

SCHOLARSHIP SCHEME FOR THE DISABLED PERSONS

I. Objectives

The main purpose of the Scheme of Scholarship for the Disabled Person is to assist them to secure such education, academic, technical or professional courses / training would enable them to earn livelihood and to become useful members of the society. The scholarship will be sanctioned for the different courses as per the actual admission fee/tuition fee and maintenance charges

II. Scope

The Scheme will be applicable throughout all categories of Disabled Persons viz the Visually Handicapped, Hearing, Orthopedic, Mentally Retarded, Leprosy Cured and Multiple Handicapped.

III. Eligibility Required

- a) A Disable Person who is domicile of this UT may apply for scholarship under this scheme.
- b) The person should have at least 40% of disability in any category issued by the Govt. Medical Board.
 - i) The person should in the age group of 18 to 35 years.
- c) The Persons should possess atleast 8th Std. for Technical Course.
- d) There is no income limits for admission in the Vocational Training Courses but preference will be given to the Children/Adults of the BPL families.
- e) Admission to different courses will be given after assessment of the candidates.
- f) The scholarship will not be awarded to the weak / failed students

Sl. No.	Name of Trade
1.	Electronic and Electrical Appliance Repairing
2.	Housing Wiring and Repair
3.	Book Binding and Printing
4.	Photo Lamination

5.	Candle Making
6.	Caning Furniture
7.	Cotton Mattress and Pillow manufacturing
8.	Duplicating Machine Operation
9.	Papad Making
10.	Braille in Shorthand (Hindi/English)
11.	Telephone Operation
12.	Envelop Making
13.	Tailoring and Garments Making
14.	Certificate Course in Computer Application
15.	Short Hand (Hindi/English)

IV. Rate of Scholarship

- a) The Scholarship will be sanctioned for the different courses as per the actual admission fees / tuition fees & maintenance charges prescribed by the different institutions.

Sl. No.	Item	Hosteller	Day Scholar
1)	Admission and tuition fee for different vocational courses	Actual subject to a maximum ceiling of Rs.1000/- per annum.	Actual subject to a maximum ceiling of Rs.1000/- per annum.
2)	Maintenance allowances for different vocational courses including mess expenditure & training materials.	Actual subject to a maximum ceiling of Rs.8000/- per annum.	-

- *Hostellers include students who are not staying in hostel of the school / institution concerned, but are staying as paying guest or in rented accommodation in towns / cities, which are not the place where their parents reside.*
- b) In case of severely Disabled Person, who requires special arrangements for transport, an additional monthly allowances of Rs.300/- or actual expenditure which ever is less will be sanctioned. Each case will be examined on its own merits.

- c) No Transport Allowances will be paid to the students who resides in the hostel situated in the premises of the Institution where studying or imparting training.
- d) In the case of Visually Handicapped, Reader Allowances will be paid @ Rs.500/- to the student on certification by the Head of the Institution.

V. Mode of Application

- a) Application should be made in favour of Director, Social Welfare, A&N Administration, Port Blair through the Head of the Institution in the prescribed format.
- b) Each application shall be accompanied by the following documents:
 - Disability Certificate issued by the Govt. Medical Board.
 - Educational Qualification along with Transfer Certificate.
 - Permanent Residential Certificate issued by the Revenue Authority.

VI. Sanctioning Authority

The Director, Social Welfare is the Sanctioning Authority who shall sanction each case on the basis of the application duly certified by the Head of the Institution and such inquiry as he may deem necessary.

VII. Mode of Payment

The payment of scholarship will start from the month which admission is taken and will be payable up to the month of examination / conclusion of training. The scholarship will be payable on half yearly basis through bank.

VIII. Cancellation / Withholding of Scholarship

- a) A scholarship shall be cancelled or withheld for a particular period which could be extended if a candidate fails to pass in an annual examination or if the progress continuous to be unsatisfactory or if the conduct is found to be unsatisfactory which in the opinion of the Department of Social Welfare, merits cancellation of scholarship.
- b) Furnishing incorrect information or suppressing materials facts will automatically entail cancellation of scholarship beside other action being taken.

- c) Every trainee shall abide by such rules as may be prescribed by the head of the establishment. Failure to do so will render him / her liable to discharge at the discretion of the head of the establishment. His / her decision in this regard shall be final. No scholarship payment shall be made from the date of discharge from the establishment.

SCHOLARSHIP SCHEME FOR THE DISABLED PERSON

FORMAT OF APPLICATION (NEW/RENEWAL)

FOR OFFICIAL USE ONLY

Sl.No of application	Year	Course	Whether approved

Part -I [to be filled up by applicant]

Affix a self-attested passport size photograph

1. Full name (in block letters) :
2. Father's Name :
3. Mother's Name:
4. State/UT of domicile :
5. Category of disability :
(Please enclosed medical certificate)
6. Address for correspondence:

7. Permanent address:

8. Date of birth (please enclose certificate)
9. Whether male or female:
10. Nationality:
11. Religion:

12. Details of educational qualifications (Please enclose copies of certificates attested by a Gazetted Officer)

Examination passed	School/ Institute/Board/ Council of Examination	Main subjects	Year of passing	Percentage marks	Division/ Class/ Grade

13. **Details of course for which scholarship is being sought:**
 (i) Name of class:
 (ii) Duration of class:
 (iii) Academic year:
 (iv) Class last attended/academic year:
 (v) Total marks obtained and percentage in last examination:

14. **Details of school/institute, including residential ones:**
 (i) Name of the school/ institute where admitted:
 (ii) Address of school/institute:

15. **For renewal of scholarship:**

Name of Examination	Year	Marks Obtained	Full Marks	% of marks	Promoted, detained or withheld

16. **Total Annual course fee: Rs.....**
 (Break up of fee such as admission fee, tuition fee, library fee examination fee etc. other than refundable deposits)

Sl.No	Item	Annual Fee
1		
2		
3		
4		
5		
6		
Total		

17. **Details of bank account of student:**
 (These details would be required only after sanction of the scholarship and before disbursal of scholarship amount.)

- (i) Name of the payee (as in the bank accounts):
 (ii) Name of the Bank:
 (iii) Bank Branch (full address) _____
 State _____ District _____ Pin _____
 (iv) Branch Code Number : _____
 (v) Bank Account Number _____
 (in words _____)
 (vi) Type of bank Account _____ Saving/Current
 (vii) MI CR code of the Bank _____
 (viii) Mode of Electronic transfer available in the Bank- ECA/RTGS/NEFT/CBS/ Code number (if any)

18. **Annual Income of parents/guardian of the student: Rs _____**
 (Declaration of annual income is to be given in the prescribed format given below and is to be signed by the parents//guardian of the student and enclosed along with the application. In case parents/guardian are employed, income certificate from the employer be enclosed).

23. **Details of bank account of school/institute/ controlling office (for deposit course fee):**

- (i) Name of the payee (as in the bank accounts): _____
- (ii) Name of the Bank: _____
- (iii) Bank Branch (full address) _____
State _____ District _____ Pin _____
- (iv) Branch Code number _____
- (v) Bank Account Number _____ (in words _____)
- (vi) Type of bank Account _____ Saving/Current
- (vii) MI CR Code of the Bank _____
- (viii) Mode of Mode of Electronic transfer available in the Bank- ECA/ RTGS/ NEFT/ CBS / Code number (if any) _____

Date:
Place:

Signature of the Head of the School/institute
with official seal

DECLARATION OF PARENTS'/GUARDIAN'S INCOME
(Specimen)
(on non-judicial stamp paper of Rs.10/-)

I, (Parents/Guardian) of
..... (Name of Student) who is studying in hereby declare that my annual
income from all sources is Rs (in figures) Rupees.....
..... only (in words).

If any stage, it is found that the information given by me is false/not true, all benefits given to the students under the scheme of Scholarship for disabled students/persons could be withdrawn and legal action as deemed fit, any be taken against me or my ward.

Date:
Place:

Signature
(Father/Mother/Guardian)
Residential Address

A&N ADMINISTRATION
DIRECTORATE OF SOCIAL WELFARE

Scheme of Assistance to Organizations for the Disabled Persons

1. **Introduction**

It is known that India has a very large no. of physically handicapped people. Many of them come from the low income group. Physical disability restricts their opportunities of education, training and rehabilitation. The disabled persons also constitute one such section of the community. It is therefore, essential to provide services for balanced development of the disabled persons. The Government, on its own cannot create infrastructure for providing such services to all the disabled persons therefore it is necessary to encourage, promote and assist the voluntary organizations to shoulder this responsibility.

2. **Aims and Objectives**

The organizations working for the welfare of the disabled have problems of financial resources which hamper growth of services. The main objective of this scheme is to provide financial assistance to such voluntary organizations for providing educational training and rehabilitation facilities to the disabled persons.

3. **Type of Organisations eligible for assistance**

For the purpose of this scheme, the following organizations normally having an existence of two years or more from the date of its registration, which are not run for profit of any individual or a body of individuals, will be eligible for assistance for providing services for the disabled:-

- (a) An organization registered under the Societies Registration Act, 1860 (Act XXI of 1860) or
- (b) A public trust registered under any law for the time being in force : or
- (c) Companies registered under the Companies Act: or
- (d) Any other organization which may be recognized by the A & N Administration for the purpose of this Scheme.

4. **Type of activities / projects to be assisted**

Assistance to be provided under this scheme will be for developing services for the disabled for:-

- (i) Detection, intervention of primary nature, prevention of disability.
- (ii) Education / training.
- (iii) Rehabilitation – physical, psychological, social and economical.

5. **Purpose for which assistance may be given**

Recurring and Non-recurring assistance may be given among others, for the following purpose:-

- (i) Purchase of furniture
- (ii) Purchase of equipment
- (iii) Salaries and allowance of the staff etc,
- (iv) Purchase or transcription of books:
- (v) Contingencies,
- (vi) Transport for disabled persons:
- (vii) Publication of Journals:
- (viii) Maintenance charges of disabled in the Hostel / Homes.

6. **Extent of Assistance**

- 6.1 The grant-in-aid from the A & N Administration will be determined on the merits of each case and will not exceed 90% of the non-recurring and recurring expenditure. Grant-in-aid for construction of building would not exceed Rs.50 lakhs and the remaining expenditure if any will be borne by the organization.
- 6.2 If an organization has already received or is expecting to receive a grant from some other official source for a project for which application is being made under this scheme, the grant under this scheme will be sanctioned after taking that into account.
- 6.3 The assistance will not be given for the same purpose under more than one scheme of this Administration. It will however, be permissible to give assistance for separate parts of a project under different schemes.

7. **The Procedure for submission of application**

(A) For New Project

- (a) Separate application should be submitted for each project to the Director of Social Welfare, A & N Administration, Port Blair
- (b) Assistance for Project already started before making the applications will be considered provided no such assistance will be given retrospectively.
- (c) Each application should be accompanied by the following documents:-
 - (i) Photo copy of the Registration Certificate.
 - (ii) Prospectus of the Organization or a brief description of its object and activities.
 - (iii) Constitution of the Organization.
 - (iv) Constitution of the Board of Management and the particulars of each member.
 - (v) The latest available annual report.
 - (vi) A detailed description of the project for which assistance is requested along with its duration, qualifications and experience of the staff to be employed.
 - (vii) Financial statement of the project giving item-wise details of recurring and non-recurring expenditure separately, and the source from which counter-part funds will be obtained.
 - (viii) Information relating to the grants received earlier. Where applicable, a statement of the full receipts and expenditure of the Organization for the previous two years, and copy of the balance sheet for the previous year certified by a Chartered Accountant or Govt. Authority:

(B) For Continuing Project

In case of the projects for which the organization is already receiving assistance only following documents should be furnished:

- (i) Latest Annual Report.
- (ii) Audited statement of accounts of the previous year.

- (iii) Utilization Certificate of the grant sanctioned during the previous year.
- (iv) Two copies of a statement showing grant sanctioned and actual expenditure incurred on each item for which grant was sanctioned.
- (v) Asset statement, where applicable, in the prescribed proforma.
- (vi) Progress report of the project.
- (vii) Justification for continuing the project.
- (viii) Budget estimates for the year, with justification for each item of expenditure.

8. **Sanction of Project**

- 8.1 While sanctioning the project the sanction order will separately indicate the assistance for the recurring and non-recurring purpose. The organization will have to submit a fresh application for grant-in-aid every year.
- 8.2 The application in the prescribed form will have to be made for each project separately.
- 8.3 In the case of new projects or for the new items of expenditure, the sanction should not be assumed by the organization till it is approved by the Administration. The sanction order for the project will indicate the date which the sanction will be valid.
- 8.4 In the case of project already approved, i.e. continuing project by the Administration, the sanctioned amount of assistance will be released in two installments as follows:-
 - (i) Half of the amount of the recurring grant sanctioned in the previous year, on the organization making a request in the beginning of the financial year duly supported by:
 - (a) Budget estimates of the financial year in question.
 - (b) Progress of the previous year; and
 - (c) Audited /un-audited accounts of the previous year indicating expenditure on each sanctioned item.

(ii) The second and the last installment of the balance amount after the Organization submits the following documents:-

- (a) Utilization Certificate and item wise details of expenditure incurred against the previous year's grant.
- (b) Audited accounts for the previous financial year in support of (II) (a) above.
- (c) Full Justification if there is some deviation from the quantum of recurring grant sanctioned in the previous year.

While releasing this grant it will be examined whether the level of activity has been maintained by the organization at that indicated in the project. In case there has been reduction in activity the amount to be released will be accordingly adjusted.

9. Conditions of the Sanction of Assistance

- 9.1 The organization in receipt of financial assistance shall be open to inspection by an officer/Committee of the Administration or any other person authorized by Administration.
- 9.2 The accounts of the project shall be maintained properly and separately and submitted as and when required. These shall always be open to a test check by the committee/Authorized person.
- 9.3 The organization shall maintain record of all assets acquired wholly or substantially out of Government grant. A Copy of such record will be forwarded to the Directorate of Social Welfare every year by 15th April showing position as on 31st March.
- 9.4 When the Administration/Department of Social Welfare have reasons to believe that the sanctioned money is not being utilized for approved purposes, the payment of grant may be stopped and the earlier grants not so utilized recovered.

- 9.5 The organization must exercise reasonable economy in the work of the approved project, especially in respect of buildings.
- 9.6 The organization must be open to all citizens of India without distinction of religion, race, castes, language or any of them.
- 9.7 Organization will engaged maximum number of disabled persons and will also implement reservations for Scheduled Castes, Scheduled Tribes and disabled persons.
- 9.8 If the Administration requires clarification on any point contained in the statement the organization shall supply it within the time specified by the Administration failing which the application will not be considered.
- 9.9 All other conditions of the grant shall be as prescribed under General Financial Rules, ²⁰⁰⁵~~1963~~ as amended from time to time.

ANNEXURE I

NON-RECURRING (Per 50 Persons/Children)

Sl.No	Head of Items	Monthly	Annual Amount (in Rupees lakhs)	Total (in Rupees lakhs)
1.	Purchase of Furniture (one time at the beginning)	-	3,00,000/-	3,00,000/-
2.	Purchase of Equipments (one time)	-	2,00,000/-	2,00,000/-
	Total recurring	-	5,00,000/-	5,00,000/-

Recurring amount will be sanctioned while sanction of new project.

RECURRING ITEMS

Sl.No	Head of Items	Monthly	Annual Amount (in Rupees lakhs)	Total
1.	Supervisor (Rs. 7000)	7000 x 12	84,000/-	84,000/-
2.	Typist cum Accountant	6000 x 12	72,000/-	72,000/-
3	Maintenance of Disabled in the Hostel	600 x 50x12	3,60,000/-	3,60,000/-
4	Bedding Materials (per persons per annum Rs.600)		600 x 50 x = 30,000/-	30000/-
5	Uniform/ ^{clo} athing (per persons per annum Rs. 1000.)		1000 x 50 = 50,000/-	50000/-
6	Washing charges (per persons per month Rs. 150)	150 x 50 x12	90,000/-	90000/-

7	Book & Stationary (per persons per annum Rs.400)		400 x 50 x = 20,000/-	20000/-
8	Water Electricity Charges Per annum Rs. 6000/-)		6000/-	6000/-
9	Driver (one)	5000 x 12	60,000	
10	Cook (two)	5000 x 2 x 12	1,20,000	60000/-
11	Aya (four)	4000 x 4 x 12	1,92,000	120000/-
12	Sweeper (Two)	4000 x 2 x 12	96,000/-	192000/-
	Total			96000/-
Grand total Recurring A + B= Rs.16,80,000/-				1180000/-

AGREEMENT

This Agreement is made on this day of between the a voluntary organization represented by its Secretary (here-in-after called the Guarantee which expression shall, unless repugnant to the context or meaning thereof, include its successor in interest and permitted assigns of the one part and the Lt. Governor, A&N Islands through the Director Social Welfare A&N Administration (hereinafter called the second party which expression shall unless repugnant with the context to meaning thereof include his successors in office and assigns) of the other part.

Whereas on the request of the Guarantee, the ^{Guarantee} Grantor has agreed to grant a sum of **Rs**..... as grant-in-aid (here in after referred to as the Grant to the Guarantee towards to meet the expenditure or the welfare Services of the unit consisting of persons with disabilities/destitute children during

And, whereas an agreement is required to be executed mutually by and between the parties here to setting forth therein the terms and conditions Governing Grant.

1. Now, therefore this Agreement Board witness as follows:-

That the Grant shall be adjusted on the basis of the actual expenditure. For this purpose an audited statement of Accounts in respect of the Grant as well as utilization certificate in prescribed form duly signed by a Chartered Accountant/Government Auditor and a copy of same will be simultaneously be sent to the Secretary (Social Welfare) and Director (Social Welfare), A&N Administration here in after referred to as said Department by the Guarantee.

2. That a progress report on the work done as a result of Grant in Aid shall also be supplied by the Guarantee to the Director (Social Welfare) along with the Audited Accounts from time to time.

3. That the facilities to be extended with the help of this Grant shall be exclusively made available to the persons with disabilities irrespective of cast, creeds, religious and colour. The Grant shall be exclusively utilised for the welfare services of the new unit to such of the persons with disabilities.
4. That the Guarantee shall be maintain separate account for grant and accounts of the Grant shall be open to check by the representative of Directorate of Social Welfare / Controller and Auditor General of India or his representative.
5. That the Guarantee shall not be obtained any Grant for the same purpose from any other Government, Private and Foreign sources.
6. All moneys given as grant in Aid and all assets acquired wholly or substantially out of the Central grant/State grant shall not be encumbered or disposed of or utilized for purpose other than those for which the grant is given.
7. If the State or the Central Government have reasons to believe that the grant is not being utilized for approved purpose; the Government of India/State Government may stop payment of further installments and recover earlier grant in such manner as they may decide.
8. The institution shall exercise reasonable economy in its working and particularly in respect of expenditure on building.
9. Progress reports on the project will be furnished at regular intervals as may be specified by the State Government.
10. The organization agrees to make reservation for the Scheduled Castes/Schedule Tribe candidate/Disabled persons for appointment against the posts required for the working of the organization in accordance with instructions issued by the Government of India/State Government from time to time.

11. That the Guarantee shall maintain record of all Accounts required wholly or substantially out of the Grant. That the Grant will be utilised before the end of the current Financial Year of any unspent balance shall be refunded by the Guarantee to the Government.
12. That the Guarantee hereby guaranteed is 90% of the approved expenditure and it has to be matched by 10% matching contribution by the Guarantee.
13. That the Guarantee shall in taken of having received the Grant also furnish stamped receipt to the guarantor.
14. That the following criteria in the order of the priority should be given the admission of the children with disabilities to the benefits of the same.
 - a. Orphans and abandoned children with disabilities without both parents and no near relatives to look after them.
 - b. Children with disabilities of a single parents families were the husband or children have to be looked by the mother due to death of one parent or long imprisonment of the husband or vice versa.
 - c. Children whose parents are unable to take care of them due to leprosy or due to mental illness.
17. That the events of breach or non-observance of any or all of the terms and conditions herein continued on the part of the Guarantee the Guarantor may not with standing anything to the Contrary contained in this indenture direct the Guarantee to refund forthwith the entire amount of the grant or any part or position there of and in the event of such direction from the guarantor the Guarantee shall forthwith comply with the same provisions and it is hereby mutually

agreed by and between the parties here to that all such money failing due to and recoverable by the Guarantor in accordance with the terms and conditions contained in this indenture shall without prejudice to any other remedy that may be available by the guarantor.

*Signed and delivered by the,
Port Blair, represented by the Secretary.*

Guarantor

Guarantee,

DIRECTOR (SW)

(SECRETARY)

Witness:-

- 1.
- 2.

Signed and delivered by the -

- 1.
- 2.