

# The National Trust

## Scheme Guidelines



"Empowering Abilities, Creating Trust"

# Samarth

## Respite Care



## The National Trust

for the welfare of Persons with Autism, Cerebral Palsy,  
Mental Retardation and Multiple Disabilities

Department of Empowerment of Persons with Disabilities  
Ministry of Social Justice & Empowerment, Govt. of India

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# *Samarth*

*Respite Care*



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## Prologue

“... ..to take india's development journey to newer heights, we seek your support, blessings and active participation.”

Source: [www.pmindia.gov.in](http://www.pmindia.gov.in)

Message of Hon'ble PM Sh. Narendra Modi on 26th May 2014



(Prime Minister of India)



Hon'ble Minister of  
Social Justice & Empowerment

This scheme provides cluster residential care to those who are abandoned, dependent and below poverty line upto the age of 18 years. After attaining adulthood, they shall be shifted to Gharaunda. I am very optimistic that this scheme shall provide respite to many families to live a life with dignity.

- Thaawar Chand Gehlot



Hon'ble Minister of State for  
Social Justice & Empowerment

PwDs covered under the National Trust Act need residential care. Samarth scheme has been designed to provide residential care to these PwDs. Abandoned, orphans, destitutes and PwDs from the families in crises have been covered under this scheme. Samarth centres will be set up through Registered Organizations. Apart from residential facility, there will be provision of vocational training and skill development through work centres.

- Krishan Pal Gurjar



Hon'ble Minister of State for  
Social Justice & Empowerment

Parents of disabled persons face various challenges in performing their important activities because they need to take care of their disabled children. This scheme provides them respite at the time of need. They can keep their disabled children in these centre as temporary home & persue their other duties. This scheme gives great relief not only to the parents of the disabled person but also to the parents of the persons with disability.

- Vijay Sampla



Secretary, DEPwD  
and Chairperson of the Board of the National Trust

Parents of PwDs devote most of their time towards caring for look and care of their child. These parents do not get any time for performing other activities. Samarth scheme has been made to give respite to such parents by providing residential facility to their children. The scheme provides respite home for orphans or the abandoned, families in crisis and BPL as well as LIG.

- Lov Verma, IAS

The National Trust (NT) has been set up to discharge two basic duties – legal and welfare. Legal duties are discharged through Local Level Committees and providing Legal Guardianships. Welfare duty is discharged through the Schemes. Earlier schemes did not work well as found in the impact evaluation. There was need to revamp old schemes, devise new schemes and also change the financing pattern. Registered Organizations were not keen in taking advantage of our schemes. NT could spend only Rs. 4.31cr. per year (average) on the schemes which was inadequate. Now NT shall be spending approximately Rs. 45.00 cr. every year. These 10 schemes have been developed after conducting 6 regional workshops at Delhi, Kolkata, Guwahati, Mumbai, Bengaluru and Lucknow; getting feedback through questionnaires; visiting scheme centres/ROs; discussing 4 times in the Board and a presentation in AGM. This kind of wide consultation has made these schemes inclusive, viable and pragmatic. The effort of developing online Scheme Management System(SMS) as part of “Digital India” is going to make NT working transparent and accountable. I am thankful to Hon'ble Ministers, the Chairperson, the Board Trustees, NICSI, NIC, PricewaterhouseCoopers and all ROs for their valuable inputs and guidance. I hope these schemes will go a long way in improving the quality of life of persons with Autism, Cerebral Palsy, Mental Retardation & Multiple Disabilities.

- C.K. Khaitan, IAS

Joint Secretary & CEO of the National Trust



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## Abbreviations

Abbreviation	Description
APL	Above Poverty Line
ADL	Activities of Daily Living
BPL	Below Poverty Line
DD	Demand Draft
DC	District Collector/Deputy Commissioner
DM	District Magistrate
IT Return	Income Tax Return
KPI	Key Performance Indicators
LG	Legal Guardianship
LLC	Local Level Committee
LIG	Low Income Group
Above LIG	People above the Low Income Group Limit
NGO	Non-Government Organisation
OPE	Out of pocket expenses
PwD	Persons with Autism, Cerebral palsy, Mental Retardation and Multiple Disabilities
PwD Act 1995	Persons with Disabilities Act 1995
RO	Registered Organisation
RCI	Rehabilitation Council of India
SE	Special Education
SNAC	State Nodal Agency Centre
NT	The National Trust

## Description of Terms

Term	Description
Low Income Group	BPL limit set by the state + additional 50% of BPL Limit of the concerned state/competent authority
Legal Guardian	Guardian appointed by the Local Level Committee as per the "The National Trust Act 1999"
Disabilities covered under the National Trust Act	Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities
Finance Department	Internal Finance/ Accounts Division of the National Trust



## *Disclaimer*

- The National Trust reserves the right to modify the objective, scheme description and/or any other details specific to the scheme at any point of time without notification.
- It is the responsibility of the RO to achieve the objectives of the scheme via the support of the National Trust and by their own resources.
- RO can avail multiple schemes from the National Trust and can also open up multiple centres for running different schemes.
- ROs are expected to strictly adhere to all the timelines mentioned in each step of the process. However, in case of any failure in doing so, the National Trust reserves the right to reconsider the further action to be taken, provided the RO submits a reasonable explanation for the delay.
- The National Trust reserves the right to evaluate the scheme once in every 3 years
- The National Trust reserves the right to discontinue, postpone or withhold sanction of the scheme considering the availability of finances.
- The scheme shall be governed and construed in accordance with the laws of India and shall be subject to the exclusive jurisdiction of the courts of New Delhi only.
- The system of registration by any organisation of persons with disabilities, any organisation of parents of persons with disabilities or a voluntary organisation has been defined in the National Trust. It is mandatory for the organisations of persons with disabilities, organisations of parents of persons with disabilities and voluntary organisations to register with the National Trust for availing scheme/funding from the National Trust. However, it has been decided that the registration of organisation of persons with disabilities, organisations of parents of persons with disabilities and voluntary organisations with National Trust will remain valid till six months of the last date of their registration under the PwD Act, 1995. After this particular date, the registration will stand cancelled. However, it has been decided to continue the scheme/funding for the whole current financial year in the interest of the persons with disabilities. No funding will be extended/renewed/given after the end of financial year, if the organisation of persons with disabilities, organisation of parents of persons with disabilities and voluntary organisations do not get certificate under the PwD Act, 1995.
- If scheme benefits/funding has been obtained from the National Trust on the basis of forged/false documents, the concerned R.O. shall be blacklisted for three years after giving an opportunity of being heard.

### **1.1 Objective**

The objective of Samarth scheme is to provide respite home for orphans or abandoned PwDs, families in crisis and also for Persons with Disabilities (PwD) from BPL & LIG families including destitutes with atleast one of the four disabilities covered under the National Trust Act. It also aims at creating opportunities for family members to get respite time in order to fulfil other responsibilities.

It would be the responsibility of the RO to bring in PwDs who are either Non-LIGs or who are not covered in the above mentioned category, to ensure sustainability.

### **1.2 Scheme Description**

This scheme aims at setting up Samarth Centres for providing respite and residential care of the specified categories of Persons with Disability (PwD). Samarth Centre should provide at a minimum following facilities:

#### **I. Group Home**

RO should provide group home facility for all age groups with adequate and quality care service with acceptable living standards including provision of basic medical care from professional doctors. Capacity of a Samarth Centre is 30 including non LIG and non BPL PwDs.

Batch size of a Samarth centre is 30 PwDs and the maximum number of PwDs allowed is 30% extra of batch size i.e. 39 for Samarth Centres. On reaching the maximum limit of 39 PwDs, Samarth centre shall not allow anymore PwDs to enrol in the centre. ROs are encouraged to apply again if they have sufficient number of PwDs for the new Samarth Centre.

RO should maintain a ratio of 1:1 for LIG (including BPL) and above LIG PwDs (which will be paid seats for RO). Payment for the above LIG seats could be received by RO from parents, guardians, family members, RO or any other institute/ individual directly as per mutually agreed terms and conditions between RO and the other party involved (parents, guardians, family members, RO or any other institute/ individual)

As stated earlier in the document, it is to be noted that RO should bring in more PwDs to the Samarth centre who are either Non-LIGs or who are not covered in the above mentioned category, to ensure sustainability.

#### **II. Vocational Activities**

Samarth Centre should provide age specific vocational activities, pre-vocational activities and assistance for training or schooling as applicable on case to case basis.

### **III. Staffing**

There should be a provision of at least two Special Educators (+Vocational Trainers), one Physiotherapist or Occupational Therapist, three Caregivers, two Ayas and a Cook in the Samarth centre.

Provision of a Physical Trainer and a Speech Therapist in these centres is also desirable.

The frequency or schedule of the staff is to be followed as below:

S. No.	Category	Number of staff	Frequency or Minimum number of visits required per month
I.	Special educator (+vocational trainer)	2	Everyday
II.	Physiotherapist or Occupational Therapist	1	5 times a week
III.	Caregiver	3	Every day, 2 shifts
IV.	Aya	2	Everyday
V.	Cook	1	Everyday

### **IV. Infrastructure facilities**

Samarth Centre must have at least one Medical room or Assessment room (with therapeutical aides and appliances), at least one Activity room or Vocational room, at least one recreation room (all rooms to be of reasonable size), hygienic lodging and other facilities for the PwDs.

The Samarth Centre should also have provision for a kitchen and office supplies including a personal computer for the office purpose and for sending fund request, submitting reports etc. to the National Trust.

Assistance for setting up work centres (only the set up cost), will be provided by the National Trust depending upon the viability of the proposal.

### **V. Assessment and Evaluation**

PwD should be assessed and evaluated by experts in the related field on a regular basis to understand their individual needs and also to monitor the progress of the PwD. The Samarth centre should maintain a record in the growth and development charts of the PwD on a regular basis (with the help of experts).

### **VI. Linkage with Gharaunda**

The Samarth Centre should facilitate shifting the PwD who is above 18 years of age and has spent more than 5 years in the Samarth Centre to Gharaunda centre.

## 1.3 Funding Pattern

National Trust will provide funding to the Samarth Centre under following three heads:

### I. Setup Cost

This is a non-recurring one-time cost that would be provided to RO initially to setup the Samarth Centre. In addition to the grant from National Trust, RO is free to arrange grant from other sources to improve the infrastructure. It shall be the prerogative of the RO to buy the necessary products and items for set up from the places of their choice.

### II. Sustenance Cost

Sustenance Cost shall be provided by the National Trust to Samarth Centre for maximum 3 months after the set up period. This has been provisioned considering the fact that the RO would find it difficult to enrol 30 PwDs in the first month. Sustenance cost shall be given in order to ensure that all staff and facilities are available and functional from the first day of operation of the centre, irrespective of the number of PwDs enrolled. The advantage of providing sustenance cost is that the RO would be able to run the centre without any difficulty and also because the National Trust believes that it would be able to become stable within the sustenance period.

#### Qualification criteria for sustenance

National Trust shall provide sustenance cost to the centre only if the minimum number of PwDs in a Samarth centre in initial 3 months is at least 20% of the expected batch size in each month ( in this case 6). The centre can be made operational only when minimum 6 PwDs are enrolled.

#### Calculation of sustenance

Sustenance Cost shall be calculated on pro-rata basis based on difference in total expected PwDs and number of actual PwDs in the centre during the 3 months.

*For example, If RO has 6 PwDs in the first month of its operation, then sustenance cost will be paid for  $30 - 6 = 24$  PwDs. However, for the 6 PwDs already enrolled, monthly recurring cost shall be paid as per the scheme.*

#### Validity of sustenance

The provision of sustenance cost is conditional upon the timely start of operation of the Samarth centre. The Samarth centre is expected to start operations within 1 month from the release of set up cost. In case the start of operations exceeds this deadline by more than a month (that means operations have not started even within 2 months from release of setup cost), the overall period for which sustenance cost would be provided would be reduced by the duration of delay.

For example, if the Samarth centre starts the operation three months after the set up cost has been provided, sustenance cost shall only be provided for 2 months. Similarly, if the Samarth centre starts the operation four months after the set up cost has been provided, sustenance cost shall only be provided for 1 month.

In case the Samarth centre closes down within one year of start of operations, sustenance amount that is given to concerned RO for the Samarth Centre shall be taken back from that RO.

### III. Monthly Recurring Cost

The National Trust shall pay monthly recurring cost for all PwDs at Samarth Centre which are eligible to be funded by the National Trust starting from first month of operations. The National Trust shall fund the Centre only if the minimum number of PwD in a Samarth centre in the month is 30% of the expected batch size (i.e. in this case 9)

The National Trust shall fund the PwD as per the following conditions:

- a. The National Trust shall fund PwDs in a Samarth Centre in 1:1 ratio provided there are equal numbers of LIG (including BPL) and above LIG PwDs. LIG shall be defined as follows:

*LIG = BPL limit set by the state + additional 50% of BPL Limit of that state*

- b. If number of LIG (including BPL) PwDs is more than number of above LIG PwDs, funds shall be provided for only those LIG for which 1:1 ratio is maintained ( LIG including BPL: Above LIG category). In this scenario, BPLs shall be given preference for funding.
- c. If number of LIG (including BPL) PwDs is less than number of above LIG PwDs, the National Trust shall fund total number of LIG (including BPL).
- d. Apart from this, the National Trust will fund 100% BPL PwDs in Samarth Centre as per the scheme irrespective of ratio, but same is not true for LIGs

#### Example for funding by the National Trust

Total Strength	No. of LIG (including BPL)	No. of Above LIG	No. of PwD funded by the National Trust
30	15	15	15
30	20	10	10
30	10	20	10
30	20 (16 BPL and 4 LIG)	10	16
30	20 (8 BPL and 12 LIG)	10	10

### IV. Setup Cost for Work centre (if availed by the RO)

The National Trust shall also consider funding the setup cost for Work Centres opened by existing ROs after validating the viability of the proposal. Existing RO should have minimum 10 trained PwDs covered under the National Trust Act to work in these work centres to avail the set up cost.

In case the work centre is closed down within one year of start of operations, set up cost of work centre shall be taken back from that RO by the National Trust.

Funds allocated under each of the above mentioned heads is as follows:

S. No.	Funding Head	Amount (in INR)	Frequency of funds disbursement
I.	Setup Cost (setup of activity room/ recreation room/ medical room, computer, furniture, Scanner and internet connection)	2,90,000/-	One time
II.	Sustenance Cost	7,000/- reimbursement per Differential PwD <sup>#</sup> per month $\# \text{ Differential PwD} = \text{Maximum expected PwD in Samarth Centre (30)} - \text{Actual PwDs in Samarth Centre for that month}$ It is clarified that the minimum PwDs enrolled by RO in initial months shall not be less than 6.	Monthly for initial 3 months
III.	Monthly Recurring Cost	7,000/- per PwD per month	Monthly
IV.	Setup Cost for Work centre (if availed by the RO)	In the range of 25,000/- to 1,00,000/--	Case to case basis

*\*Note that the set up cost has been increased from Rs. 1,95,000 to Rs.2,90,000 based on the discussion in the Conference of State Welfare Secretaries held in Delhi on 1<sup>st</sup> and 2<sup>nd</sup> July 2015.*

## 1.4 Eligibility Criteria

This section specifies the eligibility criteria for RO to apply for opening a Samarth Centre and also for PwD to be enrolled in a Samarth Centre.

### I. Eligibility criteria for PwD

Following are the eligibility criteria for a PwD to be enrolled in the Samarth Centre irrespective of whether the PwD is being funded by the National Trust or not:

- PwD should have one of the disabilities under the National Trust Act, 1999, which are Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities
- PwD should not be enrolled under Disha, Vikaas scheme or Gharaunda Scheme simultaneously.

### II. Eligibility criteria for RO

RO should fulfil all of the following eligibility criteria to enrol for Samarth scheme:

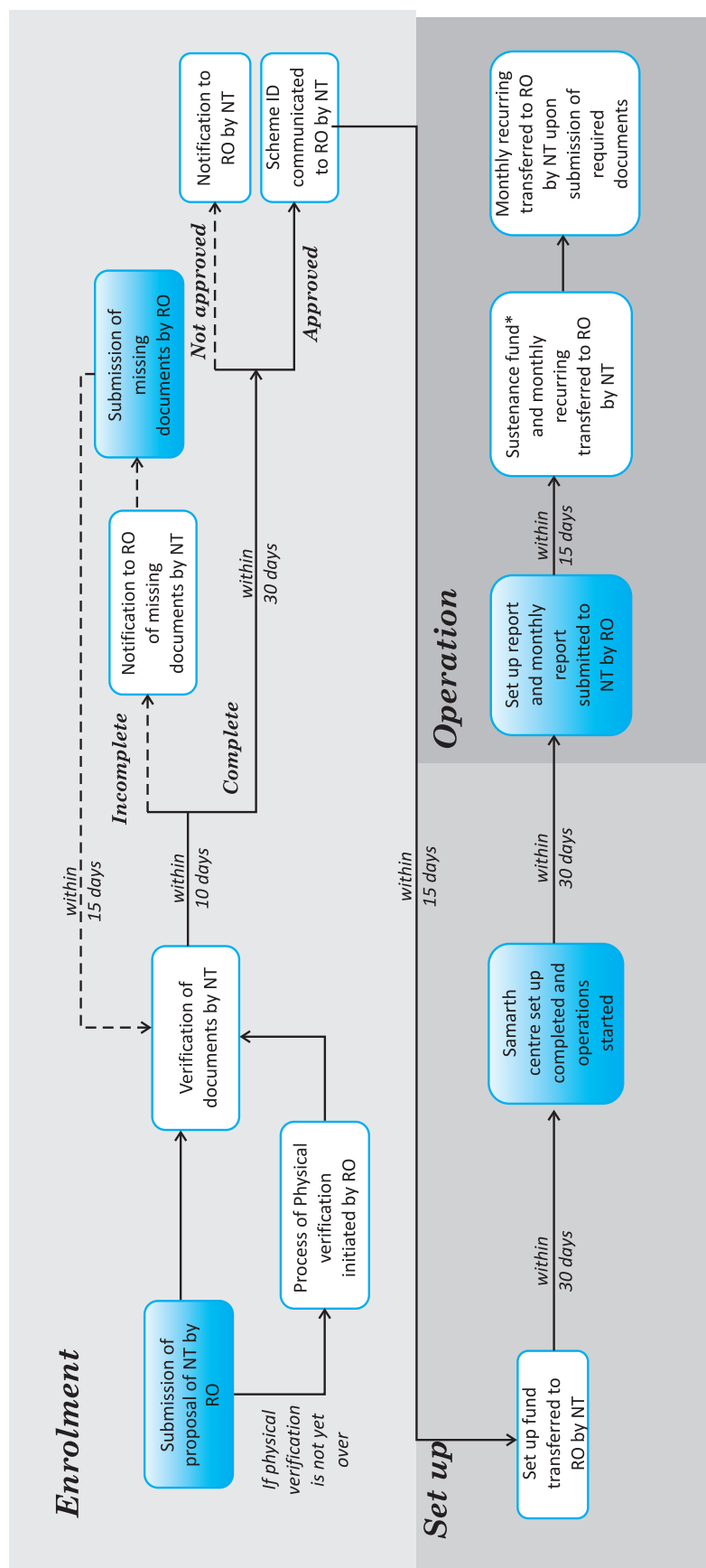
S. No.	Eligibility Criteria	Required Documents
1.	Applicant should be registered with the National Trust	Valid Registration Certificate under the National Trust Act
2.	The group home land should either be owned by RO or should have lease of at least 5 years with provision of renewal	Address Proof: Ownership Documents or Lease deed
3.	RO should have minimum 2 years of experience of working with PwD with at least one year experience in one of the four disabilities under the National Trust Act	Declaration by the RO detailing the experience
4.	RO should not be blacklisted by the National Trust/any other government organization, at the time of enrolment for the scheme	Declaration by the RO

## 1.5 Process

This section describes the processes that should be followed for the following purposes with respect to Samarth scheme:

1. RO enrolling for the Samarth scheme
2. Enrolment of PwD at Samarth Centre
3. Fund disbursement for all four cost categories (Set up cost, sustenance cost, monthly recurring cost and work centre cost)
4. Reporting and monitoring of Samarth Centre by the National Trust

Following figure depicts the complete process flow for Samarth scheme:



*Note that the ROs are expected to strictly adhere to all the timelines mentioned in each step of the process. However, in case of any failure in doing so, the National Trust reserves the right to reconsider the further action to be taken, provided the RO submits a reasonable explanation for the delay.*



### 1.5.1 RO Enrolment (first approval) process

RO enrolment process defines the steps to be followed while enrolling for Samarth Centre for the first time. It also details out the required information and documents at each step and timelines for various activity wherever applicable.

**STEP 1.** The RO logs in to the National Trust website

**STEP 2.** The application form is available online on the National Trust website and has to be submitted online only. Application fees or enrolment in Samarth scheme is INR 1000/-

#### **Steps for submitting online application form**

- Fill up the Samarth application form online and upload the scanned documents as required\*
- Submit the duly filled in form on the National Trust portal
- Pay the application fees of Rs.1000 online
- Send the print out of the filled form along with the supporting documents to the National Trust within 7 days, so that it reaches the National Trust office within 15 days.

*Note: Documents received without application fees shall not be entertained*

#### **\*Following documents and information have to be submitted or uploaded by RO for enrolment purpose:**

1. Documents fulfilling the eligibility criteria.
2. Address Proof: Title deed or Ownership certificate or lease deed or Rent agreement of the RO.
3. Bank details specifying the Bank account no., Name of the Account Holder, Name of the Bank, Name of the Branch, IFSC code, etc.
4. Date of issue and Date of Expiry of Registration of the NGO under PwD Act 1995.
5. Self-Declaration by RO regarding current setup listing out the following:
  - a. Existing facilities and infrastructure.
  - b. Current set of activities being undertaken.
  - c. Staffing including qualification and experience.
6. Scheme proposal including
  - a. Details of proposed resources or staffing at the end of set up period (1 month) – 2 Special Educators (+Vocational Trainers), Physiotherapist(s) or Occupational Therapist(s), Caregiver(s), Aya(s), Cook(s) and other staff.
  - b. Details of proposed infrastructure to be completed by the end of set up period (1 month) i.e. Activity room(s) or Vocational room(s), Recreation room(s), Medical room(s), hygienic lodging and other facilities, kitchen and office supplies etc.
  - c. Details of available or proposed Disability friendly provisions (accessible premises, accessible toilets, furniture and fixtures).
  - d. Physical Verification form of RO and the proposed Samarth Centre site verified and attested by any one of DC, DM, Social Welfare Officer, Tahsildar or NT officials.

**STEP 3.** After the National Trust receives the application form and the documents, these are verified and then physical verification is initiated. However, if there is any missing information or wrongly submitted information which needs to be submitted again, the RO is given 15 days' time to submit it again from the date of intimation of missing document by the National Trust.

*Note that the documents related to physical verification of the RO and proposed Samarth centre can be submitted either at the time of enrolment for the scheme at the National Trust website or even after the online application form has been submitted. In case the RO fails to submit the same on time, the RO would be given 15 days' time to submit the same after the RO receives the notification from the National Trust*

**STEP 4.** The final decision on the application or proposal is taken after completing all necessary formalities and processes. Based on the Physical verification report, if the RO meets scheme criteria and requirements, the application is approved. In case there is any discrepancy, RO is accordingly informed.

**STEP 5.** Communication to RO by the National Trust shall be done within 15 days from point of receipt. In case of online form, point of receipt is date and time of submission of online form along with all the required documents. However, if there is any missing information, the National Trust has to communicate to RO within 10 days from receipt of online submission.

**STEP 6.** In case the RO has not yet sent the hard copies of the documents, the National Trust would send a communication to the RO within 15 days from the prescribed time.

**STEP 7.** Once Enrolment is completed, a scheme ID is created for the RO, and the confirmation for the same is communicated to RO.

**STEP 8.** A starter kit/Samarth hand book containing the complete details of the Samarth scheme is also handed over to the RO by the National Trust.

**STEP 9.** The National Trust to begin the fund disbursement process for providing setup cost to the ROs.

The existing Samarth centres will also need to follow the same procedure as detailed above for enrolling under the new scheme including submission of documents and proposal. The RO will stop to receive benefits under the existing scheme and start receiving funds under the new scheme. The process for enrolment for Samarth scheme remains the same as explained above.

### **1.5.2 Enrolment of PwD at the Samarth Centre**

**STEP 1.** PwD comes or is brought to the centre.

**STEP 2.** The Samarth centre conducts an Individual PwD Assessment Test with the help of a Therapist or Counsellor to understand the specific needs of the PwD.

**STEP 3.** If PwD is orphan or abandoned or is from a family in crisis, the RO should approach the competent district officials authorised by the State Government to certify the same. Apart from the document for certifying the above, no more documents are to be produced for enrolling

with the Samarth Centre. Also, the PwD is automatically included in the BPL category. The PwD is enrolled for Niramaya along with registration for Samarth.

**STEP 4.** In all other cases, a check is made on whether the PwD is applicable for the LIG or BPL funding by the National Trust

**STEP 5.** The parent or guardian is required to fill the Enrolment Form along with the originals and photocopies of the below mentioned documents. The documents and records for each PwD are to be maintained in separate files.

**Documents required to be brought by Parents or guardians for enrolment in a Samarth Centre are:**

- a) Enrolment form
- b) Birth certificate or Date of Birth proof of the PwD
- c) Disability certificate
- d) BPL certificate or Income certificate of Parents or Guardian issued by competent authority as authorized by the concerned State/ Union Territory (for LIG or BPL family)
- e) ID proof of parent or guardian
- f) Declaration proof of the guardianship if PwD <18 years of age and parents are not the guardians

OR

LG certificate, if PwD >18 years of age and parents are not the guardians

Note that a necessary field for the intended duration of stay is also to be filled in the application form by the parents or guardian of the PwD.

**STEP 6.** In case of successful verification of all the above furnished documents, the PwD is enrolled at the Samarth centre – a confirmation Enrolment ID card/receipt is handed over to the PwDs parents or guardians ( if any) along with a starter kit. Further details about the starting date, rules and regulations etc. are to be mentioned by the Samarth representatives.

**STEP 7.** Parents and guardians of the PwDs are given a detailed insight on the Niramaya health insurance scheme by the Samarth representatives, in case the PwD has not availed it already. RO representative may assist with the registration of the PwD under the Niramaya scheme, in case the parents or guardian agree for the same. In case of absence of parents or guardian, the Samarth centre needs to mandatorily enrol the PwD for Niramaya.

### *1.5.3 Fund disbursement process*

Fund disbursement for Samarth Centre shall take place for three categories of cost as mentioned before. In this section, we have listed down processes for fund disbursement for all four cost categories.

Please note that each RO should maintain a separate account of funds received from the National Trust under Samarth scheme in appropriate ledgers, clearly mentioning the amounts received, amount spent and balance at hand.

### 1.5.3.1 Fund disbursement of Initial Setup Cost

Initial set up cost shall be disbursed after approval of RO application for commencing a Samarth Centre. This process is initiated by the National Trust after enrolment approval of RO. Funds should be transferred within 15 days of approval of the application by the National Trust.

**STEP 1.** Once the National Trust has approved the application for the Samarth centre, initial set up amount shall be disbursed.

**STEP 2.** National Trust scheme in-charge to send instructions to its internal Finance department.

**STEP 3.** Internal Finance department of National Trust will transfer funds to RO via NEFT or RTGS. Cash disbursement is not allowed.

**STEP 4.** Transaction confirmation will be sent to the scheme in-charge.

**STEP 5.** Transaction confirmation to be sent to the concerned RO by scheme in-charge.

**STEP 6.** Record of the details of funds transfer to be maintained by internal Finance department of the National Trust.

**STEP 7.** If the funds are not disbursed within the stipulated time period, RO can escalate the issue as per Escalation matrix either through website or by calling the concerned officer on his or her office number.

### 1.5.3.2 Fund disbursement of Sustenance Cost

This process defines process for fund disbursement for Sustenance cost during initial 3 months from the start of operations.

**STEP 1.** RO shall provide required set of documents to the National Trust on a monthly basis prior to release of sustenance cost

**STEP 2.** Documents for sustenance cost has to be uploaded on website of the National Trust:

**Documents or Information to be provided by RO after one month of start of operation:**

- a) Setup completion report including start date of operation.
- b) Setup completion certificate to be provided by any one official of SNAC, LLC, NT, Social Welfare Department, DC, DM office after physical verification.
- c) Filled checklist for providing Minimum Standard of Living (*Checklist to be finalized by the National Trust for minimum standards of living*).

**Documents required to be submitted by RO for release of sustenance cost for Samarth Centre are:**

- a) **Fund request form** containing details about the funds to be disbursed for the month under consideration as per the scheme.
- b) **PwD Report:** RO to provide list of PwDs enrolled in each month for the first three months of operation of the Samarth centre including details like:
  - PwD Name, Age, Gender

- Disability details
- Income Group – BPL/LIG/Non LIG
- NT funded or not
- Date of enrolment
- Intended duration of stay

**c) PwD Docket:**

For the **orphan/abandoned** PwD being enrolled with the National Trust for the first time for receiving funds, the following documents are to be provided by the RO:

- Document from the competent district officials authorised by the State Government to certify whether the PwD is an orphan or abandoned or is from a family in crisis
- Disability certificate of the PwD
- Niramaya documents created as a part of enrolment of PwD

For all the PwDs who will be enrolling in Samarth Centres for the first time for receiving funds, the following documents are to be provided by the RO:

- Disability certificate of the PwD
- BPL certificate or Income certificate of Parent or Guardian issued by competent authority as authorized by the concerned State/ Union Territory (in case of LIG or BPL category)
- Niramaya documents created as a part of enrolment of PwD

For all new PwDs, records shall be created in the National Trust and unique IDs would be assigned to them. PwD ID shall be communicated to ROs and parents/guardians by the the National Trust officials.

The ROs are required to keep records of all the documents of the PwDs enrolled with them. The National Trust reserves the right to ask the ROs in case of any requirement or to conduct audits or checks at the RO centre for the same.

**STEP 3.** Once the National Trust has verified the documents for the new beneficiaries, the National Trust sustenance amount shall be disbursed within 15 days of receipt of the documents from RO.

**STEP 4.** NT to send instructions to its Internal Finance Department

**STEP 8.** Internal Finance department of the National Trust to transfer funds to RO via NEFT or RTGS. Cash disbursement is not allowed.

**STEP 5.** Transaction confirmation to be sent to the concerned official.

**STEP 6.** Transaction confirmation to be sent to the concerned RO by concerned official.

**STEP 7.** Record of the details of funds transfer to be maintained by internal Finance department of the National Trust.

**STEP 9.** If the funds are not disbursed within the stipulated time period, RO can escalate the issue as per Escalation matrix either through website or by calling the concerned officer on his or her office number.

### 1.5.3.3 Fund disbursement for Monthly Recurring Cost

This process defines process for fund disbursement for monthly recurring cost every month after sustenance period is over (sustenance period is till 3 months after start of operations) including application for work centre by RO

**STEP 1.** RO to provide the Monthly reports online which indicates the number of PwDs who have stayed at the centre for each month of operation of the Samarth centre – LIG or BPL as well as Non LIG.

**Documents and information required to be submitted by RO for release of monthly recurring cost for Samarth Centre are:**

- a) **Fund request form** containing details about the funds to be disbursed for the month under consideration as per the scheme
- b) **PwD Report:** RO to provide list of PwDs enrolled in each month along with the following details
  - PwD Name, Age, Gender
  - Disability details
  - Income Group – BPL/LIG/Non LIG
  - NT funded or not
  - Date of enrolment
  - Intended duration of stay
- c) **PwD Docket:**  
For the **orphan/abandoned** PwD being enrolled with the National Trust for the first time, for receiving funds, the following documents are to be provided by the RO:
  - Document from the competent district officials authorised by the State Government to certify whether the PwD is an orphan or abandoned or is from a family in crisis
  - Disability certificate of the PwD
  - Niramaya documents created as a part of enrolment of PwD

For all the PwDs who are enrolling in Samarth Centres for the first time for receiving funds, the following documents are to be provided by the RO:

- Disability certificate of the PwD
- BPL certificate or Income certificate of Parent or Guardian issued by competent authority as authorized by the concerned State/ Union Territory (in case of LIG or BPL category)
- Niramaya documents created as a part of enrolment of PwD
- d) **Work Centre:**  
In case Samarth centre is applying for setting up work centre, the following documents are to be provided by the RO:
  - Proposal for work centre including type of work centre, financial proposal, no. of PwDs employed, location of work centre
  - Details of PwDs (name, age, gender, skill, vocational trainings attended along with training centre)
  - Declaration from RO that above mentioned PwDs would be employed in the work centre and that they have required skill set to work in these work centres.

For all new PwD, records shall be created in the National Trust and unique IDs would be assigned to them. PwD ID shall be communicated to ROs and parents/guardians by the National Trust officials.

The ROs are required to keep records of all the documents of the PwDs enrolled with them. The National Trust reserves the right to ask the ROs in case of any requirement or to conduct audits or checks at the RO centre for the same.

**STEP 2.** Once the National Trust has verified the documents for the new PwD, the monthly recurring amount shall be disbursed within 15 days of receipt of the documents from RO.

**STEP 3.** The National Trust to send instructions to its Internal Finance Department.

**STEP 4.** Internal Finance Department of the National Trust to transfer funds to RO via NEFT or RTGS. Cash disbursement is not allowed.

**STEP 5.** Transaction confirmation to be sent to the concerned official.

**STEP 6.** Transaction confirmation to be sent to the concerned RO by concerned official.

**STEP 7.** Record of the details of funds transfer to be maintained by internal Finance department of the National Trust.

**STEP 8.** If the funds are not disbursed within the stipulated time period, RO can escalate the issue as per Escalation matrix either through website or by calling the concerned officer on his or her office number.

#### *1.5.4 Monitoring mechanism*

Monitoring of Samarth Centre shall be done twice a year i.e. after every six months, in October and in March. Samarth Centre should submit the Samarth Action Docket at end of October and March every year.

**Samarth Action Docket includes following documents:**

- a) Samarth Action Report consisting of:
  - Statement of Expenditure
  - Performance Report (based on KPIs) & Supporting documents
  - Achievements or activities that can be highlighted (if any) specific to the scheme
  - Annual Report of RO which is to be submitted yearly
  - Audited account details of the year to be submitted (only once after 6 months of receipt of the same)
- b) Work centre report consists of :
  - Statement of expenditure and work centre completion report or certificate for period where the funds of the National Trust has been availed for setting up the work centre.
  - Details of the work centre (including no. of PwDs employed, kind of work undertaken, sales turnover etc.)
- c) Proposed Action Plan for next 6 months:
  - Any upcoming or planned events
  - Additional activities planned



- d) Feedback/Suggestions  
- Both scheme wise and in general
- a) The ROs are expected to provide timely submission of the above mentioned documents to the National Trust. The maximum time limit allowed to send the docket would be between (1st April – 10th May) and (1st Oct-10th Nov) of every year.
- b) In case of any failure in the submission of the same, the National Trust would send reminders to ROs on an interval of every 40 days, 20 days and 15 days respectively ( a maximum of 3 times).
- c) In such a scenario, further funds would be put on hold till the National Trust receives the documents. In case of failure in the same for 3 consecutive times, matter would be presented to Joint Secretary & Sanction Committee on further actions to be taken.
- d) In the case where RO sends the documents to the National Trust before 3 warnings, funds would be disbursed as per periodic cycle, along with funds on hold.
- e) After the National Trust receives the Samarth Action Docket, the documents are analysed and verified.
- f) The National Trust is also expected to provide support and suggestions on the Proposed Action plan.

### Key Performance Indicators

Monitoring mechanism of Samarth scheme is Key Performance Indicators (KPI) based. Samarth Centres are expected to work on the areas mentioned as KPIs along with usual day to day activities. If Samarth Centres are not achieving the KPI targets, the National Trust can mentor and guide them in the correct direction for betterment of PwD.

Below are the KPIs and respective targets for Samarth scheme:

KPI Name	KPI Weightage	KPI Description	Target	Documents required
<b>1. PwD Strength</b>	10%	Total strength of PwDs present in the Samarth Centre as well as the number of the National Trust Funded PwD	Total Strength –minimum 30 the National Trust Funded – minimum 15	• RO wise details of the PwD to be obtained from the National Trust dashboard
<b>2. LIG: Non LIG ratio</b>	10%	Ratio of PwD from LIG category versus Non LIG category	LIG : Non LIG ratio should be 1:1	• RO wise details of the LIG: Non LIG ratio to be obtained from the National Trust dashboard
<b>3. PwD Registration with Niramaya Scheme</b>	15%	Registration of all PwDs residing at Samarth Centre with Niramaya Scheme	100% compliance	• Niramaya records for PwD to be obtained from the National Trust dashboard



<b>4. PwD Development</b>	25%	Overall development graph of the PwD	33% of PwDs funded by the National Trust to demonstrate growth/positive development	<ul style="list-style-type: none"> <li>• Growth chart( for the National Trust funded PwDs)</li> <li>• Therapist report for all who have demonstrated a positive growth</li> </ul>
<b>5. Inclusion events Organized</b>	15%	Number of events organized by the Samarth centre for community inclusion e.g. taking PwDs for a picnic/ excursion to a historic place, painting competition/sports competition(s) open to children with special needs as well as other kids etc.	Atleast 4 events per year	<ul style="list-style-type: none"> <li>• Undertaking by the RO detailing the event organized or participated</li> <li>• Photographs of the event</li> </ul>
<b>6. Gainful Employment of PwD</b>	25%	PwDs above 14 years of age and residing at the Samarth centre for more than 6 months should have an opportunity to be gainfully employed.	At least 10% of the PwDs > 14 years of age and residing at the Samarth centre for more than 6 months should be gainfully employed	<ul style="list-style-type: none"> <li>• Declaration from employer or signed employment letter</li> </ul>

## Grievance Redressal

In case the RO or the PwD faces any issues with regards to the scheme, the RO or the PwD can either login the issue in the Grievance redressal system in the website or can contact the concerned official or CEO of the National Trust on the office phone number.

## Escalation Matrix

If any time limit as mentioned in this document is exceeded by the National Trust, then the RO or the PwD or family or guardian of PwD can escalate it to the CEO of the National Trust. If the matter is not closed within a reasonable amount of time by the CEO of the National Trust, RO or the PwD or family or guardian of PwD can further escalate the matter to the Chairperson of the Board of the National Trust.

## BASIC CRITERIA FOR REGISTRATION FOR THE SCHEME

1. Registered Name (at the State/ by the competent authority) of Association of Persons with disabilities OR Association of Parents of persons with Disabilities OR Voluntary Association

2. Date of expiry of registration with The National Trust

3. Date of Expiry of registration of the NGO under PwD Act 1995

4. Registered Address of RO

House No.

Street Name

Landmark

District

State

Pin code

5. Whether the name and registered address is same as the Name and address registered with the bank

Yes ☐ No ☐

6. If No, Name and address registered with the bank

Name

House No.

Street Name

Landmark

District

State

Pin code

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7.	Whether RO is blacklisted by the National Trust/ any other government organization as on date of submission of application form	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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8.	Bank details	Name of the Account Holder
		<hr/>
		Bank Account No.
		<hr/>
		Bank Name
		<hr/>
		Branch and State
		<hr/>
		Branch Code
		<hr/>
		IFSC Code
		<hr/>

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9.	Contact person
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10.	Landline/Mobile
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11.	E-mail ID
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## Samarth Application Form for Enrolment of ROs

### ABOUT REGISTERED ORGANIZATION (RO)

1. Name of RO							
2. Address of RO	House No.						
	Street Name						
	Landmark						
	District and State						
	Pin code						
3. Point of contact of the RO	Name						
	Contact Number (Mobile)						
	Email ID						
	Designation/ Position at RO						
4. Date of registration with the National Trust	Date	<input style="width: 50px;" type="text"/>	Month	<input style="width: 50px;" type="text"/>	Year	<input style="width: 50px;" type="text"/>	
	Date of Expiry of registration with the National Trust	Date	<input style="width: 50px;" type="text"/>	Month	<input style="width: 50px;" type="text"/>	Year	<input style="width: 50px;" type="text"/>
	Registration proof attached	Yes	<input style="width: 50px;" type="text"/>	No	<input style="width: 50px;" type="text"/>		
	RO registered under PwD Act 1995?	Yes	<input style="width: 50px;" type="text"/>	No	<input style="width: 50px;" type="text"/>		
Date of Registration of the NGO under PwD Act 1995	Date	<input style="width: 50px;" type="text"/>	Month	<input style="width: 50px;" type="text"/>	Year	<input style="width: 50px;" type="text"/>	
	Date of Expiry of registration of the NGO under PwD Act 1995	Date	<input style="width: 50px;" type="text"/>	Month	<input style="width: 50px;" type="text"/>	Year	<input style="width: 50px;" type="text"/>
	Proof of registration under PwD Act 1995 attached	Yes	<input style="width: 50px;" type="text"/>	No	<input style="width: 50px;" type="text"/>		

6.	Whether RO is blacklisted by the National Trust/any other government organization as on date of submission of application form	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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7. Website of RO

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8.	Bank details	Name of the Account Holder
		<input type="text"/>
		Bank account no.
		<input type="text"/>
		Bank Name
		<input type="text"/>
		Branch
		<input type="text"/>
		IFSC code
		<input type="text"/>

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9.	Application Fees payment details	<b>If online payment is done:</b> Reference number (URN number)/ Transaction ID <input type="text"/>  <b>If payment is done through Demand Draft</b> DD No./Slip No./ Transaction ID <input type="text"/>  DD Date <input type="text"/>  Amount (in INR) <input type="text"/>
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### ABOUT PROPOSED SAMARTH CENTRE

1.	Name of Proposed Samarth Centre	<input type="text"/>
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2.	Address of proposed Samarth Centre	House No.
		<input type="text"/>
		Street Name
		<input type="text"/>
		Landmark
		<input type="text"/>
		District and State
		<input type="text"/>
		Pin code
		<input type="text"/>

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3.	Ownership status of the proposed Samarth property	Owned by RO <input type="checkbox"/>	Leased <input type="checkbox"/>	Rented <input type="checkbox"/>
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4. Information on staff and infrastructure

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a) Proposed Resources/Staff

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Name	Qualifications	Part Time/ Full time	Frequency of visits per week	Number of years of experience	Designation for which he/she has been considered

**b) Proposed Infrastructure**

Type of infrastructure provisions	Activities to be carried out in each room	Size	Special tools used for activities, recreational activities, medical assessment	Remarks (if any)
Activity/Vocational Room Recreation Room/ Play Room				
Medical Room or Assessment Room (with therapeutical aids and appliances)				
Lodging				
Bathroom				
Kitchen				
Office				
Other				

**c) Disability friendly provisions**

Type of provision	Brief description	Number of Provisions
Accessible premises		
Accessible toilets		

Furniture		
Fixtures		
Special Aids and devices		
Special appliances		
Others		
d)	Attachments	<ol style="list-style-type: none"> <li>i. The National Trust Registration certificate</li> <li>ii. PwD Act 1995 Registration proof/ certificate</li> <li>iii. Address Proof: Ownership Documents, Lease deed or Rent agreement</li> <li>iv. Undertaking by the RO detailing the experience of minimum 2 years with PwDs under the National Trust Act</li> <li>v. Declaration of Non Blacklisting/ Blacklisting by the RO</li> <li>vi. Self-Declaration by RO regarding current setup listing out the following: <ul style="list-style-type: none"> <li>• Existing facilities and infrastructure</li> <li>• Current set of activities being undertaken</li> <li>• Staffing including qualification and experience</li> </ul> </li> <li>vii. Proof of payment of Application fees</li> <li>viii. Physical Verification certificate of the proposed Samarth Centre site verified by any one official of office of DC, DM, Social Welfare Department, Tahsildar, the National Trust.</li> </ol>

Signature and Stamp

Name

Date

Place

## Samarth Monitoring Docket

### ABOUT REGISTERED ORGANIZATION (RO)

1.	Name of RO		
2.	Name of Samarth Centre		
3.	Address of Samarth center	House No.	
		Street Name	
		Landmark	
		District and State	
		Pin code	
<b>4.</b>	<b>Samarth Action Report</b>		
a)	Performance		
	KPI name	Description	RO achievement
i.	PwD Strength	Total strength of PwDs present in the Samarth Centre as well as the number of the National Trust Funded PwD	
ii.	LIG Non LIG Ratio	Ratio of PwD from LIG category versus Non LIG category	
iii.	PwD Registration with Niramaya Scheme	Number of PwDs residing at Samarth Centre registered with Niramaya Scheme	
iv.	PwD Development	Overall development graph of the PwD (to be mentioned in percentage)	
v.	Inclusion events Organized	Number of events organized by the Samarth Centre for community inclusion e.g. taking PwDs for a picnic/excursion to a historic place, painting competition/sports competition(s) open to person with special needs as well as others (please mention details w.r.t. year, month, number of events)	
vi.	Gainful Employment of PwD	PwDs residing at the Samarth centre for more than 6 months should have an opportunity to be gainfully employed	
b)	Details of expenses	Year	
		Period	



		Total funds received from the National Trust
		Total expenses incurred
c)	Achievements or activities that can be highlighted (if any) specific to the scheme	
<b>5. Work center details</b>		
a)	Details of expenses	Total expense incurred
		Period
b)	Details of the work centre	Total number of work centers
		Total Number of PwDs employed
		Total Number of the National Trust PwDs
		Products manufactured
		Sales turnover
<b>6. Proposed Action Plan for next 6 months</b>		
a)	Upcoming/planned events	
b)	Additional activities planned	
<b>7. Feedback/Suggestions (Both scheme related and in general)</b>		
8.	Attachments	i. Statement of expenditure of Samarth center ii. Annual Report of RO (to be submitted once in an year in April-March cycle) iii. Audited account details of the year to be submitted (only once after 6 months of receipt of the same ) iv. Documents to support performance as per KPI v. Statement of expenditure of associated work center

Signature

Name

Date

Place

## Monthly Fund Request form - Samarth

1.	Claim for the month of	Month and Year
2.	Name of RO	
3.	Samarth Scheme ID	

## ABOUT SAMARTH CENTRE

1. Name of Samarth Centre

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2. Details of PwDs

a) **PwDs enrolled**

\*Type refers to whether the PwD is Orphan/ Abandoned/ BPL/ LIG/ Non LIG

\*For all new PwD, records shall be created in the National Trust and unique IDs would be assigned to them. PwD ID shall be communicated to ROs and parents or guardians by the National Trust officials.

[illegible]

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**b) Fund request details**

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Total number of PwDs in the center	Number of PwDs to be funded by the National Trust	Fund allocated per person	Total Fund requested
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\* The National Trust reserves the right to disburse the amount as calculated by its internal records for each scheme

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**c) Attachments****Documents to be submitted**

For the orphan or abandoned PwDs being registered with the National Trust for the first time for receiving funds, the following documents are to be provided by the RO:

- Document from the competent district officials authorised by the State Government to certify whether the PwD is an orphan or abandoned or is from a family in crisis
- Disability certificate of the PwD
- Niramaya documents collected as a part of registration of PwD

For all PwDs who are enrolled in Samarth Centres for the first time for receiving funds, the following documents are to be provided by the RO:

- Disability certificate
  - BPL certificate or Income certificate of Parent or Guardian issued by competent authority as authorized by the concerned State/ Union Territory (in case of LIG or BPL category)
  - Niramaya documents collected as a part of enrolment of PwD
- 

\*The ROs are required to keep records of all the documents of the PwDs enrolled with them. The National Trust reserves the right to ask the ROs in case of any requirement or to conduct audits or checks at the RO centre for the same

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Signature with Stamp

Name

Designation

Date

Place

## Physical Verification Form - Samarth

I, (Name of verifying official), (Designation), (Department) , verify the details as below :

1. Date of verification	
2. Name of requesting RO	
3. Point of contact of the RO	<div style="border-bottom: 1px solid black; padding-bottom: 5px;">Name</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px; margin-top: 5px;">Contact Number</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px; margin-top: 5px;">Email ID</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px; margin-top: 5px;">Designation/ Position at RO</div>
4. Registered address of the RO	
5. Name of scheme against which verification is being carried out	
6. Address of proposed center	
7. Status of the proposed center	Leased / Rented / Owned by RO/ Other
8. Period for which the property is available on rent/ lease	
9. Level at which center is located	Ground floor / 1st floor/ 2nd floor / Other
10. Availability of lift/ ramp	
11. Number of Halls	
12. Number of Rooms	

13. Comments

Signature of official(s)

Name

Designation

Department

Mobile number

Location

## Sustenance Fund Request form - Samarth

1.	Claim for the month of	Month and Year
2.	Name of RO	
3.	Samarth Scheme ID	

## ABOUT SAMARTH CENTRE

1. Name of Samarth Centre
2. Start date of operation

### 3. Details of PwDs

- a) **PwDs report** – RO to provide list of PwDs enrolled in each month for the first three months of operation of the Samarth centre

\*Type refers to whether the PwD is Orphan/ Abandoned/ BPL/ LIG/ Non LIG

\*For all new PwD, records shall be created in the National Trust and unique IDs would be assigned to them. PwD ID shall be communicated to ROs and parents or guardians by the National Trust officials.

[illegible]

**b) Fund request details**

Total number of PwDs in the center	Number of PwDs to be funded by the National Trust	Fund allocated per person	Total Fund requested
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\* The National Trust reserves the right to disburse the amount as calculated by its internal records for each scheme

**c) Attachments**

- i. Setup completion report including start date of operation
- ii. Setup completion certificate to be attested by any official of SNAC, LLC, NT officials, Govt. officials, Social welfare officials, DC or DM after physical verification.
- iii. Filled checklist for providing Minimum Standard of Living
- iv. For the orphan/abandoned PwD being enrolled with the National Trust for the first time for receiving funds, the following documents are to be provided by the RO:
  - Document from the competent district officials authorised by the State Government to certify whether the PwD is an orphan or abandoned or is from a family in crisis
  - Disability certificate of the PwD
  - Niramaya documents collected as a part of enrolment of PwD

For all the PwDs who will be enrolling in Samarth Centres for the first time for receiving funds, the following documents are to be provided by the RO:

- Disability certificate of the PwD
- BPL certificate or Income certificate of Parent or Guardian issued by competent authority as authorized by the concerned State/ Union Territory (in case of LIG or BPL category)
- Niramaya documents collected as a part of enrolment of PwD

\*The ROs are required to keep records of all the documents of the PwDs enrolled with them. The National Trust reserves the right to ask the ROs in case of any requirement or to conduct audits or checks at the RO centre for the same.

Signature with Stamp

Name

Designation

Date

Place

## Work Center setup Fund Request form

1. Name of RO

2. Name of scheme under which support is being availed

3. Scheme ID

4. **Details of PwDs employed/ to be employed**

\*Type refers to whether the PwD is Orphan/ Abandoned/ BPL/ LIG/ Non LIG

\*For all new PwD, a unique ID would be assigned and communicated to the PwD.

PwD ID	Name	Age	Gender	Disability	Type	Skill set	Vocational training completed

5. **Fund request details**

\*In case the work centre is closed down within one year of start of operations, Set up cost for work centre shall be taken back from that RO by the National Trust.

a) Total amount requested

b) Type of work center

c) Address of the proposed work center

d) Machinery to be procured along with cost

e) Raw materials to be procured along with cost

f) Disability provisions at the premises

g) Proposed/ Current activities being undertaken in the RO

h) Products to be manufactured



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6. Attachments

- a) Detailed write up of minimum 100 words of the proposed Work Center and the activities to be undertaken as a part of the Work Center.
  - b) Undertaking by the RO that the RO has minimum 10 trained PwDs to work in these work centres to avail the set up cost and that they are above 14 years of age.
  - c) RO should be registered under the PWD Act on the date of submission of document
  - d) Declaration from RO that PwDs mentioned would be employed in the work centre and that they have required skill set to work in these work centres
  - e) Declaration from the RO that the work center will be run and maintained by the RO itself and not by any other body.
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\* The National Trust reserves the right to disburse the amount as calculated by its internal records for each scheme

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Signature with Stamp

Name

Designation

Date

Place