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# राजपत्र, हिमाचल प्रदेश

## हिमाचल प्रदेश राज्य शासन द्वारा प्रकाशित

शनिवार, 27 मई, 2017 / 6 ज्येष्ठ, 1939

हिमाचल प्रदेश सरकार

गृह (सतर्कता) विभाग

अधिसूचना

शिमला-2, 20 अक्तूबर, 2016

**संख्या:गृह(सतर्कता)ए(3)-8/2016.**—लोकायुक्त नियम, हिमाचल प्रदेश क राज्यपाल, हिमाचल प्रदेश लोकायुक्त अधिनियम, 2014 (2015 का अधिनियम संख्यांक 23) की धारा 7 द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, लोकायुक्त, हिमाचल प्रदेश के परामर्श से, निम्नलिखित नियम बनाते हैं अर्थात्:—

**1. संक्षिप्त नाम और प्रारम्भ.—**(1) इन नियमों का संक्षिप्त नाम हिमाचल प्रदेश लोकायुक्त (सेवा की शर्तों) नियम, 2016 है ।

(2) ये नियम तुरन्त प्रवृत्त होंगे ।

**2. परिभाषाएं.—**(1) इन नियमों में, 'अधिनियम' से हिमाचल प्रदेश लोकायुक्त अधिनियम, 2014 (2015 का अधिनियम संख्यांक 23) अभिप्रेत है ।

(2) इन नियमों के प्रयोजनार्थ "कुटुम्ब" शब्द का वही अर्थ होगा जो उच्च न्यायालय न्यायाधीश यात्रा भत्ता नियम, 1956 में उसका है ।

**3. छुट्टी.—**लोकायुक्त, उच्च न्यायालय के मुख्य न्यायाधीश को यथा लागू उच्च न्यायालय के न्यायाधीश (वेतन और सेवा शर्तों) अधिनियम, 1954 और तदधीन बनाए गए नियमों के उपबन्धों के अनुसार छुट्टी के लिए इस उपान्तरण के अध्यधीन हकदार होगा कि लोकायुक्त सेवाकाल के प्रत्येक पूर्ण वर्ष के लिए एक मास की दर से पूर्ण भत्तों पर और सेवाकाल की शेष अवधि के लिए अनुपाततः छुट्टी का हकदार होगा ।

**4. छुट्टी स्वीकृत करने के लिए सक्षम प्राधिकारी.—**हिमाचल प्रदेश के राज्यपाल, लोकायुक्त का अवकाश, स्वीकृत या अस्वीकृत करने या स्वीकृत किए गए अवकाश को प्रतिसंहत और कम करने के लिए सक्षम प्राधिकारी होगा ।

**5. भविष्य निधि.—**लोकायुक्त समय समय पर यथा संशोधित सामान्य भविष्य निधि (केन्द्रीय सीविल सेवा) नियम, 1960 और तदधीन जारी किए गए आदेशों के अनुसार सामान्य भविष्य निधि में अभिदान करने का हकदार होगा ।

**6. यात्रा भत्ता.—**कर्तव्यरूढ लोकायुक्त, भारत के राज्य क्षेत्र के भीतर की गई यात्रा में उपगत व्यय की प्रतिपूर्ति के लिए यात्रा भत्ता प्राप्त करेगा और उसे यात्रा से सम्बन्धित ऐसी समूचित प्रसुविधाएँ प्रदान की जाएगी जैसी समय समय पर उच्च न्यायालय न्यायाधीश यात्रा भत्ता नियम, 1956 में विहित की जाए :

परन्तु लोकायुक्त के रूप में नियुक्त व्यक्ति अपनी नियुक्ति पर प्रथमतः पदग्रहण पर अपने सामान्य निवास स्थान से शिमला तक और अपने कार्यालय के पूर्ण होने पर स्वनगर तक की वापिसी यात्रा वायुमार्ग, रेलमार्ग या मोटरयान द्वारा स्वयं और अपने कुटुम्ब की यात्रा पर उपगत वास्तविक व्यय को यात्रा भत्ते के रूप में प्राप्त करने का हकदार होगा। इसके अतिरिक्त वह सामान एक पूरी वैगन तक के परिवहन तक उपगत वास्तविक खर्च का भी हकदार होगा :

परन्तु यह और कि लोकायुक्त की पद पर नियुक्ति के दौरान मृत्यु हो जाने की दशा में उसके कुटुम्ब के सदस्य, मुख्यालया से उसके स्वनगर तक यदि यात्रा लोकायुक्त की मृत्यु से छः मास के भीतर की जाती है, कुटुम्ब की यात्रा और पूरी वैगन तक के उनके सामान के परिवहन पर उपगत वास्तविक खर्च के हकदार होंगे ।

**स्पष्टीकरण :—**इन नियमों के प्रयोजन के लिए "पूरी वैगन" शब्दों के वही अर्थ होंगे जो उच्च न्यायालय न्यायाधीश यात्रा भत्ता नियम, 1956 के नियम, 1 ए में उनके है ।

**7. चिकित्सा उपचार के लिए प्रसुविधाएँ.—**लोकायुक्त और उसके कुटुम्ब के सदस्य सरकारी अस्पतालों में ऐसी चिकित्सा प्रसुविधाओं और वास सुविधा के लिए हकदार होंगे जैसी हि0 प्र0 उच्च न्यायालय के मुख्य न्यायाधीश और उसके कुटुम्ब के सदस्यों को अनुज्ञेय हैं ।

**8. निवास स्थान के लिए प्रसुविधा.—**लोकायुक्त उन्ही निबन्धों और शर्तों पर निवास स्थान के लिए हकदार होगा जैसी हिमाचल प्रदेश उच्च न्यायालय के मुख्य न्यायाधीश को लागू है ।

**9. सेवा की अन्य शर्तें .**—लोकायुक्त की सेवा की अन्य शर्तें, जिनके लिए इन नियमों में कोई अभिव्यक्त उपबन्ध नहीं है, वैसी ही होंगी जैसी हिमाचल प्रदेश के उच्च न्यायालय के मुख्य न्यायाधीश को लागू है।

आदेश द्वारा,  
हस्ताक्षरित/—  
प्रधान सचिव(गृह/सतर्कता)।

[*Authoritative English text of this Department notification No. Home (Vig.) A (3)-8/2016-Lokayukta Rules dated 20th October, 2016 as required vide clause (3) of Article 348 of the Constitution of India.*]

## HOME (VIGILANCE) DEPARTMENT

### NOTIFICATION

*Shimla-2, the 20<sup>th</sup> October, 2016*

**No. Home(Vig.)A(3)-8/2016-Lokayukta Rules.**—In exercise of the powers conferred by section 7 of the Himachal Pradesh Lokayukta Act, 2014 (Act No, 23 of 2015), the Governor of Himachal Pradesh, in consultation with the Lokayukta, Himachal Pradesh, hereby makes the following rules, namely:—

**1. Short title and commencement.**—(1) These rules may be called the Himachal Pradesh Lokayukta (Conditions of Service) Rules, 2016.

(2) These rules shall come into force at once.

**2. Definitions.**—(1) In these rules, "Act" means the Himachal Pradesh Lokayukta Act, 2014 (Act No. 23 of 2015)

(2) For the purpose of these rules, the word "family" shall have the same meaning as assigned to it in the „High Court Judges" Travelling Allowance Rules, 1956.

**3. Leave.**— The Lokayukta shall be entitled to leave in accordance with the provisions of the "**High Court Judges" (Conditions of Service) Act, 1954** and the rules made thereunder and as applicable to the Chief Justice of High Court subject to the modification that the Lokayukta shall be entitled to leave on full allowances at the rate of one month for each completed year of service and proportionately for the remaining period of service.

**4. Authority competent to grant leave.**—The Governor of Himachal Pradesh shall be the authority competent to grant or refuse leave to the Lokayukta or to revoke or curtail leave granted.

**5. Provident Fund.**—The Lokayukta shall be entitled to subscribe to the General Provident Fund in accordance with the **General Provident Fund (Central Civil Services) Rules 1960**, as amended from time to time and orders issued thereunder.

**6. Travelling allowance.**—The Lokayukta shall receive such travelling allowance to reimburse him for expenses incurred in travelling on duty within the territory of India and shall be

afforded such reasonable facilities in connection with travelling as may, from time to time, be prescribed in the **High Court Judges' Travelling Allowance Rules, 1956**:

Provided that a person appointed as Lokayukta shall be entitled to receive as travelling allowance, the actual expenditure incurred on the journey for self and his family from the place of his ordinary residence to Shimla on first joining his appointment and for the journey back to his home town on completion of his tenure, by air, rail or motor vehicle. Further, he shall be entitled to actual expenditure incurred for the transportation of luggage upto a full wagon:

Provided further that in the event of the death of Lokayukta while in office, the members of his family shall be entitled to the actual expenditure incurred on the journey of the family and for the transportation of their luggage upto a full wagon from the headquarters to the home town of the Lokayukta, in case, the journey is performed within six months of the death of the Lokayukta.

**Explanation:**—For the purpose of these rules, the words “full wagon” shall have the same meaning as assigned to it in rule 1 A of the **High Court Judges' Travelling Allowance Rules, 1956**.

**7. Facilities for medical treatment.**—The Lokayukta and his family members shall be entitled to such facilities for medical treatment and accommodation in the Government hospitals as are admissible to the Chief Justice of the High Court of Himachal Pradesh and his family members.

**8. Facility for residential accommodation.**—The Lokayukta shall be entitled for residential accommodation on the same terms and conditions as are applicable to the Chief Justice of the High Court of Himachal Pradesh.

**9. Other conditions of service.**—The other conditions of service of the Lokayukta for which no express provisions have been made in these rules, shall be the same as are applicable to the Chief Justice of the High Court of Himachal Pradesh.

By order,  
Sd/-  
*Principal Secretary (Home/Vigilance).*

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## HOME DEPARTMENT

### NOTIFICATION

*Shimla-2, the 23th May, 2017*

**No.Home-B (B) 2-1/97-Part-I.**—The Governor, Himachal Pradesh is pleased to appoint Sh. Vivek Singh Attri, Deputy Advocate General (tenure basis) as Additional Advocate General, on tenure basis in the office of Advocate General, Himachal Pradesh with immediate effect.

By order,  
Sd/-  
*Principal Secretary (Home).*

**SOCIAL JUSTICE & EMPOWERMENT DEPARTMENT****NOTIFICATION***Shimla-02, the 16<sup>th</sup> May, 2017*

**No. SJE-B-F(2)-1/2017.**—The Governor, Himachal Pradesh is pleased to frame the revised "Integrated Scheme for the Persons with Disabilities" as ASEEM (A Scheme for Enabling, Empowering and Mainstreaming of the specially abled) for the implementation of following 11 (eleven) programmes in a life-cycle based approach:—

1. Scheme for prevention, early detection, screening of disabilities & provision of disability cards.
2. Programme for awareness generation on disabilities
3. Programme for research on disability issues.
4. Scheme of scholarship to students with disabilities
5. Scheme of special education for visually, speech & hearing impaired children
6. Scheme of rehabilitation for mentally challenged children/adult
7. Scheme of grant in aid to NGOs working for persons with disabilities
8. Scheme of state awards for the empowerment of persons with disability
9. Incentive for marriage to persons with disability
10. Scheme of disability rehabilitation centre.
11. Scheme of employment for persons with disabilities

The above scheme shall come into force from the date of its publication in the official Gazette.

By order,  
Sd/-  
Principal Secretary (SJ&E).

**INDEX**

Sr. No.	NAME OF SCHEME
1.	SCHEME FOR PREVENTION, EARLY DETECTION, SCREENING OF DISABILITIES & PROVISION OF DISABILITY CARDS.
2.	PROGRAMME FOR AWARENESS GENERATION ON DISABILITIES
3.	PROGRAMME FOR RESEARCH ON DISABILITY ISSUES.

4.	SCHEME OF SCHOLARSHIP TO STUDENTS WITH DISABILITIES
5.	SCHEME OF SPECIAL EDUCATION FOR VISUALLY, SPEECH & HEARING IMPAIRED CHILDREN.
6.	SCHEME OF REHABILITATION FOR MENTALLY CHALLENGED CHILDREN/ ADULT.
7.	SCHEME OF GRANT IN AID TO NGOs WORKING FOR PERSONS WITH DISABILITIES.
8.	SCHEME OF STATE AWARDS FOR THE EMPOWERMENT OF PERSONS WITH DISABILITY.
9.	INCENTIVE FOR MARRIAGE TO PERSONS WITH DISABILITY.
10.	SCHEME OF DISABILITY REHABILITATION CENTRE.
11.	SCHEME OF EMPLOYMENT FOR PERSONS WITH DISABILITES.

## **I. SCHEME FOR PREVENTION, EARLY DETECTION, SCREENING OF DISABILITIES & PROVISION OF DISABILITY CARDS.**

Section 25(a),(b),(c),(d),(f) of the Persons with Disabilities Act 1995 envisages for promoting various methods of prevention of disabilities, screening of children for the purpose of identifying “at risk” cases. The State Policy for the Persons with Disabilities also provides various strategies for the prevention and early detection of disabilities. To implement the State Government’s obligations, the “SCHEME FOR PREVENTION, EARLY DETECTION, SCREENING OF DISABILITIES AND PROVISION OF DISABILITY CARDS” is introduced with following provisions:—

### **1. OBJECTIVE :**

- (1) To sensitize the target group about the causes of disabilities and preventive measures to be adopted before and after pregnancies.
- (2) To detect early childhood disabilities and refer such cases to the nearest health institution so that disability is prevented and minimized.
- (3) To get the identified persons examined from the medical authorities and issue them disability certificate.
- (4) To generate an accurate data of persons with disabilities for the formulation of need based plans, policies, strategies and programmes that ensure equal opportunities for them.

### **2. PREVENTION OF DISABILITIES :**

- (1) The main objectives of the Integrated Child Development Services program of the Women and Child Ministry include:—
  - (a) laying the foundation for proper psychological, physical and social development of the child;
  - (b) reducing the incidence of mortality, morbidity, malnutrition and school dropout;
  - (c) enhancing the capability of the mother to look after the normal health and nutritional needs of the child through proper nutrition and health education.

- (2) As part of the above duties, under this scheme, the Aaganwari worker (AWW) would be expected to play a key role that would also help in clearly enunciating the issue of disability so as to assist in prevention and early detection amongst children.
- (3) The Aaganwari Workers will collect data of newly wedded couples from the concerned Gram Panchyat on quarterly basis, maintain a folder and sensitize them :—
- on the causes of disabilities;
  - preventive measures to be adopted before and after pregnancies;
  - on nutrition, general hygiene and health education.

Printed material on the above subjects, work book for the couples would be provided in a standardized, simple language by the Directorate of SCs, OBCs, Minority & Disability Affairs, Himachal Pradesh.

- (4) Awareness camps on prevention of disabilities preferably in the month of September or October and January or February will be organized at Panchyat level by the Aanganwari worker for the newlywed couples along with the members of Village Level Coordination Committee(VLCC). The proceedings of the meeting will be recorded in VLCC register. The Aaganwari Workers will:—
- persuade the pregnant mothers to visit Primary Health Centre for health check up at least four times during the period of pregnancy.
  - propagate amongst pregnant mothers the importance of preliminary clinical investigations like hemoglobin, urea, ketone bodies, blood sugar, height, weight, thyroid, RH factor *etc.*
  - take record of immunization of children (0 – 6 years) from ASHA workers and ensure that every child in her area completes immunization cycle.
  - will monitor the growth of each and every child in her area and refer the underweight and under nourished children to the nearest health institutions.
  - In case of families with history of mental retardation in two generations, individual counseling will be promoted.
- (5) Rs. 500/- per camp will be provided to Aaganwari worker for organizing awareness camp during the financial year by the Directorate of SCs, OBCs, Minority & Disability Affairs, Himachal Pradesh.

### 3. SCREENING/EARLY DETECTION OF DISABILITIES:

- As a part of family register, the Aaganwari Workers will maintain record of persons with disability both and without disability cards. From her personal knowledge she would also indicate whether such person has been medically tested or not.
- Every quarter, the Aaganwari Workers collate the number of persons with disabilities who need to be tested and compile it on the format as devised by the Directorate of SCs, OBCs, Minority & Disability Affairs and shared with Directorate of Women & Child Development and submit quarterly report to the Child Development Project Officer.

- (3) The Child Development Project Officer will forward the same to the concerned Tehsil Welfare Officer, who would compile the data and submit report online to the District Welfare Officer.

#### 4. COMPILATION OF DATA OF SCREENED CASES :

The e-pehchan software will be modified so that the data of screened cases as received from ICDS functionaries are updated on quarterly basis.

#### 5. COMPOSITE MEDICAL CAMPS :

- (1) Having comprehensively covered large numbers and areas for coverage of persons with disabilities through medical camps during the year 2016, it is expected that future screening, testing and issuance of Disability cards in the State would be an incremental process. This can easily be covered through the regular Medical Board process institutionalized by the Health department. To ensure that the gains made earlier are not lost, composite medical camps will be held in each district as many times during the year as required.
- (2) The camps preferably will be organized in two phases. In the first camp, the process of identification, issue of certificate shall be made and in the 2nd camp the assistive devices will be provided as per the assessment made for each beneficiary in the 1st Camp. The camps usually will be planned and organized during the year depending on local situation preferably between October to March.
- (3) The Deputy Commissioner of the district shall organize the Composite Medical Camps by coordinating with concerned Govt. officials, medical personnel and other agencies/ authorities/ NGOs *etc.*
- (4) Keeping in view, the data of identified persons whose disabilities are yet to be assessed/certified by the medical authority, concerned District Welfare Officer will formulate a plan for organizing composite medical camps as required and place the same before the following district level committee for approval:—

(i) Deputy Commissioner	<i>Chairman</i>
(ii) Chief Medical Officer	<i>Member</i>
(iii) District Programme Officer (WCD)	<i>Member</i>
(iv) Project Officer(DPEP)	<i>Member</i>
(v) In charge of CRC/DDRC	<i>Member</i>
(vi) District Welfare Officer	<i>Member Secretary</i>

The above committee will ensure that their staff is deployed in the proposed camps and the disability of all the identified cases are assessed in the camps by medical authority.

- (5) A calendar for the camps will be approved by the above committee so as to ensure that the camps start by October and first phase may be completed by the end of December. The preparatory work will be completed well in advance so that camps are conducted



- properly. Special focus should be given to organize camps at central locations with better connectivity so that maximum number of PwDs can reach the camp sites. In case of larger and inaccessible areas more than one camp may also be organized.
- (6) The calendar of camps should be based on the availability of medical and rehabilitation personnel for certification of each disability in the camps. The Deputy Commissioner in consultation with the Chief Medical Officer will ensure this. If required, he may hire/requisition private specialists/agencies to assist such certifications. Honorarium for the same will be provided.
  - (7) Adequate publicity should be made sufficiently in advance at villages and Panchayat level through local medias. The Aaganwari Workers will ensure that all the persons identified by her attend the composite medical camp on the fixed dates and places. Services of all grass-root functionaries should be utilized in respect of their area so that maximum numbers of PwDs report for registration in the camp.
  - (8) Services of rehabilitation professionals working in any government supported program and/or institution and of NGOs should be utilized for the camps. Private- Public-People partnership may be encouraged to hold such camps in an effective manner or funds can be utilized for such activities wherever possible.
  - (9) Persons with severe or intellectual disabilities including autism; multiple disability and other such categories are often the one of the most miss the benefit of certification as they themselves cannot reach the camps. Such persons must be identified in each village, & special effort should be made to bring them to the camps.
  - (10) The deliverables of the first camp would be:—
    - (a) Medical testing through the fully represented Medical Board and issuance of Disability certificates.
    - (b) Listing the referral cases and drawing a plan of action.
    - (c) Assessment of aids and appliances needed and measurements to be taken if any, and Listing thereof.
    - (d) Distribution of social security pension forms, National Handicapped Finance Development Corporation forms and any others that may help PwDs to take advantage of government schemes.
    - (e) All facilities should be provided for the comfort of PwDs and personnel during these camps.
  - (11) The second camp will be arranged at a suitable location along the same lines as the first camp, the deliverables of this camp would be:—
    - (a) Distribution of aids and appliances according to need.
    - (b) Mopping up of assessment and certification as needed.

All the data sheets of individuals attending the camps given different benefits should be computerized in MS Excel format and soft copies will be sent to the Director, SOMDA within one month of completion of second camps.

(12) On the basis of disability certificate issued by medical authority, the District Welfare Officer will issue computerized Disability Identity Card to the concerned person. Thus accurate data bank of the persons with disabilities will be developed and this data will be helpful in:—

- (a) conducting research on factors leading to a particular disability in a specific area;
- (b) formulation of need based plans, strategies and schemes/programmes that ensure equal opportunities for the persons with disabilities.

## 6. FUNDS :

An amount of Rs. 6000/- will be permissible to the District Welfare Officer for organizing each composite medical camp.

## 7. HEAD OF ACCOUNT:

The expenditure involved under the scheme will be debitible under following Head of Account: 2235-02-101-03(SOON)(PLAN)-42-GIA which is subject to change from time to time.

## II. PROGRAMME FOR AWARENESS GENERATION ON DISABILITIES:

Section 25(h) of the Persons with Disabilities Act 1995 envisages for creating awareness amongst the masses on the causes of disabilities and preventive measures to be adopted. The State Policy for the Persons with Disabilities also provides various strategies for creating awareness on the above issue. To implement the legislative obligations of State Government, the “Programme for Awareness Generation on Disabilities” is introduced with following provisions:—

### 1. OBJECTIVE :

- (1) To create enabling environment for mainstreaming of persons with disabilities.
- (2) To disseminate information about the legal rights of persons with disabilities as enshrined in the Constitution of India and legislations related with persons with disabilities.
- (3) To promote awareness amongst the masses on the causes leading to disability and preventive measures to be adopted as this could prevent, eliminate, and limit disabilities.
- (4) To orient the Government functionaries, Representative of NGOs, PRI, parents/guardians, communities on their role in ensuring that persons with disabilities are given their due rights and opportunities for their development.
- (5) To educate architects, construction agencies, masses etc. about barrier free environment for creating free access in public places to the persons with disabilities.
- (6) To give wide publicity including event based publicity on disabilities issues through electronic, print, multimedia, to schemes, programmes and incentive being provided by the State/Central Governments.

**2. IMPLEMENTATION:**

- (1) The Directorate of SCs, OBCs, Minority & Disability Affairs, Himachal Pradesh will organize awareness programmes for which an annual schedule would be drawn up to cover:
  - (a) workshop for Heads of Department on disabilities issues;
  - (b) workshop for persons with disabilities for entrepreneurship;
  - (c) seminar for construction agencies on barrier free environment;
  - (d) workshop for District Welfare Officers/ Tehsil Welfare Officers on disabilities issues;
  - (e) workshops for District level Officers, Representatives of NGOs, PRIs on disability issues and their role in ensuring that persons with disabilities are given their due rights and opportunities for their development;
  - (f) workshops for potential employers and motivate them for employing persons with disabilities;
  - (g) awareness camps in educational institutions on the Persons with Disability Act;
  - (h) orientation and awareness generation amongst parents and guardians of persons with disabilities;
  - (i) awareness camps for persons with disabilities about their legal rights and programmes being implemented by the Government;
  - (j) sensitization programme for parents/guardians on the management needs of mentally & physically challenged wards;
  - (k) capacity building of field staff and espouser visits to premier institution for persons with disabilities established in other States ;
  - (l) any other programme as required/suggested by Deputy Commissioners or Directorate.
- (2) The Directorate of SCs, OBCs, Minority & Disability Affairs, Himachal Pradesh will:—
  - (a) develop standardized educational material for distribution and discussion in workshops and other similar programmes;
  - (b) develop pamphlets, posters ,documentary films and CDs on disability issues for wide circulation and displaying on various occasions *i.e.* workshops, seminars, celebration of important days *etc.*;
  - (c) arrange relaying/broadcasting jingles on various issues of disability through radio/television;
  - (d) tie up with All India Radio/ Doordarshan for talks on disability issues and publicity of schemes/legislations concerning persons with disabilities through radio/television;

- (e) collaborate with the Departments of Youth Services & Sports, Language Arts & Culture for organizing annual functions in all the special schools;
- (f) organize World Disability Day with a theme of the year, the suggestive list of activities to be organized on the occasion are as under:—
  - (i) holding discussions, forum and campaigns relating to disability;
  - (ii) organizing meetings, talks, performances by persons with disabilities;
  - (iii) hosting of para sports, musical events produced by persons with disabilities;
  - (iv) organizing exhibitions on facilities of rehabilitation available to persons with disabilities;
  - (v) success stories of persons with disabilities.

### 3. ORIENTATION OF ICDS & HEALTH FUNCTIONARIES:

- (1) The Directorate of SCs, OBCs, Minority & Disability Affairs, HP will create a pool of Master Trainers who will train the Aganwari Worker and Supervisors for screening and identification of persons with disabilities.
- (2) The Child Development Project Officers and interested officers of the Education and Health will be the Master Trainers for imparting trainings on disabilities to ICDS functionaries. The master trainers will be provided training by the Composite Resource Centre for PWDs, Sundernagar, (District Mandi) as per training module approved by the Directorate of SCs, OBCs, Minority & Disability Affairs, HP.
- (3) The Directorate of SCs, OBCs, Minority & Disability Affairs, will coordinate with the Health & family Welfare for the orientation the Medical Officers on guidelines for evaluation & assessment of various types of disabilities as notified by the Government from time to time. One session on the guide lines for the assessment of disability will be added in the various ongoing training programme of Medical Officers.

### 4. SANCTION OF FUNDS :

The Directorate, SCs, OBCs, Minority & Disability Affairs, Himachal Pradesh will formulate proposal in the first week of April for organizing awareness generation programmes and send the same to the Government for approval.

### 5. HEAD OF ACCOUNT :

The expenditure under the scheme will be debit able under Head of Account: 2235-02-101-03(SOON)(PLAN)-42-GIA which is subject to change from time to time.

### III. PROGRAMME FOR RESEARCH ON DISABILITY ISSUES :

Section 48 of the Persons with Disabilities Act 1995 provides that the State Government shall promote and sponsor research in the areas of prevention of disability, rehabilitation, development of assistive devices, job identification and on site modifications in offices and factories. Further Section 49 envisages that State Government shall provide financial assistance to universities, institution of higher learning *etc.* for undertaking research for special education and manpower development.

To implement the above legislative obligations of State Government, the “PROGRAMME FOR RESEARCH ON DISABILITY ISSUES” is introduced as under:—

### **1. OBJECTIVE :**

The main objective of this programme is to promote and sponsor research in the following areas :—

- (1) causative factors of occurrence of a particular disabilities in a specific area/community of State;
- (2) genetic or physical mapping;
- (3) prevention and early detection of disabilities;
- (4) rehabilitation including community based rehabilitation;
- (5) development of assistive devices including psycho-social aspects;
- (6) job identification including avenues for economic engagements and suggest required trainings for the purpose;
- (7) site modifications for making public places and private premises barrier free;
- (8) assist in identification of avenues for economic engagement of persons with disabilities and suggest required trainings for the purpose;
- (9) special education, manpower development and other related issues.
- (10) any other research topic relating to disabilities, the select committee as deemed necessary.

### **2. ELIGIBILITY:**

The universities, institutions of higher learning, nongovernmental organization, research units of medical colleges having expertise in the field of disability for a minimum period of five years or have conducted research work in area of disabilities will be eligible to undertake the research work.

### **3. PROCEDURE FOR ENTRUSTING RESEARCH WORK:**

- (1) The Directorate of SCs, OBCs, Minority & Disability Affairs, Himachal Pradesh will invite proposal from the eligible institutions/organizations.
- (2) The Directorate could also, propose an area or topic in which research is critical in the public interest or seek such proposal from any other department of the government. Thereafter, organizations can be solicited by way of advertisement to show interest and apply for conducting research in that particular topic with or without additional and innovative ideas of their own.
- (3) After the receipt of detail project proposals, the Directorate of SCs, OBCs, Minority & Disability Affairs, Himachal Pradesh will put up the same before the following State level Committee:—

(a) Secretary( SJ&E) to the Govt. of Himachal Pradesh.	:	<i>Chairperson</i>
(b) Director, SOMDA, HP	:	<i>Member</i>
(c) Representative of Finance department	:	<i>Member</i>
(d) Director, Higher Education, HP	:	<i>Member</i>
(e) Director, WCD, HP	:	<i>Member</i>
(f) Director, Medical Education, HP	:	<i>Member</i>
(g) Joint Director SOMDA	:	<i>Member Secretary</i>

The Committee would decide the proposals submitted the Directorate of SOMDA. In case the Committee is of the view that the research to be conducted is not worthwhile, it may take a view that in a particular year, no new research needs to be funded.

### 3. FINANCIAL ASSISTANCE :

- (1) The financial assistance up to Rs 2.00 lac. will be provided to the organizations/ institutions for carrying out research work. In rare cases, the State level Committee would consider of enhancing the amount to Rs.3.00 lac. based on the importance of the topic to be studied for positively addressing the cause of the persons with disabilities in the State and justified in the proposal.
- (2) The Director, SCs, OBCs Minority & Disability Affairs, Himachal Pradesh will be the competent authority to issue financial sanction along with terms & conditions in respect of the proposals approved by State level Committee.
- (3) The financial assistance will be released in two installment.
- (4) After receipt of the research report from the concerned organization, the same will be placed before the State level committee, who will further convey specific directions to the directorate for taking further action on the report and e book thereof will also be uploaded on the departmental website.

### 4. HEAD OF ACCOUNT:

The expenditure involved under the above programme will be debitible to the head of account: 2235-02-101-03(SOON)(PLAN)-42-GIA which is subject to change from time to time.

### IV. SCHEME OF SCHOLARSHIP TO STUDENTS WITH DISABILITIES :

Keeping in view the State Government's obligations under Section 30 (d) of the Person with Disability (Equal Opportunities, Protection of Rights & Full Participation) Act 1995 and State Policy for Persons with Disabilities, the existing scheme, "Scholarship to Disabled Students of Poor Families" has been revised as "Scholarship to Students with Disabilities" with following provisions:—

**1. OBJECTIVE :**

The main objective of this scheme is to encourage the students with disabilities to continue their studies by providing financial assistance.

**2. IMPLEMENTING AGENCY:**

The scheme will be implemented through the District Welfare Officers working under Directorate of SCs, OBCs, Minority & Disability Affairs, the Department of Social Justice and Empowerment, Government of Himachal Pradesh.

**3. ELIGIBILITY FOR SCHOLARSHIP :**

For the purpose of award of scholarship under this scheme, the student with disability must fulfil following conditions without considering their family income:—

- (1) The applicant should have at least 40% permanent disability as certified by the competent medical authority.
- (2) The applicant must be a regular student of Government or private recognized school, college or university.
- (3) The applicant is not in receipt of any other stipend/ scholarship from any other source. If a student is found to have obtained scholarship, his scholarship will be cancelled forthwith and the amount so disbursed will be recovered.
- (4) The children with disabilities enrolled in special schools will also be eligible under this scheme provided the special school or institution is registered under the Persons with Disabilities Act 1995.

**4. RATES OF SCHOLARSHIP :**

- (1) The scholarship will be awarded for 10 months in a academic year to the student with disabilities on the following rates:—

<b>Class/Course</b>	<b>Day Scholar (Rs. per month)</b>	<b>Boarders (Rs. Per Month)</b>
1 <sup>st</sup> Class to 5 <sup>th</sup> Class	500/-	1500/-
6 <sup>th</sup> Class to 8 <sup>th</sup> Class	600/-	1500/-
9 <sup>th</sup> Class to 10 <sup>th</sup> Class	750/-	1500/-
10+1 Class to 10+2 Class & Post Matriculation level one & two year courses	1000/-	2000/-
Diploma Courses in Polytechnics after +2 level.	1500/-	3000/-
B.A./ B.Com/ B.Sc etc	1500/-	3000/-
LLB/ B.ED/ M.A./M.Sc/ M.Ed/Postgraduate diploma courses & diploma courses after M.A./M.Sc etc	1750/-	3000/-
B.E./ B.Tech/ MBBS/	3000/-	4000/-

- (2) The boarder rates are applicable to those students who resides in hostel and the fact should be verified by the Head of the Institution.
- (3) The special children enrolled in Home/School for mentally retarded will be provided scholarships on the rate applicable to primary classes.

#### **5. PROCEDURE FOR APPLYING :**

- (1) The applicants shall submit their application on the prescribed format as per Annexure-I to the school/college/university in which he/she is studying.
- (2) The school/college shall forward the application to the concerned Tehsil Welfare Officer, who will ensure that the application is complete in all respect. The complete application will be forwarded to the District Welfare Officer for according financial sanction.
- (3) In case of the candidate who is a permanent resident of a particular district/State but studying in another district/State, his/her application shall be considered in his/her district to which he/she belongs.

#### **6. SANCTION & DISBURSEMENT OF SCHOLARSHIP:**

- (1) The District Welfare Officer shall be the competent authority to sanction the scholarships.
- (2) Before sanctioning of cases, the District Welfare Officer shall carry out necessary checks including recognition of the institute. The scholarship will be sanctioned within 15 days from the date of receipt of application.
- (3) The sanctioned amount of scholarship will online transferred the into the saving bank account of the student.
- (4) The scholarship will be sanctioned once and will be drawn continuously. The continuation/renewal of scholarship for the next year will depend upon the successful completion of the course in the preceding year. The Head of Institution will have to submit annual progress report on the prescribed format as per Annexure-II.
- (5) The District Welfare Officer will maintain year wise data of sanctioned cases.

#### **7. HEAD OF ACCOUNT :**

The amount sanctioned under this scheme will be debitible under Head: 2235-02-101-03(SOON)(PLAN)-40-Scholarship Which is subject to change from time to time.



**SOCIAL JUSTICE & EMPOWERMENT DEPARTMENT**  
**Directorate of SCs, OBCs, Minority & Disability Affairs**

**SCHOLARSHIP TO STUDENTS WITH DISABILITIES**

1.	Name of applicant (in block letters)		Paste photograph of applicant		
2.	Father's Name				
3.	Guardian Name				
4.	Profession of parents/guardian				
4.	Present address				
5.	Permanent address				
6.	Date of birth				
7.	Whether belongs to SC/ST/OBC/Minority community, if yes give details				
8.	Type & percentage of disability (attach attested copy of disability certificate)				
8.	Session, Class/Course for which scholarship is applied				
9.	Name & address of Institution in which presently studying.				
9.	Name of Board/University with which your institution is affiliated.				
10.	Whether the applicant is in receipt of any scholarship from any other source, if yes give details				
11.	Particulars of last examination passed				
	Name of Examination	Year	Subjects	Name of Institution	Name of Board/University
12.	Details of saving bank account				
	i) Branch name				
	ii) Branch code				
	iii) IFSC code				
	iv) Account number				
	v) Aadhar card no.				

Date:

Signature of applicant.

**DECLARATION**

I hereby declare that the particulars given by my ward Shri/Km \_\_\_\_\_ in the application are true the best of my knowledge and belief, and that no material information has been concealed or withheld which has a bearing on selection.

I further declare that my ward shall not accept any scholarships or any other financial assistance or grant-in-aid other source during the period of the scholarship if awarded to him/her under the above scheme.

*Signature of the parent/guardian*

\_\_\_\_\_

**CERTIFICATE FROM HEAD OF INSTITUTION**

Certified that Sh./Kum. \_\_\_\_\_ S/O/D/OSh. \_\_\_\_\_ of this \_\_\_\_\_ (name of institution) has been admitted in the \_\_\_\_\_ class/course on dated \_\_\_\_\_ and the approximate date of termination of course/class will be \_\_\_\_\_.

*Signature of Head of Institution with seal.*

\_\_\_\_\_

**Annexure-II****SCHOLARSHIP TO THE STUDENTS WITH DISABILITIES****ANNUAL PROGRESS REPORT**

This is to certified that Sh./Kum. \_\_\_\_\_ S/O/D/O Sh. \_\_\_\_\_ student \_\_\_\_\_ class/course of \_\_\_\_\_ (name of institution) appeared in the annual examination held in the month/year \_\_\_\_\_. He/she has been declared successful/unsuccessful in the said exam. Sh./Kum. \_\_\_\_\_ has now been admitted \_\_\_\_\_ class/course.

The approximate termination of the course will be \_\_\_\_\_.

His/Her performance in studies is satisfactory.

*Signature of Head of Institution with Seal.*

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**SCHEME OF SPECIAL EDUCATION FOR VISUALLY, SPEECH & HEARING  
IMPAIRED CHILDREN****V. SCHEME OF SPECIAL EDUCATION FOR VISUALLY, SPEECH & HEARING  
IMPAIRED CHILDREN.**

Education is the most effective tool for social and economic empowerment. In keeping with the spirit of Article 21A of the Constitution of India guaranteeing 'Education' as fundamental right and Section 26 of the Persons with Disability Act 1995 cast an obligation for access to free education to every child with disability till the age of 18 years; promoting integration of students with disabilities in normal schools and as also providing special education by setting up of special schools for the children with severe/profound disabilities.

Keeping in view, the above constitutional as well as legislative obligations of State Government, the existing schemes of Special Schools/Homes for visually impaired and hearing impaired children running under Government/NGO sector have been amalgamated into a scheme "Special Education for Visually, Speech & Hearing Impaired Children" and introduced with following provisions:—

**1. AIMS AND OBJECTIVE :**

The main objective of the scheme is to setup special schools for visually, speech & hearing impaired children who have special educational needs and help them to develop their potential to the full, achieve as much independence as they are capable of, become well adjusted individual in community.

**2. PROGRAMMES :**

The following special schools/Institutions will be covered under the scheme:—

- (1) Special School up to Primary level/Secondary level for visually impaired children (under NGO Sector) enclosed at Annexure-I.
- (2) Special School up to Primary level/Secondary level for speech and hearing impaired (NGO Sector) enclosed at Annexure-II.
- (3) Institute for Visually Impaired, Speech & Hearing Impaired Children (Under Govt. sector) enclosed at Annexure III.

**3. IMPLEMENTING AGENCIES :**

(1) The following organization will be eligible to setup special schools under NGO Sector :—

- (a) Non-profit making organizations registered under the H.P. Societies Registration Act, 2006; or the Societies Registration Act, 1860.
- (b) Charitable trust registered under any law for the time being in force;
- (c) Any other organization, which may be approved by the State Government.
- (d) The above organization should have been registered under Section 51 and 52 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full

Participation) Act, 1995 and running the programme for a minimum period of three years prior to the request for the assistance under the scheme. This conditions can, however, be relaxed by the State Grant-in-Aid Committee.

(2) The Directorate of SCs, OBCs & Minority Affairs, Department of Social Justice & Empowerment, Himachal Pradesh will be implementing agency for the Institute for Visually Impaired, Speech & Hearing Impaired children.

#### **4. EXTENT OF SUPPORT :**

(1) The funds for running and maintenance of institute for visually impaired, speech and hearing impaired children set up at Sundernagar under Government Sector will be provided budget from the Directorate of SCs, OBCs, Minority & Disability Affairs, H.P.

(2) The grant-in-aid will be provided to the organizations up to 90% of the cost of project and remaining 10% cost shall be borne by the organization concerned from their own resources.

(3) The proposal for setting up of Special Schools for Visually Impaired, Hearing & Speech Impaired will be submitted on the prescribed format as per the procedure laid down under, The grant in aid for setting up of Special Schools for Visually Impaired & Speech & Hearing Impaired will be provided as per the provision laid down under the "Scheme of Grant in Aid for NGO working for Persons with Disabilities".

#### **ANNEXURE-I**

### **SPECIAL SCHOOLS UP TO PRIMARY/SECONDARY LEVEL FOR VISUALLY IMPAIRED CHILDREN UNDER NGO SECTOR**

#### **1. OBJECTIVE :**

- (1) To impart special training on communication and language skills through use of Braille script.
- (2) To improve mobility skills of visually impaired and facility to use necessary assistive devices.
- (3) To give special inputs on managing the daily needs skills.
- (4) To tone up the other functional senses through special instruction on multi sensory training.
- (5) To cope with the normal literacy levels and to prepare and provide opportunities for educational integration that would eventually lead to social integration.
- (6) To involve parents and to encourage them in participative role in education process for their child.
- (7) To provide special orientation education with reference to the physical, psychological and social environment.
- (8) To prepare the children for integration in the regular schools as far as possible.

- (9) To provide vocational training to children studying in secondary level special schools.
- (10) To provide support services for visually impaired children studying in regular schools by providing them basic amenities like shelter, food, health care and social opportunities etc.

## 2. PRIMARY LEVEL SPECIAL SCHOOL :

- (1) Before applying for grant, the organization will have to conduct survey of the eligible children to be provided special education and the list of such children will have to be submitted along with the proposal.
- (2) 6-11 years old visually impaired children with severe/profound disability will be eligible for admission in special school.
- (3) The visually impaired children will be provided free special education up to primary level and boarding and lodging facility.
- (4) After passing primary level examination the children will either be integrated into regular schools in the vicinity or will be admitted into existing secondary level special school.
- (5) Preference will be given to the organizations that make provision for continuing hostel facilities for the children from class 06-12. The children main streamed into existing Govt. schools from 06th class onwards would be given special classes/tuition facilities after regular school hours.
- (6) The organizations shall be provided grant in aid on 90:10 basis for the running and maintenance of Special School for 25 visually impaired children and shall be allowed to incur the expenditure on following heads :

Sr. No.	Head	Total Annual Cost in Rs.
I.	Primary level Special School for V.I.	
	Recurring Expenditure for Special School	
	<b>(a) Staff Salary</b>	
	(i) Trained Teacher (2) @ Rs. 10,000/ P.M. x12	240000
	(ii) Extra Allowance to In charge(senior most teacher) of the school @Rs 1000/-P.M.	12000
	(ii) Accounts Clerk (1) @ Rs. 8,000/- P.M. x12	96000
	<b>(b) Building</b> Rent as assessed by HPPWD or maintenance as per actual @ Rs 15000/-P.M.x12	180000
	<b>(c) Education</b>	
	(i) Braille books Rs. 100 PM x 25x12	30000
	(ii) Rs. 3500 P.A. x5 students in regular schools	17500
	<b>(d) Recreation</b>	
	(i) Sports equipment/adaptive sports equipment (once in two year)	10000
	(ii) Annual Sports event/Annual Function	10000

	<b>(e) Contingencies &amp; Misc expenditure</b>	100000
	<b>Total (a) +(b) +(c) +(d)</b>	<b>695500</b>
<b>II.</b>	<b>Non Recurring Expenditure</b> Furniture, Computer Hardware and Specialized Software as prevalent and popularly used by the day and suggested by National Institutes. Teaching and Training material like Braille slates, Brailers, Taylor frames, Abacus, Mathematics kits, Science Kits, Sensory Training kits, Braille text books, recorded books etc.	350000
	<b>Grand Total (I+II)</b>	<b>1045500</b>
<b>II.</b>	<b>Hostel</b>	
	<b>(1) Recurring expenditure</b>	
	<b>(a) Staff Salary</b>	
	(i) Warden (1) @ Rs. 1000/- P.M.x12 (Extra allowance to one of the staff member)	12000
	(ii) Cook (1) @ Rs. 6200/-P.M. x12	74400
	(iii) Attendant/Aya (1) @ Rs. 6200/-P.M. x12	74400
	(iv) Sweeper (1) @ Rs. 3000/- P.M. x12	36000
	<b>(b) Health Care</b> Medicines/Ambulance expenses @ Rs. 6000/-PM X12	72000
	<b>(c) Food, Clothing &amp; Bedding etc.</b> Rs. 3000/- PM X 25 X12	900000
	<b>Total (a) +(b)+(c)</b>	<b>1168800</b>
	<b>Grand Total I+II</b>	<b>2214300</b>

**(7) MAIN STREAMING MODEL:**

- The organization will be encouraged to extend hostel/tuition facilities after the children pass 05th class and join regular school in the vicinity.
- Keeping in view the strength of such children additional grant for salary of Aaya, cook, tuition fee(hour basis) for providing coaching/tuition for extra classes and transportation as required to take children to regular schools would be provided.

**3. SECONDARY LEVEL SPECIAL SCHOOL :**

- The visually impaired children who could not be integrated into normal schools will be provided free education from 6th class to 10+2 level in secondary level special school.
- The children will be provided vocational trainings once they reach the age of 14 years. The trainings will be arranged by the organization in consultation with the Directorate of SCs, OBCs & Minority Affairs, Himachal Pradesh.
- The organizations shall be provided grant in aid on 90:10 basis for the running and maintenance of Special School for 70 visually impaired children and shall be allowed to incur the expenditure on following heads:

Sr. No.	Head	Total Annual Cost in Rs.
<b>I.</b>	<b>Secondary level Special School V.I.</b>	
	<b>(1) Recurring Expenditure</b>	
	<b>(a) Salary</b>	
	(i) In charge (1) @ Rs.16000/-P.M. x12	192000
	(ii) PGT Trained Teachers (3) @ Rs 14,000/ P.M.-x12	504000
	(iii) TGT Trained Teachers(3) @Rs 12,000/-P.M. x12	432000
	(iv) Music Teacher(1)@ Rs 8000/- P.M.x12	96000
	(v) Clerk cum Accountant(1) @Rs 8000/- P.M.x12	96000
	<b>(b) Building</b> Rent or maintenance as per actual @ Rs. 30,000/- P.M.x12	360000
	<b>(c) Education</b> Braille books Rs. 100 PM x 70x12	84000
	<b>(d) Recreation</b> (i) Sports equipment/adaptive sports equipment (once in two years) (ii) Annual sports event/Annual function	20000 20000
	<b>(e) Vocational trainings</b> @ Rs.2000/- PM x 6 x10	120000
	<b>(f) Contingencies &amp; Misc expenditure</b>	400000
	<b>Total (a)+(b)+(c)+(d)+(e)+(f)</b>	<b>2324000</b>
	<b>(2) Non Recurring Expenditure</b>  Furniture, computer hardware and specialized software as prevalent and popularly used by the day and suggested by National Institutes. Teaching. Training material like Braille slates Brailleurs, Taylor frames, Abacus, Mathematics kits, sensory training kits, science kits, recorded books etc.	600000
	<b>Total (1)+(2)</b>	<b>2924000</b>
<b>II.</b>	<b>Hostel</b>	
	<b>(1) Recurring expenditure</b>	
	<b>(a) Staff salary</b>	
	(i) Warden(1) @ Rs 1000/-P.M. x12 (Extra allowance to one of the staff member)	12000
	(ii) Cook (1) @ Rs 6200/-P.M. x12	74400
	(iii) Helper (1) @ Rs 6200/-P.M. x12	74400
	(iv) Attendant/Aya (1) @ Rs 6200/-P.M. x12	74400
	(v) Sweeper(2) @ Rs 3000/-P.M. each x12	72000
	<b>(b) Health Care</b> Medicines/ Ambulance expenses @ Rs 6,000/- P.M.X12	72000
	<b>(c) Food, Clothing, Bedding etc.</b> Rs 3000/-PM x70x12	2520000
	<b>Total (a) +(b)+(c)</b>	<b>2899200</b>
	<b>(2) Non recurring expenditure</b> Furniture for hostel and kitchen ware	250000

	<b>Total (1)+(2)</b>	<b>3149200</b>
	<b>Grand Total I+II</b>	<b>6073200</b>

#### 4. OTHER CONDITIONS:

- (1) The organization will be allowed to provide hostel facility to either boys or to girls students.
- (2) The children will be provided education in the special school as per the syllabus of H.P Board of School Education and the concerned school will get the recognition/affiliation from the said Board.
- (3) The staff employed by the organization will not be the employees of the Government of Himachal Pradesh and they cannot claim regularization of services or enhancement of salaries at par with the staff of similar institutions of State Government.
- (4) The HP Council for Child Welfare will continue to get the grant-in aid under staff salary head as per existing strength of staff and pay scales allowed by the Department of S.J.& E,H.P.
- (5) The computer hardware and other articles purchased out of the grant in aid would be used in special school only and the organization will not be allowed to transfer/use such articles for any other programmes being run by the organization.
- (6) The quantum of grant could be increased in proportion to the donations raised by the organization.
- (7) The organization will be at liberty to provide any additional services in the special school, for which user charges may be collected so as to supplement the assistance received from the Department of SJ&E, HP. However, user charges should not be recovered from the beneficiaries of BPL families. The user charges so collected be accounted and reflected in audited statements.
- (8) The organization will arrange aids/appliances and teaching aids to the children where ever necessary.
- (9) The organization will run the special school according to the norms laid down under head ,”Minimum Standards” enclosed at Annexure ‘V’.

#### 4. HEAD OF ACCOUNT:

The expenditure incurred on the running and maintenance of special schools will be debatable under Head:- 2235-02-101-03(SOON)(PLAN)-42-GIA which is subject to change from time to time.

#### ANNEXURE –II

#### SPECIAL SCHOOL UPTO PRIMARY/ SECONDARY LEVEL FOR SPEECH AND HEARING IMPAIRED CHILDREN UNDER NGO SECTOR

##### 1. OBJECTIVE:

- (1) To empower and enable the speech & hearing impaired children through access to special education to be productive citizen.



- (2) To facilitate communication skills in children with speech & hearing impairment through sign language wherever find appropriate.
- (3) To help hearing impaired children to make use of their residual hearing to the maximum possible extent.
- (4) To prepare the children for integration in the regular schools as far as possible.
- (5) To provide vocational training to children studying in secondary level special schools.
- (6) To involve the parents and encourage them in a participative role in educational process of their child.
- (7) To provide support services for hearing impaired children studying in regular schools by providing them basic amenities like shelter, food, health care and social opportunities.

## 2. PRIMARY LEVEL SPECIAL SCHOOL:

- (1) Before applying for grant, the organization will have to conduct survey of the eligible children to be provided special education and the list of such children will have to be submitted along with the proposal.
- (2) 6-11 years old speech and hearing impaired children with severe/profound disability will be eligible for admission in special school.
- (3) The speech & hearing impaired children will be provided free special education up to primary level.
- (4) In case of residential schools, the organization will be allowed to provide hostel facility to either boys or to girls students.
- (5) After passing primary level examination the children will either be integrated into regular schools in the vicinity or will be admitted into existing secondary level special school.
- (6) Preference will be given to the organizations that make provision for continuing hostel facilities for the children from class 06-12. The children main streamed into existing Govt. schools from 06th class onwards would be given special classes/tuition facilities after regular school hours.
- (7) The organizations shall be provided grant in aid on 90:10 basis for the running and maintenance of Special School for 25 speech and hearing impaired children and shall be allowed to incur the expenditure on following heads :

Sr. No.	Head	Annual cost (In Rs.)
<b>I.</b>	<b>Primary level Special School for H.I.</b>	
	<b>(1) Recurring Expenditure</b>	
	<b>(a) Staff Salary</b>	
	(i) Trained Teacher (2) @ Rs.10,000/-P.M.-X 12	240000
	(ii) Accounts Clerk (1) @ Rs. 8,000/-P.M. X12	96000

	(iii) Extra allowance to In charge(senior most teacher) of the school @ Rs. 1,000/- per month.	12000
	(iv) Junior Speech Therapist/Audiologist(1) @ Rs 500 per visit with eight mandatory visit PM X12	48000
	<b>(b) Building</b> Rent as assessed by HPPWD or maintenance as per actual @ Rs.15000 P.M.X12	180000
	<b>(c) Education</b> (i) Stationary Rs. 50 PM x 25x12 (ii) Rs. 3500 P.A. x5 students in regular schools	15000 17500
	<b>(d) Recreation</b> (i) Sports equipment/adaptive sports equipment (once in three year) (ii) Annual sports event/Annual Function	10000 10000
	<b>(e) Contingencies &amp; Misc. Exp</b>	100000
	<b>Total (a)+(b)+(c)+(d)+(e)</b>	<b>728500</b>
	<b>(2) Non Recurring Expenditure</b> Furniture, Computer Hardware and Specialized Software as prevalent and popularly used by the day and suggested by National Institutes, Clinical Audiometer, Hearing Aids, Group Hearing Aids having ten microphones with loop induction System, Speech Trainer, Computerized Speech Therapy Equipment.	350000
	<b>Total (1)+(2)</b>	<b>1078500</b>
<b>II. Hostel</b>		
	(1) Recurring expenditure	
	<b>(a) Staff salary</b>	
	(i) Warden (1) @ Rs. 1000/-P.M. X12 (Extra allowance to one of the staff member)	12000
	(ii) Cook (1) @ Rs. 6200/-P.M. X12	74400
	(iii) Attendant/Aaya (1) @ Rs. 6200/-P.M. X12	74400
	(iv) Sweeper (1) @ Rs. 3000/- P.M. X12	36000
	<b>(b) Health Care</b> Medicines/Ambulance expenses @ Rs. 6000/- P.M.X12	72000
	<b>(c) Food/clothing/bedding etc.</b> Rs. 3000/-P.M.X25X12	900000
	<b>Total (a)+(b)+(c)</b>	<b>1180800</b>
	(2) Non recurring expenditure Furniture for hostel & kitchen ware <i>etc.</i>	100000
	<b>Total (1)+(2)</b>	<b>1280800</b>
	<b>Grand Total I+II</b>	<b>2347300</b>

**(8) MAIN STREAMING MODEL:**

- (c) The organization will be encouraged to extend hostel/tuition facilities after the children pass 05th class and join regular school in the vicinity.
- (d) Keeping in view the strength of such children additional grant for salary of Aaya, cook, tuition fee(hour basis) for providing coaching/tuition for extra classes and transportation as required to take children to regular schools would be provided.

**3. SECONDARY LEVEL SPECIAL SCHOOL:**

- (1) The speech and hearing impaired children who could not be integrated into normal schools will be provided free education from 6th class to 10+2 level in secondary level special school.
- (2) The children will be provided vocational trainings once they reach the age of 14 years. The trainings will be arranged by the organization in consultation with the Directorate of SCs, OBCs, Minority Affairs & Disability Affairs, Himachal Pradesh.
- (3) The organizations shall be provided grant in aid on 90:10 basis for the running and maintenance of Special School for 70 visually impaired children and shall be allowed to incur the expenditure on following heads:

<b>I.</b>	<b>Secondary level Special School for H.I.</b>	<b>Annual cost (In Rs.)</b>
	<b>Recurring Expenditure</b>	
	<b>(a) Staff Salary</b>	
	(i) In Charge (1) @ Rs.16,000/- P.M. X12	192000
	(ii) PGT Trained Teacher (3) @ Rs. 14,000/- P.M. X 12	504000
	(iii) TGT Trained Teacher (3) @ Rs. 12,000/- P.M. X 12	432000
	(iv) Junior Speech Therapist/Audiologist(1) @ Rs 500 per visit with eight mandatory visit per month X12	48000
	(v) Accounts Clerk (1) @ Rs. 8,000/- P.M. X12	96000
	<b>(b) Building</b> Rent as assessed by HPPWD or maintenance of building as per actual @ Rs.30000 P.M.X12	360000
	<b>(c) Education</b> Stationary @ Rs. 50 PM x 70x12	42000
	<b>(d) Recreation</b> (i) Sports equipment/adaptive sports equipment (once in three year) (ii) Annual sports event/Annual Function	20000 20000
	<b>(e) Vocational trainings @ Rs. 2000/- x 6month x10</b>	120000
	<b>(f) Contingencies &amp; Misc. Exp</b>	400000
	<b>Total (a)+(b)+(c)+(d)+(e)+(f)</b>	<b>2234000</b>
	<b>(2) Non Recurring Expenditure</b> Furniture, Computer Hardware and Specialized Software as prevalent and popularly used by the day and suggested by National Institutes, Clinical Audiometer, Hearing Aids, Group Hearing Aids having ten microphones with loop induction System, Speech Trainer, Computerized Speech Therapy Equipment.	600000
	<b>Total (1) + (2)</b>	2834000
<b>II.</b>	<b>Hostel</b>	
	<b>(1) Recurring expenditure</b>	
	<b>(a) Staff salary</b>	
	(i) Warden (1) @ Rs. 1000/-P.M. X12 (Extra allowance to one of the staff member)	12000

(ii) Cook (1) @ Rs. 6200/- P.M.X12	74400
(iii) Helper (1) @ Rs. 6200/-P.M.X12	74400
(iv) Attendant/Aaya (1) @ Rs. 6200/- P.M.X12	74400
(v) Sweeper (2) @ Rs. 3000 P.M.X12	72000
<b>(b) Health Care</b> Medicines/Ambulance expenses @ Rs. 6000/- P.M.X12	72000
<b>(c) Food/clothing/bedding etc.</b> Rs.3000/-P.M.X70X12	2520000
<b>Total (a)+(b)+(c)</b>	<b>2899200</b>
<b>(2) Non recurring expenditure</b> Furniture & Kitchen ware	250000
<b>Total (1)+(2)</b>	<b>3149200</b>
<b>Grand Total I+II</b>	<b>5983200</b>

#### 4. OTHER CONDITIONS:

- (1) The organization will be allowed to provide hostel facility to either boys or to girls students.
- (2) The children will be provided education in the special school as per the syllabus of H.P Board of School Education and the concerned school will get the recognition/affiliation from the said Board.
- (3) The staff employed by the organization will not be the employees of the Government of Himachal Pradesh and they cannot claim regularization of services or enhancement of salaries at par with the staff of similar institutions of State Government.
- (4) The HP Council for Child Welfare will continue to get the grant-in aid under staff salary head as per existing strength of staff and pay scales allowed by the Department of S.J.& E,H.P.
- (5) The computer hardware and other articles purchased out of the grant in aid would be used in special school only and the organization will not be allowed to transfer/use such articles for any other programmes being run by the organization.
- (6) The quantum of grant could be increased in proportion to the donations raised by the organization.
- (7) The organization will be at liberty to provide any additional service in the special school, for which user charges may be collected so as to supplement the assistance received from the Department of SJ&E, HP. However, user charges should not be recovered from the beneficiaries of BPL families. The user charges so collected be accounted and reflected in audited statements.
- (8) The organization will arrange aids/appliances and teaching aids to the children where ever necessary.
- (9) The organization will run the special school according to the norms laid down under head, "Minimum Standards" enclosed at Annexure 'V'.

**5. HEAD OF ACCOUNT:**

The expenditure incurred on the running and maintenance of special schools will be debatable under Head:- 2235-02-101-03(SOON)(PLAN)-42-GIA which is subject to change from time to time.

**ANNEXURE-III****INSTITUTE FOR VISUALLY IMPAIRED, SPEECH & HEARING IMPAIRED GIRLS  
(UNDER GOVERNMENT SECTOR)****1. OBJECTIVE:****(1) INSTITUTE FOR VISUALLY IMPAIRED GIRLS**

- (a) To impart special training on communication and language skills through
- (b) use of Braille script.
- (c) To improve mobility skills of visually impaired and facility to use
- (d) necessary assistive devices.
- (e) To give special inputs on managing the daily needs skills.
- (f) To tone up the other functional senses through special instruction on multi sensory training.
- (g) To cope with the normal literacy levels and to prepare and provide opportunities for educational integration that would eventually lead to social integration.
- (h) To provide special education to the children up to +2 level.
- (i) To prepare the children for integration in normal schools as far as possible.
- (j) To provide special orientation education with reference to the physical, psychological and social environment.
- (k) To provide vocational training to children studying in secondary level institute.

**(2) INSTITUTE FOR SPEECH & HEARING IMPAIRED GIRLS:**

- (a) To assist speech and hearing impaired children to acquire receptive and expressive language skill through sign language.
- (b) To help speech and hearing impaired children to make use of their residual hearing to the maximum possible extent.
- (c) To provide special education to speech & hearing impaired children up to +2 level.
- (d) To provide special orientation education with reference to the physical, psychological and social environment.
- (e) To provide vocational training to children studying in secondary level institute.

**2. ELIGIBILITY FOR ADMISSION:****(1) INSTITUTE FOR VISUALLY IMPAIRED GIRLS**

Primary level	Above 6 year old visually impaired girls with severe / profound disability.
Secondary level	Above 11 year old visually impaired girls with severe / profound disability and who have passed 5 <sup>th</sup> standard examination will be eligible for admission in sixth class.

**(2) INSTITUTE FOR SPEECH & HEARING IMPAIRED**

Primary level	Above 6 year old speech and hearing impaired with severe and profound disability.
Secondary level	Above 11 year old speech and hearing impaired with severe profound disability and who have passed 5 <sup>th</sup> standard examination and profound disability will be eligible for admission in sixth class.

**3. PROCEDURE FOR ADMISSION:**

The parent / guardian of the child will have to apply for admission on the prescribed format enclosed at Annexure- 'IV' to the Director, SCs, OBCs, Minority, Disability Affairs, Himachal Pradesh, Shimla along with following document:—

- (1) Copy of date of birth.
- (2) Copy of disability certificate.
- (3) School leaving certificate.
- (4) Copy of aadhar card.

The Director, SCs, OBCs, Minority & Disability Affairs, Himachal Pradesh shall be the competent authority to provide admission in the institute.

**4. CAPACITY:**

The institute will have following number of seats:—

- (a) Visually impaired children with residential facility = 40 seats.
- (b) Speech & Hearing impaired children with residential facility =110 seats

**5. SPECIAL EDUCATION:**

- (1) The visually impaired, speech and hearing impaired children will be provided free special education from 1st class to 10+2 level.
- (2) The special education will be provided as per the syllabus of HP Board of School Education.
- (3) The children will be provided free book, stationary and uniform.

- (4) The visually impaired children of primary classes will be imparted special training on communication, language, skills through use of Braille script.
- (5) The speech and hearing impaired children of primary classes will be imparted special training on communication, language, skills through use of sign language.
- (6) The children will be provided computer training and special software will also be procured for imparting education.

#### 6. VOCATIONAL TRAININGS:

The visually impaired, speech & hearing impaired children will be provided vocational training once they reach the age of 14 years. The institute will tie up with local master trainers, NGOs, I.T.I. and provide vocational trainings to the children according to their aptitude and interest.

#### 7. STAFF:

(1) The following is the sanctioned staff strength for providing special education in institute for visually impaired children:—

Sr. No.	Name of post	No. of posts
1.	Principal / In charge	01
2.	Post Graduate Teacher	05
3.	Trained Graduate Teacher	01
4.	Junior Basic Teacher	02
5.	Braille Teacher	03
6.	Computer Teacher	01
7.	Clerk	01
8.	Peon	01
	<b>Total. .</b>	<b>15</b>

(2) The following is the sanctioned staff strength for providing special education to speech and hearing impaired children:—

Sr. No.	Name of post	No. of posts
1.	Principal / In charge	01
2.	Post Graduate Teacher	05
3.	Trained Graduate Teacher	03

4.	Speech Impairment Teacher	02
5.	Special Educator	01
6.	Speech Therapist	01
7.	Computer Teacher	01
8.	Drawing Teacher	01
9.	Clerk	01
10.	Peon	01
	<b>Total. .</b>	<b>17</b>

### 8. RESIDENTIAL FACILITY:

The institute will have a common hostel and the school wise seats are reserved in the hostel are mentioned below:—

- (1) 40 seats for out stationed visually impaired children.
- (2) 110 seats for out stationed speech and hearing impaired children.
- (3) The sanctioned strength of staff for managing the hostel is as under:—

Sr. No.	Name of post	No. of Posts
1.	Female warden	01
2.	Aya	03
3.	Cook	01
4.	Helper	01
5.	Chowkidar	01
6.	Sweeper	02
	<b>Total. .</b>	<b>09</b>

### 9. ADMINISTRATOR :

The Administrator will be the over all in charge of the institute. He will be Drawing & Disbursing Officer and Controlling Officer of the staff appointed in the institute. He will be responsible for proper running & maintenance of the institute.

### 10. MINIMUM STANDARDS OF SERVICES:

The institute will provide free accommodation, diet, clothing, bedding, medical services etc. to the children as per the norms laid down under head "Minimum Standard" enclosed at Annexure 'V'.

### 11. LIBRARY AND RECREATIONAL FACILITY:

- (1) The institute will maintain library for visually impaired children where reading material other than text books in Braille will be made available.



(2) The institute will also maintain library for hearing impaired children.

(3) At least four indoor games and other recreational items like TV etc will be provided.

## 12. OTHER ACTIVITIES:

(1) The institute will involve the children in the activities like debates, talks on religion, moral values, health awareness, personal hygiene and conservation of natural resources.

(2) The institute will arrange picnics and excursions for children to obviate monotonous routine and lack of stimulation from external world.

(3) The institute will organize annual sports events and annual function of school.

## 13. MAINTENANCE OF RECORD:

All the essential record required for the purpose of audit and accounts will be maintained in the institute.

## 14. HEAD OF ACCOUNT:

The expenditure incurred on the running and maintenance of institute will be debatable under Head:- 2235-02-101-03(SOON)(PLAN)-42-GIA which is subject to change from time to time.

ANNEXURE 'IV'

### DEPARTMENT OF SOCIAL JUSTICE & EMPOWERMENT DIRECTORATE OF SCs, OBCs, MINORITY & DISABILITY AFFAIRS

#### ADMISSION FORM

#### FOR

#### INSTITUTE FOR INSTITUTE FOR VISUALLY IMPAIRED / SPEECH & HEARING IMPAIRED

1. Name of child: \_\_\_\_\_

2. Aadhar number: \_\_\_\_\_

3. Date of birth: \_\_\_\_\_

4. Father's name: \_\_\_\_\_

5. Mother's name: \_\_\_\_\_

6. Occupation of parents: \_\_\_\_\_

7. Address: \_\_\_\_\_

Photo of child

8. Annual income of parents: \_\_\_\_\_

9. Contact no. of parents: \_\_\_\_\_

10. Details about the disability of child:

(a) Type of disability: \_\_\_\_\_

(b) Percentage of disability: \_\_\_\_\_

*Signature of parents/ guardian*

Please attach photo copy of following certificates:

- (i) Date of birth certificate of child.
- (ii) Copy of aadhar card.
- (iii) Annual income certificate of parents/ guardian duly issued by Tehsildar.
- (iv) Disability certificate duly issued by the competent authority.

ANNEXURE- V

**MINIMUM STANDARDS FOR THE INSTITUTIONS ESTABLISHED  
FOR THE PERSONS WITH DISABILITIES**

Every institution established for the persons with disabilities shall adhere to the following standard of norms:—

**1. BUILDING:**

The accommodation in the institution shall be provided as per following criteria:—

- (1) The building of institution must be located in a congenial disabled friendly environment in natural surroundings with adequate open space for inmates to engage in outdoor activities.
- (2) The building owned or hired for the institution should be clean, spacious, well lighted and ventilated to facilitate comfortable stay of the inmates.
- (3) The Home should be well connected by various modes of transportation so that it is easily accessible to the inmates.
- (4) The workshop, hostel, dormitories and bathrooms etc should provide barrier free access as far as possible.
- (5) While constructing/hiring building for institution, the implementing agency should adhere following building norms:—

Details of accommodation	Per inmate area or no of rooms	TOTAL AREA (in sq. ft.)
In charge room	01	100
Office Room	01	144
Staff Room	01	144
Therapy Room	03	450
Dormitories	50 Sq. ft.	----
Recreational Room	01	300
Dining Room	01	800
first aid room	01	144
Workshop	01 (75 Sq.ft. per trainee)	----
Kitchen	01	200
Latrines	25 Sq. ft.(1:07)	----
Bath Rooms	25 Sq. ft.(1:10)	----
Store	02	288
Residence for Warden	2 Rooms, 200Sq. ft., Kitchen 75 Sq. ft. Bath/toilet, 50 Sq.ft	325
Play ground/ Open space	For outdoor activities	Sufficient space

## 2. SANITATION & HYGIENE:

Each institution should have the following facilities:—

- (1) sufficient purified drinking water. RO Water filters should be installed;
- (2) sufficient water for bathing, washing cloth, maintenance and cleanliness of the premises;
- (3) arrangements for disposal of garbage;
- (4) proper maintenance and cleanliness in the class rooms, dormitories, latrines, bath rooms and premises;
- (5) clean and fly proof kitchen with separate area for washing utensils;
- (6) annual pest control and disinfection of bedding at least once a year;
- (7) fumigation of sick room after every discharge in case of contagious or infectious disease.
- (8) sufficient space for washing and drying of cloth;
- (9) sunning of beds twice every month;
- (10) daily sweeping and wiping of all floors in the institution and cleaning of kitchen, bathrooms and toilets twice every day;
- (11) proper washing of vegetables, fruits and preparation of food in hygienic manner;

**3. STAFF:**

(1) The minimum qualification for the staff to be engaged in institution for mentally challenged children / adult is given below:—

Sr. No.	Post	Qualification of staff
1.	Manager	Post Graduate in Social Sciences.
2.	Special Teacher For Visually Impaired School, Teacher: Pupil ratio (1:8)	Graduate with B Ed. in Special Education & must be registered with RCI. or 10+2 with Diploma in Special Education with sound knowledge of Braille and must be registered with RCI
3.	Special Teacher For Hearing Impaired School, Teacher: Pupil ratio (1:8)	Graduate with B Ed. in Special Education & must be registered with RCI. or 10+2 with Diploma in Special Education and must be registered with RCI
4.	Doctor (Part time)	M.B.B.S.
5.	Nurse	+2 with 3 year course of GNM
6.	Art Craft /Music teacher	Diploma in related field
7.	PT Instructor cum Yoga Teacher	Diploma in related field
8.	Accounts Clerk	B.Com with Diploma in Computer application two year experience.
9.	Warden	As prescribed for special teacher
10.	Cook	Middle Pass. Preference will be given to widow, separated or divorced.
11.	Aya/Attendant / Foster mother	Middle standard pass. Preference will be given to widow, separated or divorcee
12.	Security guard	Metric pass
13.	Sweeper	Primary standard pass

(2) The above norms are indicative, subject to change as per the approval of Directorate.

(3) The implementing agency will recruit staff by publishing advertisement in local news paper and candidates will be selected by a committee having external members.

(4) Only female warden should be appointed in the Home for girls / women.

(5) The implementing agency will orient and train the newly recruited staff and in service training to the existing staff. Refresher training courses will arranged for every staff at least once in three years.

#### 4. DIET SCALE:

The inmates residing in the hostel shall be provided with a balanced and nutritious diet conforming of following scale:—

Sr. No.	Item	Quantity per day age group	
		6-11 years	12-18 years
1.	Atta/Rice	400 gms	500 gms
2.	Pulses	65 gms	100 gms
3.	Vegetables	250 gms	300 gms
4.	Roots & Tubers (onion , potato, garlic and ginger)	80 gms	100 gms
4.	Spices ( Salt, Turmeric, Dry Chillies, Garam Masala	25 gms	25 gms
5.	Ghee/Oil	30 gms	50 gms
6.	Milk	250 gms	250 gms
7.	Sugar	40 gms	40 gms
8.	Tea leaves	5 gms	5 gms
9.	Fruits	200 gms Twice a week	20 gms Twice a week
10.	Mutton/Chicken or Cheese	100 gms once in a week	150 gms once a week
11.	LP Gas for cooking	As per requirement	As per requirement.

*Note.*—(i) The sick inmate will be provided diet as prescribed by the doctor.

(ii) Special lunch or dinner will be provided on national days and festival occasions.

#### 5. CLOTHING, BEDDING & OTHER ARTICLES:

(1) The children/adult residing in the hostel shall be provided with items conforming to following scale:—

Clothing	Quantity	Bedding	Quantity
School dress	Two set /year	Mattress	One
Home dress	Two set /year	Pillow	One
Jacket	One in two year	Pillow cover	One every year

Woolen sweater	One per year	Bed sheet	Two every year
Cotton/Woolen socks	Two pair/year	Quilt	one
Under garments	Two set/year	Quilt cover	one
Handkerchief	Three / year	Blanket	one
Shoe	One pair/year	<b>Toiletries</b>	<b>Quantity</b>
Towel	One/year	Bathing soap	150 gm PM
Chappal	One pair/year	Toothpaste	100 gm PM
<b>Non consumable items</b>	<b>Quantity</b>	Washing powder	500 gm PM
Single bed, Almirah Full plate, Bowl, Spoon, Glass	One each	Comb, Bucket, Mug	As per need

(2) Cooking utensils, solar geyser, kero heater, fans, floor dureses , foot mat, ration containers, weighing scale, recreational articles i.e. television vision, indoor games shall be provided as per actual needs and availability of funds.

#### 6. MEDICAL CARE :

The implementing agency will :—

- (1) get the person medically examined within 24 hours of his arrival in the institution and maintain his medical record. The record should include weight, height any sickness, treatment and other physical or mental problem;
- (2) arrange a medical officer who shall be made available on call whenever necessary or medical emergencies;
- (3) tie up with the Government Hospitals and will ensure that periodical medical check of each inmate is conducted by Medical Officer/ Specialist.
- (4) have sufficient medical equipment to handle minor health problem including first aid kit, stock of emergency medicines and consumables will be kept;
- (5) provide first aid training to all the staff members;
- (6) take preventive measures in the event of out-break of contagious or infectious diseases;
- (7) keep sick inmate under constant medical supervision;

#### 7. DAILY ROUTINE:

Every institution will draw well regulated daily routine for the inmates which should be structured in such a way that the inmates are kept occupied and should cover some physical activities with adequate time for meals, entertainment, sleeping etc. The daily routine of institute will be submitted to the concerned District Welfare Officer for approval and the approved copy will be displayed on the notice board.

**8. VOCATIONAL TRAININGS:**

In order to prepare inmates for economic independence when they are discharged from the institution, it shall be the responsibility of management of the institution to provide employable vocational trainings to the inmates on attaining the age of 14 years. The implementing agency will formulate vocational training plan under the scheme, "Skill Up gradation with Job/ Outsourcing Gurantee (SUJOG) in consultation with the Director, SOMDA and provide then vocational trainings by as per the aptitude of children.

**9. RECREATIONAL FACILITIES:**

The implementing agency will:—

- (1) made available sufficient space for outdoor activities like gardening, games etc;
- (2) arrange indoor activities like yoga, meditation, music, television, cultural programmes and indoor games;
- (3) arrange picnic and outings;
- (4) arrange cultural and sports competitions once in a quarter or on national days and festivals;
- (5) arrange newspapers, magazines, picture books, books in Braille, audio & video devices etc;
- (6) include music, dance & art therapy to enhance healing process;

**10. MANAGEMENT COMMITTEE:**

The implementing agency will notify a management committee for the management of the institution under the chairmanship of the In charge of the institution with the following members:—

- (a) Two members of Management Committee of NGO or two staff members (in case of Govt. run institution).
- (b) Two representatives from amongst the inmates.
- (c) Doctor engaged by the institution.

The committee will meet once in a week and review all the arrangements in the institution and will:—

- (1) plan weekly menu and ensure that diet scale is being followed;
- (2) interact with inmates to ensure there well being;
- (3) review standards of care, education, vocational training being provided in the institution and ensure that the minimum standards are adhered;
- (4) install a suggestion box at a place accessible to inmates and open the same in presence of all the committee members and take immediate action to redress the grievances, if any.

**SCHEME OF REHABILITATION  
FOR  
MENTALLY CHALLENGED  
CHILDREN/ ADULTS**

**VI SCHEME OF REHABILITATION FOR MENTALLY CHALLENGED CHILDREN/ ADULTS**

Section 2(w) of the Persons with Disability Act, 1994 defines “rehabilitation” as a process aimed at enabling persons with disabilities to reach and maintain their optimal, physical, sensory, intellectual, psychiatric or social functional level. Education, vocational trainings and provision of aids & appliances are the main component of rehabilitation.

Section 66 of the Persons with Disability Act, 1994 provides for State Government to undertake rehabilitation of all persons with disabilities and grant financial assistance to NGOs for the said purposes.

Keeping in view the legislative obligations of State Government, “Scheme of Rehabilitation for Mentally Challenged Children/ Adults” is introduced with following provisions:-

**1. AIMS AND OBJECTIVE:**

The main objective of the scheme is to setup Home for mentally challenged children/ adults and help them to develop their potential to the full, achieve as much independence as they are capable of, become well adjusted individual in community.

**2. PROGRAMMES:**

The following institutions will be covered under the scheme:—

- (1) Institute for Mentally Challenged Children (Under Government sector), enclosed at Annexure-I.
- (2) Institute for Mentally Challenged children(NGO Sector) enclosed at Annexure-II.
- (3) Institute for Mentally Challenged adults(NGO Sector) enclosed at Annexure III.

**3. IMPLEMENTING AGENCIES:**

(3) The Directorate of SCs, OBCs, Minority & Disability Affairs, Department of Social Justice & Empowerment, Himachal Pradesh will be implementing agency for the Institute for Mentally Challenged Children to be setup under Government Sector.

(4) The following organization will be eligible to setup institution for Mentally Challenged adults:—

- (a) Non-profit making organizations registered under the H.P. Societies Registration Act, 2006; or the Societies Registration Act, 1860.
- (b) Charitable trust registered under any law for the time being in force;
- (c) Any other organization, which may be approved by the State Government.



The above organization should have been registered under Section 51 and 52 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 and running the programme for a minimum period of three years prior to the request for the assistance under the scheme. This conditions can, however, be relaxed by the State Grant-in-Aid Committee.

#### **4. EXTENT OF SUPPORT:**

(1) Funds for running and maintenance of institute for mentally challenged children set up under Government Sector will be provided from the budget of the Directorate of SCs, OBCs & Minority Affairs, HP.

(2) The grant-in-aid will be provided to the organizations up to 90% of the cost of project and remaining 10% cost shall be borne by the organization concerned from their own resources.

#### **5. PROCEDURE FOR SUBMITTING AN PROPOSAL FOR FINANCIAL ASSISTANCE TO NON GOVERNMENTAL ORGANIZATIONS:**

The grant in aid for setting up of institution for mentally challenged children /adults will be provided as per the provision laid down under the "Scheme of Grant in Aid for NGO working for Persons with Disabilities".

Annexure –I

### **INSTITUTE FOR MENTALLY CHALLENGED CHILDREN (GOVT. SECTOR)**

#### **1. OBJECTIVE :**

- (1) To undertake a proper assessment and diagnosis of each child.
- (2) To identify the psychological and therapy need of the child.
- (3) To assess the capacity of each child and thereafter place them in groupings and grades.
- (4) To manage behavioral problems and to impart special skills, self help skills and cater to the therapy needs of mentally challenged children.
- (5) To manage the educational and vocational needs of the mentally challenged children.
- (6) To give special inputs for the improvement of the communication skills of mentally challenged children.
- (7) To run special programme for the parents / guardians of such children for their life cycle management as per specific need of mentally challenged children besides parental counseling
- (8) To apply single window concept for plurality of therapy needs of the beneficiaries viz. physiotherapy, occupational therapy, speech therapy as well as psycho-therapy.

**2. IMPLEMENTING AGENCY:**

The Institute for Mentally Challenged Children (under Government Sector) will be run by the Directorate of SCs, OBCs, Minority & Disability Affairs, Department of Social Justice & Empowerment, Government of Himachal Pradesh.

**3. CAPACITY OF HOME:**

Each institute will have residential facilities for 50 mentally challenged boys or girls. The children seeking admission on day scholar pattern will also be allowed in the Institute.

**4. ADMISSION PROCEDURE:**

(1) The mentally challenged children who have attained the age of 6 years with moderate, severe and profound disability will be eligible for admission in the Institute.

(2) The desirous parents / guardians of mentally challenged children will have to apply for admission to the Director, SCs, OBCs, Minority & Disability Affairs, Himachal Pradesh on the prescribed format enclosed at Annexure-IV.

(3) The Director, SCs, OBCs, Minority & Disability Affairs, Himachal Pradesh will be the competent authority to provide admission to the eligible children.

**5. SERVICES:**

The Home for mentally challenged children will render following services for the improvement in the lives of the mentally retarded children:-

- (1) Evaluation and diagnosis of developmental disabilities will be conducted in every child's during initial visit to the institute by the team of medical professionals. The findings will be discussed with the child's parents.
- (2) Special Educational Assessment will be conducted during the first week of enrollment of child in the Home. This will help in setting child oriented goals. The child will be placed in groups and grades as prescribed by National Institute. Regular revaluations will be done and discussed with the parents/guardians in group and individual meetings. Adequate guidance will be provided to the family.
- (3) The individual programme will be formulated for each child with the help of multi disciplinary team. The parents will be involved in the process and they will be required to visit the Home and stay in for a week for carrying out home based programme for the child. Intensive training sessions for parents will be organized by the special educator and therapist.
- (4) After every three month, each child's progress will be assessed on the basis of performance. Short term goals will be delineated for the next quarter.
- (5) Special Education training with child oriented goals with reference to the standardized tests material will be provided to all children.
- (6) Special Remedial Education in the evening and weekends, for the children who are into "Inclusive Education" in regular schools.

- (7) Speech and Language Therapy will be provided for improving the communication skills.
- (8) Physiotherapy will be provided to facilitate gross motor movements.
- (9) Occupational therapy will be provided to facilitate fine motor movements.
- (10) Yoga therapy for enhancing coordination, increase attention span and reducing hyperactivity, play therapy and dance therapy for creative multisensory activities.
- (11) Medical, Para –medical, Psychological services and aids/appliances wherever necessary.
- (12) Counseling services and special programmes for parents/guardians of children for their life cycle management as per specific needs of mentally challenged children.
- (13) Vocational trainings to the children once they reach at the age 14 years. They will be trained in the skills, which will lead to economic independence and rehabilitation.

Apart from above focused services, various other activities such as excursions, field trips, health camps, guest lectures, activities involving the parents of special children, celebration of festivals, special days, will be organized on regular basis.

## 6. BUILDING:

- (1) Each Home will have the following minimum accommodation:—

Sr. No.	Accommodation	No. of rooms
<b>(a)</b>	<b>Institution</b>	
	1. In charge room	01
	2. Office room	01
	3. Class room	10
	4. Hall for training	01
	5. Work shop	01
	6. Room for Clinical Psychologist	01
	7. Room for Occupational Therapy	01
	8. Room for social worker	01
	9. Room for vocational instructor	01
	10. Store room	01
	11. Toilets	06
<b>(b)</b>	<b>Hostel accommodation</b>	
	1. Dormitories	05
	2. Recreational hall	01
	3. Dining hall	01
	4. Kitchen	01
	5. Bath	05
	6. Toilet	05
	7. Store	01
	8. Foster care mother unit	01
	9. Warden residence	01

10. Physical instructor room	01
11. First aid room	01

**7. STAFF:**

(1) The following staff will be provided in the institute:—

<b>I.</b>	<b>INSTITUTE</b>	
	Name of post	No. of post
1.	Manager	01
2.	Special Educator	10
3.	Speech Therapist	01
4.	Clinical Psychologist	01
5.	Occupational Therapist	02
6.	Doctor @ Rs. 1500/- per visit, 4 visit per month	01
7.	Placement Officer	01
8.	Vocational Instructor	01
9.	Clerk	01
10.	Peon	02
11.	Warden	01
12.	Physical Instructor Part time Rs. 1,000/- per visit, 4 visit per month	01
<b>II.</b>	<b>HOSTEL</b>	
13.	Foster mother	05
14.	Cook	02
15.	Helper	01
16.	Security Guard	02
17.	Sweeper	02
	<b>Total. .</b>	<b>35</b>

(2) The above staff will be appointed on the terms and conditions as prescribed from time to time by the Department of Social Justice & Empowerment, Government of Himachal Pradesh.

**8. BOARDING AND LODGING FACILITY:**

(1) Free boarding / lodging facilities will be provided to the children.

(2) The accommodation, diet, clothing, bedding, health checkup facilities etc. will be provided to the children according to the norms as laid down under Head "Minimum Standard" enclosed at Annexure- V.

**9. HEAD OF ACCOUNT:**

The expenditure incurred on the running and maintenance of Home for mentally challenged children will be debatable under Head:- 2235-02-101-03(SOON)(PLAN)-41-GIA which is subject to change from time to time.

**FINANCIAL LIABILITIES FOR FORMULATION OF PROPOSAL**

Sr. No.	Head	Annual budget (In Rs.)
1.	Salary of staff	4280000
2.	Wages	120000
3.	Traveling allowance	50000
4.	Medical reimbursement	10000
5.	Material and supply	4000000
6.	Training	20000
7.	Transportation	120000
7.	Other charges	1000000
8.	Office expanse	500000
	Total	10100000

**ANNEXURE –II****INSTITUTE FOR MENTALLY CHALLENGED CHILDREN (NGO SECTOR)****1. OBJECTIVE:**

- (1) To undertake a proper assessment and diagnosis of each child.
- (2) To identify the psychological and therapy need of the child.
- (3) To assess the capacity of each child and thereafter place them in groupings and grades.
- (4) To manage behavioral problems and to impart special skills, self help skills and cater to the therapy needs of mentally challenged children.
- (5) To give special inputs of communication skills of intellectually disabled children.
- (6) To provide single window concept for various therapies viz. physiotherapy, occupational therapy, speech therapy as well as psychotherapy- and parental counseling.

**2. IMPLEMENTING AGENCY:**

The Non Governmental Organizations /Trusts registered under relevant Acts or any other organization ,which may be approved by State Government will be the implementing agency .

**3. ELIGIBILITY:**

- (1) 6-14 years old mentally challenged children with moderate and severe /profound disabilities.
- (2) The organization can setup day care or residential institute for mentally challenged children. In case of residential institute, the organization will be allowed to provide hostel facility to either boys or to girls students.
- (3) The children seeking admission on day care pattern will also be allowed admission in residential institute.

(4) The organization should have registered under section 51, 52 of the Persons with Disability Act, 1995 and working in the field of mental retardation for a minimum period of three years.

#### 4. SERVICES:

(1) The children will be imparted daily living skills and behavior modification through the services of physiotherapy, occupational therapy, speech therapy, music, yoga therapy and special techniques etc as followed by National Institute.

(2) The organizations shall be provided grant in aid on 90:10 basis for the running and maintenance of Home for 25 mentally challenged children and shall be allowed to incur the expenditure on following heads:—

Sr. No.	Head	Annual cost (In Rs.)
<b>I.</b>	<b>Day care</b>	
	<b>(1) Recurring Expenditure</b>	
	<b>(a) Staff Salary</b>	
	(i) Trained Teacher (3) @ Rs. 10,000/-P.M.X12	360000
	(ii) Junior Speech Therapist (1) @ Rs. 500 per visit with two mandatory visits per week X12	48000
	(iii) Psychologist (1) @ Rs. 500 per visit with two mandatory visits per week X12	48000
	(iv) Physiotherapist (1) @ Rs. 500 per visit with two mandatory visits per week X12	48000
	(v) Occupational Therapists (1) @ Rs. 500 per visit with two mandatory visits per week X12	48000
	(vi) Yoga/P.T./Music Teacher (1) @ Rs. 500 per visit with two mandatory visits per week X12	48000
	(vii) Accounts Clerk (1) @ Rs. 8,000/- P.M. X12	96000
	(viii) Sweeper (1) @ Rs 3000/-P.M. X12	36000
<b>(b)</b>	<b>Building</b> Rent or maintenance of building @Rs.15000/-P.M.X12	180000
<b>(c)</b>	<b>Recreation</b>	
	(i) Sports equipment/adaptive sports equipment (once in two year)	10000
	(ii) Annual sports event/Annual Function	10000
<b>(d)</b>	<b>Transportation for day care children</b>	120000
<b>(e)</b>	<b>Contingencies</b>	100000
	<b>Total (a)+ (b)+(c)+(d)+(e)</b>	<b>1152000</b>

	<b>(2) Non Recurring Expenditure</b>	
	Furniture, Computer Hardware and Specialized Software as prevalent and popularly used by the day and suggested by National Institutes. Physiotherapy equipment, Occupational therapy equipment, Speech therapy equipment, Specially designed toys etc.	350000
	<b>Total (1)+(2)</b>	<b>1502000</b>
<b>II</b>	<b>Hostel</b>	
	<b>(1) Recurring expenditure</b>	
	<b>(a) Staff Salary</b>	
	(i) Warden (1) @ Rs. 1000/- P.M. X12 (Extra allowance to one of the staff member)	12000
	(ii) Cook (1) @ Rs. 6200/- P.M.X12	74400
	(iii) Foster mother (2) @ Rs. 6200/- P.M.X12	148800
	(iv) Sweeper (1) @ Rs. 3000 P.M. X12	36000
	<b>(b) Health Care</b>	
	Medicines/Ambulance expenses @ Rs.6000/- P.M. X12	72000
	<b>(c) Food/clothing/bedding etc.</b>	
	@Rs 3000 X25 X12	900000
	<b>Total (a) +(b)+(c)</b>	<b>1243200</b>
	<b>(2) Non Recurring Expenditure</b>	
	Furniture for hostel & kitchen ware	100000
	<b>Total (1)+(2)</b>	<b>1343200</b>
	<b>Grand Total I+II</b>	<b>2845200</b>

**4. OTHER CONDITIONS:**

- (10) The staff employed by the organization will not be the employees of the Government of Himachal Pradesh and they cannot claim regularization of services or enhancement of salaries at par with the staff of similar institutions of State Government.
- (11) The computer hardware and other articles purchased out of the grant in aid would be used in special school only and the organization will not be allowed to transfer / use such articles for any other programmes being run by the organization.
- (12) The quantum of grant could be increased in proportion to the donations raised by the organization.
- (13) The organization will be at liberty to provide any additional service in the Home, for which service charges may be collected so as to supplement the assistance received from the Department of SJ&E, HP. However, service charges should not be recovered

from the beneficiaries of BPL families. The service charges so collected be accounted and reflected in audited statements.

- (14) The organization will arrange aids/ appliances and teaching aids to the children where ever necessary.
- (15) The organization will run the Home according to the norms laid down under head, "Minimum Standards" enclosed at Annexure V.

### ANNEXURE –III

#### VI INSTITUTE FOR MENTALLY CHALLENGED ADULTS (NGO Sector)

##### 1. OBJECTIVE:

- (1) To cater the primary need of shelter, clothing, medical treatment, care and protection of mentally challenged adults in distress who are without any social and economic support .
- (2) To reunite the rescued mentally challenged persons with their families.
- (3) To encourage and support registered organizations for setting up of State Homes for mentally challenged.

##### 2. IMPLEMENTING AGENCIES:

The following organizations will be eligible to implement the scheme:—

- (1) Civil Society Organizations such as NGOs etc, having proven track record of working in the field of disability and registered under the Societies Registration Act 1860 or HP Societies Registration Act 2006.
- (2) Charitable Trust registered under any law for the time being in force.
- (3) Any other State autonomous bodies.
- (4) The organization should have registered under section 51, 52 of the Persons with Disability Act, 1995 and working in the field of mental retardation for a minimum period of three years.

##### 3. TARGET GROUP:

The implementing agency will be allowed to set up State Home either for male or female adult mentally challenged for following persons:—

- (1) who are without any social and economic support;
- (2) abandoned or runaway from their homes and found loitering on roads and in need of care and protection ;
- (3) rescued by voluntary organization / police.



**4. FINANCIAL ASSISTANCE:**

(1) The organization will provide grant in aid on 90:10 basis for running maintenance of State Homes for 30 Mentally challenged adults and shall be allowed to incur the expenditure on following heads :—

Sr. No.	Head	Amount (in Rs.)
<b>1.</b>	<b>Recurring expenditure</b>	
	<b>(a) Staff salary</b>	
	(i) Manager (01) @ Rs. 12000/- PM X12	144000
	(ii) Nurse (01) @ Rs. 9,000/-PM x 12	108000
	(iii) Special Educator (01) @ Rs. 9,000/- PM x 12	108000
	(iv) Attendant (04) @ Rs. 6200/- PM x 12	297600
	(v) Psychiatrist (01) @ Rs. 6000/- per visit PM x 12	72000
	(vi) Physiotherapist/Occupational Therapist @ Rs. 500/- Per visit (2 visit per week)	48000
	(vii) Doctor @ Rs. 1000/- per visit (4 visit in a month)	48000
	(viii) Clerk (01) @ Rs. 9000/- PM x 12	108000
	(ix) Cook (01) @ Rs. 6200/- PM x 12	74400
	(x) Helper(01) @ Rs. 6200/- PM x 12	74400
	(xi) Security Guard(02) @ Rs. 6200/- x 12	148800
	(xii) Sweeper (02) @ Rs. 3000/- PM X 12	72000
	<b>(b) Health Care</b> Medicines/Ambulance expenses @ Rs. 12,000/- P.M. X12	144000
	<b>(c) Food/clothing/bedding etc.</b> @Rs 3000 X30 X12	1080000
	<b>(d) Recreation</b>	
	(i) Sports equipment/adaptive sports	10000
	(ii) Annual sports event/Annual Function	10000
	<b>(e) Contingencies</b>	80000
	<b>(f) Vocational Training</b>	
	i) Honorarium to Master trainer @ Rs. 2,000/P.M.	24000
	ii) Raw material	36000
	<b>Total (a)+(b)+(c)+(d)+(e)+(f)</b>	<b>2687200</b>
<b>II</b>	<b>Non Recurring Expenditure</b> Furniture, kitchenware etc.	600000
	<b>Grand Total I + II</b>	<b>3287200</b>

**4. BUILDING:**

The Government will provide a constructed building to the organization for running the institute. In case of non availability of Government building, rent will be provided to the implementing agency on the rates approved by H.P.P.W.D.

**5. ACCOMODATION, DIET, CLOTHING , BEDDING & OTHER ARTICLES:**

The inmates residing in the State Home shall be provide accommodation, diet, clothing, bedding and other facilities as per scale prescribed under head “Minimum Standard” enclosed at Annexure- V .

**6. HEAD OF ACCOUNT:**

The expenditure incurred on the running and maintenance of State Home will be debatable under Head:- 2235-02-101-03(SOON)(PLAN)-42-GIA which is subject to change from time to time.

ANNEXURE 'IV'

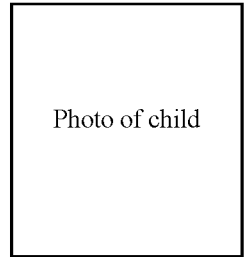
**DEPARTMENT OF SOCIAL JUSTICE & EMPOWERMENT DIRECTORATE OF SCs,  
OBCs, MINORITY & DISABILITY AFFAIRS**

**ADMISSION FORM**

**FOR**

**INSTITUTE FOR MENTALLY CHALLENGED CHILDREN**

11. Name of child: \_\_\_\_\_
12. Aadhar number: \_\_\_\_\_
13. Date of birth: \_\_\_\_\_
14. Father's name: \_\_\_\_\_
15. Mother's name: \_\_\_\_\_
16. Occupation of parents: \_\_\_\_\_
17. Address: \_\_\_\_\_
- \_\_\_\_\_
18. Annual income of parents: \_\_\_\_\_
19. Contact no. of parents: \_\_\_\_\_
20. Details about the disability of child:
- (c) Type of disability: \_\_\_\_\_
- (d) Percentage of disability: \_\_\_\_\_



*Signature of parents/ guardian*

Please attach photo copy of following certificates:

- (v) Date of birth certificate of child.
- (vi) Copy of aadhar card.
- (vii) Annual income certificate of parents/ guardian duly issued by Tehsildar.
- (viii) Disability certificate duly issued by the competent authority.

### MINIMUM STANDARDS FOR THE INSTITUTIONS ESTABLISHED FOR THE PERSONS WITH DISABILITIES

Every institution established for the persons with disabilities shall adhere to the following standard of norms:—

#### 11. BUILDING:

The accommodation in the institution shall be provided as per following criteria:—

- (6) The building of institution must be located in a congenial disabled friendly environment in natural surroundings with adequate open space for inmates to engage in outdoor activities.
- (7) The building owned or hired for the institution should be clean, spacious, well lighted and ventilated to facilitate comfortable stay of the inmates.
- (8) The Home should be well connected by various modes of transportation so that it is easily accessible to the inmates.
- (9) The workshop, hostel, dormitories and bathrooms etc should provide barrier free access as far as possible.
- (10) While constructing/hiring building for institution, the implementing agency should adhere following building norms:—

Details of accommodation	Per inmate area or no of rooms	TOTAL AREA (in sq. ft.)
In charge room	01	100
Office Room	01	144
Staff Room	01	144
Therapy Room	03	450
Dormitories	50 Sq. ft.	----
Recreational Room	01	300
Dining Room	01	800
first aid room	01	144
Workshop	01(75 Sq.ft. per trainee)	----
Kitchen	01	200
Latrines	25 Sq. ft.(1:07)	----
Bath Rooms	25 Sq. ft.(1:10)	----
Store	02	288
Residence for Warden	2 Rooms, 200Sq.ft., Kitchen75Sq.ft.Bath/toilet,50Sq.ft	325
Play ground/ Open space	For outdoor activities	Sufficient space

**12. SANITATION & HYGIENE:**

Each institution should have the following facilities:—

- (12) sufficient purified drinking water. RO Water filters should be installed;
- (13) sufficient water for bathing, washing cloth, maintenance and cleanliness of the premises;
- (14) arrangements for disposal of garbage;
- (15) proper maintenance and cleanliness in the class rooms, dormitories, latrines, bath rooms and premises;
- (16) clean and fly proof kitchen with separate area for washing utensils;
- (17) annual pest control and disinfection of bedding at least once a year;
- (18) fumigation of sick room after every discharge in case of contagious or infectious disease.
- (19) sufficient space for washing and drying of cloth;
- (20) sunning of beds twice every month;
- (21) daily sweeping and wiping of all floors in the institution and cleaning of kitchen, bathrooms and toilets twice every day;
- (22) proper washing of vegetables, fruits and preparation of food in hygienic manner;

**13. STAFF:**

(6) The minimum qualification for the staff to be engaged in institution for mentally challenged children / adult is given below:—

Sr. No.	Post	Qualification of staff
1.	Manager	Post Graduate in Social Sciences.
2.	Special Educator Home for MR Teacher: Pupil ratio (1:8 & 1:2 ) for multiple disabled)	Graduate with Special Education (MR) & must be registered with RCI
3.	Doctor (Part time)	M.B.B.S.
4.	Speech Therapist	Graduate or Diploma in the related field with two year experience
5.	Psychologist	MA Psychology with PG Diploma in Clinical Psychology & 2 year experience in disability rehabilitation.
6.	Physiotherapist	Graduate in the related field with two year experience
7.	Occupational therapist	Graduate in the related field with two year experience
8.	Nurse	+2 with 3 year course of GNM
9.	Art Craft /Music teacher	Diploma in related field
10.	PT Instructor cum Yoga Teacher	Diploma in related field
11.	Accounts Clerk	B.Com with Diploma in Computer application two year experience.
12.	Warden	As prescribed for special teacher
13.	Cook	Middle Pass. Preference will be given to widow, separated or divorced.
14.	Aya/Attendant/Foster mother	Middle standard pass. Preference will be given to widow, separated or divorcee

15.	Security guard	Metric pass
16.	Sweeper	Primary standard pass

(7) The above norms are indicative, subject to change as per approval of the Director, SCs, OBCs, Minority & Disability Affairs.

(8) The implementing agency will recruit staff by publishing advertisement in local news paper and candidates will be selected by a committee having external members.

(9) Only female warden should be appointed in the Home for girls / women.

(10) The implementing agency will orient and train the newly recruited staff and in service training to the existing staff. Refresher training courses will arranged for every staff at least once in three years.

#### 14. DIET SCALE:

The inmates residing in the hostel shall be provided with a balanced and nutritious diet conforming of following scale:—

Sr. No.	Item	Quantity per day age group	
		6-11 years	12-18 years
1.	Atta/Rice	400 gms	500 gms
2.	Pulses	65 gms	100 gms
3.	Vegetables	250 gms	300 gms
4.	Roots & Tubers (onion, potato, garlic and ginger)	80 gms	100 gms
4.	Spices (Salt, Turmeric, Dry Chillies, Garam Masala)	25 gms	25 gms
5.	Ghee/Oil	30 gms	50 gms
6.	Milk	250 gms	250 gms
7.	Sugar	40 gms	40 gms
8.	Tea leaves	5 gms	5 gms
9.	Fruits	200 gms Twice a week	20 gms Twice a week
10.	Mutton/Chicken or Cheese	100 gms once in a week	150 gms once a week
11.	LP Gas for cooking	As per requirement	As per requirement.

*Note.*—(i) The sick inmate will be provided diet as prescribed by the doctor.

(iii) Special lunch or dinner will be provided on national days and festival occasions.

#### 15. CLOTHING , BEDDING & OTHER ARTICLES:

(3) The children/adult residing in the hostel shall be provided with items conforming to following scale:—

<b>Clothing</b>	<b>Quantity</b>	<b>Bedding</b>	<b>Quantity</b>
School dress	Two set /year	Mattress	One
Home dress	Two set /year	Pillow	One
Jacket	One in two year	Pillow cover	One every year
Woolen sweater	One per year	Bed sheet	Two every year
Cotton/Woolen socks	Two pair/year	Quilt	one
Under garments	Two set/year	Quilt cover	one
Handkerchief	Three / year	Blanket	one
Shoe	One pair/year	<b>Toiletries</b>	<b>Quantity</b>
Towel	One/year	Bathing soap	150 gm PM
Chappal	One pair/year	Toothpaste	100 gm PM
<b>Non consumable items</b>	<b>Quantity</b>	Washing powder	500 gm PM
Single bed, Almirah Full plate, Bowl, Spoon, Glass	One each	Comb, Bucket, Mug	As per need

(4) Cooking utensils, solar geyser, kero heater, fans, floor dures, foot mat, ration containers, weighing scale, recreational articles *i.e.* television vision, indoor games shall be provided as per actual needs and availability of funds.

#### 16. MEDICAL CARE:

The implementing agency will :—

- (8) get the person medically examined within 24 hours of his arrival in the institution and maintain his medical record. The record should include weight, height any sickness, treatment and other physical or mental problem;
- (9) arrange a medical officer who shall be made available on call whenever necessary or medical emergencies;
- (10) tie up with the Government Hospitals and will ensure that periodical medical check of each inmate is conducted by Medical Officer/ Specialist.
- (11) have sufficient medical equipment to handle minor health problem including first aid kit, stock of emergency medicines and consumables will be kept;
- (12) provide first aid training to all the staff members;
- (13) take preventive measures in the event of out-break of contagious or infectious diseases;
- (14) keep sick inmate under constant medical supervision;

**17. DAILY ROUTINE:**

Every institution will draw well regulated daily routine for the inmates which should be structured in such a way that the inmates are kept occupied and should cover some physical activities with adequate time for meals, entertainment, sleeping etc. The daily routine of institute will be submitted to the concerned District Welfare Officer for approval and the approved copy will be displayed on the notice board.

**18. VOCATIONAL TRAININGS:**

In order to prepare inmates for economic independence when they are discharged from the institution, it shall be the responsibility of management of the institution to provide employable vocational trainings to the inmates on attaining the age of 14 years. The implementing agency will formulate vocational training plan under the scheme, "Skill Up gradation with Job/ Outsourcing Gurantee (SUJOG) in consultation with the Director, SOMDA and provide then vocational trainings by as per the aptitude of children.

**19. RECREATIONAL FACILITIES:**

The implementing agency will :—

- (7) made available sufficient space for outdoor activities like gardening, games etc;
- (8) arrange indoor activities like yoga, meditation, music, television, cultural programmes and indoor games;
- (9) arrange picnic and outings;
- (10) arrange cultural and sports competitions once in a quarter or on national days and festivals;
- (11) arrange newspapers, magazines, picture books, books in Braille, audio & video devices etc;
- (12) include music, dance & art therapy to enhance healing process;

**20. MANAGEMENT COMMITTEE:**

The implementing agency will notify a management committee for the management of the institution under the chairmanship of the In charge of the institution with the following members:—

- (d) Two members of Management Committee of NGO or two staff members (in case of Govt. run institution).
- (e) Two representatives from amongst the inmates.
- (f) Doctor engaged by the institution.

The committee will meet once in a week and review all the arrangements in the institution and will:—

- (5) plan weekly menu and ensure that diet scale is being followed;

- (6) interact with inmates to ensure their well being;
- (7) review standards of care, education, vocational training being provided in the institution and ensure that the minimum standards are adhered;
- (8) install a suggestion box at a place accessible to inmates and open the same in presence of all the committee members and take immediate action to redress the grievances, if any.

## **VIII SCHEME OF GRANT IN AID TO NGOs WORKING FOR PERSONS WITH DISABILITIES**

The State Policy for the Persons with Disabilities, Himachal Pradesh have provisions for various strategies to be adopted by the State Government for providing access to education to the children with disabilities through special schools, physical rehabilitation of persons with disabilities through disability rehabilitation centres etc. For achieving these goals the NGOs are to be promoted to implement such activities for which, Government shall provide financial assistance.

To implement the legislative obligations of State Government under PwD Act, 1995, the “Scheme of Grant in Aid to NGOs Working for Persons with Disabilities” is introduced with following provisions:—

### **1. OBJECTIVE:**

- (1) To enhance educational and vocational opportunities in educational institution for the persons with disabilities.
- (2) To support manpower development in the institution for persons with disabilities.
- (3) To support construction and maintenance of building, provision of furniture, machinery & equipments in the institution for persons with disabilities.
- (4) To support facilities for sports, recreation, leisure time activities, excursions, art, culture in institution for persons with disabilities.
- (5) To support for appropriate hostel facilities.
- (6) To support rehabilitation services and provide assistive devices to persons with disabilities.
- (7) To support any other measures which may meet the needs of persons with disabilities and fulfill the obligations as prescribed in the PwD Act 1995.

### **2. ELIGIBILITY:**

The following organization will be eligible for financial assistance under the scheme:—

- (1) Non-profit making organizations registered under the H.P. Societies Registration Act, 2006; or the Societies Registration Act, 1860.
- (2) Charitable trust registered under any law for the time being in force;



- (3) District Red Cross Societies established under Indian Red Cross Society Act 1920
- (4) Any other organization, which may be approved by the State Government.
- (5) The above organization should have been registered under Section 51 and 52 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 and running the programme for a minimum period of three years prior to the request for the assistance under the scheme.

### **3. EXTENT OF SUPPORT:**

The grant-in-aid will be provided to the organizations up to 90% of the cost of project and remaining 10% cost shall be borne by the organization concerned from their own resources.

### **4. COMPONENT ADMISSIBLE FOR ASSISTANCE:**

The following projects will be covered under the scheme:—

- (1) Special School up to Primary level/Secondary level for visually impaired children.
- (2) Special School up to Primary level/Secondary level for speech and hearing impaired.
- (3) Institute for Visually Impaired, Speech & Hearing Impaired Children.
- (4) Institute for Mentally Challenged children.
- (5) Institute for Mentally Challenged adults.
- (6) Disability Rehabilitation Centres.
- (7) Any other project approved by the Government from time to time.

### **5. PROCEDURE FOR SUBMITTING AN APPLICATION FOR FINANCIAL ASSISTANCE TO NON GOVERNMENTAL ORGANIZATIONS:**

The application for the assistance shall be submitted to the Director, SCs, OBCs, Minority & Disability Affairs, Himachal Pradesh on the prescribed format enclosed at Annexure-I through the concerned District Welfare Officer along with following documents:—

- (1) Registration Certificates of the organization.
- (2) Constitution of Association, Memorandum of Association, and detail of aims & objective of the organization.
- (3) Constitution of Board of Management, present membership, date of constitution of present Board of Management.
- (4) Annual reports of the organization of the last three years.
- (5) Audited Statement of accounts of last three years of the organization including :—
  - (a) Balance sheet

- (b) Income & expenditure accounts
- (c) Receipt & payment accounts duly certified by a Chartered Accountant or Govt. Auditor.
- (6) Copy of the building plan where the programme will be/is being implemented.
- (7) Head-wise budget estimates of the project.
- (8) Inspection Report of the District Welfare Officer on the prescribed format enclosed at Annexure-II.

#### 6. SELECTION OF CASES/SANCTION OF GRANT:

(9) The new cases for grant-in-aid for setting up of special schools will be approved by the following State Level Grant-in-Aid Committee:—

- |   |                         |
|---|-------------------------|
| (a) Principal Secretary of (SJ&E)<br>to Government of, HP     | <i>Chairperson</i>      |
| (b) Director, SOMDA, Himachal Pradesh.                        | <i>Member</i>           |
| (c) Director, Women & Child Development,<br>Himachal Pradesh. | <i>Member</i>           |
| (d) Director, Higher Education ,<br>Himachal Pradesh.         | <i>Member</i>           |
| (e) Director, Elementary Education,<br>Himachal Pradesh.      | <i>Member</i>           |
| (f) Project Director, SSA,<br>Himachal Pradesh                | <i>Member</i>           |
| (g) Joint Director, SOMDA,<br>Himachal Pradesh.               | <i>Member Secretary</i> |

(2) The Director, SCs, OBCs, Minority & Disability Affairs, Himachal Pradesh will be the competent authority to accord financial sanctions to the proposals approved by the State level Grant-in -aid Committee and other continued cases. The grant will be released in two equal installments.

(3) The aided organizations shall submit their proposals on the prescribed format enclosed at Annexure -I for release of grant-in-aid immediately on the commencement of every financial year to the Director, SCs, OBCs, Minority & Disability Affairs, Himachal Pradesh with the following documents:—

- Annual progress report of the organization of last year.
- Utilization Certificate of the grant released.
- Head-wise expenditure incurred during the last financial year.
- Head-wise budget estimates for current financial year.
- Inspection Report of District Welfare Officer on the prescribed format.

(4) The second installment shall be released on the receipt of audited statement of accounts of entire organization including :—

- i. Balance sheet.
- ii. Income & expenditure accounts.
- iii. Receipt & payment accounts duly certified by the Chartered Accountant or a Govt. Auditor.
- iv. Utilization Certificate of first installment of grant released during the current year enclosed at Annexure 'III'.
- v. Head wise expenditure incurred out of grant released (Ist installment) during the current year.
- vi. Inspection Report of District Welfare Officer on the prescribed format enclosed at Annexure 'II'.

#### **7. TERMS AND CONDITIONS FOR THE ASSISTANCE:**

(1) An aided organization shall, before it receives the grant-in-aid from the Director, SCs, OBCs, Minority & Disability Affairs, Himachal Pradesh, execute a bond on the prescribed format enclosed at Annexure 'IV'. The transfer of funds would be done only after the acceptance of bond. The grant shall be open to a system of internal audit.

(2) An aided organization shall maintain separate accounts of grants received under this scheme. They shall be open to checking by an officer deputed by the Director, SCs, OBCs, Minority & Disability Affairs, Himachal Pradesh.

(3) The recurring and non-recurring grant is to be spent within six months from the date of sanction. The utilization certificates along with audited statement will be submitted by the organization to the Director SCs, OBCs, Minority & Disability Affairs, Himachal Pradesh immediately after the closing of the financial year and the grant will be utilized as per the terms and conditions as laid down by the Government from time to time.

(4) An aided organization shall maintain a record of all assets acquired wholly or substantially out of the Government grant in stock register and present these to the auditors as and when required to do so. In this regard the provisions of H.P. Financial Rules will be applicable.

(5) The unspent balance, if any will be surrendered to the department or adjusted in the subsequent grant.

(6) The purchase of recurring/non-recurring items should be made preferably from Government owned Corporations/ Boards/Registered Co-operative Societies etc.

(7) The amount of assistance is to be spent as per the scheme approved by the Government and no diversions shall be allowed without the prior approval of the Director SCs, OBCs, Minority & Disability Affairs, Himachal Pradesh.

(8) To bring about standardization and quality control in services to be delivered under the scheme, minimum standards have been prescribed in this scheme. It shall be the responsibility of the organization and its functionaries to implement the scheme as per norms.

(9) When the State Government has reasons to believe that the sanctioned amount is not being utilized for the approved purposes, the amount will be recovered from the organization with interest and no further financial assistance would be released to organization.

The Department will be at liberty to blacklist such organization and to take legal action as per law.

(10) The implementing agency would not incur any liability under this scheme.

#### **8. MONITORING AND EVALUATION:**

(1) The organizations receiving grants under the scheme shall submit periodical reports to the Director, SCs, OBCs, Minority & Disability Affairs, Himachal Pradesh on the format as prescribed for regular feedback and monitoring.

(2) The District Welfare Officer of the concerned district will conduct inspections of the special schools in his district at least once in three month and send inspection reports to the Director SCs, OBCs, Minority & Disability Affairs, Himachal Pradesh and to the concerned organization.

(3) The Organization will establish and maintain a computerized database. This would enhance effective communication along with timely submission of reports for monitoring and evaluation purpose.

(4) The State level Grant-in-Aid committee headed by the Principal Secretary (SJ&E) to Govt. of Himachal Pradesh will monitor the scheme at State level. The committee will meet in the first quarter of every financial year.

(5) After every three years, the implementation of the scheme will be evaluated by an independent agency and over head expenses for monitoring of the scheme shall not exceed 3% of the total allocation under the scheme.

Annexure – I

### **APPLICATION FORM UNDER**

#### **THE SCHEME “GRANT IN AID TO NON GOVERNMENTAL ORGANIZATION WORKING FOR PERSONS WITH DISABILITIES”**

1.	Financial year for which grant in aid applied	
2.	Name of organization with complete address	
3.	Telephone no. Fax no. email address	
4.	Date of registration of organization	
5.	Date of registration of organization under PwD Act 1995	



**12. Details grant in aid sought from State Govt. for the current financial year**

Head	Govt. share	NGO share	Total
a. Recurring			
(i)			
(ii)			
(iii)			
b. Non recurring			
Total			

**13. Details of assets acquired wholly or substantially out of the grant received in the last financial year.****14. List of documents to be attached:**

- i. List of members of Managing Committee of organization
- ii. Utilization Certificate of the grant received.
- iii. Copy of last year Annual Report of Organization.
- iv. Copy of Audited Statement of Accounts duly certified by Chartered Accountant of last financial year.
- v. Head wise budget for the current financial year.
- vi. Inspection report of District Welfare Officer.

**15. Bank details for electronic fund transfer:**

- i. Name of Bank
- ii. Name of Bank Branch
- iii. Branch Code
- iv. IFSC Code
- v. Bank Account number

**CERTIFICATE**

1. Certified that above information is in accordance with the records and accounts audited/ to be audited and is correct to the best of knowledge and belief of the office bearers of the organization, and after its perusal and satisfaction, they have authorized the undersigned by a resolution dated \_\_\_\_\_ to verify and submit the statement of information for purposes of monitoring the scheme for which financial assistance will be received from the Government of Himachal Pradesh.

2. I also hereby 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 condition:

- (a) All assets acquired wholly or substantially out of the grant shall not be encumbered or disposed of or utilized for purposes other than those for which the grant is given. Should the organization cease to exist at any time, such properties shall revert to the Government of Himachal Pradesh.
- (b) The accounts of the project shall be properly and separately maintained. They shall always be open to check by an officer deputed by the Government of Himachal Pradesh. They shall also be open to a test check by the Accountant General of Himachal Pradesh at his discretion.
- (c) If the State Government has reasons to believe that the financial assistance is not being utilized for approved purposes; the Government of Himachal Pradesh may stop payment of further financial assistance and recover earlier grant in such manner as they may decide.
- (d) Progress reports on the project will be furnished at regular intervals as may be specified by the Government of Himachal Pradesh.
- (e) The organization will bear 20% of the estimated expenditure of the project.
- (f) It is hereby certified that no grant is being received for the same project from any other Government, Private or foreign source.

Signature \_\_\_\_\_

Designation \_\_\_\_\_  
with stamp.

Annexure –III

**SCHEME OF GRANT IN AID TO NON GOVERNMENTAL ORGANIZATION  
WORKING FOR PERSONS WITH DISABILITIES**

**UTILISATION CERTIFICATE**

Certified that an amount of Rs...../-was sanctioned as grant in aid for running & maintenance of..... during the year.....in favour of ..... by the Department of Social Justice and Empowerment, Government of Himachal Pradesh.

It is further certified that out of the above amount, a sum of Rs...../- has been utilized for the purpose of ..... for which it was sanctioned and that the balance of Rs..... remained un-utilized at the end of the year. The unspent amount has

been surrendered to the Government (vide No. ....) or will be adjusted towards the financial assistance payable during the next financial year.

Signature.....

Designation.....

with Stamp.

Annexure – II

**SCHEME OF GRANT IN AID TO NON GOVERNMENTAL ORGANIZATION  
WORKING FOR PERSONS WITH DISABILITIES**

**Inspection Report**

1.	Date of Inspection				
2.	Composition of Inspection Team	Team Composition	Name	Designation	Signature
		Team Leader			
		Member			
		Member			
3.	Name & address of organization.				
4.	Name & Address of institution.				
5.	Date of establishment of institution.				
6.	Details of accommodation in which the programme is being implemented				
	i. Total area of accommodation ii. No of rooms iii. Whether the building is used for other purposes.				
7.	Details of income and Expenditure of NGO/institution during the last Source of	Year	Income	Expenditure	Income three years
8.	Cash/ Fixed deposits available with the organization				
9.	Whether the organization has capacity to raise additional resources of funds, if yes give details				



10.	Total funds raised by the organization during the last three years	
11.	Whether following record is being maintained:-	
	i. Cash Book (if yes whether passbook entries are corroborating with cash book.)	
	ii. Ledger	
	iii. Register of assets	
	iv. Register of consumable items	
	v. Procurement system in place (purchasing through PSUs/ Cooperative Societies/ Open Market through Quotations)	
	vi. Attendance register of staff	
	vii. year wise record of minutes of general body meetings	
12.	Detail of employees to run the scheme for which grant is applied/ approved	Attach details of employees: name, qualification, designation and monthly emoluments
13.	Whether the organization has recruited the staff by publishing advertisement in the news paper and whether interviews were conducted by a committee have been external members	
14.	Is an appointment letter issued to every staff member and job description given to each member	
15.	Whether inspection team has interviewed the beneficiaries, if yes give details	
16.	Comments/recommendations of inspection team.	

Signature of the inspecting Officer

Name and Designation

with stamp.

**NOTE: Please submit Bond on Rs.10/- stamp paper**

### BOND

KNOW ALL MEN BY THESE PRESENT THAT \_\_\_\_\_  
a Society registered under the \_\_\_\_\_ and having its office at \_\_\_\_\_  
\_\_\_\_\_ in the State of Himachal Pradesh here-in after called the Obligor is held and firmly bound to the Governor of Himachal Pradesh (hereinafter called the Government) is in the sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) with interest thereon @ 6% per annum will and truly to be paid to the Government on demand and without a demur for which payment the Obligor firmly binds itself and its successors and assigns by these present.

SIGNED this day of \_\_\_\_\_ in the year \_\_\_\_\_. Whereas on the Obligor's request the Government as per the State Government letter No. \_\_\_\_\_ dated \_\_\_\_\_ here-in after referred to as the letter of sanction which forms integral part of these presents and a copy where of is annexed 'A' agreed to make in favour of the [Obligor a grant of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) for the purpose \_\_\_\_\_ out of which Rs. \_\_\_\_\_ has been \_\_\_\_\_ paid to the Obligor they both hereby admit and acknowledge on the condition of the Obligor executing a Bond in the terms and manner contained here-in after which the Obligor was agreed to do.

Now the condition of the above written obligation is such that if the Obligor duly fulfill and comply with all the conditions mentioned in the letter of sanction when the above written Bond or obligation shall be void and of an affects out otherwise it shall remain in the full force, effect and virtues.

(a) The decision of the Principal Secretary (Social Justice and Empowerment) to the Government of H.P., of the Administration or Director, SCs, OBCs, Minority & Disability Affairs, Himachal Pradesh administratively concerned with the matter on the question whether there has been breach or violation on the part of Obligor of any of the terms and conditions mentioned in the letter of sanction shall be final and binding of the Obligor.

(b) The Obligor shall, in the event of breach or violation of any of the terms and conditions mentioned in the letter of sanctioned, refund to the Government demand and without demur the entire amount of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) or such part thereof, the Government may in its discretion mentioned in the notice of the demand along with the interest therein @ 6% per annum from the date of receipt of said amount by the Obligor up to the date of refund thereof to the Government. However, in default the amount would be recovered as arrears of land revenue.

(c) The Government agree to bear the stamp duty, if any, chargeable on these documents. In witness two of these presents have been executed on behalf of the Obligor the day and year therein above written and executed for and on behalf of the Governor of Himachal Pradesh on \_\_\_\_\_ the day and year appearing against his/her signature, signed for and behalf of the Obligor.

In the presence of

Witness (1) \_\_\_\_\_

Obligor

(with name & address)

Signature and Name  
Designation and Office of  
the Organization.

Witness (2) \_\_\_\_\_

(with name & address)

Bond accepted for and on behalf of the Governor of H.P.

Director,

SCs, OBCs, Minority & Disability Affairs,

Himachal Pradesh.

## **IX SCHEME OF STATE AWARDS FOR THE EMPOWERMENT OF PERSONS WITH DISABILITY:**

As per the provisions of Persons with Disability (Equal Opportunities, Protection of Rights, Full participation) Act 1995, the State Government is under an obligation to provide equal opportunities to the persons with disabilities in employment. For this purpose, the Government is to provide 3% reservation in every establishment. Further the appropriate Government within the limits of their economic capacity provide incentives to the employers in public and private sector to ensure that at least 5% of work force is composed of persons with disabilities. Keeping in view the State Government obligation, the existing scheme of Incentive to Best Employer and Best Performing PwDs” has been revised as “State Awards for the Empowerment of Persons with Disabilities” with following provisions:—

### **1. OBJECTIVE:**

The main objectives of this scheme is to encourage and recognize the:—

- (1) employers for providing employment opportunities to maximum numbers of persons with disabilities in their organizations;
- (2) efforts of the best performing employees (3 self employed person with disabilities);
- (3) efforts of government department/organizations/institution working for the cause of the persons with disabilities.
- (4) efforts of district who have performed for the cause of persons with disabilities.

**2. CATEGORIES OF STATE AWARDS:**

The following awards shall be given every year in following five categories:—

Sr. No.	Title of Award	Component of Award
(1)	Award for Best Employer of Government, Public Sector Undertaking, Autonomous body, Private or NGO (Two Awards)	1st Award- Cash of Rs.30,000/-& certificate. 2 <sup>nd</sup> Award- Cash of Rs.20,000/-& certificate
(2)	Award for Best Employee with disabilities (Two Awards, Govt./Coporate/ Private Sector)	Cash of Rs 30,000/- and certificate to each awardee
(3)	Award for Best Self Employed with Disabilities (One Award)	Cash of Rs 30,000/- and certificate to awardee
(4)	Award to Best Department or Organization or Institution working for the cause of persons with disabilities (One Award)	Cash of Rs 30,000/- and a certificate to awardee.
(5)	Award for Best District working for the cause of persons with disabilities	Shield & Certificate to awardee

**3. PROCEDURE FOR INVITING APPLICATIONS FOR AWARDS:**

(1) The applications shall be invited by the Director, SCs, OBCs & Minority Affairs, Himachal Pradesh from the eligible persons, organizations and institutions in the above categories on the prescribed format as per Annexure-I, II, III, IV & V through publication of an advertisement in the leading regional newspapers by 30th June every year.

(2) The following district level committee will recommend and forward the applications of eligible persons, organizations and institutions to the Director, SCs, OBCs & Minority Affairs, Department of Social Justice & Empowerment, Himachal Pradesh:—

- |                                      |   |                         |
|--------------------------------------|---|-------------------------|
| (a) Deputy Commissioner              | : | <i>Chairperson</i>      |
| (b) District Programme Officer (WCD) | : | <i>Member</i>           |
| (c) District Welfare Officer         | : | <i>Member Secretary</i> |

**4. SELECTION OF NOMINATIONS OF AWARDS**

(1) The State awards of various categories shall be decided by the following committee:—

- |   |   |                         |
|---|---|-------------------------|
| (a) Principal Secretary(SJ&E)                   | : | <i>Chairperson</i>      |
| (b) Director, SCs, OBCs & Minority Affairs      | : | <i>Member</i>           |
| (c) Director, Women & Child Development         | : | <i>Member</i>           |
| (d) Joint Director, SCs, OBCs, Minority Affairs | : | <i>Member Secretary</i> |

(2) The following selection criteria will adopted while deciding the nominations for State Awards:—

(1) Awards for best employers

The best employer shall be assessed on the basis of following criteria :—

- (a) number of PwD employees placed in the organization;
- (b) number of PwD employees in middle level and high level;
- (c) number and extent of disability of those PwDs that have been employed with a weight age to higher degrees and conditions of disability;
- (d) has done something unique and new to support employment of the PwDs including giving employment in hitherto unknown sectors in the State;
- (e) provision of additional facilities like transport, housing etc. for employees with disabilities.
- (f) provision of equitable service conditions for employees with disabilities;
- (g) high levels of employee satisfaction levels to be judged through personal contact and local verification.

(2) **Award for best employee:**

The best two employee with disability from Govt. / Corporate / Private Sector shall be assessed on the basis of following criteria:—

- (a) type, extent of disability
- (b) punctuality and regularity in attendance;
- (c) cooperation with colleagues and superiors;
- (d) no excessive demands for adjustment in physical environment, equipment, machinery etc;

(3) **Award for best self employed person with disability:**

The best self employed persons with disability shall be assessed on the basis of following criteria:—

- (i) extent and type of disability;
- (ii) who has established his business and making reasonable income;
- (iii) annual turnover for the last three years.
- (iv) role in management and independence in holding the enterprise;
- (v) who is regularly repaying the installments of loan, if taken from the financial institution;
- (vi) innovation introduced in the enterprise;

**(4) Award for best Govt. Department/ organization /institution:**

The best government department /organization / institution in the field of disability shall be assessed on the basis of :—

- (i) outstanding services / achievements in the area of education/training/ rehabilitation etc;
- (ii) new services, equipments and strategies adapted for improving the existing services;
- (iii) extension of outreach services in and around its headquarters;
- (iv) voluntary action through public participation ensured while providing services to the target group.

**(5) Award for best District:**

The best district shall be assessed on the basis of his/her:—

- (i) outstanding work done for the cause of persons disabilities during the last year.
- (ii) outstanding contribution in the area of disability relating to identification, prevention, disability assessment, aids & appliances provided, children with special needs identified and mainstreaming thereof, vocational training and sensitization programmes organized and any innovation introduced in the district etc.

**5. SANCTION OF AWARD MONEY:**

The Director, SCs, OBCs, Minority & Disability Affairs, Himachal Pradesh will be the competent authority to sanction the award money etc. To the cases approved by State Level Selection Committee.

**6. PRESENTATION OF AWARDS:**

(1) The awardees nominated under different categories of State Awards shall be informed about the date and venue of the award function through speed post, e mail, telephone so that they may receive the award personally or through the authorized representative.

(2) The nominees and their one escort shall be entitled to TA / DA as admissible to Class-I officers of Himachal Pradesh Government.

(3) The awards will be conferred to the nominees on 3rd December, every year on the occasion of “International Day of Disabled Persons”.

**7. HEAD OF ACCOUNT**

The amount sanctioned under this scheme will be debitible under Head; 2235-02-101-03(SOON)(PLAN)-42-GIA which is subject to change from time to time.

**APPLICATION FOR STATE AWARDS FOR BEST EMPLOYER**

1.	Name (in Block Capital Letters)						
2.	Complete address						
3.	e:mail address						
4.	Contact number						
5.	Name of Organization						
6.	Whether Government/Public Sector Undertaking/Private						
7.	Nature of work undertaken by organization						
8.	Category wise number of employees in the organization						
	Sl. No.	Category				Total no. of employees	
9.	Category wise no. of persons with disability employed by the organization during the last three years						
	Year	Category	Disability wise no. of PwDs employed				
			VI	HI	OH	Other	Total
10.	Percentage of employees with disabilities as compared with the total number of employees in the organization						
11.	Nature of work in which persons with disability are employed						
12.	Whether the service conditions of employees with disability are the same as those for other?						
13.	Whether: i) any modification are made in the machinery ii) access provided in the built environment iii) housing facility provided iv) transport facility provided to the employees with disability, if yes, give details						
14.	i) Any special training provided to enhance the skills of, employees with disability, if yes, give details ii) If no, whether any training is planned in future?						
15.	Any other information						

Signature \_\_\_\_\_

Designation with seal

**APPLICATION FOR STATE AWARD FOR BEST EMPLOYEE WITH  
DISABILITY**

1.	Name (in Block capital letters)	
2.	Sex	
3.	Date of birth	
4.	Father's name	
5.	Qualification i) Academic ii) Technical (Copies of testimonial should be attached)	
6.	Complete address i) Permanent address ii) Present address	
7.	e-mail address	
8.	Contact number	
9.	Whether disability acquired before birth or after birth? Type of disability & extent of disability (Attach copy of disability certificate issued by competent medical authority)	
10.	If employed: i) Name & address of organization where employed ii) Present post held iii) Date of appointment to present post iv) Pay scale of post v) Whether permanent or temporary vi) Training received after present appointment	
11.	Details of National/State Award received, if any	
12.	Attach brief life sketch of about 200 words highlighting struggle against the disadvantage created by disability	

*Signature of Applicant*

**Remarks of Employer about the performance of applicant**

1.	Punctuality and regularity in attendance	
2.	Cooperation with colleagues and Superiors	
3.	Independence in work (encircle the grading option)	Very Good -- Good -- Poor
4.	Output, production in comparison to his able bodied colleagues	



5.	Whether any incentive, reward ,or certificate given to the employee during the last three years, if yes give detail.	
6.	General assessment of employee for the last three years. (encircle the grading option)	Very Good — Good - Poor
7.	Any other remarks	

Signature of Employer

Designation

With seal

ANNEXURE-III

**APPLICATION FOR STATE AWARD TO BEST SELF EMPLOYED PERSON  
WITH DISABILITY**

1.	Name (in block capital letter)	
2.	Sex	
3.	Date of birth	
4.	Father's name	
5.	Qualification i) Academic ii) Technical (copies of testimonial should be attached)	
6.	Complete address i) Permanent address ii) Present address	
7.	Contact number	
8.	Whether disability acquired before or after birth? Type of disability & extent of disability Attach copy of disability certificate issued by competent medical authority)	
9.	Trade/profession with which associated	
10.	Innovations introduced in the trade, if any	
10.	Monthly income from the business (attach income tax returns of last three years)	

11.	Have you taken loan from any bank/financial institution, if yes give details of loan taken, balance amount of loan to be repaid. (attach certificate from the bank in support of above)	
12.	Have you ever received any State/National Award during the last five years, if yes give details.	
13.	Attach brief life sketch of about 200 words highlighting struggle against the disadvantage created by disability	

*Signature of applicant.*

\_\_\_\_\_

**Certificate**

(To be issued by Gazetted officer of State Government or MLA/MP or Municipal Councilor)

This is to certified that Sh/Smt. \_\_\_\_\_ S/O/D/O/W/O  
Sh. \_\_\_\_\_ Resident of \_\_\_\_\_ PO \_\_\_\_\_ Tehsil &  
District \_\_\_\_\_ (HP) is personally known to me.

It is further certified that the particulars given in application for award to self employed persons with disability are true and correct to the best of my knowledge and nothing has been concealed or misrepresented.

Signature \_\_\_\_\_

With seal

\_\_\_\_\_

ANNEXURE-IV

**APPLICATION FOR STATE AWARD TO BEST GOVERNMENT  
DEPARTMENT/ ORGANISATION / INSTITUTION**

1.	Name of Department/ Organization / Institution	
2.	Complete address	
3.	Contact No.	
4.	e-mail address	
5.	Date of establishment	
6.	Whether Govt./NGO run, give details	
7.	If the organization / institution is NGO run, name and address and funding agency	

8.	(1) Scheme wise Budget for the disability related schemes(Attach separate sheet)	
	(2) Financial Position of organization/ institution of last three years	
	Year	income
		expenditure
		funding agency
9.	Fixed deposit available with the organization	
10.	Detail of employees along with no of persons with disabilities appointed	
11.	Attach following papers:— i) Annual Report for the last three years ii) Annual Audited report / Balance sheet of organization for the last three years. iii) Note on the performance/achievements of Department/ organization/institution having details of services provided, strategies adopted for improving existing services during the last five years supported by documentary proof	

*Signature of Head of Department/Organization/ Institution*

\_\_\_\_\_

ANNEXURE –V

**APPLICATION FOR AWARD STATE AWARD TO BEST DISTRICT**

1.	Name of district	
2.	Disability wise no of persons with disability as per 2011 census	
3.	No of persons with disabilities identified (Latest figure along with year of identification)	
4.	No of identified persons whose disability got assessed during the last year(Attach disability wise detail)	
5.	No of disability assessment camps organized during the last year along with date & place	
6.	No of persons with disabilities issued Disability Identity Card	
7.	No of PwDs identified for aids & appliances and no. of such persons provided assistive devices	

8.	No. of CWSNs disabilities wise identified in the district and no. of children admitted in regular/special schools during the last year and efforts made for	
9.	No. of awareness camps for prevention of disabilities organized in the district during the last year, give details of date, place and coverage thereof	
9.	No. of vocational training programmes organized for PwDs during the last year, detail thereof	
10.	No. of PwDs provided jobs in various offices in the district during the last year, give details	
11.	No. of sensitization programmes on disabilities organized during the last year, give details	
12.	Any other outstanding work done in the field of disability	

Signature of District  
Welfare Officer

\_\_\_\_\_

**Certificate**

This is to certified that the particulars given in application for award to best district are true and correct to the best of my knowledge and nothing has been concealed or misrepresented.

*Signature of Deputy Commissioner*

\_\_\_\_\_

**X. INCENTIVE FOR MARRIAGE TO PERSONS WITH DISABILITY:**

The Persons with Disability (Equal Opportunities, Protection of Rights and Full Participation) Act 1995 gives effect to proclamation on equal opportunities to the persons with disabilities which include their right to live with dignity in society. For promotion of equal participation of persons with disabilities in social life, marriages of PwDs are promoted and the existing scheme, "Marriage Grant to the Persons with Disabilities" has been revised as " Incentive for Marriage to Persons with Disabilities" with following provisions:—

**1. OBJECTIVE:**

The main objective of this scheme is to provide persons with disabilities with an opportunity to lead the life with dignity in the society by encouraging:-

(1) the able bodied young men /young women to willingly marry the persons with disability of other sex;

(2) the persons with disability to marry persons with disability of other sex.

**2. IMPLEMENTING AGENCY:**

The scheme will be implemented through the District Welfare Officers working under Directorate of SCs, OBCs, Minority & Disability Affairs, the Department of Social Justice and Empowerment, Government of Himachal Pradesh.

**3. ELIGIBILITY CRITERIA:**

For the purpose of financial assistance under this scheme, the applicant must full fill following conditions without considering his/her family income:—

- (1) The applicant must be a bonafide resident of Himachal Pradesh.
- (3) The bride and bridegroom must have attained the age of 18 years and 21 years respectively.
- (3) The marriage must have taken place between able bodied young man/young woman of other sex or both the young man/woman who got married are disabled.
- (4) The marriage should have been registered with the competent authority and the incentive will be provided within six month from their date of marriage

**4. INCENTIVE:**

- (1) Under this scheme, incentive will be provide to:-
  - (a) the able bodied eligible person;
  - (b) husband and wife independently, if both are disabled
- (2) The incentive money will be provided on the following rates:-

Percentage of disability	Amount
40% to 74 %	Rs. 25,000/-
75% to 100%	Rs. 50,000/-

**5. PROCEDURE FOR APPLYING:**

The applicant shall submit his/her application on the prescribed format as per Annexure I. to the concerned Tehsil Welfare Officer, who after doing necessary verification of the facts contained in the application shall recommend the case to the concerned District Welfare Officer.

**6. SANCTION & DISBURSEMENT OF INCENTIVE:**

- (1) The District Welfare Officer of the concerned district shall be competent authority to sanction the incentive under this scheme.
- (2) The sanctioned amount will be online transferred into the saving bank account of the applicant.

(3) The District Welfare Officer will maintain year wise data of sanctioned cases.

### 8. HEAD OF ACCOUNT:

The amount sanctioned will be debitible under Head of Account: 2235-02-101-03 (SOON)(PLAN)-42-GIA which is subject to change from time to time

### Annexure –I

### SOCIAL JUSTICE & EMPOWERMENT DEPARTMENT Directorate of SCs, OBCs, Minority & Disability Affairs

### APPLICATION FORM UNDER THE SCHEME INCENTIVE FOR MARRIAGE TO PERSONS WITH DISABILITY

1.	Name of the applicant	<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: auto;">           PASTE PHOTOGRAPH OF COUPLE         </div>
2.	Date of birth	
3.	Caste	
4.	Father's name	
5.	Permanent address	
6.	Type of disability & percentage of applicant	
7.	Name and address of the person to whom married	
8.	Date of birth of spouse	
9.	Date of marriage	
10.	Whether the spouse is disabled, if yes, type of disability and percentage	
11.	Details of saving bank account: i) Branch name ii) Branch code iii) IFSC code iv) Account Number v) Aadhar card no.	

Date:

*Signature of Applicant*

*Note.*—The applicant shall submit following documents with the application :

1. Bonafide Himachali Certificate issued by the Executive Magistrate.
2. Marriage Registration Certificate issued by the competent authority.
4. Disability Medical certificate issued by the competent medical authority.

Recommendation of the Tehsil Welfare Officer

Signature of Tehsil Welfare Officer

**XI. SCHEME OF DISABILITY REHABILITATION CENTRE:**

Section 66 of the Persons with Disability Act 1995 envisage for the State Government to under rehabilitation of all persons with disabilities and further Sec 66(2) provides for State Govt. to provide financial assistance to nongovernmental organizations for the purpose.

The HP State Policy for Persons with Disabilities provides for taking measures for physical rehabilitation of persons with disabilities by providing them therapeutic services, assistive devices etc. through Disability Rehabilitation Centres. To implement the obligations of State Government, “Scheme of Disability Rehabilitation Centre” is introduced as under:—

**1. AIMS & OBJECTIVES:**

The aims and objectives of the scheme is to provide following rehabilitative support to the persons with disabilities under single roof :—

- (1) survey, identification of persons with disabilities through camp approach;
- (2) awareness generation for prevention of disabilities, early detection and intervention etc;
- (3) assessment of needs of assistive devices, provision/fitment of assistive devices and follow up/repair;
- (4) therapeutic services e.g. physiotherapy, occupational therapy, speech therapy etc;
- (5) facilitation of disability certificates and other concessions for persons with disability;
- (6) referral and arrangement of surgical corrections through government/ charitable institutions;
- (7) counseling of persons with disabilities, their parents and family members;
- (8) supportive services to promote vocational trainings, loans for self employment through financial institutions so as to make them economically independent;
- (9) promotion of barrier free environment.

**2. IMPLEMENTING AGENCY:**

The following organizations are eligible to implement the scheme:—

- (1) District Red Cross Societies established under Indian Red Cross Society Act 1920;
- (2) Rogi Kalyan Samities registered under HP Societies Registration Act 2006;
- (3) reputed NGOs registered under HP Societies Registration Act 2006 or Societies Registration Act 1860;
- (4) Charitable Trust registered under the law for the time being in force.

**3. MODALITIES FOR ESTABLISHMENT:**

- (1) The District Administration will identify the implementing agency with good track of record who should be capable of managing the Disability Rehabilitation Centre.

- (2) The District Administration will provide adequate space or building having area of 150 sq. mt. approx. preferably in District Hospitals. The building should be barrier free and easily approachable for the persons with disabilities
- (3) In case of building to be constructed, the District Administration will arrange funds for the construction of prefabricated building from MPLAD, LADA, CSR, Temple Trusts etc.
- (4) A District Management Team(DMT) under the chairmanship of Deputy Commissioner will be formed which should comprise of the district level officer from Health, Social Justice & Empowerment, Education, Panchayati Raj and other departments / experts which the Deputy Commissioner feels to associate. The functions of DMT are as follow:—
- (a) Selection of implementing agency.
- (b) Selection / deployment of man power.
- (c) Convergence with other activities of District.
- (d) Fixing of charges for various services provided through DRC and identifying other means of resource generation.
- (5) For the management and administration of Disability Rehabilitation Centre on day to day basis and to coordinate and monitor the activities , a Nodal Officer i.e. Disability Rehabilitation Officer (DRO) will be identified from among the district officers and he will be paid honorarium from the date of functional of the centre.

#### 4. EXTENT OF SUPPORT:

(1) The grant in aid will be provided by the Department of Social Justice & Empowerment Himachal Pradesh to the implementing agency up to 90% of the cost of the project and remaining 10% shall be borne by the organization concerned from their own resources.

(2) The grant in aid admissible for the establishment of Disability Rehabilitation Centre is as follow:—

<b>I. RECURRING EXPENDITURE</b>	
<b>HEAD</b>	<b>ANNUAL GRANT (in Rs.)</b>
(i) Honorarium of staff	1082400
(ii) Aids & Appliances including raw material for manufacturing of artificial limbs etc.	300000
(iii) Rent/ maintenance of building	240000
(iv) Office Expenses /Contingencies	300000
<b>Total .</b>	<b>1922400</b>



10% share of Implementing Agency	195540
Net grant annual grant payable	1726860
<b>II. NON RECURRING (one time)</b>	
Furniture, machinery & equipment for physiotherapy/ occupational therapy, audiometer, speech trainer, machinery & equipment/ tools for P&O workshop and assessment of MR cases.	900000
10% share of Implementing Agency	90000
Net grant payable	810000

### 5. ADMISSIBLE MAN POWER:

The scheme does not envisage creation of permanent source and staff will be appointed on honorarium basis by the implementing agency. As far as possible, the existing professionals of District Hospital or private hospitals can also be hired on payment of token honorarium. Each Disability Rehabilitation Centre would have following man power with fixed honorarium and qualification mentioned against each:—

Sr. No.	Name of Post	No. of post	Honorarium per month (in Rs.)	Qualification
1.	Nodal Officer cum DDRO	01	5000	At least Class I officer from amongst the District Officers/ Retired Class I Officers having 10 years experience in Disability Administration who should be capable of managing the DRC
2.	Clinical Psychologist	01	14000	MA in Psychology with PG Diploma in Clinical Psychology.
3.	Physiotherapist/ Occupational Therapist	01	12000	Graduate in related field with 2 year experience.
4.	Prosthetist Orthotist technician	01	10000	Matric with Certificate Course in Prosthetic Orthotic.
5.	Speech Therapist/ Audiologist	01	14000	B.Sc. in Speech & Hearing with knowledge of hearing aids repair/ear mould making.
6.	Mobility Instructor	01	10000	Bachelor with Diploma in Orientation & Mobility/ B.Ed. in Special Education(VI) D.Ed. in Special education in VI.

7.	Multipurpose Rehabilitation Worker	02	9000	10+2 with Diploma in CBR/MRW Course or One year Diploma Course in Early Childhood Special Education with 2 years experience.
8.	Accountant Cum Clerk Cum Store Keeper	01	10000	B.Com with Diploma in Computer application with 2 years experience.
9.	Attendant Cum Peon	01	6200	VIII Class pass

The rehabilitation professionals should preferably be registered with Rehabilitation Council of India.

#### 6. TRAINING TO MAN POWER:

The DRC would tie up with National Institutes/ Composite Resource Centre of PwDs for enhancing capacity building of professionals of DRC so as to enable them to initiate activities as per action plan.

#### 7. ACTION PLAN OF DRC:

The action plan of DRC should broadly be as follows:—

- (1) Survey of persons with disabilities and their needs in 10 panchayat per month.
- (2) Facilitating the persons identified in the survey for the assessment disabilities through camp approach in collaboration with Chief Medical Officer/ District Welfare Officer.
- (3) Rehabilitation plan for each identified persons with disabilities indicating requirement of therapies, corrective surgeries, aids & appliances, education, vocational training, pension etc.
- (4) Providing aids & appliances to the identified persons with disabilities through follow up camps.
- (5) Awareness generation activities like visit to schools, meeting with Anganwari workers, ASHA workers.
- (6) The above details will be compiled in Management Information System.

#### 8. AIDS & APPLIANCES:

(1) The DRC will identify the persons in need of aids and appliances and will tie up with Composite Resource Centre, Sundernagar, District Mandi/ ALIMCO for providing the same.

(2) In case the above organizations are unable to provide aids & appliances, the DRC will also submit proposal to the Directorate of SOMDA for providing aids and appliances to the identified persons along with financial implications.

(3) The aids and appliances relating to locomotors, speech and hearing impaired, visually impaired, mentally retardation and multiple disabilities costing up to Rs 12,000/- will be provided to the persons with disabilities by the implementing agency. The sophisticated aids and appliances costing more Rs 12,000/- will be provided to the persons with disabilities subject to the approval of District Management Team.

(3) The DRC will provide aids and appliances to the person with disabilities subject to the fulfilling of following eligibility conditions:—

- (a) who has 40% or above disability as certified by the medical authority;
- (b) who has not received assistive devices during the last three years for the same purpose from any source. However, for children below 12 years of age, this limit would be one year;
- (c) the assistive devices will be provided as per income criteria mentioned below:—

Total Annual Income of PwDs	Amount of Assistance
Below Rs 2.00 lac.	Free of cost
From Rs 2.00 lac to Rs 5.00 lac	50 % of the cost
Above Rs. 5.00 lac	Cost to cost basis

(4) The eligible persons with disabilities will be provided assistive devices on the prescription of Medial Specialist or the professionals of respective DRC.

(5) If the eligible person with disability wanted to have better quality of assistive device which is costing more than Rs 12000/- and ready to bear the extra cost, then the implementing agency will procure such device after completing all the codal formalities.

(6) Before the issue/fitment of assistive devices, the eligible person applicant will have to apply on the format as prescribed by the DRC.

(7) Financial assistance or reimbursement of expenses for corrective surgeries to Locomotors, Visual & Hearing Impaired persons would be provided up to Rs. 12,000/-. Special corrective surgeries camps preferably in cooperation with District Hospital/ Private Hospitals will be organized.

(8) The DRC will be procure the aids & appliances from the Artificial Limbs Manufacturing Corporation of India, Kanpur- an organization under the Ministry of Social Justice & Empowerment, Govt. of India.

(9) The DRC will identify eligible children between the age of 0-6 years for cochlear implant and efforts will be made to cover them under Government of India / State Government schemes.

## 9. PROCEDURE SUBMITTING PROPOSAL FOR FINANCIAL ASSISTANCE:

The proposal for setting up of Disability Rehabilitation Centre will be submitted on the prescribed format as per the procedure laid down under, "Scheme for Grant in Aid to NGOs". The

grant in aid will be released as per terms & conditions of the said scheme. The grant in aid for setting of DRCs will be provided to implementing agencies as per terms and conditions him laid down under the aforesaid scheme.

#### 10. FINANCIAL ARRANGEMENT:

Before submitting the proposal for setting up of District Rehabilitation Centre, a joint account in name of an officer nominated by District Management Team as Nodal Officer cum District Disability Rehabilitation Officer and Secretary of implementing agency will be opened in nationalized bank for receipt of grants. Proper accounts for the expenditure incurred on the activities of DRC will be maintained and procedures as laid down under financial rules will be followed. The Nodal Officers will submit six monthly progress report along with the proposal as per Annexure –I & II to the Director, SCs, OBCs, Minority & Disability Affairs, HP.

#### 11. Head of account:

The expenditure involved under the scheme will be debitible under following Head of Account:

which is subject to change from time to time.

Annexure-I

#### SIX MONTHLY PHYSICAL PERFORMANCE REPORT OF DRC \_\_\_\_\_

##### 1. Services delivered (excluding surgeries performed)

Services	Up to Last Financial year	During current financial year		Total (during current financial year)	Grand Total
		April to September	October to March		
Physiotherapy					
Occupational Therapy					
Speech Therapy					
Hearing loss assesment					
IQ assesment					
Total					

**2. ADIP related activities:**

Provision/Fitment of Assisitive devices ( in units of devices)	Up to Last Financial year	During current financial year		Total (during current financial year)	Grand Total
		April to Sept.	October to March		
(1) Wheel Chairs					
(2) Tricycles					
(3) Crutches					
(4) Elbow crutches					
(5) Artificial limbs					
(6) Calipers					
(7) Any other appliances to Orthopedically handicapped .					
(8) Hearing aids					
(9) Aids to Visually Impaired					
Total					
Corrective surgeries performed ( disability wise)					
Any other follow up services ( in units of services)					

**3. Other activities:**

Activities	Up to Last Financial year	During current financial year		Total (during current financial year)	Grand Total
		April to September	October to March		
No. of village surveyed					
No. of PwDs identified					
Disability Assessment camps organized					
No of PwDs assessed					

Below 40%					
Above 40%					
Follow up camps organized for aids & appliances					
No. of meetings of the DMT					
Any other – please specify					

*Signature of Nodal Officer*

\_\_\_\_\_

## Annexure II

### Six monthly financial Performance report of DRC \_\_\_\_\_

#### (1) Staff position

Sl. No.	Name	Designation	Qualification	Nature of appointment Contractual/ Honorary /Honorary	Total honorarium

#### (2) Expenditure Report

Sub Head	Opening balance for the financial year	Grants received during the financial year	Total grants for the financial year	Expenditure during April to Sept.	Expenditure during October to Dec.	Total expenditure during the financial year	Requirement of grants for the balance period
Honorarium							
Equipment							
Aids & appliances							
Rent / maintenance of building							

Office expences							
Travel							
Total							

**(3) Funds generated locally:**

Source of fund	Fund generated during the year		Total
	April to Sept.	October to March	
Through Registration			
Donation			
Service Charges			
Others (Pl. specify)			

*Signature of Nodal Officer*

**XII. SCHEME OF EMPLOYMENT FOR PERSONS WITH DISABILITIES:**

Under Chapter VI of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act 1995, the State Government is under obligation to provide employment opportunities to the persons with disabilities and :-

- Section 32 provides for identification of posts which can be reserved for persons with disabilities;
- Section 33 provides for 3% reservation of posts in every establishment. guiding reference to all such policies and programmes;
- Section 34 to 37 provides for establishment of Special Employment Exchange, recruitment and other related matters;
- Section 38 provides for formulation and notifying the schemes for ensuring employment of persons with disabilities.
- Section 39 provides for Government to reserve not less than 3% seats in all educational institutions. of the former speaks about the right to work for the PwDs while in later Chapters VI & VII deals with various enabling provisions w.r.t. provision of employment/ self-employment both in the Public & Private Sector for the Divyangjan.

To implement the above State Government's legislative obligations, the existing scheme, "Skill Enrichment and Self Employment of Persons with Disabilities" has been revised as "THE

SCHEME OF EMPLOYMENT TO PERSONS WITH DISABILITIES” is introduced with following provisions :—

### 1. OBJECTIVES:

The main objective of the scheme is:

- (1) To identify posts which could be reserved for the persons with disabilities in State Government/State Public Sector Undertaking/Autonomous/ Corporate/ Private Sector bodies, etc.
- (2) To identify various Public & Private Sector enterprises which could partner with the State Government in identifying suitable jobs and provision of appropriate training for persons with different types of disabilities.
- (3) 3% identified posts reserved for persons with disabilities in various departments/establishments are filled up and to ensure the filling up of such posts , monitoring mechanism is in place.
- (4) To evaluate the physical, mental, social and vocational strengths of persons with disabilities and undertake training need assessment so as to unfold their full potential.
- (5) To promote and provide vocational trainings, skill development in employable trades to the persons with disabilities of Central/State Government linked with job placement /self employment of persons with disabilities .
- (6) To create livelihood opportunities for the persons with disabilities through Self Help Groups structure and thereby helping them to attain financial independence .

### 2. IMPLEMENTATION OF THE SCHEME:

In pursuance of the objectives of the scheme, employment / training to the persons with disabilities will provided in following sectors:—

#### 1. EMPLOYMENT UNDER GOVERNMENT:

The Director, SCs, OBCs, Minority & Disability Affairs, Himachal Pradesh would be responsible for the implementation of all the provisions under the Employment Chapter of the PWD Act1995 and following notifications of Government of Himachal Pradesh. To regulate the employment to the persons with disabilities, the following procedure has been adopted by the State Government:—

##### (1) Recruitment age:

The State Government relaxed the upper age limit for government jobs up to five years for persons with disabilities.

##### (2) Identification of posts:

The State Governments constituted committees under the chairpersonship of respective Administrative Secretary of the department to identify posts, in the establishments, which can be reserved for the persons with disability and further review list of identified posts and update the list taking into consideration the development of technology at periodic intervals not exceeding three years.



**(3) Reservation of posts:**

The State Government provided 3% reservation in the identified posts in government establishments to the persons with disabilities and this reservation has been further split into 1% each among blindness or low vision, hearing impaired, locomotor disability.

**(4) Special Employment Exchange:**

- (i) The State Government setup Special Employment Exchange, the employers in every establishment are to furnish information on the prescribed form in relation to vacancies appointed, occurred for the persons with disabilities.
- (ii) The Departments/Public Sector Undertakings/Autonomous bodies will to invite direct applications for filling up vacant post reserved for persons with disabilities and also seek list of suitable candidates for the posts being advertised from this special employment exchange.

**(5) Recruitment of posts:**

The State Government constituted committee under the chairmanship of Director, SCs, OBCs, Minority & Disability Affairs, Himachal Pradesh for filling up of vacant posts for persons with disabilities.

**(6) Monitoring & Review:**

- (a) For the purpose of monitoring and review of filling of the posts reserved in government establishments to persons with disabilities, all the Departments /State Public Sector Undertaking/Autonomous bodies etc. will furnish six monthly report on the format as prescribed to the Director, SCs, OBCs, Minority & Disability Affairs, Himachal Pradesh.
- (b) The Director, SCs, OBCs, Minority & Disability Affairs, Himachal Pradesh will put up the progress report in the Executive Committee constituted under PWD Act 1995.

**2. EMPLOYMENT UNDER PRIVATE/CORPORATE SECTOR:**

(1) Every year in the month of June-July, the Director SCs, OBCs, Minority & Disability Affairs, HP will prepare an annual action plan for employment for the persons with disabilities in the private sector and those to be assisted through self employment ventures. Clear targets for jobs, training, livelihood solutions will be fixed. Assessment of work done and retention of jobs in the past year will be reviewed.

(2) The Directorate of SCs, OBCs, Minority & Disability Affairs, Himachal Pradesh will identify and empanel suitable industries, hotels and other corporate sector who could provide employment to the persons with disabilities in their units. The Director, after discussions with District Welfare Officers and Deputy Commissioners prepare a broad annual action plan for employment of persons with disabilities by the private sector throughout the State.

(3) A meeting would be held at the district level in the months of April/May to identify potential employers and a motivational and awareness generation meeting would be held under the chairmanship of the Deputy Commissioner. The District Welfare Officers would be responsible for

doing the preliminary work in this regard and get the meeting convened. A report in this regard would be sent to the Director, SCs, OBCs, Minority & Disability Affairs.

(4) As per the interest shown by the employers, availability of vacancies and the disability for which such opportunity exists in the private sector, the District Welfare Officers will identify the persons with disabilities between the age group of 18 to 45 years of age who are interested in employment in private/corporate. The District Welfare Officers will get information of interested persons with disabilities from their official sources and also if need be, publish in the newspapers seeking for eligible candidates to apply. Preference would be given to persons with disabilities enrolled in institutions being run or aided by the government including the Special Industrial Training Institute.

(5) Special campus recruitment drive would be held at Sundernagar on an annual basis in collaboration with Directorate of Technical Education, Industries and Labour department and HP Kaushal Vikas Nigam for all the pass outs persons with disabilities in Engineering Colleges, Polytechnics Colleges and ITIs in the State. Through industry outreach, efforts would be made for potential employers to interview and select students at the Special ITI either directly or through video conference. The Directorate of SCs, OBCs, Minority & Disability Affairs would be in-charge of organizing and coordinating the recruitment drive.

(6) The identification process will be completed within 45 days from the date of publication in the newspaper. The data of identified persons with disabilities would be recorded.

(7) The prospective employers will short list the candidates from the list of identified persons through interviews and select a batch of at least 10 to 20 candidates. They will further assess the trainings needs of selected candidates. The employers will design short term training module in consultation with the Directorate and formulate appropriate training program accordingly.

(8) Director SCs, OBCs, Minority & Disability Affairs would collate all the information and plans at State level from time to time and the expenditure to be incurred on training /stipend etc shall be provided from the ongoing schemes *i.e.* Skill Up gradation with Job/Outsourcing Guarantee (SUJOG), Training, Proficiency in Computer Applications to SCs, OBCs Minorities & Persons with Disabilities .

(9) After successful completion of training , the trainee will be provide a certificate and shall be engaged by the respective employers in their units on minimum wages.

(10) Efforts will be made to cover the employers under “Incentive Scheme For Providing Employment to PwDs in Private Sector ” being run by Ministry of Social Justice & Empowerment, Govt. of India. Under this scheme the Government of India provides the employer’s contribution to EPF/ESI contribution in respect of their PwD employees for ten years. The scheme is applicable to all PwDs employed in private sector irrespective of any salary/wage ceiling.

### **3. SELF EMPLOYMENT:**

Under the overall responsibility of the Director, SCs, OBCs, Minority, & Disability Affairs, the Managing Director, HPMFDC would be the nodal agency for coordinating and ensuring self employment of individual PwDs.

(1) The identified PwDs who have opted for self employment or those candidates have not been selected by the Industries/Corporate Sector, shall be persuaded to take up vocational trainings

for the up gradation of skills as per their qualification, aptitude and number of such persons would be indicated.

(2) The persons with disabilities will be provided vocational training through various Industrial Training Institutes, Vocational Rehabilitation Centre for Persons with Disabilities, Una, Rural Self Employment Training Institutes on any other authorized vocational Training Partner. The vocational training will be provided to the candidates in need based suitable trades in the short/ long duration training courses as designed by the Technical Education Department.

(3) The training cost shall be borne by the Directorate of SCs OBCs, Minority & Disability Affairs under the ongoing schemes e.g. Skill Up gradation with Job/Outsourcing Guarantee (SUJOG), Training, Proficiency in Computer Applications to SCs,OBCs Minorities & Persons with Disabilities .

(4) After successful completion of trainings, the candidates will be persuaded to setup small enterprises preferably with minimum investment by availing loans on nominal rates of interest for setting up of self employment ventures through National Handicapped Finance & Development Corporation and other financial institutions. Director SCs, OBCs ,Minority, & Disability Affairs shall facilitate such functionaries and setting up of in the projects.

#### **4. MODEL FOR SELF EMPLOYMENT THROUGH SELF HELP GROUPS (SHGs):**

(1) A model for self employment of persons with disabilities through Self Help Groups (SHGs) would be worked out in conjunction with the Directorate of Women and Child Development(WCD). The women with disabilities and women family members would be given membership in existing SHGs of the WCD or any other NGO or department that is willing to offer such membership.

(2) An annual plan of number of groups to be targeted in every block would be drawn up. Incentive money to be given to the group, the training to be provided to group members, women with disabilities and marketing facilities would be worked out in the plan.

(3) Women with disabilities, especially of moderate nature, would be encouraged to become members themselves. For persons with disabilities (Male) and for the severely disabled, the persons with disabilities together with his/her woman family member would be counted as one member.

(4) The persons with disabilities in the feeder area of the said group, whether of the WCD or other department or of any NGO would be targeted to be reached by the Aanganwari worker and motivated to seek and get membership to the SHG.

(5) A special incentive would be provided by the government to SHGs that welcome persons with disabilities into their groups. Rs. 500 would be provided to the group for every group and upto two such members to be drawn into the group; an additional amount of Rs. 250/-would be given to the group for every additional member upto a maximum of Rs.1000/

(6) The persons with disabilities in the SHGs will be provided vocational training through various Industrial Training Institutes, Vocational Rehabilitation Centre for Persons with Disabilities, Una, Rural Self Employment Training Institutes on any other authorized vocational Training Partner. The vocational training will be provided to the candidates in need based suitable trades in the short/ long duration training courses as designed by the Technical Education Department.

(7) The training cost shall be borne by the Directorate of SCs, OBCs, Minority & Disability Affairs under the ongoing schemes e.g. Skill Up gradation with Job/Outsourcing Guarantee (SUJOG), Training, Proficiency in Computer Applications to SCs, OBCs, Minorities & Persons with Disabilities .

(8) After successful completion of trainings, PwDs members of SHGs will be persuaded to setup small enterprises preferably with minimum investment by availing loans on nominal rates of interest for setting up of self employment ventures through National Handicapped Finance & Development corporation and other financial institutions. Director SCs, OBCs, Minority & Disability Affairs shall facilitate such members and setting up of in the projects.

## 5. MONITORING:

A District level Committee under the chairmanship of Deputy Commissioner of the concerned district will be constituted to monitor the progress on quarterly basis.

### हिमाचल प्रदेश बारहवीं विधान सभा

अधिसूचना

शिमला-4, 27 मई, 2017

सं:वि०स०-विधान-प्र०/1-1/2013.—हिमाचल प्रदेश विधान सभा 27 मई, 2017 को सम्पन्न हुई बैठक की समाप्ति पर अनिश्चित काल के लिए स्थगित हुई।

सुन्दर सिंह वर्मा,  
सचिव,  
हि० प्र० विधान सभा।

### HIMACHAL PRADESH TWELFTH VIDHAN SABHA

#### NOTIFICATION

*Shimla-4, the 27<sup>th</sup> May, 2017*

**No. V.S.-Legn.-Pre/1-1/2013.**—The Himachal Pradesh Legislative Assembly adjourned sine-die with effect from the close of its sitting held on the 27<sup>th</sup> May, 2017.

SUNDER SINGH VERMA,  
*Secretary,*  
*H. P. Vidhan Sabha.*

### In the Court of Marriage Officer-cum-Sub-Divisional Magistrate, Sundernagar, District Mandi, H. P.

In the matter of :—

1. Shri Sandeep Gupta s/o Sh. Ashok Gupta, r/o H. No Faithfull Ganj Cantt., Kanpur, U.P.-208004.

2. Balkish Khan d/o Late Alam Khan, H. No. 295, Village Ghara, P. O. Chatrokhari, Tehsil Sundernagar, District Mandi, H. P. . . Applicants.

Versus

General Public

.. Respondent.

Subject.—Application for registration of marriage under section 15 of Special Marriage Act 1954.

Notice :

Shri Sandeep Gupta s/o Ashok Gupta and Balkish Khan d/o Late Alam Khan have filed an application alongwith affidavits in the court of undersigned under section 15 of Special Marriage Act, 1954 that they have solemnized their marriage on 25-11-2016 according to Hindu rites and ceremonies and they are living together as husband and wife since then, hence, their marriage may be registered under Special Marriage Act, 1954.

Therefore, the general public is hereby informed through this notice that any person who has any objection regarding this marriage, can file the objection personally or in writing before this court on or before 23-06-2017 after that no objection will be entertained and marriage will be registered.

Issued today on 19-05-2017 under my hand and seal of the court.

Seal.

Sd/-  
Marriage Office-cum-SDM,  
Sundernagar, District Mandi (H.P.).

**समक्ष तहसीलदार एवम् सहायक समाहर्ता प्रथम श्रेणी, लडभडोल, जिला मण्डी (हि० प्र०)**

श्री कुलदीप सिंह पुत्र श्री भूरी सिंह, निवासी गांव व डाकघर सिमस, तहसील लडभडोल, जिला मण्डी (हि० प्र०) . . . प्रार्थी

बनाम

आम जनता

.. फरीक दोयम

श्री कुलदीप सिंह पुत्र श्री भूरी सिंह, निवासी गांव व डाकघर सिमस, तहसील लडभडोल, जिला मण्डी (हि० प्र०) ने शपथ-पत्र सहित आवेदन किया है कि प्रार्थी का वास्तविक नाम कुलदीप सिंह है परन्तु राजस्व अभिलेख मुहाल सिमस में प्रार्थी का नाम कुलदीप सिंह दर्ज है जो गलत है। अब नाम दुरुस्ती दर्ज करवाने बारे निवेदन किया है।

अतः इस इशतहार द्वारा आम जनता को सूचित किया जाता है कि यदि किसी व्यक्ति को उक्त नाम दुरुस्ती दर्ज करने बारा कोई उजर/एतराज हो तो वह असालतन या वकालतन तारीख पेशी दिनांक 12-06-2017 को 10 बजे इस अदालत में हाजिर हो कर अपना उजर पेश कर सकता है। बसूरत गैरहाजिर एक तरफा कार्यवाही अमल में लाई जाकर नाम दुरुस्ती दर्ज करने के आदेश पारित कर दिए जाएंगे।

यह इशतहार आज दिनांक 09-05-2017 को मेरे हस्ताक्षर व मोहर सहित अदालत से जारी हुआ।

मोहर।

हस्ताक्षरित/—  
सहायक समाहर्ता प्रथम श्रेणी,  
लडभड़ोल, जिला मण्डी (हि0 प्र0)।

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**समक्ष तहसीलदार एवम् सहायक समाहर्ता प्रथम श्रेणी, लडभड़ोल, जिला मण्डी (हि0 प्र0)**

तारीख पेशी : 15-06-2017

श्री धनी राम पुत्र श्री चमारु, निवासी गांव व डाकघर खद्वर, तहसील लडभड़ोल, जिला मण्डी (हि0 प्र0) प्रार्थी

बनाम

आम जनता

फरीक दोयम

जेर धारा 13(3) जन्म एवं मृत्यु पंजीकरण अधिनियम, 1969 के अन्तर्गत आवेदन पत्र।

श्री धनी राम पुत्र श्री चमारु, निवासी गांव व डाकघर खद्वर, तहसील लडभड़ोल, जिला मण्डी (हि0 प्र0) ने शपथ-पत्र सहित आवेदन किया है कि प्रार्थी का वास्तविक जन्म 23-12-1966 है परन्तु प्रार्थी की जन्म तिथि ग्राम पंचायत खद्वर के जन्म अभिलेख में दर्ज नहीं है। अब जन्म तिथि दर्ज करने हेतु आवेदन किया है।

अतः इस इशतहार द्वारा आम जनता को सूचित किया जाता है कि यदि किसी व्यक्ति को उक्त जन्म तिथि दर्ज करने बारा कोई उजर/एतराज हो तो वह असालतन या वकालतन तारीख पेशी दिनांक 15-06-2017 को 10 बजे इस अदालत में हाजिर हो कर अपना उजर पेश कर सकता है। बसूरत गैरहाजिर एक तरफा कार्यवाही अमल में लाई जाकर जन्म तिथि दर्ज करने के आदेश पारित कर दिए जाएंगे।

यह इशतहार आज दिनांक 15-05-2017 को मेरे हस्ताक्षर व मोहर सहित अदालत से जारी हुआ।

मोहर।

हस्ताक्षरित/—  
सहायक समाहर्ता प्रथम श्रेणी,  
लडभड़ोल, जिला मण्डी (हि0 प्र0)।

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**ब अदालत श्री मस्त राम बघाईक, सहायक समाहर्ता द्वितीय श्रेणी, चौपाल, जिला शिमला, हि0 प्र0**

श्रीमती कमला नेगी पत्नी श्री विनय नेगी, निवासी गांव मथराडी, डाकघर मडावग, तहसील चौपाल, जिला शिमला, हि0 प्र0

बनाम

- (1) आम जनता,
- (2) प्रधान, ग्राम पंचायत गोरली मडावग, तहसील चौपाल, जिला शिमला।

विषय.—प्रार्थी की पुत्री का नाम व जन्म-तिथि ग्राम पंचायत गोरली मडावग के जन्म पंजीकरण रजिस्टर में दर्ज करवाए जाने बारे कि अधीन धारा 13(3) जन्म एवम् मृत्यु पंजीकरण अधिनियम, 1969 के अन्तर्गत जन्म पंजीकरण करने बारे।

हर खास व आम जनता को बजरिया इश्तहार सूचित किया जाता है कि श्रीमती कमला नेगी पत्नी श्री विनय नेगी, निवासी गांव मथराडी, डाकघर मडावग, तहसील चौपाल, जिला शिमला, हि० प्र० ने अधोहस्ताक्षरी के न्यायालय में एक आवेदन-पत्र प्रस्तुत किया है कि उसने अपनी बेटी का नाम व जन्म तिथि ग्राम पंचायत गोरली मडावग के जन्म पंजीकरण रजिस्टर में दर्ज नहीं करवाया है, अब प्रार्थी अपने बच्चे का नाम व जन्म तिथि ग्राम पंचायत गोरली मडावग के जन्म पंजीकरण रजिस्टर में दर्ज करवाना चाहता है, जो कि इस प्रकार से है :-

क्रम संख्या	नाम	सम्बन्ध	जन्म तिथि
1.	रोजी	पुत्री	03-09-2013

अतः ग्राम पंचायत गोरली मडावग, तहसील चौपाल की जनता को बजरिया इश्तहार सूचित किया जाता है कि यदि किसी व्यक्ति को उपरोक्त जन्म पंजीकरण बारे कोई आपत्ति हो तो तारीख 11-06-2017 को या इससे पूर्व असालतन या वकालतन हाजिर अदालत आकर अपनी आपत्ति प्रस्तुत करें अन्यथा आवेदन-पत्र पर जन्म पंजीकरण आदेश पारित करके सचिव ग्राम पंचायत गोरली मडावग, तहसील चौपाल को आगामी कार्यान्वयन हेतु भेज दिया जायेगा।

आज दिनांक 18-05-2017 को मेरे हस्ताक्षर व मोहर सहित अदालत से जारी किया गया।

मोहर।

मस्त राम बघाईक,  
सहायक समाहर्ता द्वितीय श्रेणी,  
चौपाल, जिला शिमला (हि० प्र०)।

**ब अदालत श्री दौतल राम चौधरी, सहायक समाहर्ता द्वितीय वर्ग, रामशहर, उप-तहसील रामशहर, जिला सोलन, हि० प्र०**

श्री राम आसरा पुत्र श्री रिडकू पुत्र रोडा, गांव कटली, परगना नवांगर, उप-तहसील रामशहर, जिला सोलन (हि० प्र०) . . वादी

1. रिडकू पुत्र रोडा पुत्र टऊ, निवासी कटली, परगना नवांगर, उप-तहसील रामशहर, जिला सोलन (हि० प्र०)।

2. अन्य जनता . . प्रतिवादी

केस	नाम गांव मय नं० हदबस्त	नं० इन्तकाल	तारीख दर्ज
1.	(कटली) 276	577	01-02-2017
2.	(लूनस) 59	544	07-03-2017

तस्दीक करने इन्तकाल नं० 577 मौजा कटली व इ० नं० 544 मौजा लूनस किस्म मकफूद-उल-खबरी रिडकू राम पुत्र रोडा पुत्र टऊ, साकिन कटली, परगना नवांगर, उप-तहसील रामशहर, जिला सोलन (हि० प्र०)।

सर्वसाधारण को सूचित किया जाता है कि रिडकू राम पुत्र रोडा पुत्र टऊ, साकिन कटली लगभग पिछले 35-36 वर्ष से गुम हो गया है जो कि आज दिन तक बावजूद तलाश करने पर न मिला है उसकी रिपोर्ट गुमशुदगी पुलिस थाना रामशहर में भी दर्ज करवाई गई है। जिसके बारे आज तक कोई भी अता-पता नहीं चला है कि वह जिन्दा या मृतक है।

उनके नाम गांव कटली व लूनस, उप-तहसील रामशहर, जिला सोलन (हि0 प्र0) में मलकियती भूमि दर्ज है। वादी ने पटवार वृत्त डोली में गांव कटली व पटवार वृत्त लूनस में गांव लूनस में इन्तकाल मकफूद—उन—खबरी दर्ज करवाया है जिसके तस्दीक करने बारे इश्तहार जारी किया जाता है कि अगर रिडकू पुत्र रोडा जिन्दा है तो उसे पढ़कर अपना उजर व एतराज इश्तहार जारी होने के एक माह के भीतर दायर करें ताकि अदालत में उसकी सुनवाई हो सके। हाजिर असालतन व वकालतन हाजिर होकर पैरवी व जवाबदेही कर लें तथा अन्य आम जनता में किसी को भी कोई एतराज हो तो वह भी अपना उजर व एतराज एक माह के भीतर पेश करें अन्यथा एक माह के बाद एक तरफा कार्यवाही अमल में लाकर इन्तकाल बहक जायज वारसन तस्दीक कर दिये जायेंगे।

आज दिनांक 20-05-2017 को यह इश्तहार मेरे हस्ताक्षर व मोहर सहित जारी किया गया।

मोहर।

दौतल राम चौधरी,  
सहायक समाहर्ता द्वितीय वर्ग,  
रामशहर, उप-तहसील रामशहर,  
जिला सोलन, हि0 प्र0

**ब अदालत श्री उत्तम चन्द शर्मा, तहसीलदार एवं सहायक समाहर्ता प्रथम वर्ग, सोलन,  
जिला सोलन, हि0 प्र0**

वाद संख्या :  
07/13B of 2017

तारीख दायरा  
29-03-2017

तारीख पेशी  
28-06-2017

श्री सन्जीव सहगल पुत्र स्व0 श्री मस्त राम, निवासी गांव बनोटी, डा0 रौडी, तहसील व जिला सोलन,  
हि0 प्र0 . . . प्रार्थी।

बनाम

आम जनता

... प्रतिवादी।

विषय.—कागजात माल में नाम दुरुस्ती करवाने बारे।

श्री सन्जीव सहगल पुत्र स्व0 श्री मस्त राम, निवासी गांव बनोटी, डा0 रौडी, तहसील व जिला सोलन, हि0 प्र0 ने इस अदालत में प्रार्थना-पत्र इस आशय से पेश किया है कि राजस्व अभिलेख महाल घोड़ी, खाता खतौनी नं0 3/3, 1/1 में उसका नाम जिया लाल पुत्र श्री मस्त राम दर्ज है जो कि गलत है जिसकी दुरुस्ती किये जाने हेतु निवेदन किया है। प्रार्थी द्वारा अपने उक्त कथन के सन्दर्भ में शपथ पत्र, पंचायत परिवार रजिस्टर की प्रतियां पेश की हैं जिसमें उसका नाम सन्जीव सहगल पुत्र श्री मस्त राम दर्ज है।

अतः इस इश्तहार द्वारा सर्वसाधारण को सूचित किया जाता है कि यदि किसी को उपरोक्त नाम की दुरुस्ती बारे कोई उजर/एतराज हो तो वह दिनांक 28-06-2017 को दोपहर बाद 2.00 बजे असालतन या वकालतन अपना उजर/एतराज हाजिर अदालत आ कर पेश कर सकता है अन्यथा सन्जीव सहगल पुत्र स्व0 श्री मस्त राम प्रार्थी द्वारा दिया गया प्रार्थना पत्र स्वीकार किया जाकर राजस्व रिकार्ड में प्रार्थी का नाम जिया लाल के बजाये सन्जीव सहगल पुत्र श्री मस्त राम दर्ज करने के आदेश पारित कर दिये जायेंगे।

आज दिनांक 16-05-2017 को मेरे हस्ताक्षर व मोहर से जारी किया गया।

मोहर।

उत्तम चन्द शर्मा,  
तहसीलदार एवं सहायक समाहर्ता प्रथम वर्ग,  
सोलन, जिला सोलन, हिमाचल प्रदेश।



**ब अदालत श्री उत्तम चन्द शर्मा, तहसीलदार एवं सहायक समाहर्ता प्रथम वर्ग, सोलन,  
जिला सोलन, हि0 प्र0**

वाद संख्या :  
06/13B of 2017

तारीख दायरा  
29-03-2017

तारीख पेशी  
28-06-2017

श्री राजेन्द्र कुमार पुत्र स्व0 श्री मस्त राम, निवासी गांव बनोटी, डा0 रौडी, तहसील व जिला सोलन,  
हि0 प्र0 . . . प्रार्थी।

बनाम

आम जनता

प्रतिवादी।

विषय.—कागजात माल में नाम दुरुस्ती करवाने बारे।

श्री राजेन्द्र कुमार पुत्र स्व0 श्री मस्त राम, निवासी गांव बनोटी, डा0 रौडी, तहसील व जिला सोलन,  
हि0 प्र0 ने इस अदालत में प्रार्थना-पत्र इस आशय से पेश किया है कि राजस्व अभिलेख महाल घोडी, खाता  
खतौनी नं0 1/1 में उसका नाम राजू पुत्र श्री मस्त राम दर्ज है जो कि गलत है जिसकी दुरुस्ती किये जाने  
हेतु निवेदन किया है। प्रार्थी द्वारा अपने उक्त कथन के सन्दर्भ में शपथ पत्र, आधार कार्ड की प्रति रतन परीक्षा  
प्रमाण पत्र, पंचायत परिवार रजिस्टर की प्रतियां पेश की है जिसमें उसका नाम राजेन्द्र कुमार पुत्र श्री मस्त  
राम दर्ज है।

अतः इस इशतहार द्वारा सर्वसाधारण को सूचित किया जाता है कि यदि किसी को उपरोक्त नाम की  
दुरुस्ती बारे कोई उजर/एतराज हो तो वह दिनांक 28-06-2017 को दोपहर बाद 2.00 बजे असालतन या  
वकालतन अपना उजर/एतराज हाजिर अदालत आकर पेश कर सकता है अन्यथा श्री राजेन्द्र कुमार पुत्र  
स्व0 श्री मस्त राम प्रार्थी द्वारा दिया गया प्रार्थना पत्र स्वीकार किया जाकर राजस्व रिकार्ड में प्रार्थी का नाम  
राजू के बजाये राजेन्द्र कुमार पुत्र श्री मस्त राम दर्ज करने के आदेश पारित कर दिये जायेंगे।

आज दिनांक 16-05-2017 को मेरे हस्ताक्षर व मोहर से जारी किया गया।

मोहर।

उत्तम चन्द शर्मा,  
तहसीलदार एवं सहायक समाहर्ता प्रथम वर्ग,  
सोलन, जिला सोलन, हिमाचल प्रदेश।

**ब अदालत नायब तहसीलदार एवं सहायक समाहर्ता द्वितीय वर्ग, उप-तहसील दुलैहड़,  
जिला ऊना, हि0 प्र0**

(नोटिस : जेरे आदेश 5 नियम 20 सी0पी0सी0 के अन्तर्गत)

श्री दिलावर पुत्र गामा पुत्र जीवा, जात मुस्लमान, वासी महाल दुलैहड़, उप-तहसील दुलैहड़, जिला  
ऊना . . . वादी।

बनाम

आम जनता

प्रतिवादी।

दरखास्त वमुराद दुरुस्ती नाम राजस्व रिकार्ड महाल दुलैहड़, उपरला मौजा दुलैहड़, उप-तहसील  
दुलैहड़, जिला ऊना, हि0 प्र0 खेवट नं0 349, 346, 348, स्थित महाल दुलैहड़, उपरला मौजा  
दुलैहड़, उप-तहसील दुलैहड़, जिला ऊना, हि0 प्र0।

नोटिस बनाम प्रतिवादी।

श्री दिलावर पुत्र गामा पुत्र जीवा, जात मुस्लमान, वासी महाल दुलैहड़, उप-तहसील दुलैहड़, जिला ऊना ने इस न्यायालय में दिनांक 19-04-2017 को आवेदन-पत्र दरुस्ती नाम प्रस्तुत किया है कि राजस्व रिकार्ड महाल दुलैहड़, उपरला मौजा दुलैहड़ की खेवट नं0 349, 346, 348 में उसका नाम वतना पुत्र गामा पुत्र जीवा गलत दर्ज हुआ है जिसकी दरुस्ती करके राजस्व रिकार्ड महाल दुलैहड़, उपरला मौजा दुलैहड़ में उसका नाम वतना पुत्र गामा पुत्र जीवा की बजाये दिलावर पुत्र गामा पुत्र जीवा दरुस्त किया जावे।

अतः इस इश्तहार के माध्यम से सर्वसाधारण को सूचित किया जाता है कि यदि किसी व्यक्ति को नाम दरुस्ती बारे कोई आपत्ति हो तो वह अपना उजर/एतराज लिखित या मौखिक तौर पर इस न्यायालय में निर्धारित तारीख पेशी 16-06-2017 को प्रातः 10 बजे असागतन/वकालतन प्रस्तुत कर सकता है। निर्धारित तारीख पेशी तक उजर प्राप्त न होने की सूरत में यकतरफा कार्यवाही अमल में लाई जाकर नाम दरुस्ती बारे आदेश पारित कर दिये जाएंगे। निर्धारित तारीख पेशी के उपरान्त कोई भी उजर काबले समागत न होगा।

आज दिनांक 16-05-2017 को हस्ताक्षर मेरे व मोहर न्यायालय से जारी हुआ।

मोहर।

हस्ताक्षरित/—  
नायब तहसीलदार एवं सहायक समाहर्ता द्वितीय वर्ग,  
दुलैहड़, जिला ऊना, हि0 प्र0।

**ब अदालत नायब तहसीलदार एवं कार्यकारी दण्डाधिकारी, दुलैहड़, उप-तहसील दुलैहड़,  
जिला ऊना (हि0 प्र0)**

(नोटिस : जेरे आदेश 5 नियम 20 सी0पी0सी0 के अन्तर्गत)

श्री अमरजीत सिंह

बनाम

आम जनता

दरखास्त जेर धारा 13(3) जन्म एवं मृत्यु रजिस्ट्रीकरण अधिनियम, 1969.

श्री अमरजीत सिंह पुत्र श्री महिन्दर पाल, निवासी गांव व डा0 पुवोवाल, उप-तहसील दुलैहड़, जिला ऊना ने इस अदालत में दरखास्त दी है कि उसके पुत्र हरमन सिंह का जन्म गांव व डा0 पुवोवाल में दिनांक 29-09-2011 को हुआ था, जिसका अज्ञानता के कारण पंचायत के रिकार्ड में पंजीकरण नहीं करवाया जा सका। अब पंजीकरण करने के आदेश दिए जाएं।

अतः इस नोटिस के माध्यम से सर्वसाधारण को सूचित किया जाता है कि यदि किसी व्यक्ति को उपरोक्त जन्म तिथि के पंजीकरण होने बारे कोई उजर/एतराज हो तो वह दिनांक 16-06-2017 को प्रातः 10.00 बजे अधोहस्ताक्षरी के समक्ष असागतन/वकालतन हाजिर आकर पेश कर सकता है अन्यथा उपरोक्त जन्म तिथि का पंजीकरण करने के आदेश दे दिए जाएंगे।

आज दिनांक 15-05-2017 को हस्ताक्षर मेरे व मोहर अदालत द्वारा जारी हुआ।

मोहर।

हस्ताक्षरित/—  
नायब तहसीलदार एवं सहायक समाहर्ता द्वितीय श्रेणी,  
उप-तहसील दुलैहड़, जिला ऊना (हि0 प्र0)।

**ब अदालत नायब तहसीलदार एवं सहायक समाहर्ता द्वितीय वर्ग, उप-तहसील दुलैहड़,  
जिला ऊना, हि0 प्र0**

(नोटिस : जेरे आदेश 5 नियम 20 सी0पी0सी0 के अन्तर्गत)

श्री बलवन्त राये उर्फ वलवन्त सिंह पुत्र भगत राम पुत्र रामदिता, जात गुज्जर, वासी महाल दुलैहड़,  
उप-तहसील दुलैहड़, जिला ऊना . . वादी।

बनाम

आम जनता

प्रतिवादी।

दरखास्त वमुराद दरुस्ती नाम राजस्व रिकार्ड महाल व मौजा बीटन, उप-तहसील दुलैहड़, जिला  
ऊना, हि0 प्र0 खेवट नं0 494, 495, 496 स्थित महाल व मौजा बीटन, उप-तहसील दुलैहड़,  
जिला ऊना, हि0 प्र0।

नोटिस बनाम प्रतिवादी।

श्री बलवन्त राये उर्फ वलवन्त सिंह पुत्र भगत राम पुत्र रामदिता, जात गुज्जर, वासी महाल दुलैहड़,  
उप-तहसील दुलैहड़, जिला ऊना ने इस न्यायालय में दिनांक 21-03-2017 को आवेदन-पत्र दरुस्ती नाम  
प्रस्तुत किया है कि राजस्व रिकार्ड महाल व मौजा बीटन की खेवट नं0 494, 495, 496 में उसका नाम  
वलवन्त राये पुत्र भगत राम पुत्र रामदिता गलत दर्ज हुआ है जिसकी दरुस्ती करके राजस्व रिकार्ड महाल व  
मौजा बीटन में उसका नाम वलवन्त राये पुत्र भगत राम पुत्र रामदिता की बजाये वलवन्त राये उर्फ वलवन्त  
सिंह पुत्र भगत राम पुत्र रामदिता दरुस्त किया जावे।

अतः इस इशतहार के माध्यम से सर्वसाधारण को सूचित किया जाता है कि यदि किसी व्यक्ति को नाम  
दरुस्ती बारे कोई आपत्ति हो तो वह अपना उजर/एतराज लिखित या मौखिक तौर पर इस न्यायालय में  
निर्धारित तारीख पेशी 17-06-2017 को प्रातः 10 बजे असागतन/वकालतन प्रस्तुत कर सकता है। निर्धारित  
तारीख पेशी तक उजर प्राप्त न होने की सूरत में यकतरफा कार्यवाही अमल में लाई जाकर नाम दरुस्ती बारे  
आदेश पारित कर दिये जाएंगे। निर्धारित तारीख पेशी के उपरान्त कोई भी उजर काबले समागत न होगा।

आज दिनांक 17-05-2017 को हस्ताक्षर मेरे व मोहर न्यायालय से जारी हुआ।

मोहर।

हस्ताक्षरित/—  
नायब तहसीलदार एवं सहायक समाहर्ता द्वितीय वर्ग,  
दुलैहड़, जिला ऊना, हि0 प्र0।

**ब अदालत नायब तहसीलदार एवं सहायक समाहर्ता द्वितीय वर्ग, उप-तहसील दुलैहड़,  
जिला ऊना, हि0 प्र0**

(नोटिस : जेरे आदेश 5 नियम 20 सी0पी0सी0 के अन्तर्गत)

श्री बलवन्त राये उर्फ वलवन्त सिंह पुत्र भगत राम पुत्र रामदिता, जात गुज्जर, वासी महाल दुलैहड़,  
उप-तहसील दुलैहड़, जिला ऊना . . वादी।

बनाम

दरखास्त वमुराद दरुस्ती नाम राजस्व रिकार्ड महाल श्यामपुरा, मौजा कुंगडत, उप-तहसील दुलैहड़, जिला ऊना, हि० प्र० खेवट नं० 391, 394, 424, 425, 426, 427, 428, 434, 445, स्थित महाल श्यामपुरा, मौजा कुंगडत, उप-तहसील दुलैहड़, जिला ऊना, हि० प्र०।

नोटिस बनाम प्रतिवादी।

श्री बलवन्त राये उर्फ वलवन्त सिंह पुत्र भगत राम पुत्र रामदिता, जात गुज्जर, वासी महाल दुलैहड़, उप-तहसील दुलैहड़, जिला ऊना ने इस न्यायालय में दिनांक 21-03-2017 को आवेदन-पत्र दरुस्ती नाम प्रस्तुत किया है कि राजस्व रिकार्ड महाल श्यामपुरा, मौजा कुंगडत की खेवट नं० 391, 394, 424, 425, 426, 427, 428, 434, 445 में उसका नाम वलवन्त राये पुत्र भगत राम पुत्र रामदिता गलत दर्ज हुआ है जिसकी दरुस्ती करके राजस्व रिकार्ड महाल श्यामपुरा, मौजा कुंगडत में उसका नाम वलवन्त राये पुत्र भगत राम पुत्र रामदिता की बजाये वलवन्त राये उर्फ वलवन्त सिंह पुत्र भगत राम पुत्र रामदिता दरुस्त किया जावे।

अतः इस इश्तहार के माध्यम से सर्वसाधारण को सूचित किया जाता है कि यदि किसी व्यक्ति को नाम दरुस्ती बारे कोई आपत्ति हो तो वह अपना उजर/एतराज लिखित या मौखिक तौर पर इस न्यायालय में निर्धारित तारीख पेशी 17-06-2017 को प्रातः 10 बजे असागतन/वकालतन प्रस्तुत कर सकता है। निर्धारित तारीख पेशी तक उजर प्राप्त न होने की सूत्र में यकतरफा कार्यवाही अमल में लाई जाकर नाम दरुस्ती बारे आदेश पारित कर दिये जाएंगे। निर्धारित तारीख पेशी के उपरान्त कोई भी उजर काबले समागत न होगा।

आज दिनांक 17-05-2017 को हस्ताक्षर मेरे व मोहर न्यायालय से जारी हुआ।

मोहर।

हस्ताक्षरित/—  
नायब तहसीलदार एवं सहायक समाहर्ता द्वितीय वर्ग,  
दुलैहड़, जिला ऊना, हि० प्र०।