

**GUIDELINES FOR AWARENESS GENERATION AND PUBLICITY &  
IN-SERVICE TRAINING OF KEY FUNCTIONARIES OF CENTRAL,  
STATE GOVERNMENT, LOCAL BODIES AND OTHER SERVICE  
PROVIDERS.**

**Effective from 27<sup>th</sup> September, 2024**

**Government of India  
Ministry of Social Justice and Empowerment,  
Department of Empowerment of Persons with Disabilities  
(Divyangjan)  
Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road  
New Delhi- 110003**

**GUIDELINES FOR AWARENESS GENERATION AND PUBLICITY & IN-SERVICE  
TRAINING OF KEY FUNCTIONARIES OF CENTRAL, STATE GOVERNMENT,  
LOCAL BODIES AND OTHER SERVICE PROVIDERS.**

The Scheme has two components:

- I. Awareness Generation and Publicity**
- II. In Service Training of Key Functionaries of Central, State Government, Local Bodies and other Service Providers.**

**I. AWARENESS GENERATION AND PUBLICITY**

**1. Objectives**

The purpose of the Scheme is to create an enabling environment for social, economic and educational empowerment of Persons with Disabilities in all fields of life by disseminating information and sensitizing all stakeholders for ensuring equal opportunities, equity & social justice to enable confidence building in the PwDs so that they can contribute meaningfully and become equal partners in the development of the Nation. Accordingly, the Scheme has the following objectives:

- a. To give wide publicity to all stake holders including PwDs and civil society about the legal rights of the PwDs as enshrined in the Constitution, the Rights of Persons with Disabilities Act 2016 and Rules, International conventions, and Subordinate legislation(s).
- b. To create an enabling environment for social inclusion of the PwDs in all fields of life by providing equal opportunities, equity & social Justice and to ensure confidence building in the PwDs so that, they can realize their aspirations.
- c. To spread awareness about the Schemes and programmes being run by the various State Govts./Central Govt. including Department of Empowerment of Persons with Disabilities and other Ministries and Departments for the welfare of PwDs.
- d. To promote awareness and to sensitize society with focus on remote and rural areas, on causes leading to different types of disabilities and their prevention through early detection etc. and to develop content, organizing workshops, seminars etc. for rehabilitation of persons afflicted with such disabilities.
- e. To give wide publicity to various assistive devices developed for use of the PwDs.
- f. To sensitize the employers and other similar groups on the special needs of the specially-abled persons.
- g. To promote activities for economic empowerment of PwDs like job fairs, organizing fairs/exhibitions etc. to showcase and sale of the products made by PwDs, campaigns, awareness on skill development & employment generation etc.
- h. To organize cultural activities by PwDs to show case their inner potential in the field of art, culture, music and dance etc.
- i. To extend financial support for holding National & International events related to disability.

- j. To organize special events and celebration of special days relating to various disabilities etc. and to promote relevant activity/activities relating to creating awareness in the field of disability sector.
- k. To develop content (both print/digital) for rehabilitation of different types of disabilities.
- l. To provide financial support for helplines/Help Desks.
- m. To provide financial support for effective grievance redressal.
- n. Use of various media platforms including social media, YouTube, dissemination of information through films, radio jingles, outdoor campaign through posters/banners/selfie-points etc.
- o. Press/Media Tours to visit the organisations working under the Department as well as important events/programs conducted by the Department.
- p. To extend financial support for production and broadcast of the programs in the Community Radio Programmes/Television Programmes/News Channels/YouTube channels being run by the Govt. or advocacy groups, Divyang influencer etc. for persons with disabilities.
- q. To support spreading awareness about accessibility, through workshops/seminars/events/outdoor campaigns.
- r. To promote various new initiatives/technological innovations in the field of disability undertaken by Private Organisations/Start-ups thereby encouraging Make in India initiative of Govt. of India.
- s. To appoint Brand Ambassadors by the Department of Empowerment of Persons with Disabilities and the organizations/institutions working under it with a view to catalyze activities under various schemes.
- t. To promote any other relevant activity / activities relating to creating awareness in the field of disability sector with the approval of the competent authority in the Department.

## **2. Activities admissible for assistance under the scheme**

All the activities outlined under the objective of the Scheme shall be eligible for financial assistance under the Scheme. The Department may conduct these activities either itself or through agencies empanelled with it or through the organisations working under it or invite applications from or consider proposals submitted *suo-moto* by various Govt. /Private organizations/NGOs for conducting such activities under the logo of the Department of Empowerment of Persons with Disabilities. Some major activities are illustrated as under:-

### **I. Helpline/Help Desk**

A helpline to be set up in the Department of Empowerment of Persons with Disabilities for providing information to PwDs on their rights, provisions of various schemes run by the Central Government Ministries / Departments, State Governments and other Organizations. The helpline shall also assist the PwDs in redressal of grievances by lodging complaints and / or registering their grievance. The helpline may be maintained and operated either by the Department itself or through the organizations under its administrative control or through private agencies/organisations working in this field. Since running of a helpline requires recurring cost also, both non-recurring and recurring cost will be admissible for release of funds under the scheme. If needed, Help Desk Centres may also be set up on the similar lines for facilitation of PwDs for information dissemination, grievance facilitation, facilitation for economic empowerment, etc.

## **II. Content Development, Publications & New Media**

The Department of Empowerment of Persons with Disabilities will bring out publications, pamphlets, hand outs, banners, hoardings etc. considered relevant for generation of awareness amongst the PwDs, the Civil Society and other stake holders. The print material may include important data/information about the various initiatives and schemes run by the Department and other Ministries / Departments / States /Organizations for the Welfare of the PwDs; materials on causes, prevention, diagnostics; availability of treatment and rehabilitation services; material on technologies, expertise, adaptive research to develop cost effective, user friendly and durable aids, etc. Content development will also include digital contents viz., preparation and broadcasting of video films, radio jingles, success stories etc. relating to schemes/programs run by the Government for persons with disabilities.

For the above purpose all available media platforms of publicity including print, electronic/digital, audio/video, Braille, Sign Language etc. formats shall be used.

Financial support under the scheme will also be considered for the following:-

- a. Annual prize for the best published material/book on disability.
- b. A periodical magazine, say bi-monthly/Bi-annual/Annual to be published by the Department itself or in collaborations with other Govt./Private Organisations in which contributions from various individuals, organizations about their success stories, literary material, current activities concerning PwDs etc. can be published.
- c. Specific disability surveys to gain comprehensive information on disability characteristics such as prevalence health conditions associated with disability, reach and access of benefits of various Govt. Schemes, policies and programs for PwDs ,rehabilitation services etc.
- d. Constituting study group to compile compendium/compendia of useful information relating to disability or best practices in the field of disability sector.
- e. Trips/visits of Divyangjan and architect teams to check accessibility of buildings, road transports etc. of various cities.

## **III. Events**

The Department of Empowerment of Persons with Disabilities itself or through the organisations working under it may organize National Events, participate in the International initiatives or support various events organized by NGOs, Private Organisations or Self-help groups/Civil Societies working in the field of disability or support such programmes which may be organized by them in various regions.

- a. **Programmes organized by the Department at National Level either through itself or through organization under the Department and other Central/State Government/Govt. Organizations/Institutions:**

To organize National/State /Regional level conferences/seminars/workshops of various stakeholders. To organize special events and celebration of special days relating to various disabilities etc. and to promote relevant activity/activities relating to creating awareness in the field of disability sector. The programmes may include organizing competitions and giving prizes; stage performances for public viewing; organising exhibitions of paintings by PwDs and to showcase and sale of the products made by PwDs. Screening of films made on eminent divyang personalities/achievers, having inspirational content relating to disability, film festivals etc. To organize cultural activities by PwDs to show case their inner potential in the field of art, culture, music and dance etc. Programmes may also be organized by Central/State Govts. for awareness generation and campaigns for skill development & employment generation of PwDs

for their economic empowerment such as job fairs, skill orientation, job counseling, etc. Accessibility or any other event or campaign that the Central & State Govt. may like to take up in the interest of PwDs. Various workshops and seminars organized by the organization under the Department to sensitize parents, caregivers, PwDs, rehabilitation professionals, other stake holders and the society as whole, etc.

Collaboration with State Departments of Education for sensitization of Teachers and students about the needs of Students with Disabilities. Collaboration with State Institutes of Public Administration for sensitization of State Personnel to the issues related to the PwDs. Sensitization programme for specific disabilities at the local level that should involve people holding positions of respect and credibility such as BDOs and Sarpanches. Local medical practitioners can also be encouraged. This will educate people about the different types of disabilities and help in early identification. For such programs printed material on different disabilities may be arranged from National Institutes and Rehabilitation Council of India.

**b. International events:**

The preamble to CRPD acknowledges that disability is an evolving concept but also stresses that disability results from the interaction between persons with impairments and attitudinal and environmental barriers that hinder their full and effective partnership in society on an equal basis with others. Negative attitudes towards disability can result in negative treatment of people with disabilities; they have an adverse effect on children and adults with disabilities, leading to negative consequences such as low self-esteem and reduced participation. People who feel harassed because of their disability sometimes avoid going to places, changing their routines, or even moving from their homes.

Holding of International conferences, seminars, festivals, exhibitions other activities with a view to draw strategies to combat the stigma can go a long way and such activities shall be supported under the scheme.

**c. Programs Organized by Non-Governmental Organizations/Private Organisations/Associations/Federations:**

Under the scheme grants for awareness generation by interpersonal communication, street plays, road shows, etc. may be considered for self-help and advocacy groups, towards involvement of parents and community mobilization for bringing about a change in social attitude towards disability. Programs for empowerment of PwDs may be taken up by NGOs/Private Organisations by spreading awareness about the schemes/programs of the Government amongst the PwDs community and other stakeholders. Financial assistance under the scheme may also be considered for conferences/seminars/workshops organized by Associations/Federations/Societies working for PwDs and representing various type of disabilities in the country and to organize supporting events on days which are important for disability sector from National and International perspective. Funds under the scheme can be made available for awareness generation to the organizations involved in activities for economic empowerment of persons with disabilities like job fairs, CSR funding, job counseling etc.

Grant will be released to NGOs for the similar programme on alternate years. The NGOs will have to ensure by giving an undertaking that the programme does not have repetition of participants.

#### **IV. Volunteer Service / Out-reach programme for sensitizing, Commercial Establishments and employers:**

The focus so far has been on public sector for socio economic empowerment of PwDs. Private sector, especially shops and small commercial establishments have a vast potential to absorb such persons as employees. The idea of 'each one take one' can be implemented by sensitizing small establishments through volunteers or incentivisation of employers. Area wise / market wise publicity campaigns can be initiated through volunteers. Such activities carried out of by Govt./Private Organisations may be considered for grant-in-aid under the scheme.

#### **V. Participation in Community Radio/TV Channels:**

Private Organisations, advocacy groups, Divyang influencers owning and/or operating Community Radio Stations, TV Channels, News Channels, YouTube channels who have sufficient outreach among the PwDs community and involved in production of accessible contents including success stories, broadcasting/telecasting of important programs relating to disability and leading to social & educational empowerment of PwDs and generating awareness amongst them would be eligible for financial assistance under the scheme. To support activities like showing of programmes exclusively prepared and performed by PwDs on TV, by bearing the cost involved on honoraria to performers, boarding, lodging and transportation and payments due to the electronic media towards telecasting & broadcasting.

#### **VI. Press/Media tours and other media specific activities**

Visit of Media Persons/Journalists to the various organisations under the Department particularly, the National Institutes/CRCs would give immense exposure to media about the activities/initiatives/researches etc. being undertaken by these organisations in the field of welfare and rehabilitation of persons with disabilities across the country. The Media Tours may also be conducted to the important events/programs conducted by the Department to highlight the outcome of the said events/programs and spread awareness among the masses particularly the persons with disabilities and other stakeholders. This will lead to sensitize the media for the cause of the PwDs in more holistic way. The component will also cover media workshop and other specific media activities.

#### **VII. Brand Ambassadors**

The Department of Empowerment of Persons with Disabilities and organisations/institutions working under it will appoint Brand Ambassadors with a view to catalyze activities under various schemes. Financial implications for the purpose will be met under the AGP Scheme.

#### **3.(1). Organizations eligible for grants /financial assistance**

- (i) Institutions and Organizations under the Department of Empowerment of Persons with Disabilities and organizations under administrative control of other Central Govt. Ministries/Departments and State Government/Union Territories, Universities, Institutions, Colleges, Schools etc.;
- (ii) Organizations working in the field of disability sector such as Non-Governmental Organizations, Private Organisations, Advocacy and self-advocacy organisations, Section-8 Companies of Govt. Sector and Private Sector, Associations/Federations, Self Help Groups, Organisations engaged in providing psychological and emotional support services, Organisations working in the field of disability sector including those for vocational training, social insurance, providing support services, stress management and social isolation eradications to PwDs, Community based rehabilitation organizations and other voluntary organizations etc. may be considered for release of grant-in-aid under the Scheme.

### **3.(2). Eligibility Norms for Govt./Non Government Organizations.**

- (i) All the organizations under para-3(1) (i) will be eligible for grant-in-aid under the Scheme.
- (ii) A minimum three years standing as a registered organization in respect of organization under 3(1)(ii) including organizations under Registration of Societies Act 1860, or a Public Trust registered under Indian Trust Act 1982 or the Charitable and Religious Endowment Act, 1920 or an organization/company registered under Section-8 Companies Act, etc. or registered under any relevant Act of the Central/State /Union Territory. The Organization should be non-profit and not-for-profit organization or use its profits, if any, or other income in promoting charitable objectives;
- (iii) Non-Government Organizations registered under Societies Act, 1860 working in the field of disability sector must be registered under PwD Act, 1995 or RPwD Act, 2016 as the case may be.
- (iv) Last three financial years duly audited and properly maintained accounts, and Annual Reports.
- (v) Only such NGOs/Private organizations which have a good track record in the related field may be considered for grants.
- (vi) The Organisation should furnish their proposals as under:
  - a. Prescribed Application Proforma (Annexure-I)
  - b. 2<sup>nd</sup>/3<sup>rd</sup> Installment Proforma (Annexure-II)
  - c. Feedback Proforma from participants duly filled in (Annexure-III)

### **3.2 Terms and conditions for seeking grant by NGOs/Private Organisations**

- (i) In the case of NGOs, the organizations have to get registered on NITI Aayog portal and submit their unique ID number with the proposal.
- (ii) A certificate that the organization will not get financial assistance from other source for the same component.
- (iii) Income from the event, if any, will be reflected in the audited accounts of the Organization.
- (iv) Separate Bank account for Grant-in-aid received will be opened by the Organization.
- (v) All transactions will be made by the organization through electronic mode e.g. UPI, ECS, NEFT, RTGS, IMPS, Account Payee Cheque and should be reflected in organization's Bank Account Statement. All payments against any bill shall be made only when the bill contains GST component(i.e. Pakka bill only).
- (vi) NGOs to ensure participation of local elected public representatives (Hon'ble MP, MLA etc.)/representatives of district administration in any such programme/event and send documents and photographs of their programme to the Department.
- (vii) Under the scheme, GIA will be released in alternate year for the same program to the NGOs.
- (viii) The proposal of any Organization will be considered only if it provides details of the projected activities, dates, place, expected number of participants, item-wise budget components and outcome of the program.
- (ix) In order to be eligible, NGOs will be required to maintain a website and prominently display details of grant-in-aid received, purpose thereof, events organized and list of participants with photographs and videos. NGO shall also submit/furnish along with every proposal a self-declaration that the Organization has not been blacklisted by any competent agency.
- (x) The Organization will be open for inspection by an officer / third party agency authorized by the Department of Empowerment of Persons with Disabilities.

- (xi) The gap between GIA and budget estimate should be borne by the Organization and the Organization has to provide a written confirmation in this regard. However, in case, the Organization is unable to bear the gap between budget estimate for the proposal and GIA recommended by GIA Committee of the Department, a revised proposal on the basis of recommendation of GIA Committee is to be sent by the Organization.
- (xii) The Govt./Private Organisation will also provide a feedback form (as per annexure-III).
- (xiii) If it is found that the organization has furnished any false information/document or misused the Government grant for other purposes/hold the grant for a considerable time, the Department/Ministry has the right to black-list the organization and recover the grant released along with 15% per annum compound interest thereon.
- (xiv) Any litigation on matters arising out of these guidelines will be subject to sole jurisdiction of the Courts of NCT, Delhi.
- (xv) The provision of these guidelines can be reviewed and revised at any time at the discretion of the Department of Empowerment of Persons with Disabilities (Divyangjans), Govt. of India
- (xvi) Department of Empowerment of Persons with Disabilities (Divyangjans) may, at its discretion, undertake review of these guidelines as and when required for effective implementation of the Scheme.

#### **4. Sanction and release of funds**

Application for financial assistance under the scheme will be submitted by the organizations in the prescribed format (Annexure-I & II as the case may be)

All sanctions shall be issued after approval of the competent authority and all disbursements shall be made with the concurrence of IFD.

**(a) Short term projects (one-time events or projects not exceeding 6 months duration):**

Disbursement will be made in two installments as follows:

1<sup>st</sup> Installment (75%): - on approval, acceptance, executing necessary bond etc., wherever required.

2<sup>nd</sup> Installment (25%): - on receipt of final report and UC for the first installment, audited statement of account along with item-wise expenditure.

**(b) Long term Projects (projects of 6 months and more duration)**

Disbursement may be made in three installments as follows:

40% on approval, acceptance of project and furnishing bank guarantee/execution of bond etc., if applicable

40%- After Progress review, receipt of UC of first installment.

20%- On Receipt of final report, UC for full amount, and audited statement of account along with item-wise expenditure.

**(c) Long term Projects like setting up of Help Line Number**

The funds will be released as per the terms and conditions of contract/agreement decided with the approval of the competent authority in the Department.



## 5. Cost ceiling/cost norms for funding under various activities\*

| S.N.  | Components   | Cost ceiling   |
|-------|--|--|
| (i)   | Helpline   | Actual or prevailing market rates.   |
| (ii)  | Content Development, Publications & New Media  | Actual or prevailing market rates or as per DAVP rates (if available), whichever is less.  |
| (iii) | Events   | Actual or prevailing market rates or as decided by the Screening Committee.  |
| (iv)  | Volunteer Service/Out-reach programme for sensitizing, Commercial Establishments and employers | Actual or prevailing market rates or as decided by the Screening Committee.  |
| (v)   | Press/Media tours and other media specific activities  | To and Fro by air journey in economy class or by train-AC-2 Tier, Boarding and Lodging expenses, Media Kit etc. as per actual.   |
| (vi)  | Participation in Community Radio/TV Channel/YouTube Channel                                    | Actual or prevailing market rates or as per DAVP rates (if available) or in conformity with guidelines issued by the M/o Information & Broadcasting, Govt. of India whichever is applicable. |

In case of actual or prevailing market rate, the organization is to send the proposal with full justification.

When an activity under the scheme is undertaken directly by the institutions under Central/State Govt., including organisations under the Department, funds will be sanctioned and released as per actual requirements.

**The Proforma for seeking grant-in-aid under the AGP Scheme and feedback from the participants are at Annexure I,II,III,**

## II. IN-SERVICE TRAINING SCHEME FOR KEY FUNCTIONARIES

### 5.1. Background

The Working Group on Delivery Processes and Mechanism for Empowerment of PwDs for 12<sup>th</sup> Five Year Plan (2012-13 to 2016-17) recognized inadequate awareness and sensitivity amongst various stake holders as a major challenge. One of the aspects dealt in the report inter-alia, was training and sensitization of key functionaries in the Government sector and other service providers for achieving the objective of empowerment of persons with disabilities and especially the above scheme. The observations are as follows:

“There is an urgent need to train and sensitize Medical Officers of PHCs/CHCs and Distt. Govt. Hospitals, Rehabilitation Professionals and other key functionaries of the Central, State, Local Bodies and other Service Providers on a regular basis on disability related matters through State/District/Block Level Workshops”.

**5.1(a)** In-service training is needed to create awareness about the rights and entitlements of PwDs, provision in various schemes, developmental programmes, ways and means to access their specific entitlements that they are entitled to as equal citizens. Awareness is required for the key

functionaries responsible for implementation of schemes/programmes in Governments. One of the goals is to increase sensitization and awareness levels and capacity building of key Govt. Functionaries especially those who are involved in the implementation of scheme and programmes and delivery of services. This is envisaged to be achieved by organizing training programmes through workshops at State/District/Block level on regular basis.

**5.1(b)** Section 47(1) of the RPwD Act, 2016, inter alia, mandates training on disability rights for key functionaries, induct disability as a component in education courses at all levels, initiate capacity building programmes, conduct training programmes for sports teachers etc. Additionally, Article 4 of the UNCRPD of which India is a signatory also exhorts signatory States to ensure and promote non discrimination and full realization of human rights for all persons with disability. To this end States should undertake to promote training of professionals and staff working with persons with disabilities so as to provide better assistance and services guaranteed with those rights.

## **5.2. Objective**

The main objective of scheme is to train and sensitize key functionaries of the Central and State Government and local bodies and other service providers on a regular basis on disability related matters through State/District/Block level workshops with the aim to raise awareness among employees and peer groups about capabilities of persons with disabilities. This will help in creation of an inclusive environment at work place and an enabling environment for social inclusion of the PwDs in all fields of life by providing equal opportunities, equity and social justice and to ensure confidence building in the PwDs. Accordingly, the Scheme's objectives are:

- a. To ensure enlightened, efficient and committed key functionaries to further the cause of empowerment of Persons with Disabilities.
- b. To create awareness about disability related legislation, development programmes, schemes and programmes for PwDs; rehabilitation and referral services amongst various stakeholders.
- c. To create awareness and sensitize towards prevention, early identification, intervention, rehabilitation and mainstreaming of persons with disabilities.

## **5.3. Scope of the Scheme**

- i. The scheme proposes to train key functionaries (approx.5000-6000 for one year) of the certain Central Ministries/Department, State Govts., Local Bodies (Panchayats and Municipalities) and other service providers connected with the disability sector.
- ii. Training programmes for half day, one, or two days will be conducted at National/State/District/Block level. Longer duration can be considered on case to case basis.
- iii. Training will be imparted through Administrative Institutes of Central and State govt./National Institutes of the DEPwD/RCI's approved training institutes/University Departments
- iv. Training modules/courses with detailed syllabus will be prepared by Rehabilitation Council of India in consultation with National Institutes of the Department.
- v. The general guidelines for admissible activities and norms of expenditure will be formulated by Rehabilitation Council of India for the purpose of funding the training institutes.
- vi. The training/programme may be conducted through physical or virtual mode, whichever is applicable as per current circumstances at that time. However, Per Session Cost for virtual training will be extent rate of honorarium (UGC). No cost over & above UGC prescribed rate of honorarium may be admissible under mode of In-Service Training.

#### **5.4. Nodal Agency**

Rehabilitation Council of India, National Institutes/CRCs/RCs working under the administrative control of the Department of Empowerment of Persons with Disabilities shall be the Nodal Agency for in service training of key functionaries. Whereas RCI will get conducted the training through various implementing agencies prescribed under the scheme, the National Institutes/CRCs/RCs will conduct the training directly by themselves. Funds shall be released to the nodal agencies to train the key functionaries of Central Ministries /Departments State Governments, local bodies (Panchayats and Municipalities) and other service providers connected with the disability sector as per the training modules, syllabus prepared by the Rehabilitation Council of India (RCI). Following are the key functionaries listed in Groups:

##### **Target Group–I Senior Functionaries**

MPs/MLAs/Judiciaries/Administrative Service Officers/ Allied Service Officers/ Vice Chancellors / Revenue Dept. – Central and State Govts./Police officers

##### **Target Group–II Functionaries- Education**

Principals/Vice Principal of Govt. Colleges and Schools, Faculty of Higher Education, Education Officers, DIET Principal/Faculty

##### **Target Group–III Functionaries–Health and Allied Health**

Health and Allied Health Professionals, Administrators (CMO, Dy.CMOs, MOs)

**Target Group –IV Functionaries Mid Level Administrators** District Education officers, District Social Welfare Officers, Block Development Officers, Chief Development Officers, Town Planners and Employment officers

##### **Target Group–V Functionaries–School Education**

Teachers, Head Masters, (Elementary and secondary level), SMC

**Target Group – VI Functionaries–Grass Root Level Workers** ANM, Asha Workers, Anganwadi Workers, CBR workers, Village Health Workers.

##### **Target Group- VII- Engineers, Architects, Coders etc.**

#### **5.5. Training Institutions/Implementing Agency**

- a. Staff Administrative College/Training Institutes of Central and State Govt.
- b. National Institutes/CRCs/RCs of the Department of Empowerment of PwDs, Govt. of India.
- c. RCI approved Training Institutes/University Department.
- d. Training Departments/Group A & B Officers Training Academies.

#### **5.6. Training Programmes**

Block/District/State/National Level Seminars and workshops of (one to two days duration).

#### **5.7. Training Modules**

The training material customized for the requirement of the learners developed by RCI with the help of expert groups will be uploaded on the RCI website [www.rehabcouncil.nic.in](http://www.rehabcouncil.nic.in). e-training Module for different target groups developed by the RCI will be uploaded on the websites of Department ([www.disabilityaffairs.gov.in](http://www.disabilityaffairs.gov.in)) and RCI ([www.rehabcouncil.nic.in](http://www.rehabcouncil.nic.in)).

The materials are to be downloaded by the implementing agencies and copies to be distributed to the participants as per the nature and need of programme.

In addition to the above, the following material may also be used:

- (i) Detailed contents and posters on awareness and sensitization on each topic
- (ii) Disability-wise Handouts on prevention early identification, intervention, Rehabilitation and main streaming of PwDs.
- (iii) Audio-visual material and links to related material available on You-tube etc.
- (iv) Material for capacity building.

The aforesaid materials are indicative which may be enriched with local resource materials, and are to be used deepening upon the requirement of the target group. Wherever necessary, materials in local/regional languages may also be prepared and distributed.

#### **5.8. Resource Persons**

- (i) Eminent Persons & Experts and Role-models in the disability sector
- (ii) Medical/Para-medical professionals
- (iii) Medical Practitioners
- (iv) Directors/Other experts of National Institutes/CRCs of DEPwD
- (v) Senior Rehabilitation Professionals registered with RCI
- (vi) Officers of the Govt. Departments dealing with disability related issues.
- (vii) Legal Practitioner

#### **5.9. Patterns and Quantum of Assistance and Duration of Training Programme.**

As per the provision of the Central Sector Scheme, the cost of training programme of half day, one day and two days duration will be borne by the Department of Empowerment of Persons with Disabilities (DEPwD) through Rehabilitation Council of India, a nodal agency for this scheme. Separate budget heads and upper limit of expenditure for the In-Service Training and Sensitization programme for different target groups as envisaged in this scheme has been prescribed based on the per unit cost of Rs.(4,800/-) allocated by the DEPwD under this scheme. However, 5% of the per unit cost has been included for RCI to meet the administrative cost in case the training is got conducted by it through various implementing agencies.

#### **5.10. Terms & Conditions under In Service Training Scheme for seeking grant:**

- (i) Minimum required number of participants (30 to 40). No Expenses shall be reimbursed for less than (30) participants, as indicated in the respective categories of target group is mandatory for starting the programme.
- (ii) Budget to be spent under the heads as prescribed. Expenditure over the budget will not be considered for reimbursement.
- (iii) Under any circumstances, re-appropriation is not allowed in or across the budget without the prior permission of the Department.

## 6. Sanction and Release of Funds under In-service Training Scheme:

In the first installment, 80% of the approved budget per training programme will be released to the nodal agencies/ implementing agencies and remaining 20% budget will be released on receipt of the certified utilization certificate, income expenditure statement by the chartered accountant as per the provision of GFR and programme report.

## 7. Approval Mechanism (Common for both the components):

All proposals for financial assistance for Awareness Generation & Publicity or for In-Service Training Program after scrutiny at the Division level will be placed before the Screening Committee for approval of the content and quantum of financial assistance to be given within the broad parameters above. The constitution of the committee will be as follows:-

The constitution of the Screening Committee shall be as follows.

| Sl.No. | Officer  | Role             |
|--------|--|------------------|
| (i)    | Joint Secretary (Awareness Generation & Publicity)   | Chairman         |
| (ii)   | Director, PDUNIPPD, New Delhi  | Member           |
| (iii)  | Member Secretary , RCI   | Member           |
| (iv)   | Representative of DAVP   | Member           |
| (v)    | A special invitee from amongst PwDs/representative groups / organizations working in the field of disability | Member           |
| (vi)   | Director/Deputy Secretary (Awareness Generation & Publicity)   | Member Secretary |

The Committee may also recommend readjustment/ interchange of funds among various activities as per requirement. Interchange of utilization of funds under various components so as to ensure availability of funds for actual requirement under a particular component and / or to prioritize various activities, will be admissible. The **validity of a proposal will be six months from the date of approval** given by the Committee.

## 8. Evaluation /Review of the Scheme

The implementation of the scheme will be reviewed from time to time and modifications/revision as necessary would be taken up with the approval of competent authority.

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**The Prescribed Proforma for seeking grant-in-aid under the In-Service Training Scheme and feedback from the participants are at Annexure IV,V.**

## ANNEXURE-I

### **Application for financial assistance under Awareness Generation and Publicity Scheme**

From:

Date:.....

To,

The Joint Secretary,  
Department of Empowerment of Persons with Disabilities(Divyangjan),  
Ministry of Social Justice and Empowerment  
5<sup>th</sup>Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex,  
Lodhi Road, New Delhi-110003

**Subject: Assistance under Awareness Generation and Publicity Scheme**

I, ..... submit here with an application in the prescribed format along with requisite documents for a grant of Rs..... under Awareness Generation and Publicity Scheme to organize ..... for the financial year. 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 agreed to the following conditions:-

- (a) 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.
- (b) 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.
- (c) The Institution shall exercise reasonable economy in the implementation of the Scheme.
- (d) The gap between GIA and budget estimate should be borne by the organization and the organization has to provide a written confirmation in this regard. However, incase, the organization is unable to bear the gap between budget estimate for the proposal and GIA recommended by GIA Committee of the Department, a revised proposal on the basis of recommendation of GIA Committee is to be sent by the organization.
- (e) The organization is registered under PwD Act and have valid PwD certificate.
- (f) The organization is registered on NITI Aayog portal and submit its unique ID number with the proposal.
- (g) Organization will furnish audited statement of account along with item-wise expenditure.
- (h) Last three financial years audited accounts, Annual Reports are enclosed with the proposal ( in case of Fresh Proposal only)
- (i) Organization will not get financial assistance from other source for the same component. A certificate in this regard is enclosed.
- (j) Income from the event, if any, will be reflected in the audited accounts.

- (k) Separate Bank account for GIA received from this department will be opened.
- (l) All transactions will be made by the organization through electronic mode e.g UPI, ECS, NEFT, RTGS, IMPS, Account Payee Cheque and should be reflected in organization's Bank Account Statement. All payments against any bill shall be made only when the bill contains GST component (i.e. Pakka bill only), where ever required.
- (m) The Institution will held the event under banner of Department of Empowerment of Persons with Disabilities, 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.

NOTE: The details of organization and documents (attached) are given hereunder: Name of the Scheme:.....

### 1. Organization

Name of the Organization: .....

Address(Office):.....

Email ID:

Phone

Mobile No. of the Contact Person:.....

### 2. List of Documents to be attached:

- (a) A copy of Registration under Certificate (Yes/No)
- (b) A copy of Registration under RPwDs Act, 2016(if applicable) (Yes/No)
- (c) A copy of Registration under Foreign Contribution Act(if applicable) (Yes/No)
- (d) A copy of Memorandum of Association and Bye-laws (Yes/No)
- (e) A copy of the Audited Account Report and Annual Report for the last three financial years (for new cases only) (Yes/No)
- (f) Copy of Unique ID registered with NITI Aayog (if applicable) (Yes/No)
- (g) Brief of project proposal (Yes/No)
- (h) Budget Estimate with breakup (Yes/No)
- (i) Expected Number of participants/beneficiaries (Yes/No)
- (j) A list with name of participants/beneficiaries along with their mobile number who attended the programme/event etc. at the time of submission of bills/vouchers & supported documents (Yes/No)
- (k) Duration of the programme, date and venue, project location of event/programme (Yes/No)
- (l) Details of grant received in past from this Department? If so give detail. (Yes/No)
- (m) Organization will not get financial assistance from other source for the same component. A certificate in this regard is enclosed. (Yes/No)
- (n) Application on the prescribed proforma for seeking Grant-In-Aid. (Yes/No)

### 3. Details of the project for which the grant-in-aid is being applied.

### 4. Details of GIA received under other Schemes of-

State Government.....

Central Government.....

Other sources.....

5. 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.

**Signature.....**

**Note: Wherever not applicable, please write:N.A.**

**Name.....**

**Address.....**

**Date.....**

**(Seal).....**

-



**ANNEXURE-II**

From:

Date:.....

To,

The Joint Secretary,  
Department of Empowerment of Persons with Disabilities(Divyangjan),  
Ministry of Social Justice and Empowerment  
5<sup>th</sup>Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex,  
Lodhi Road, New Delhi-110003

**APPLICATION FORM FOR THE 2<sup>nd</sup>/3<sup>rd</sup> INSTALLMENT**

1. Name of the Scheme :
2. Organization Name :
3. Address :
4. Mobile No. of the Contact Person :
5. Phone :
6. E-mail :
7. Grant-in-aid(inRs.)Total:
  - a. Amount Sanctioned :
  - b. Received as 1<sup>st</sup> installment :
  - c. Applied for 2<sup>nd</sup> installment or 3<sup>rd</sup> installment :
8. The Applicant organization should enclose the Utilization Certificate of the 1st /2nd Installment.
9. Audited statement of account along with item-wise expenditure. Income from the event, if any, to be reflected in the audited accounts.
10. Any other information considered necessary by the organization or as asked for.

**Signature**.....

**Name**.....

**Date**.....

**(Seal)**.....

**PROGRAMME FEEDBACK /EVALUATION FORM**

**( To be filled by the participants)**

Please complete the form below to provide your feed back under **AGP Scheme**. This feedback helps us to measure training participant’s satisfaction levels.

Name of the organization conducted the programme: \_\_

|   |           |          |         |      |
|---|-----------|----------|---------|------|
| 1. Please rate the following aspects of the training programme:                                       |           |          |         |      |
|   | Excellent | Good     | Average | Poor |
| (i)Organization   |           |          |         |      |
| (ii)Content   |           |          |         |      |
| (iii)Materials related to event/programme   |           |          |         |      |
| (iv)Presentation  |           |          |         |      |
| (v)Resource Person  |           |          |         |      |
| (vi)Accessibility to the venue  |           |          |         |      |
| (vii)Punctuality and duration   |           |          |         |      |
| (viii)Food and drinking facility  |           |          |         |      |
| (ix)Accommodation( if any)  |           |          |         |      |
| 2. Has the programme sensitized you towards awareness/empowerment etc. of persons with disabilities : |           |          |         |      |
| YES   | MAYBE     | NOT SURE |         |      |
| 3. Would you like to attend another such programme from our organization in future:                   |           |          |         |      |
| YES   | MAYBE     | NOT SURE |         |      |
| 4.Any Suggestions:.....<br>.....<br>.....   |           |          |         |      |
| 5.How do you rate the training/workshop/program/event overall:  |           |          |         |      |
| Excellent   | Good      | Average  | Poor    |      |
| 6.Signature<br>Name<br>Address<br>Contact no.   |           |          |         |      |

**Proforma**

**Proforma for submission of Proposals for “In-Service Training and Sensitization of Key Functionaries of Central and State Governments, Local Bodies and Other Service Providers”. ( *Not applicable for NIs/CRCs/RCs working under the administrative control of the Department*).**

|      |  |  |
|------|--|--|
| 1.   | Name of the Institution/University<br>Department/Organization  |  |
| 2.   | Complete Address of the Institute<br><br>a. Telephone/Mobile No<br><br>b. Fax No<br><br>c. Email ID<br><br>d. Website  |  |
| 3(a) | Status of RCI approval (wherever<br>applicable)  |  |
| (b)  | Name of the approved courses and its<br>validity of approval(wherever applicable)  |  |
| 4.   | Proposed date with duration and venue of<br>training programme   |  |
| 5.   | Aims, objective and methodology of the<br>proposed training programme  |  |
| 6.   | Target group   |  |
| 7.   | Number of participants   |  |
| 8.   | Details of the identified Resource<br>persons(Local and Outstation) for the training<br>programme along with their name, contact<br>address/telephone no, rehab qualification<br>With CRRNo.etc. |  |
| 9.   | Suggested use of knowledge to be acquired by<br>trainees for disability sector   |  |
| 10.  | Details of the total estimated expenditure<br>(as per proforma-<br>Appendix-A)   |  |

|     |  |  |
|-----|--|--|
| 11. | Facilities and equipments available with the Institution / University Department /Organization for conduct of training programme   |  |
| 12. | Any other training programme conducted Previously<br>In partnership and financial assistance from RCI, Govt. of India/State Govt./Autonomous Body etc.                                       |  |
| 13. | If yes details of the In-Service training programme to be provided   |  |
|     | 1.Financial year   |  |
|     | 2.Grant in Aid received  |  |
|     | 3. Target Group  |  |
|     | 4. No of batches sanctioned  |  |
|     | 5.No of batches conducted  |  |
|     | 6. Report and UC submitted(Yes/No)   |  |
| 14. | Provision for accommodation available for the outstation candidates  |  |
| 15. | Details of Bank Account<br>1. Name of the Accountholder:<br>2. Name of the Bank:<br>3. Account Number:<br>4. Branch:<br>5. IFSC Code:<br>6. Type of Account:<br>7. Original cancelled cheque |  |
| 16. | Copy of DARPAN of NITI Aayog and its number(in case of NGOs)   |  |
| 17. | Any other information relevant to the proposal:  |  |

Place:

Date:

Name & Signature of the Head of the  
Institution with stamp

Please apply on the above proforma to:  
Member Secretary,  
Rehabilitation Council Of India  
B-22, Qutab Institutional Area, New Delhi-110016

Note:- Institute may be considered for permission to conduct more than 01 programme in each training module during the current financial year subject to availability of funds and submission of complete report as prescribed by the Council.

List of Enclosures:

- i. Copy of RCI Certificate of Approval, if applicable
- ii. Copy of Society Registration Act
- iii. Latest Audited Statement of Accounts
- iv. Copy of Annual Report

## 18. UNDERTAKING

(To be submitted on the non-judicial stamp paper of Rs.100/-)

We ..... do hereby undertake the following:

1. That a detailed report of the Training Programme along with a certified statement of account of total expenditure incurred and also the utilization certificate in r/o financial assistance received from the RCI will be submitted to the Council within a month after completion of training programme.
2. That the full amount received as financial assistance from the Council, in case of not conducting the programme as per the schedule date and lack of required number of participants will be refunded to the Council within one month of such date.
3. That facilities provided by the Institution/Organization and funded by RCI shall be made available to the participants free of charge i.e.no contribution or fees shall be charged from the participants.
4. That funds shall be spent exclusively for the purpose for which they are released.
5. That the expenditure under the specified budget heads, and will charge actual amount spent, not exceeding the max. Limit under any head.
6. That Utilization Certificate along with details of income -expenditure statement will be submitted to the Council along with the reports and relevant bills/vouchers and other expenses incurred for training programme will be maintained at the institutions and to be provided to the Council when it is required for audit purpose.
7. That all procedure/guidelines of RCI as suggested or as amended time to time shall be followed by the institute strictly.

Place:

Date:

Signature:

Name:

Designation:

Seal:

To be signed by Head of the institution

**APPENDIX-A****Budget required for..... Days training/sensitization programme of Level.....**

|                         |   |  |
|-------------------------|---|--|
| Duration                | : |  |
| No.of participants      | : |  |
| Details of participants | : |  |

| Sl. No | Heads for Expenditure   | Amount Required |
|--------|---|-----------------|
| 1      | Honorarium to Programme Co-coordinator*<br>(*Not applicable for Govt.Institutions)  |                 |
| 2      | Honorarium to Resource Persons<br>(min.4 lectures/day)  |                 |
| 3      | Working lunch/tea/coffee<br>max.for 20 participants+05 extra(Resource persons,Co-coordinator per day)                                     |                 |
| 4      | Programme Kit (content, handouts, posters, pen, pad) bag, with Logo of DEPwD and RCI  |                 |
| 5      | Photography & Videography   |                 |
| 6      | Preparation of Report@Rs.5000/-   |                 |
| 7      | Accommodation for Resource Persons for outstation candidates  |                 |
| 8      | Accommodation for trainees (min. 50% candidates from local and neighboring Dist.)   |                 |
| 9      | Travelling cost of participants( actual travelling expenses, Subject to a ceiling of Rs.1000/-per candidate max.for outstation candidates |                 |
|        | Total   |                 |
| 10     | Administrative Expenditure@Rs.10% of the total budget   |                 |
|        | GRAND<br>TOTAL  |                 |

**20. CERTIFICATE**

We certify that the information given above is correct and any suppression of facts, mis-statement or false information furnished will liable for penal action, besides such other actions as may be deemed appropriate.

Also certified that the Institution/Organization has not been involved in any kind of litigation debarring it from receiving outside assistance. It is undertaken that the Institution/ Organization will abide by the conditions as stipulated in the Scheme guidelines. We understand further that the decision of the RCI as regard eligibility and quantum of assistance shall be final.

Signature(s) and seal of authorized Officer bearer(s) of the Institution/Organization

Name and designation

**PROGRAMMEFEEDBACK/EVLUATIONFORM**

**(To be filled by the Participants)**

Please complete the form below to provide your feedback on **In-service Training Programme**. This feedback helps us to measure training participant's satisfaction levels.

Name of the organisation: \_\_

|   |           |      |         |      |
|---|-----------|------|---------|------|
| 1.Mention the Target Group: _____   |           |      |         |      |
| 2. Please rate the following aspects of the training programme:                       |           |      |         |      |
|   | Excellent | Good | Average | Poor |
| (i)Organization   |           |      |         |      |
| (ii)Content   |           |      |         |      |
| (iii)Study Materials  |           |      |         |      |
| (iv)Presentation  |           |      |         |      |
| (v)Resource Person  |           |      |         |      |
| (vi)Accessibility to the venue  |           |      |         |      |
| (vii)Punctuality and duration   |           |      |         |      |
| (viii)Food and drinking facility  |           |      |         |      |
| (ix)Accommodation   |           |      |         |      |
| 3. Has the programme sensitized you towards empowerment of persons with disabilities: |           |      |         |      |
| YES   | MAYBE     |      | NOTSURE |      |
| 4. Training material with appropriate training kit provided by the agency:            |           |      |         |      |
| YES                      NO   |           |      |         |      |
| 5. Would you like to attend another such programme from our organization in future:   |           |      |         |      |
| YES   | MAYBE     |      | NOTSURE |      |
| 6.Any Suggestions:.....   |           |      |         |      |
| .....   |           |      |         |      |
| .....   |           |      |         |      |

|  |      |         |      |
|--|------|---------|------|
| 7. How do you rate the training overall: |      |         |      |
| Excellent                                | Good | Average | Poor |
| 8.Signature                              |      |         |      |
| Name                                     |      |         |      |
| Address                                  |      |         |      |
| Contact no.                              |      |         |      |