

SETTING UP

OF

DISTRICT DISABILITY REHABILITATION CENTRES

(Scheme Effective from 1st April, 2022)

1. **Objectives of setting up of DDRC**

Setting up of District Disability Rehabilitation Centres (DDRCs) which would provide rehabilitative support to persons with disabilities through

- (i) Survey & identification of persons with disabilities through camp approach; facilitation of disability certificate, bus passes and other concession/facilities for persons with disabilities; assisting in the issue of Unique Disability Identity Card (UDID) to divyangjan in the District;
- (ii) Awareness Generation for encouraging and enhancing prevention of disabilities, early detection and intervention as well as maintaining data of organizations working for the empowerment of persons with disabilities in the district etc..
- (iii) Early Intervention and facilitating Insurance Schemes launched by the National Trust/Department for Divyangjan;
- (iv) Assessment of need of assistive devices, provision/fitment of assistive devices, follow up/repair of assistive devices, assisting the ADIP/ALMICO camps for distribution of aids and assistive devices in the district;
- (v) Therapeutic Services e.g. Physiotherapy, Occupational Therapy, Speech Therapy etc.;
- (vi) Referral and arrangement of surgical correction through Government & Charitable institutes;
- (vii) Arrangement of loans for self employment, through banks & other financial institutions;
- (viii) Counseling of persons with disabilities, their parents & family members;
- (ix) Promotion of barrier free environment and to play an active role in the Accessible India campaign of the department;
- (x) To provide supportive and complimentary services to promote education, assisting students with disabilities for availing Scholarship Schemes of the Department, vocational training/ Skill Training of eligible Divangjan and employment for persons with disabilities through:-
 - (a) Providing orientation training to teachers, community and families,
 - (b) Providing training to persons with disabilities for early motivation and early stimulation for education, vocational training and employment.
 - (c) Identifying suitable vocations for persons with disabilities, keeping in view local resources and designing and providing vocational training and identifying suitable jobs, so as to make them economically independent.
- (xi) Provide referral services for existing educational training, vocational institutions and to act as Outreach centre for the services provided by the National Institutes and Composite Regional Centres.

2. **Disabilities under the Rights of Persons with Disabilities Act, 2016:**

List of disabilities notified under the aforesaid Act are at ***Annexure I***. Guidelines to determine the percentage of disability are available on the portal of this Department. As per RPwD Act, 2016 all type of disabilities will be covered under DDRCs by including different type of professionals.

3. (i) Identified Districts approved for setting up of DDRCs

(a) While initially 325 districts had been identified for setting up of DDRCs, but w.e.f. 9th December, 2020 all the districts have been approved for setting up of DDRCs under the scheme of the Department.

(b) Each DDRC may also look after and provide rehabilitation services to persons with disabilities of the adjoining/neighbor district if that district does not have a DDRC.

(ii) Procedure for formation of DDRC:

(a) Formation of the District Management Team (DMT):

Each DDRC is to be run under the supervision of a District Management Team headed by the District Collector/District Magistrate and also to include district officials from Social Welfare, Health, Panchayati Raj, Women & Child Welfare Departments, nodal officer from implementing agency and representative from reputed NGOs/ public representatives for better coordination and monitoring. The State Government may notify the constitution of the DMT under the Chairmanship of District Collector. This team will also be the custodian of the assets of the DDRC.

(b) Important functions of the DMT are as follows:

- (i) Selection of location of DDRC in close proximity to the DEIC of the Health Department and/or District Medical College/Hospital.
- (ii) Selection of registered implementing agencies
- (iii) Selection/Deployment of Manpower and finalizing their engagement conditions
- (iv) Monitoring, coordination of activities of DDRC,
- (v) Convergence with other activities in the district relating to rehabilitation of Divyangjan.
- (vi) Security of assets of DDRC and material received under ADIP scheme of the Department, if any.
- (vii) The District Management Team may meet once in a month but not less than 4 times in a year.

(c) Coordination – Nodal officer (DDRO)

(i) To facilitate better coordination, a nodal officer i.e., District Disability Rehabilitation Officer (DDRO) be identified among the district officials included in the DMT to monitor and coordinate the activities of DDRC.

(ii) DDRO will be responsible for coordination, management and administration of DDRCs on a day to day basis and will be paid honorarium @ Rs. 2000 p.m. (**20% additional honorarium for special areas**)

(iii) Identification of suitable Implementing Agency by DMT for running DDRC:

- (a) The **implementing agency** should preferably be
- i) a Red Cross Society

or

- ii) any such autonomous /semi-autonomous bodies of State Govt.

or

- iii) a reputed NGO with a good track record who should be capable of managing the DDRC right from its inception.

- (b) The functional District Red Cross Societies/registered agencies of State Health Department should be given priority over other NGOs. The DMT through local publicity could call for proposals from the interested registered organizations and then identify the most appropriate among them.
- (c) In addition to the existing mechanism, States may consider to set up a State level body/Society under the extant law to have branches in each district to run the DDRC (as implementing agency) effectively.

(iv) Accommodation for DDRC:

- (a) The District authorities should identify and allocate suitable rent-free accommodation for setting up of DDRC. The building should preferably be barrier-free and easily approachable by persons with disabilities (PwDs) in addition to having electricity and water facility. DDRC should preferably be located in the same premises or adjacent to DEIC Centre/Medical College/District (Civil) Hospital for the convenience of PwDs. Minimum space required is 400 sqm approx consisting of at least 7-8 rooms
- (b) In case of non-availability of rent free accommodation, suitable premises may be hired on rent as the limit laid down by the DM/District Collector/PwD. The maintenance charges for the premises (rented or otherwise) will be met from the amount prescribed under the contingencies head of the grant.

(v) Staff for DDRC:

- (a) **Implementing agency of DDRC to engage staff on contract.** Each DDRC may have a maximum of **15 staff members** having specified qualifications, who are paid fixed honorarium as per prescribed norms. The rehabilitation professionals which have RCI as Nodal Registration agency should be registered with Rehabilitation Council of India (RCI). The Scheme does not envisage creation of permanent posts and hence, the Department of Empowerment of Persons with Disability, MSJE, Government of India shall not be held liable to any recruitment, appointment, honorarium and removal related issues. These will be the sole responsibility of the DMT. Staff has to be appointed on honorarium/contractual basis by the Implementing Agency/DMT as far as possible through the local resources in order of priority:-
 - (i) Existing professionals of Government/District hospitals on honorary basis
 - (ii) Existing professionals of Government/District hospitals on payment of token honorarium
 - (iii) Professionals and others on purely contractual basis.
- (b) The District Management Team (DMT) is authorized to adopt any of the above options as per the requirement as well as to recommend amount of token honorarium as per norms of the State Government.
- (c) The State Government may suitably supplement the honorarium and other requirements of the DDRCs for undertaking their various activities in an effective manner. State Government needs to issue necessary instructions and guidelines to the DMT regarding advance action, so that personnel are appointed as soon as the DDRC is sanctioned

(vi) Admissible manpower, amount of Honorarium and admissible grant

(a) Each DDRC may have the following manpower with fixed honorarium and predetermined qualifications to be engaged on contract basis. The rehabilitation professionals which have RCI as Nodal Registration agency should be registered with Rehabilitation Council of India (RCI). The service conditions of the staff of the DDRC will be the responsibility of the Implementing Agency and not of the central Government.

(b) Professionals can be appointed on per visit basis as per requirement but it is mandatory to appoint at least 4 professionals/rehabilitators.

(c) The posts and qualifications required for the Professionals are as under:

S. No	Posts & qualifications	Honorarium (in Rs)	20% higher amount of honorarium for DDRCs in the specified areas/States as per note below.
1	<p><u>Clinical Psychologist / Rehabilitation Psychologist</u></p> <p>Clinical Psychologist</p> <p>a. M. Phil. Clinical Psychology</p> <p>b. Professional Diploma in Clinical Psychology</p> <p>Rehabilitation Psychologist</p> <p>a. M.Phil. Rehabilitation Psychology</p> <p>b. Post Graduate Diploma in Rehabilitation Psychology (PGDRP)</p>	20500/850(per visit)	24600/ 1020 (per visit)
2	<p><u>Sr. Physiotherapist / Occupational Therapist</u></p> <p>Physiotherapist: 01 mandatory Qualification: BPT</p> <p>Occupational Therapist: 01 mandatory Qualification: BOT</p> <p>Justification: Both PT and OT streams are entirely 2 different disciplines and have very significant & separate roles in disability rehabilitation.</p>	20500/850(per visit)	24600/1020 (per visit)
3	<p><u>Sr. Prosthetist / Orthotist (OH category)</u></p> <p>Qualification: Bachelor in Prosthetics and Orthotics (BPO) from any Institute recognized by RCI</p>	20500/850(per visit)	24600/1020 (per visit)
4	<p><u>Prosthetist/Orthotist Technician</u></p> <p>Eligibility: Diploma in P&O or Certificate in P&O with 3 years' experience</p>	14500	17400
5	<p><u>Audiologist & Sr. Speech Therapist</u></p>	20500/850 (per visit)	24600/1020 (per visit)

	Eligibility: Bachelors in Audiology and Speech & Language Pathology (BASLP) or B.Sc. Speech & Hearing		
6	<p><u>Hearing Assistant/ Jr. Speech Therapist</u> Diploma in Speech & Hearing with knowledge of hearing aids repair/ear-mould making</p> <p><u>Speech & Hearing Technician</u> Eligibility: Diploma in Hearing Language and Speech (DHLS)</p> <p><u>Ear-Mould Technician</u> Eligibility: Diploma in Hearing Aid Repair and Ear Mould Technology (DHAREMT)</p>	14500	17400
7.	<p><u>Mobility Instructor</u> Matriculation & Certificate/ Diploma in Mobility Eligibility: Preferably Bachelor in Mobility Science (B.M.Sc.) or D.Ed.Spl.Ed./B.Ed.Spl.Ed. in Visual Impairment</p>	14500	17400
8.	<p><u>Multi-Purpose Rehabilitation Worker</u> Eligibility: Post Graduate Diploma in Community Based Rehabilitation (PGDCBR)/ Diploma in Community Based Rehabilitation (DCBR) / Community Based Inclusive Development (CBID)/MRW</p>	14500	17400
9.	<p><u>Accountant cum Clerk cum Storekeeper</u> B.Com/SAS with 2 years' experience</p>	14500	17400
10	<p><u>Attendance cum Peon cum Messenger</u> Class VIII pass</p>	9500	11400
11	<p><u>Vocational Counsellor cum Computer Assistant</u> Eligibility: Diploma in Vocational Rehabilitation (DVR) / Advanced Diploma in Child Guidance and Counselling (ADCGC) / Bachelor of Rehabilitation Science (B.R.Sc.)</p>	14500	17400
12	<p><u>Early Intervention Therapist</u></p>	14500	17400

	Eligibility: PGDDT / PGDEI / BMR / BRSc / BRT / MRSc / MSc-EI		
13	<u>Trans-Disciplinary Special Educator (02 numbers)</u> Eligibility for the two positions: (1) DEdSE / BEdSE in Hearing Impairment (2) DEdSE / BEdSE in VI/ID/CP/ASD/ MD/Db/SLD	14500	17400
14	<u>Caregiver</u> Eligibility: CCCG-RCI / CCCG-National Trust or Class VIII passed with 3 years' experience in caregiving of PwD	6250	7500

Note:-

- (a) Honoraria to the rehabilitation professionals of DDRCs located in North-Eastern States, Andaman & Nicobar Islands, Lakshadweep, Puducherry, Daman & Diu, Jammu & Kashmir and Himachal Pradesh, Uttarakhand, Left Wing Extremism affected areas as well as the districts of any State adjoining the international borders of the country shall be entitled to 20% more than the honoraria prescribed in respect of the DDRCs of the rest of the country.
- (b) The DDRCs are proposed to be set up in identified districts where it may be difficult to find staff with matching qualification initially. Hence, in case qualified rehabilitation professionals are not available for a while, until such professionals become available, DMT may recruit persons having lower qualification after satisfying themselves that the manpower will be able to provide the required services for which they are being recruited due to their experience in the field. However, non technical persons should not be appointed against technical manpower.
- (c) DDRO/Nodal officer (One of the district officials included in the DMT to monitor & coordinate the activities of the DDRC) will be given Rs. 2000/- p.m. as honorarium (20% additional honorarium for special areas).

4 (i) Admissible grant in aid

The break-up of recurring and non-recurring expenditure in respect of One DDRC under the DDRS is as follows: *(Rupees in lakhs)*

Items	Grant-in-Aid per annum	For special States/areas -20% additional
Total Honorarium	27.630	33.156
Office Expenses/contingencies	05.250	05.250
Equipments (for 1 st year or after 5 year)	20.000	20.000
Total for 1st year	52.880	58.406

Note:-From 2nd year onwards only honorarium and office expenses/contingency will be provided with same rate.

(ii) Funding arrangement under the scheme

DDRCs would be funded under DDRS. Offline proposals may continue to be submitted/accepted till a separate arrangement in respect of DDRCs is made on e-Anudaan portal.

All those DDRCs whose proposal is not received in the Department for 2 consecutive financial years may be considered as non-functional and grant-in-aid for such DDRCs may be stopped after completing necessary procedure with the approval of competent authority.

Grant-in-aid to DDRCs shall be released on REIMBURSEMENT basis. In a financial year, grant-in-aid in favor of the grant proposal of the same year can be released on reimbursement basis as follows:-

(a) Up to 50% of the admissible grant-in-aid can be released upon production of the half yearly audited accounts by the implementing agencies. Balance amount of grant-in-aid shall be released after submission of the audited accounts for the complete Financial Year by the implementing agencies.

or

(b) Up to 75% of the admissible grant-in-aid can be released upon production of the Nine-monthly audited accounts by the implementing agencies. Balance amount of grant-in-aid shall be released after submission of the audited accounts for the complete Financial Year by the implementing agencies.

or

(c) Up to 100% of the admissible grant-in-aid can be released upon production of the annual audited accounts during the next financial year reflecting expenditure incurred by the implementing agencies.

(iii) Submission of Proposal for grant in aid

Proposal for grant-in-aid, complete in all respect as per guidelines of the scheme, may be sent by the District Magistrate/Collector with the recommendation to the concerned State Government/UT Administration which may onward be submitted to this Department by the State Government/UT Administration along with its recommendation with full justification. Checklist for submission of mandatory documents include, inter-alia, the following:-

- a) Recommendation of the DM/State Government
- b) Registration Certificate of the implementing agency under Societies Registration Act or any other relevant Act
- c) Registration Certificate under PwD/RPwD Act
- d) Memorandum of Association
- e) Inspection Report of the of the implementing agency/DDRC
- f) Details of District Management Team/ Managing Committee of the implementing agencies
- g) Details of staff along with qualification certificate
- h) Audited accounts of the implementing agency/DDRC, Consolidated audited accounts of the implementing agency, Audited Item-wise/Post-wise expenditure statement
- i) Annual Report/Performance Report of the of the implementing agency/DDRC
- j) Utilization Certificate of previously released Grant-in-aid
- k) Bank details, Bond etc.

(iv) Norms relating to financial management

All transactions/payments under all Central Sector Schemes will be covered under Public Financial Management System (PFMS). All the NGOs/VOs seeking Grant-in-Aid have to mandatorily use Expenditure, Advance and Transfer (EAT) module of PFMS for disbursing funds received from Government of India and keep it updated.

- (a) The Implementing Agencies of DDRCs seeking Grant-in-Aid under the scheme must register themselves in the NITI Aayog portal (NGO-Darpan) portal and obtain the Unique ID of NGO-Darpan before applying for Grant under the scheme.
- (b) In addition to the existing guidelines/procedures, any other guideline, instruction which may be issued subsequently including clarification or simplification, addition or deletion shall be incorporated in the scheme by the department with the approval of Secretary of the Department.

(v) Financial arrangements to be followed by DDRC

(a) Maintenance of Project Accounts by DDRC

Funding of honorarium to staff members of the DDRC and the requisite equipment for the DDRC is provided under the DDRS Scheme only. Materials for fabrication and aids and appliances funds are provided under ADIP scheme, therefore, separate accounts be maintained and submitted with the respective proposals.

(b) Opening of Bank account in the name of DDRC

A bank account in the name of DDRC to be opened and to be **operated jointly** by an *Officer nominated by District Magistrate/Collector from the DMT and the other official authorized by the*

implementing agency for the *receipt of grants* and meeting expenditure. The decision in this regard could be taken by DMT, based on the implementing agency identified for DDRCs.

(c) Maintenance of accounts

Proper account for the expenditure on supporting activities will be maintained by each implementing agency *under the overall guidance & supervision of DDRO*. In addition to the procedures already being followed for suitable account keeping, it must be ensured that each implementing agency will maintain a separate account for each of their DDRC. Nodal officers in each of the districts will submit half-yearly accounts on programme activities to the Department.

- (d)** Proposal for grant in aid shall be submitted/accepted offline till there is separate provision on e-Anudaan portal is made in respect of the project under DDRC Scheme.

5. POWER TO RELAX NORMS

The Department reserves the right to adopt parameters below the ceiling norms where there is justification to do so. These parameters can also be considered for relaxation with the approval of Secretary, Department of Empowerment of Persons with Disabilities (Divyangjan) in exceptional and deserving cases in general and particularly in the case of project proposals from North East Region including Sikkim, States in Himalayan Region, Left Wing Extremism affected areas, border districts, or regions as affected by natural calamities, provided the Department is satisfied that there are reasonable and valid grounds for doing so. The decision of the Department in this regard shall be final.

6. (i) Role of State Government

- (a)** State Governments are expected to play a more pro-active role in the effective working of DDRCs. In order to ensure greater involvement of State/District Administration, the State Government may suitably supplement the honorarium and other requirements of the DDRCs for undertaking their various activities in an effective manner.
- (b)** State Governments may authorize District Collectors in their capacity as Chairperson of DMT, to make minor modifications for effective functioning of DDRCs, considering the ground realities within the broad stipulation of the DDRC Scheme.
- (c)** State Government may also authorize the District Collectors to make interim advances out of the local funds placed at their disposal to tide over the difficulties caused in the field due to procedural delays in release of central funds.
- (d)** In addition to the existing mechanism, States may also consider to set up a State level body/Society under the extant law to have branches in each district to run the DDRC (as implementing agency) effectively.

(ii) Role of ALIMCO and National Institutes of the Department- Equipments/Training of manpower

a) Equipments required for functional DDRC

The equipment for fabrication and fitment of assistive devices related to all kind of disabilities is to be purchased as provided under the equipment head of the scheme. These equipments will range from electric oven, workshop anvil, physiotherapy equipments, clinical audiometer, speech trainer, workshop tools and some teaching material for the ID children, office equipment including equipment

needed for the UDID project. The total equipment grant will be up to Rs.20.00 lakhs per DDRC in the first year only and further revision if any may be considered after 5 years.

These equipments may be procured from the Artificial Limbs Manufacturing Corporation of India (ALIMCO), Lucknow Road, Kanpur – a Central Public Sector Enterprise under the Department. In case ALIMCO is not in a position to procure/provide, the procurement of equipment may be done by the Implementing Agency under the supervision of the DMT as per procedure prescribed under provisions of General Financial Rules.

b) Raw Materials for fabrication of aids & assistive devices as well as prescribed appliances – for persons with disabilities

The assistive devices and the material for fabrication of aids and appliances shall be supplied under the ADIP scheme of the Department.

The DDRC should annually submit the proposals to the State Government/UTs in the prescribed proforma along with utilization certificate, audited statement of expenditure, list of beneficiaries, details of aids and *appliances procured, or distributed among persons with disabilities* and calendar of activities through District Collector for availing grants under this scheme.

c) Repair/follow up of assistive devices/aids is to be done by DDRCs. In case any assistance/training required then it should be provided by ALIMCO/NIs.

(iii) Role of National Institutes/Composite Regional Centres (as per states allocated to them)

(a) Training to Manpower of DDRCs, State Social Welfare department officials dealing with disability in Coordination with State Govt. /District authorities/DDRC.

(b) National Institutes to draw annual training calendar with course module and submit the same to the Department for approval.

(c) The staff of the Implementing Agency of DDRCs will be provided orientation and training through National Institutes (NIs) for capacity building so as to enable them to initiate activities as per the approved action plan.

(d) National Institutes shall undertake the following training programmes in coordination with State /District / DDRC authorities:

(i) One day workshop of District Collectors & State government officials –

Sensitization to disabilities issues, *Main Provisions of PWD Act*, DDRC scheme and effective delivery through them, sharing of *best practices*.

(ii) 3 day training for Nodal officers of Implementing agency & Social welfare officers –

DDRC Scheme, processing of proposals under ADIP, DDRCs etc, maintenance of accounts and other records, facilities, concessions & Schemes for *Persons with Disabilities* & and important referral addresses

(iii) Up to 15 days *in-service* training for technical and professional manpower in DDRCs – focus especially on early intervention and follow up, New techniques of treatment & rehabilitation

(iv) Special courses for *in-service* training – Courses which include bridge courses for under-qualified manpower of DDRCs-for 6 months to 1 year sandwich programmes

- Workshop on communication skills and preparation of educative material

- Repairs & maintenance of aids & appliances for Technical staff, multipurpose workers
 - Exposure visits to Composite Regional Centres (CRC)/ National Institutes and DDRCs doing good work which can be showcased as best practices.
- (e) The training programmes would range from one to three day sensitization workshops to one week to 15 days refresher training to 1 year sandwich courses for improving the skills of under qualified manpower in DDRCs, while the participants could vary from Senior Government officials like Secretary/Directors/District Collectors to District welfare officers/nodal officer to professionals and other manpower deployed in DDRCs.
- (f) The cost for training of manpower of DDRC would broadly be based as follows:
- Travel, boarding lodging expenditure in respect of DDRC manpower deputed for training will be met from the contingency head of the grant in aid released to DDRC while the training cost will be met by the concerned National Institutes.
 - Within the broad framework of the DDRC Scheme, DDRCs run by NGOs as implementing agency shall be free in the matter of manpower selection as per the provision of the scheme under the overall supervision of the District Management Team. In addition, minor modification in the conditions prescribed under the Scheme is also permissible in consultation with the Department to increase State ownership, effective functioning and streamlining the processing of grants-in-aid to DDRCs under State/District authorities).

7. Action plan of DDRCs

Action plan of DDRCs should broadly be as follows

- (a) Survey of the *PwDs* and their needs in the districts-10-15 villages per month
- (b) Assessment camps at HQ/at Civil hospital periodically;
- (c) Assessment cum distribution camps at block at periodical intervals
- (d) Awareness generation activities like visits to school/awareness camp in villages for various target groups/training programme of grass root level functionaries at periodical intervals
- (e) Follow up camps in villages/blocks at periodical intervals

8. Performance reports

- Monitoring & Evaluation of the implementation of the programme would be done in terms of the activities enlisted above and the targets laid down for them.
- Annual Performance Report with action plan for the next financial year be sent to the Department of Empowerment of Persons with Disabilities (Divyangjan), Min. of SJ&E,
- Ministry may get functioning of these District Centres evaluated by external agency on sample basis every year.

- Each Implementing Agency receiving grant under DDRC shall have to submit documents as asked by the CPMU or Department quarterly for effective monitoring like Bio-metric attendance report of staff, CCTV footage, etc.