDRC- Chargaon- Gorakphur	- do -
online	128	Gautami Rehabilitation and Physiothereapy Sansthan	Deficient Documents
online	129	Gram Bharti Jan Kalyan Samiti. 1035 A Adarsh Nagar Fatehpur 212601	Deficient Documents
online	130	Lohia Public School Samiti,UP	Deficient Documents
online and hard copy	131	Sankalp, Gazipur,UP	Deficient Documents
Online and hard copy	132	Gramodaya Vikas Sansthan, Vill-fatehganj, post sarairawat. haidergarh, distt- Barabanki. U.P. 225124	Deficient Documents
online	133	DDRC- Gonda, UP	New Case ((The proposal was returned by IFD stating that being a new case received in the last quarter of the financial year, it could not be considered)
	134	Integrated Instt. of Rehabilitation for the Disabled, Agra, U.P.	- do -
online	135	Jonson Academic Institute, 437, Civil Lines, Udham Singh Nagar, Unnao-209801	New Case

	online	136	Sanchit Vikas sansthan, UP	Deficient document
	online	137	Meenu Sharma Viklang Relief Society, Kuraoli	- do -
19	Uttrakhand			
		138	DDRC, Happy family Health Care), Haridwar	Complaint. Special Audit is being conducted.
		139	Gramin Kshetra Vikas Samiti, Tehri Garhwal	Deficient Documents received and being scrutinized
20	W.B.		2014-15	
		140	Yuba Unnayan Seva Samity	Concurred by IFD. Funds could not be released due to some observation during administrative approval regarding information of infrastructure of the NGO.
		141	Haiderpur Shelter of Malda, W.B.	Deficient Documents
		142	Jalpaiguri Zilla Pratibhandhi Punarvasan Kendra, Jalpaiguri	The proposal was returned by IFD due to non availability of fund.
		143	Rehabilitation Centre for Children, Kolkatta	Deficient Documents
	Online and hard copy	144	Karimpur Social Welfare Society, (DDRC-Nadia) Karimpur	The proposal was returned by IFD due to non availability of fund.
			2013-14	
		145	IRCS Silliguri (Darjeeling)	The proposal was returned by IFD due to non availability of fund. NOC received
		146	Dantan Manab Kalyan Kendra, Paschimi Medinipur, WB	Newcase.Complete, NOC of the State Govt. received on 07.4.2015 in the Deptt.

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Annexure-III
**List of Documents required for processing of proposals for release of funds in the 1st
installment under ADIP Scheme**

S. No.	Documents
	Proposal for I Installment
1.	Application in prescribed format (Annexure-I and Annexure-II) for release of funds for the 1st installment as provided in the Scheme)
2.	State Governments/UT Administration/National Institutes recommendations along with Technical Evaluation Report(Annexure-A and Annexure-B)
3.	A certified copy of the Registration Certificate under Section 51/52 of Persons with Disabilities Act, 1995
4.	Certified copy of the Registration Certificate under Societies Registration Act, 1860 or Charitable Trust Act
5.	Memorandum of Association and copies of rules, aims and objectives of the organization
6.	List of Members of Management Committee (Annexure-III) of ADIP Scheme
7.	Annual Report of the Previous Year
8.	Balance Sheet(including receipt and payment account) and Income and Expenditure Account of the previous year, both in respect of the organization as well as of ADIP Project, separately
9.	List of Staff
10.	Details of infrastructure available with the organization for implementing the ADIP Scheme
11.	District-wise estimated estimate of requirement of funds for distribution/fitting of aids appliances in the allocated district.
12.	An undertaking that funds will not be utilized for any other purpose
13.	An undertaking to maintain a separate account of the funds received under the ADIP Scheme
14.	Certificate that the organization provided reservation to SC/ST/OBC & PwDs in accordance with Govt. Instructions if its employees are more than 20 persons on regular basis.
15.*	List of beneficiaries assisted in the previous year as per Performa in Annexure-IV of the ADIP Scheme, and in CD in Excel programme with summary of beneficiaries in hard copy
16.*	Utilization Certificate for the previous grant as prescribed in Annexure-V of the Scheme
17.*	List of test check of beneficiaries for the previous grant in the prescribed format- Annexure-VI
18.*	Proof that aids and appliances distributed from the previous grant under the ADIP Scheme were of due certification. Summary of type and no. of aids/appliances distributed.
19*	Details of Purchase with certified copies of supporting vouchers/bills for the previous grant.
20*	Details of purchase/expenditure over Rs.20000/- made through cheque
21*	Certified copy of the Bank Statement of ADIP Account showing details of amount of grant-in-aid received and expenditure incurred
22*	An undertaking for providing post distribution care to the beneficiaries on demand
23*.	Certificate and proof that list of beneficiaries' alongwith requisite details viz., photo, complete address with telephone numberetc. has been uploaded in the website of the organization in respect of previous year grant in the prescribed proforma (Annexure-IV)

***Required only for proposals from the organizations that have implemented the scheme in previous year.**

List of Documents required for processing of proposals for release of funds in the II installment under ADIP Scheme

	<u>Proposal for II Installment</u>
1.	Application in the prescribed format (as per Annexure-II) for release of the II installment as provided in the Scheme)
2.	Certified Audited accounts of the organization for the previous year
3.	Separate audited accounts of the funds under the ADIP Scheme received during previous year(s)
4.	Utilization Certificate of the I installment (Provisional UC for 75% of 1st installment)
5.	List of covered beneficiaries in the prescribed format at Annexure IV
6.	Test Report Check of beneficiaries covered in the previous year in the prescribed proforma (Annexure-VI)
7.	Proof that aids and appliances distributed from the I installment under the ADIP Scheme were of due certification.
8.	Details of Purchases with certified copies of supporting vouchers/bills from grant in aid of 1st installment under the ADIP Scheme
9.	Certificate and Proof that the list of beneficiaries' alongwith photo, complete address with telephone number etc. has been uploaded in the website of the organization in respect of beneficiary assisted from 1st installment in the prescribed proforma (Annexure-IV)
10	Details of purchase/expenditure over Rs.20000/- made through cheque
11	Certified copy of the Bank Statement of ADIP Account showing details of amount of grant-in-aid received and expenditure incurred

Annexure-I

Application for Central Scheme of Assistance to Disabled Persons for Purchase/Fitting of Aids/Appliances

From:

Date:

To

The Secretary to the Government of India
Department of Disability Affairs
Ministry of Social Justice and Empowerment
Shastri Bhavan, New Delhi.

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

I submit herewith an application for a grant for the year.....under the Scheme of Assistance to Disabled persons for purchase/fitting of aids/appliances. I certify that I have read the rules and regulations of the Scheme and I undertake to abide by them on behalf of the Management. I further agree to the following conditions:

- (a) All assets acquired wholly or substantially out of the Central grant shall not be encumbered or disposed off or utilized for purpose other than those for which the grant is given. Should the Institution/Organization cease to exist at any time, such properties shall revert to the Government of India.
- (b) The accounts of the grant thus given shall be properly and separately maintained. The accounts shall always be open to check by an officer deputed by the Govt. of India or the State Government. They shall also be open to a test check by the Comptroller and Auditor General of India at his discretion.
- (c) If the State or the Central Govt. have reasons to believe that the grant is not being utilized for approved purpose, the Govt. of India may stop payment of further installments and recover earlier grants in such a manner as they may decide.

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- (d) The Institution shall exercise reasonable economy in the implementation of the Scheme.
 - (e) The Organization will obtain an undertaking from the beneficiaries as required under the scheme, before fitting/giving of aids/appliances.
 - (f) The Institution will implement the Scheme in the Districts under banner of Ministry of Social Justice & Empowerment in the manner prescribed and after making wide publicity and information to District Magistrate office, State Government, local M.P. and M.L.A.

Yours faithfully,

(Signature)

(Designation)
(Office Stamp)

Ministry of Social Justice and Empowerment**Department of Empowerment of Persons with Disabilities**

Name of the Scheme:

1. Organisation

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

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

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

4. Memorandum of Association and Bye-laws. :

5. List of Documents to be attached :

(a) A copy of the Annual Report for the Previous year which should contain the balance sheet (including receipt and payment accounts), Income and Expenditure Account. :

(b) Name & address of the Members :
 of the Board of Management/
 Governing Body
 (As per format at Annexure-IV)

6. Details of the project for which the Grant-in-aid is being applied. :

7. Details of beneficiaries from previous year's grant in the following format.

No. of aids and appliances distributed

S. No.	Name of District	No. of beneficiaries	Mobility aids like tricycle, wheelchair, crutches, walkers, etc.	Prosthetic and orthotic devices	Hearing aid and other devices for hearing disabled	Aids and assistive devices for blind, deaf-blind & low vision	MR related assistive devices	Corrective surgeries
Total								

- (a) No: of SC/ST/girl child/women (category-wise) out of total beneficiaries.
- (b) Proposed number of disabled expected to be covered during current financial year.

8. Details of staff available :

9. Details of GIA received under other Schemes of -
 State Government.....
 Central Government.....
 Other sources.....

10. I have read the scheme and fulfill the requirement and conditions of the Scheme. I undertake to abide by all the conditions of the Scheme. I also undertake that:

- (a) The funds will not be utilized for any other purposes.
- (b) A separate account will be maintained for the funds received from the Ministry under the Scheme.
- (c) The organization will provide post-distribution care to the beneficiaries as well as aids/appliances, on demand.

Signature.....
 Name.....
 Address.....

 Date.....
 (Seal).....

Note: Wherever not applicable, specially in case of New Organisation, please write : N.A.

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Ministry of Social Justice and Empowerment
Department of Empowerment of Persons with Disabilities

Name of the Scheme:

1. APPLICATION FORM FOR THE 2ND INSTALLMENT

Organisation

Name :

Address (Office) :

(Project)

Phone (Office) :

(Project)

Fax (Office) :

(Project)

E-mail (Office) :

(Project)

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

A. Applied in current year :

B. Received as 1st Installment :

C. Applied for 2nd Installment :

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

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

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

(iii) Assets acquired wholly or substantially out of government grants under GFR- 19.

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

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

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

Signature.....

Name.....

Address.....

Date.....

(Seal).....

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

STATEMENT SHOWING COMPOSITION OF THE MANAGING COMMITTEE

NAME AND POSTAL ADDRESS OF THE ORGANISATION: _____

Sl.No.	Name of the Member of the Managing Committee	S/o D/o W/o	Complete residential address	Nature of occupation	Status in the Managing Committee
(1)	(2)	(3)	(4)	(5)	(6)

NOTE:

- (I) Certified that the composition of the above Managing Committee is in accordance with the approved Bye-Laws and Memorandum of Association of the organization.

- (II) Certified that the above Managing Committee was elected by the General Body in its meeting held on _____ The life of _____ the _____ Committee is _____ from _____ to _____.

Signature

Name of President/Secretary (in CAPITAL LETTERS)

Office Stamp of the Organisation.

Annexure-IV

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

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

Subsidy provided	Travel cost paid to out-station beneficiary	Boarding and lodging expenses paid	Whether any surgical correction undertaken	Total of 10+11+ 12+13	Number of Days for which stayed	Whether accompanied by escort	Ration Card No./Voter ID No./ Aadhar Card No.	Photo of beneficiary*
10	11	12	13	14	15	16	17	18

*** Photo of beneficiary not required in case the Aadhar No. is provided.**

Details regarding reservation

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

UTILISATION CERTIFICATE

(See Government of India's Decision (1) below Rule 150)

Sl. No.	Letter number and date	Amount

Certified that out of Rs...../-of grant-in-aid sanctioned during the year.....in favour ofunder this Ministry/Department letter No. given in the margin and Rs...../-on account of unspent balance of the previous year, a sum of Rs...../-has been utilized for the purpose offor which it was sanctioned and that the balance of Rs.....remaining un-utilised at the end of the year has been surrendered to Government (vide No.) will be adjusted towards the grant-in-aid payable during the next year.

2. Certified that I have satisfied myself that the conditions on which the grant-in-aid was sanctioned have been dully fulfilled/are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of checks exercised

- 1.
- 2.
- 3.
- 4.
- 5.

Signature
 Designation
 Date

Duly certified by a
 Chartered Accountant/Auditor
 Designation.....

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

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

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

**GUIDELINES FOR SUBMISSION OF PROPOSALS FOR GRANTS-IN-AID
UNDER THE ADIP SCHEME IN 2015-16**

1. Introduction

This Ministry provides grant-in-aid under the "Assistance to Disabled Persons for Purchase/Fitting of Aids/Appliances (ADIP)" Scheme, with the objective of assisting needy persons with disabilities in procuring durable, sophisticated and scientifically manufactured standard aids and appliances that can promote their physical, social and psychological rehabilitation. The aids & appliances supplied under the Scheme must have due certifications.

2. Implementing Agencies (IAs)

Grant-in-aid under the ADIP Scheme is provided by the Ministry to various implementing agencies (IAs) at the District/State level, defined in para 5 of the ADIP Scheme.

3. Implementation of the Scheme

The scheme is implemented across the country, with focus on coverage of inaccessible and un-served areas. Implementation of the scheme involves organization of disability camps for need assessment and distribution of assistive devices to persons with disabilities and non-camp activities such as fitment of devices, including surgical intervention.

4. Allocation of Districts for District-wise ADIP Camps

While allocating districts to the Implementing Agencies, following order of preference for the IAs may be kept in view:

- (i) District Disability Rehabilitation Centres (DDRCs) for the districts where they are functional.
- (ii) Composite Regional Centres (CRCs) for the districts where they are located.
- (iii) For districts where neither DDRC nor CRC are functional –
 - (a) Implementing Agencies (IAs) as recommended by the State Governments, subject to fulfillment of eligibility criterion. Preference will be given to District Red Cross Societies or similar district level bodies, NGO which was allocated the district last year subject to its good performance, State Handicapped Corporation or similar State level bodies.
 - (b) Implementing Agencies recommended by the National Institutes (if no recommendation is received from State Governments by the due date).
- (iv) For districts for which no Implementing Agency is recommended either by the State Government or any National Institute:
 - (a) the National Institutes/RCS etc. (The NIs will have to coordinate with each other for providing comprehensive assistance under the ADIP Scheme).
 - (b) CRCs

- (c) ALIMCO (preference will be given to ALIMCO for those districts in which its units/auxiliary production units are located).
- (v) While approving new implementing agencies, preference would be given to those Agencies.
- (a) Which employ professional/technical expertise, in the form of professionally qualified staff (from RCI recognized courses) for identification, prescription of the required artificial aids/appliance, fitment and post-fitment care of the beneficiaries as well as the aid/appliance.
- (b) Possess infrastructure in the form of machinery/equipment for the fabrication, fitment and maintenance of artificial aid/appliance to be given to a disabled person under ADIP Scheme and which develop capacity to produce ISI standard Aids and Appliances and ISO Certification.

Note: The documents submitted alongwith proposals of new cases should be attested by Gazetted Officer/Notary Public.

5. QUANTUM OF ASSISTANCE

5.1 Aids/appliances which do not cost more than Rs. 10,000/- are covered under the Scheme for single disability. However, in the case of SwDs, students beyond IX class, the limit would be raised to Rs.12,000/- In the case of multiple disabilities, the limit will apply to individual items separately in case more than one aid/appliance is required.

Note: - Beneficiaries will be linked with Aadhar number or Ration Card or Voter I-card from 2014-15 and with Aadhar Number from 2015-16.

5.2 The amount of assistance will be as follows:-

Total Income	Amount of Assistance
Upto Rs. 15,000/- per month	Full cost of aid/appliance
Rs.15,001/- to Rs. 20,000/- per month	50% of the cost of aid/appliance

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

Contd.../3

5.4 Further, boarding and lodging expenses at the rate of Rs. 100/- per day for maximum duration of 15 days would be admissible, only for those patients whose total income is upto Rs.15, 000/- per month and the same will be allowed to attendant/escort. Boarding and lodging expenses will be admissible for the following:-

i) Locomotor:

- a) Corrective/reconstructive surgery
- b) Cases requiring stay for fitment of artificial limb/caliper

ii) Hearing: Cases requiring stay for ear mould fabrication/fitment

iii) Visual: Cataract surgery

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

5.5 Implementing agencies shall use 5% of the grant-in-aid as administrative/overhead expenses for conducting awareness, assessment and follow-up camps.

6. District-wise Disability Camps

District-wise disability camps are to be organized for camp activity. While organizing district-wise camp, it may be ensured that the camps may be organized in such way that all parts of the district as well as all types of disabled persons should be covered. State Govt./UT, while recommending implementing agency for organizing camps should focus on coverage of inaccessible and un-served areas. However, proposals of Implementing Agencies may be recommended in such a way that all the districts of the State/UT may be covered and the State-wise allocation of funds may not exceed.

7. Separate allocation for camps and non-camps activities

Some IAs have traditionally been carrying out ADIP activities on a substantial scale at their Headquarters or other permanent Centres/Sub-Centres. One of the main procedural changes introduced in 2008-09 was that grant would now be admissible to IAs for undertaking ADIP Activities (i) through camps in allocated districts, as well as (ii) at Headquarters and other Centres/Sub-Centres of IAs, if an IA applies for it. If an IA also wishes to apply for grant for undertaking ADIP activities at its Headquarter and other Centres, it may apply for that also.

8. Role of the State Government/ UT Administration

State Governments/UT Administrations are required to play proactive role for planning and facilitating implementing the scheme.

Detailed proposals of IAs in the prescribed proforma may be obtained for each district and sent with required recommendations in the format at **Annexure-A** alongwith **Inspection/Technical Evaluation Report (Annexure-B)** at the earliest, so as to reach the Ministry not later than **15th July, 2015**. The proposals will be accepted by the Ministry preferably online.

9. Procedure for application and sanction of funds for the year 2015-16

Salient features of the procedure for application and processing of proposals under the ADIP scheme in 2015-16 are as follows:-

- (i) The Implementing Agencies will be sanctioned grant-in-aid in a particular financial year after receiving recommendations from State Government/UT Administration/National Institute/any other agency authorized by Department of Empowerment of Persons with Disabilities. The subsequent financial assistance would be sanctioned after receipt of audited Utilization Certificate and other relevant documents as prescribed.
- (ii) The recommending authority shall conduct sample checking of beneficiaries regarding utilization of grant-in-aid by the Implementing Agency. The sample checking would cover at least 15% (in case of GIA upto Rs. 10.00 lakh) and 10% (in case of GIA exceeding Rs. 10.00 lakh) and the test check report in the prescribed format (**Annexure-C**) should come through State Govt./National Institutes along with proposal for GIA.
- (iii) The grant-in-aid would normally be released in one installment if GIA is less than Rs. 10 lakh. Quantum of 1st and 2nd installment will be decided by the Department keeping in view the provisions under General Financial Rules and also in consultation with Integrated Finance Division.
- (iv) Applications for both the instalments should be submitted in the prescribed format, along with all the requisite documents, as prescribed.

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Annexure-A

To

The Secretary to the Govt. of India,
Ministry of Social Justice & Empowerment,
Department of Disability Affairs,
Shastri Bhavan,
New Delhi-110001.

Sub: Assistance under the Central Scheme of Assistance to the Disabled Persons for Purchase/Fitting of Aids and Appliances: Forwarding of IAs' proposals

Sir,

The proposals for sanction of grant under ADIP scheme received from ----- (number) implementing agencies (IAs) are hereby recommended for sanction of grant as per the details given below:

District-wise Recommendation for sanction of grant under ADIP scheme in 2015-16

S. No.	Name of District	Name of recommended IA	Amount of Grant Recommended (in Rs.)

Recommendations for headquarter activities

Sl. No.	Name of recommended IA	Amount of Grant recommended (in Rs.)

Yours faithfully,

Secretary (Social Welfare)
State Govt. of-----

**PROFORMA FOR INSPECTION CUM TECHNICAL EVALUATION REPORT OF VOLUNTRY ORGANISATION
RECEIVING GRANT-IN-AID FROM THE MINISTRY OF SOCIAL JUSTICE & EMPOWERMENT**

PART -1

- 1) Name of the Scheme: Assistance to Disabled Persons for Purchase/Fitting of Aids and Appliances (ADIP Scheme)
- 2) Name of the Organisation:
- 3) Complete Address of the Organisation:
Telephone No:
Fax No:
Email Address:
Website:
- 4) Registration under:
 - a) Societies Act (Regd. No. and Period of Validity):
 - b) PwD Act (Regd. No. and Period of Validity):
 - c) Public Charitable Trust Act (Regd. No. and Period of Validity):
- 5) Details of Professional/Technical Staff with the organisation (relevant to the ADIP Scheme)

S.No.	Name & Designation	Date from which Continuosly Appointed in the Organisation	Professional/Technical qualification and address of the Institutions from which acquired with Date	Remarks if any
1	2	3	4	5

- 6) Infrastructural facilities available with the Organization in form of machineries/equipment (Relevant to the ADIP Scheme):

S.No.	Name of the Item	Quantity	Facilities available for fabrication fitment of aids appliances	Remarks if any
1	2	3	4	7

- 7) Details of Board of Management/Managing Committee/Executive Committee (List to be annexed)
- (a) Whether the meetings of General Body of the Board/Committee are held:
- (i) Frequency of meetings:
- (ii) Last meeting held:
- 8) Details regarding the Bank Account and accounts maintained for the funds received under the ADIP Scheme-
- (a) Whether separate Account is maintained for the funds received under ADIP Scheme: YES/NO
- (b) Bank Account No. and name of Bank:
- 9) Type of activities undertaken by the Organization during the last three years:
- 10) Deficiencies noted and remedial measures suggested to the organization-
- a)
- b)
- c)
- 11) Whether a copy of report (part-1) has been Given to the organization

Signature
Name & Designation of the Evaluating/Inspecting Officer
With Office Stamp

Date
Place

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Part-2

1. Whether available Professional/Technical-Staff with organization is sufficient : Yes / No
2. Whether Machineries/Equipment available with the organization are sufficient for the organization to Implement the scheme satisfactorily. : Yes / No
3. Summing up observation on the technical and professional competence of the Organization to implement the ADIP Scheme with Grants, if sanctioned :
4. Final recommendation for sanction/continuation of Grant-in-aid under the ADIP Scheme :

Signature
Name in Capital and Designation
Officer Stamp
Tele (Office)
Mobile No.

Format of Test-Check Report under ADIP Scheme

Test Check (minimum of 10/15 percent*) of beneficiaries assisted during the year _____
 Name of the Implementing Agency- _____

State: _____

District: _____

PART-IDetails of Test-Check

Sl. No.	S.No. of list of the covered beneficiaries	Name of beneficiary	Father's/Husband's name	Male/Female	Age	Complete Address	Contact Number	Type of aid given	Place of Camp	Date of Camp	Whether any surgical correction undertaken	Date of Test Check	Finding of test-check (e.g. distribution confirmed and working well/distribution confirmed but quality not satisfactory/distribution not confirmed etc.)
1	2	3	4	5	6	7	8	9	10	11	12	13	14

* 15% in case of grants-in-aid up to Rs.10.00 lakh and 10% in case of grants-in-aid exceeding Rs.10.00 lakh .

Part IIAbstract of Test-Check

Total No. of beneficiaries test checked	No. of beneficiaries found with aid/appliances		No. beneficiaries not found to have been given aid/appliances
	Working satisfactory	Not working satisfactorily	
1	2	3	4

Certified that the above report is based on test check personally carried out by me and the findings have been accurately reported above.

(Signature)

Doctor of Primary Health Centre/Block/Tehsil or Tehsildar or Nayab Tehsildar or SDO
 or BDO/SDO level Officer or Social Welfare Officer/District Disability Officer/
 Women and Child Development Officer holding charge of Social Welfare or
 any other officer authorized by District Collector