

The National Trust

Scheme Guidelines



"Empowering Abilities, Creating Trust"



Sahyogi

Caregiver training scheme

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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Prologue

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

Source: www.pmindia.gov.in
Message of Hon'ble PM Sh. Narendra Modi on 26th May 2014



(Prime Minister of India)



As the name suggests, Sahyogi, is the scheme to train persons who can help PwDs in their daily life. The training shall be imparted to those who want to help PwDs having NT disabilities. Caregivers shall be able to fulfil the daily requirement of PwDs as per the need.

Hon'ble Minister of
Social Justice & Empowerment

- Thaawar Chand Gehlot



There are a number of PwDs who need a Caregiver or Assistant to perform their daily activities. In the absence of a Caregiver they can't come out and perform other activities. There are few families, where both parents are working and there is nobody to look after the PwDs. In order to address this problem, Sahyogi Scheme has been made. Under the Scheme Care Givers will be trained to provide Care giving Services.

Hon'ble Minister of State for
Social Justice & Empowerment

- Krishan Pal Gurjar



In order to provide support services to the persons with disabilities for smooth functioning of their day to day activities, there is a need of trained caregivers. The 'Sahyogi' scheme has been developed to produce trained manpower for providing care giving services to PwDs. With the support of caregivers, the persons with disabilities are able to perform their outdoor activities.

Hon'ble Minister of State for
Social Justice & Empowerment

- Vijay Sampla



The scheme aims at providing trained caregivers to Persons with Disabilities, who need assistance in carrying out their daily activities. The scheme will enable PwDs to perform their activities and job with the help of trained caregivers. It will also provide opportunity for training and job to the caregivers. Parents of PwDs will get time to do other activities during the period of caregiving by caregivers.

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

- 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

Sahyogi *Caregiver training scheme*

1.1 Objective

To provide caregiver training and create a skilled workforce to support high need persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities, their families and institutions (hospitals, schools, NGOs etc.).

1.2 Scheme Description

This scheme aims at setting up Caregiver Cells (CGCs) to provide training and create a skilled workforce of caregivers to provide adequate and nurturing care for Person with Disabilities (PwD) and their families who require it. It also seeks to provide parents an opportunity to get trained in caregiving if they so desire. This scheme will provide a choice of training through two levels of courses to allow it to create caregivers suited to work both with families of persons with Disabilities (PwDs) and other institutions catering to the needs of the PwDs (NGOs, work centres etc.). The details of the schemes are as follows:

Primary Training

Description

The primary training is a three month course expected to train candidates in basic caregiver skills. Primary compulsory modules need to cover orientation to areas such as autism, cerebral palsy, mental retardation, multiple disabilities, family needs, health, nutrition, basic management in activities of daily living, assistive devices and barrier free environment, orientation and mobility sensory motor stimulation. It will also include training in administering first aid care.

Duration

The course needs to be designed to be a classroom study of minimum 1.5 months, followed by on-the-job training through internships of minimum 1.5 months. Money received during internship by the concerned caregiver intern shall belong to that caregiver intern only.

Candidate details

Candidates who are at least 8th class pass or equivalent are eligible to apply to this course. Parents or guardians may also apply for this course but their course will be deemed as complete after the end of the theory period. Internship is optional for Parents or guardians who complete the theory period.

Advanced Training

Description

This is a six month course expected to train candidates in advanced caregiver skills. Advanced

caregiving course will cover modules such as language and communication (including sign language), social interactions, socio-emotional management, learning and understanding, behaviour management, managing sexuality, working with adults and administering advanced medical care including regular theoretical inputs.

Duration

The course needs to be designed to consist of classroom study of minimum 3 months followed by an on-the-job training through internships of minimum 3 months for candidates. Money received during internship by the concerned caregiver intern shall belong to that caregiver intern only.

Candidate details

Candidates who are at least class 10 pass or are class 8 pass (with primary caregiver training completed successfully) are eligible for this course. The caregivers who have successfully completed the training under the previous Sahyogi scheme and/or basic RCI trainings will also be eligible to apply for the advanced course. Parents or guardians of persons with disabilities may also apply for this course but their course will be deemed as completed after the end of the theory period and it will not be mandatory to do the internship.

Caregiver Training Centre

The RO who enrolls for the scheme is expected to arrange the following while setting up the Caregiver Training Centre:

I. Infrastructure facilities

The Caregiver Training Centre must be adequately equipped to handle training sessions of 1.5 months (for primary training) to 3 months (for advance training) at a time for a batch of approximately 30 trainees as the case may be. The venue of reasonable size may be rented or owned by the RO.

II. Trainers

There should be a provision of at least one qualified trainer per batch of 30 caregiver trainees for the basic or advanced course as the case may be. The Subject Matter Experts (SME) for other permanent topics/ issues shall be deployed by RO on a need basis.

III. Training material

The RO must have provisions for the resource material of the training and ensure that all trainees have access to it.

IV. Counselling for placement

Counselling and guidance must be provided to parents/guardians/schools/employers of PwDs on the requirement of trained caregivers for the PwDs and to find suitable homes and workplaces for trained caregivers. In order to do this, the RO may leverage the caregiver placement module on the National Trust's website or organize job fairs for trained caregivers.

V. Visit at Parents/ Guardians home by RO

RO shall visit the home of all parents/ guardians of PwDs who have undertaken caregiver training, whether primary or advanced (only theory part) to review their progress in providing proper care to PwD at home. Reports of these visits have to be sent to the National Trust (minimum 200 words). For primary training, atleast 2 visits are required per parents/guardian of PwD and for advanced, at least 3 visits are required per parents/ guardian of PwD.

The RO may charge upto a maximum of Rs.1000/- per trainee per month for improving the quality of training (maximum of INR 3000/- for primary course and INR 6000/- for advanced course). But, it is not mandatory. However, there shall not be any charge from parents/ guardians of PwDs who are also undergoing the caregiver training.

1.3 Funding Pattern

The National Trust will provide funding to the Caregiver Training Centre under following three heads:

I. Setup Cost

Non- recurring cost for setting up the training centre will be provided to the RO to adequately equip the venue of the training. This will be provided for the first training conducted by any RO. The set up cost will be provided to cover the cost of the computer, projector and assistive devices required for training. It will only be provided at the time of first application for registration under Sahyogi. All subsequent applications for future batches by the same RO will be eligible for only the trainee cost and stipend.

Set up cost will be recovered if minimum 2 batches are not trained within the first two years. The RO will become re-eligible for set up cost after the completion of training 360 people. This is being done in order to replace the equipment, furniture, computer etc. at the centre.

II. Trainee Cost

The National Trust shall pay the RO to cover the operational expenses (venue charges, cost of training material and trainer fees) of training incurred by RO per training per module.

If there are any extra expenses, it will be borne by the RO.

III. Trainee Stipend

The trainees shall also be entitled to a stipend. The National Trust shall reimburse the stipend paid by RO to the trainee. It will be the responsibility of the RO to pay the candidate the stipend and submit the signed receipt to the National Trust for reimbursement of the stipend amount. The stipend amount will be reimbursed for all candidates including parents who opt to complete the internships.

Please note that the trainee cost and trainee stipend would be paid ONLY for candidates who have satisfactorily completed the theory part of the training i.e. who have attended at least 75% of the

course (documents to be submitted as proof outlined in section 1.5.2) AND satisfactorily completed on-the-job training course (documents to be submitted as proof outlined in section 1.5.2). In case the trainee receives separate stipend from the employer during his or her internship, RO does not have any interference in it.

For parents of persons with disabilities who are undertaking training, the trainee cost would be paid against submission of proof of attendance of 75% of the course since they are not eligible for internships. In case of parents or guardians of PwDs who have enrolled for the course, there would not be a provision of internship opportunity as a part of the course

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

S. No.	Head Funding	Training	Amount (in INR)	Point of Disbursement
I.	Setup Cost	Primary	1,00,000/-	At the time of acceptance of proposal
		or Advanced	1,00,000/-	At the time of acceptance of proposal
II.	Trainee Cost	Primary	4,200/- per trainee per batch	On the satisfactory completion of training
		Advanced	8,000/- per trainee per batch	On the satisfactory completion of training
III.	Trainee Stipend	Primary	Up to 5,000/- per trainee per batch (excluding parents of people with disabilities)	On the satisfactory completion of training
		Advanced	Up to 10,000/- per trainee per batch (excluding parents of people with disabilities)	On the satisfactory completion of training

1.4 Eligibility

I. Eligibility of Caregiver Trainee/Parent

Following are the eligibility criteria that an applicant should fulfil, to be enrolled for training under Sahyogi scheme:

Primary Training

1. Applicant age should be between 18-35 years at the time of applying for the training
2. The applicant must be minimum 8th standard or equivalent pass

Advanced Training

1. Applicant age should be between 18-35 years at the time of applying for the training
2. The applicant must be:
 - Minimum 8th class pass or equivalent and should have completed the primary training/previous Sahyogi course/RCI primary training course
 - OR
 - Minimum 10th class pass or equivalent

II. Eligibility of Caregiver Trainer

Following are the eligibility criteria that a trainer should have for providing training under Sahyogi scheme:

Primary Training

1. The trainer should hold a B.Ed (SE) degree or should have completed the Certificate Course in Caregiving or related course from Rehabilitation Council of India or recognized institution.

Advanced Training

1. The trainer should hold a B.Ed, Special Education (SE) degree or should have completed the Certificate Course in Caregiving or related course from Rehabilitation Council of India. Trainers holding an M.Ed(SE) should be preferred.

III. Eligibility of RO

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

S. No.	Eligibility Criteria	Required Documents
1.	Organization should be registered with the National Trust	Valid Registration certificate under the National Trust Act.
2.	RO should have experience minimum 2 years working with PwDs of atleast one of the 4 disabilities under the National Trust Act	Declarations by the RO detailing the work
3.	RO should not have been blacklisted by the National Trust/any other government organization as on the date of submission of scheme enrolment form	Declaration by the RO

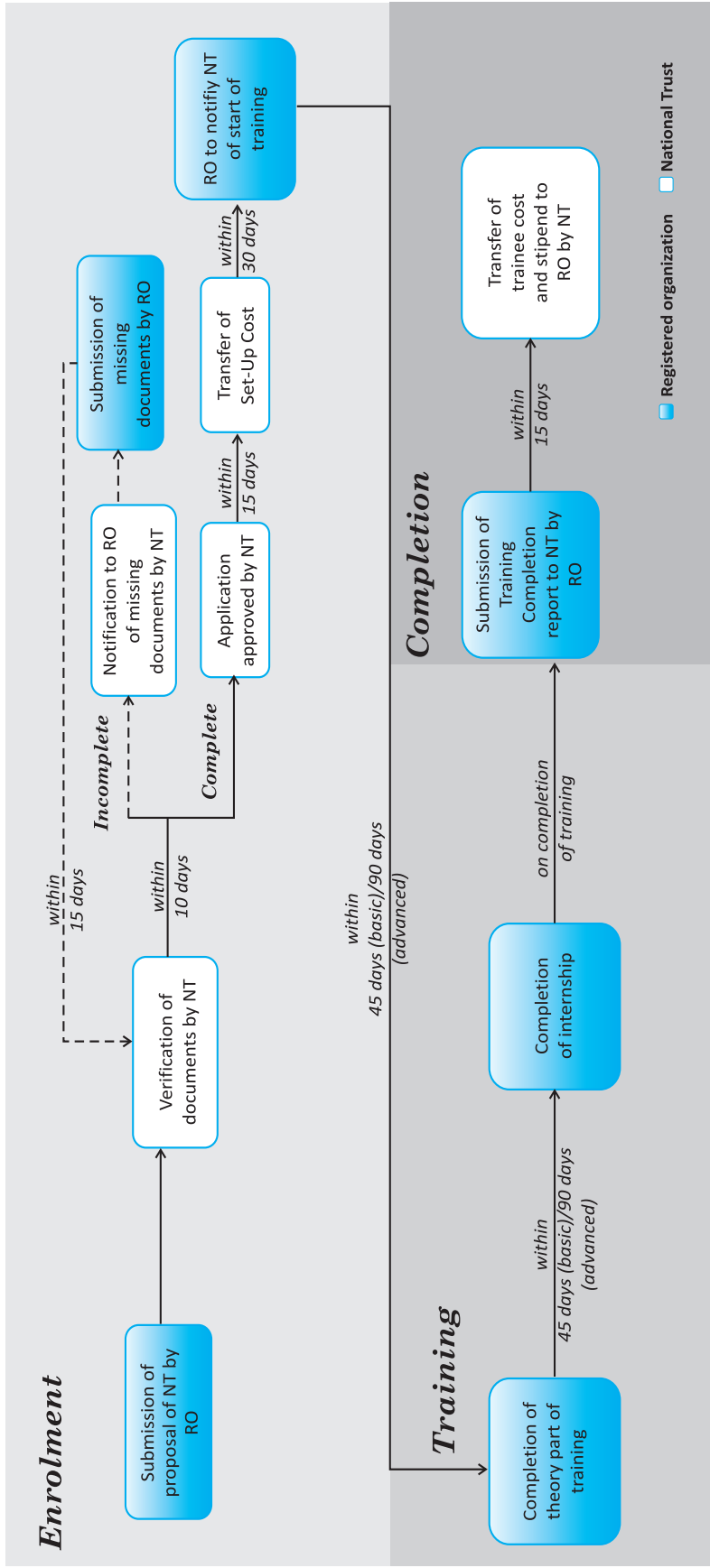
1.5 Process

This section describes the process that should be followed for the following purposes with respect to Sahyogi scheme.

1. Enrolment of RO under Sahyogi scheme
2. Fund disbursement for all three cost categories (Set up cost, trainee cost and trainee stipend)
3. Reporting and monitoring mechanism

It is depicted in the diagram given below and followed with a detailed explanation.

Following figure depicts the complete process flow for Sahyogi 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 Enrolment process

1.5.1.1 Enrolment of RO with the National Trust for availing Sahyogi

RO enrolment process defines the steps to be followed while enrolling for Sahyogi scheme every time RO wants to conduct Sahyogi training. It also details out the required information and documents at each step and timelines for various activity wherever applicable.

STEP 1. The NGO registered with the National Trust 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 by the following process only. Application fees for enrolment scheme is INR 1000/-

- RO to send the online application form/proposal
- Fill up the form online and upload the scanned documents as required*
- Submit the duly filled in form on the National Trust portal
- Pay the application fees online
- Send the print out of the filled form along with required documents to the National Trust within 7 days so that it should reach to the National Trust office within 15 days.

***Following documents have to be submitted/ uploaded by RO for enrolment purpose:**

1. Documents fulfilling the eligibility criteria (registration proof with the National Trust/certificate for the same, undertaking etc.)
2. Declaration by RO regarding current setup, listing the details of the proposed venue
3. Current set of Scheme proposal including
 - Details of training module (course opted for (primary/advanced), structure of course)
 - Details of intended training start date
4. Details (name, age, contact details) of enrolled candidates with copies of proofs of identity and education ; in case of parents, a disability certificate and identity proof for their child would be required
5. Details (name, age, contact details) with copies of proof of identity and education of trainer
6. Proof of training 360 caregivers/ parents (in case of re application for setup) receipt of approval of funds from the National Trust for previous batches

STEP 3. The final decision on the application or proposal is taken after completing all necessary formalities and processes. In case there is any discrepancy, RO is accordingly informed.

STEP 4. 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 document, the National Trust to communicate to RO within 10 days from receipt of online submission.

STEP 5. In case, hard copy of form and other documents is not received within 10 days of online point of receipt, the National Trust has to send a communication back to RO within 5 days of the prescribed deadline (which is within 15 days from point of receipt).

STEP 6. If approved, the National Trust will transfer 100% of the set up cost to the RO within 15 days from the date of approval of enrolment. The National Trust will fund each batch of 30 trainees and any training will be allowed to go forth only if there are at least 24 candidates. In case the proposal is not approved, the National Trust will notify the RO and provide the reason for rejection (if the reason is incomplete documents, the National Trust will provide the list of incomplete documents and RO will be given 15 days to submit them from the point of receipt of decision).

STEP 7. From this date of transfer, the RO will have 30 days to start the course and intimate the details of the same to the National Trust.

STEP 8. At the end of the training period, the RO will submit a training completion report that will include the details of the number of candidates who completed the training along with their attendance records (to be maintained through signatures on a daily basis), proofs of satisfactory completion of internship and course completion certificates handed to the candidates.

STEP 9. After verification, the National Trust will provide the trainee cost for all candidates who have successfully completed the training; and trainee stipend to the RO based on the number of candidates who have successfully completed the course and the internship.

1.5.1.2 Application for Subsequent Batches of Training after Initial Enrolment

STEP 1. After the first batch of training (where set up is provided), for the next batch of training that the RO seeks to conduct, a fresh proposal for the next batch of training is to be submitted with the documents given below. The application fee is not required at this stage.

***Following documents have to be submitted/ uploaded by RO for enrolment purpose:**

Declaration by RO regarding current setup listing the details of the proposed venue

1. Scheme proposal including
 - Details of training module (primary/advanced)
 - Details of intended training start date
2. Details (name, age, contact details) of enrolled candidates with copies of proof of identity and education ; in case of parents, a disability certificate and identity proof for their child would be required
3. Details (name, age, contact details) with copies of proofs of identity and education for trainer

STEP 2. After verification of the documents given above, the National Trust is to convey the decision to the RO for the training batch within 15 days from the point of receipt of proposal

- In case of approval, the RO must start the batch within 30 days from receipt of decision and notify the start date to The National Trust.

- In case of rejection of proposal, the National Trust will convey the reason to the RO (if the reason is incomplete documents, the National Trust will provide the list of incomplete documents and RO will be given 15 days to submit them from the point of receipt of decision).

STEP 3. At the end of the training period, the RO will submit a training completion report that will include the details of the number of candidates who completed the training along with their attendance records (to be maintained through signatures on a daily basis), proofs of satisfactory completion of internship and course completion certificates.

STEP 4. After verification, the National Trust will provide the trainee cost (for all candidates) and trainee stipend (for all candidates other than parents of persons with disabilities who are undertaking training) to the RO based on the number of candidates who have successfully completed the course and the internship.

Once RO has received set up amount, same shall be used for training 360 caregivers/ parents over various batches. For each subsequent batch after the first (where set up is given), the RO will have to submit a proposal for training (with participant and trainee details as mentioned above). However, once RO has completed training of 360 caregivers/ parents, they become eligible to apply for setup cost again as per the process outlined in section 1.5.1.1.

1.5.1.3 Enrolment of Caregivers at the Caregiver Training Centre

Following are the steps that should be followed for enrolment of caregivers at the caregiver training centre:

STEP 1. Caregiver comes to the centre with the required proof by deadline specified by the RO in notice regarding the training.

Documents required from applicant for enrolment in caregiver training centres are as follows:

- Educational qualification proof to fulfil the requirements of concerned training proof
- Identity proof of the applicant
- Disability certificate and identity proof of the child in case of parents

STEP 2. On successful verification of the all the above furnished documents, the Caregiver is enrolled at the Caregiver Training centre. Further details of the schedule of the centre, starting date, rules and regulations etc. are to be mentioned by the Sahyogi representatives.

1.5.2 Fund disbursement process

Each RO to always maintain a separate account of funds in appropriate ledgers as received from the National Trust under Sahyogi – clearly mentioning the amounts received, amount spent and balance at hand. The funds under this scheme will be disbursed in two stages upon submission of required documents and supporting proof. The two stages are as follows:

- STAGE I – Setup Period
- STAGE II – Training Completion

Process followed for fund disbursement for all the stages is as follows:

STEP 1. Once the National Trust has approved the application for the Caregiver Training centre, amount for Stage I shall be disbursed. Funds to be transferred within 15 days of approval of the application.

For Stage I and Stage II documents required are listed below:

Stage I documents are as follows:

Enrolment report including

- Details of candidates enrolled for training (copies of identity proof of candidates should be attached)
- Details of the venue
- Details of the trainer (copies of education proof and identity proof to be attached)

Stage II documents are as follows:

Training completion report including:

- Details of candidates who have completed the training (copies of certificates and attendance records with signatures should be attached)
- Internship proofs (signature in case of employment with household and letter in case of employment with an organisation)
- Report of internship (200 words per intern) or Visit reports to parents/ guardians home (200 words per parents/ guardians)
- Stipend receipts (signed by candidate)
- Course completion certificate
- Statement of Expenditure
- Performance Report (based on KPIs) & Supporting Documents
- Achievements or activities that can be highlighted(if any) specific to each scheme enrolled for

STEP 2. The National Trust scheme in-charge to verify documents and then send instructions to its internal Finance department

STEP 3. The National Trust to send instructions to its Accounts Division.

STEP 4. Accounts Division of the National Trust to transfer funds to RO via NEFT or RTGS preferably(No cash disbursement is allowed)

STEP 5. Transaction confirmation to be sent to the requesting official.

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

STEP 7. Record of the details of funds transfer to be maintained by Accounts Division of the National Trust.

STEP 8. If the funds are not disbursed within the stipulated time period, RO can escalate the issue to the official as per Escalation matrix provided., 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 Monitoring mechanism

Monitoring of training centre shall be done at following points in time.

- I. Start of training report
- II. Completion report to be submitted at the end of the training period (as mentioned in the fund disbursement process)
 - a) The ROs are expected to provide timely submission of the above mentioned documents to The National Trust.
 - b) The maximum time limit allowed to send the Completion Report would be within 4 weeks of completion of training.
 - c) In case of any failure in the submission of the same, the National Trust would send reminders to ROs on an interval of every 15 days respectively (a maximum of 3 times).
 - d) 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 for further actions to be taken.
 - e) In the case where RO sends the documents to the National Trust before 3 warnings, funds would be disbursed, along with funds on hold.
 - f) After the National Trust receives the Sahyogi Completion Report, the documents are analysed and verified, the final trainee cost and stipend would be transferred to the RO for running the Caregiver Trainee Centre for that batch.
 - g) In case the RO does not hold at least 2 batches for the first two years, there will be a two year black out period during which it will be unable to re-apply for the scheme and set up cost will be recovered.
 - h) The RO will be re-eligible for set up cost after successful completion of training for 360 candidates.

Key Performance Indicators

Monitoring mechanism of Sahyogi Scheme is Key Performance Indicators (KPI) based. If ROs conducting training under Sahyogi scheme are not achieving the KPI targets, the National Trust can mentor and guide them in the correct direction.

Below are the KPIs that are considered for Sahyogi scheme:

KPI Name	KPI Weightage	KPI Description	Target	Documents required
1. Trainee Strength	15%	Total strength and minimum number of trainees in a training batch	Batch Size - 30 Minimum - 24	<ul style="list-style-type: none"> Batch wise details of the trainees to be obtained
2. Trainee attendance	15%	Effectiveness of training provided to trainee	75% of the trainees should have attended at least 75% of the course	<ul style="list-style-type: none"> Attendance record with signature of trainees
3. Internship opportunities	30%	Total internship opportunities sourced for trainees	At least 75% of the batch must be placed for internship immediately, post theory period	<ul style="list-style-type: none"> Copies of internship completion certificates
4. Placement	20%	Number of caregivers placed after completion of training	At least 25% of the trainees who have completed training	<ul style="list-style-type: none"> Report of employment (signature in case of employment with household, letter in case of employment with an organization)
5. RO Visit Status Report	20%	An overview of the visits conducted by RO to the houses of parents/ guardians of the PwDs who have attended the training course	Bi-annual report to be released by the National Trust in September and March for each financial year	<ul style="list-style-type: none"> RO Visit Status Report about "how these parents/ guardians implement the inputs from the training at their homes with PwDs" (Min 200 words per parent/ guardian)

RO enrolled under Sahyogi scheme is expected to achieve atleast 50% of the KPIs on an annual basis. In case of failure by RO in achieving the same, the National Trust reserves the right to reconsider the funding to be provided for the next year, provided the RO submits a reasonable explanation for the same.

Grievance Redressal

In case the RO faces any issues with regards to the scheme, the RO 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 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 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 (in 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

7. Whether RO is blacklisted by the National Trust/ any other government organization as on date of submission of application form

Yes No

8. Bank details

Name of the Account Holder

Bank Account No.

Bank Name

Branch and State

Branch Code

IFSC Code

9. Contact person (Name)

10. Contact phone No.

Landline

Mobile

11. Email ID

Fund Request form for Stage II - Sahyogi

1. Claim for the month of _____ Month and Year _____

2. Name of RO _____

3. Sahyogi Scheme ID _____

ABOUT PROPOSED SAHYOGI CENTRE

1. Name of Proposed Sahyogi Centre _____

2. **Details of Candidates who have completed the training**

Name	Age	Grade	Date of visit

3. Fund requested _____

Number of caregivers trained	Type of course	Total fund requested

* The National Trust reserves the right to disburse the amount as calculated by its internal records for each scheme

4. Total expense incurred for the training period _____

5. Performance

KPI Name	Description	RO achievement
a) Trainee Strength	Total strength and minimum number of trainees in a training batch	

b)	Trainee attendance	Average attendance of trainees (in %)
c)	Internship opportunities	Number of trainees placed for internship immediately post theory period
d)	Placement	Number of caregivers placed after completion of training
e)	RO Visit Status Report	An overview of the visits conducted by RO to the houses of parents/ guardians of the PwDs who have attended the training course (Min 200 words per parent/ guardian)
6.	Achievements or activities that can be highlighted (if any) specific to each scheme enrolled for	
7.	Attachments	<ul style="list-style-type: none"> i. Copies of certificates and attendance records with signatures of candidates who have completed training ii. Internship proof (signed acknowledgement in case of employment with household and letter in case of employment with an organisation) iii. Report of internship (200 words per intern) or Visit reports to parents/ guardians home (200 words per parents/ guardians) iv. Stipend receipts (signed by candidate) v. Course completion certificate vi. Statement of Expenditure vii. Documents supporting KPI

Signature

Name

Date

Place

Sahyogi Application Form for Training of Caregiver

ABOUT REGISTERED ORGANIZATION (RO)

1. Name of RO
2. Registration No. of RO
3. Year of registration with The National Trust Date Month Year
4. Registration valid up to Date Month Year

DETAILS OF APPLICANT FOR ENROLMENT IN CAREGIVER TRAINING CENTER

1. Name of applicant
2. Photo of applicant Upload a Passport size Photograph
3. Address of applicant House No.
Street Name
Landmark
District and State
Pin code
4. Contact No. (Mobile)
5. Father's/ Husband's Name
6. Date of Birth Date Month Year
7. Gender Male Female
8. Marital Status Single Married Other
9. Educational Qualification
Course Institute Year Marks

10. Enrolment for	Primary Training	Advance Training
11. Bank details of Caregiver	Name of the Account Holder	
	Bank account no.	
	Bank Name	
	Branch	
	IFSC code	
12. Attachments of applicant	i. Disability Certificate and identity proof of the child if applicant is parent/ legal guardian	
	ii. ID proof of the applicant	
	iii. Address Proof	
	iv. Educational qualification proof	
	v. Passport size photograph	

Signature

Name

Date

Place

Sahyogi Application Form for subsequent batches of training byROs

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 at the RO

Name

Contact Number (Mobile)

Email ID

Designation/ Position at RO

4. Year of registration with the National Trust

Date Month Year

Have you attached the registration proof?

Yes No

5. Is the RO registered under PwD Act 1995

Yes No

Date of Registration of the NGO under PwD Act 1995

Date Month Year

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

Date Month Year

6. Is the RO blacklisted by the National Trust/any other government organization as on date of submission of application form

Yes No

ABOUT PROPOSED SAHYOGI CENTRE

1.	Previous Sahyogi Scheme ID					
2.	Name of Proposed Sahyogi Centre					
3.	Address of proposed Sahyogi Centre	House No.				
		Street Name				
		Landmark				
		District and State				
		Pin code				
4.	Ownership status of the proposed house/ building where the scheme will sum	Owned by RO	Leased	Rented		
5.	Information on the new batch					
a)	Intended start date of training					
b)	Course opted for	Primary/Advanced				
c)	Structure of training module					
d)	No. of candidates trained in last batch					
e)	Proposed Trainer details					
	Name	Qualifications	Number working hours expected per week	Number of years of experience	Age	Contact number
f)	Proposed candidates for training					
	Name	Age	Qualifications	Contact number		

- g) Attachments
- i. The National Trust Registration certificate
 - ii. PwD Act 1995 Registration proof/ certificate
 - iii. Address Proof: Ownership Documents, Lease deed or Rent agreement
 - iv. Proof of payment of Application fee
 - v. Declaration of Blacklisting (if any) by the RO
 - vi. Self-Declaration by RO regarding current setup listing the details of the proposed venue
 - vii. Proof of identity and Educational qualification of trainer
 - viii. ID proof and proof of Educational qualification of candidates. In case parents of PwD are enrolled, disability certificate of the PwD and identity proof of the PwD would be required
 - ix. Proof of training 360 caregivers/ parents (in case of reapplication for setup) receipt of approval of funds from the National Trust for previous batches

Signature

Name

Date

Place

Sahyogi 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 at the RO

Name

Contact Number (Mobile)

Email ID

Designation/ Position at RO

4. Date of registration with the National Trust

Date Month Year

Date of expiry of registration with the National Trust

Date Month Year

Have you attached the registration proof?

Yes No

5. Is the RO registered under PwD Act 1995

Yes No

Date of Registration of the NGO under PwD Act 1995

Date Month Year

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

Date Month Year

Have you attached the proof of registration under PwD Act 1995?

Yes No

6. Is the RO blacklisted by the National Trust/any other government organization as on date of submission of application form Yes No

7. Bank details

Name of the Account Holder _____

Bank account no. _____

Bank Name _____

Branch _____

IFSC code _____

8. Application Fees payment details **If online payment is done:**

Reference number (URN number)/ Transaction ID _____

Date of transaction _____

ABOUT PROPOSED SAHYOGI CENTRE

1. Name of Proposed Sahyogi Centre _____

2. Address of proposed Sahyogi Centre

House No. _____

Street Name _____

Landmark _____

District and State _____

Pin code _____

3. Ownership status of the proposed Sahyogi property Owned by RO Leased Rented

4. Proposal information

a) Intended start date of training _____

b) Course opted for Primary/Advanced

c) Structure of training module _____

d) **Proposed Trainer details**

Name	Qualifications	Number working hours expected per week	Number of years of experience	Age	Contact number

e) Proposed candidates for training

Name	Age	Qualifications	Contact number

f) Attachments

- i. The National Trust Registration certificate
- ii. PwD Act 1995 Registration proof/ certificate
- iii. Address Proof: Ownership Documents, Lease deed or Rent agreement
- iv. Undertaking by the RO detailing the experience of minimum 2 years with PwDs under the National Trust Act
- v. Blacklisting Declaration by the RO
- vi. Self-Declaration by RO regarding current setup listing the details of the proposed venue
- vii. Proof of payment of Application fees

-
- viii. Proof of identity and Educational qualification of trainer
 - ix. ID proof and proof of Educational qualification of candidates. In case parents of PwD are enrolled, disability certificate of the PwD and identity proof of the PwD would be required
 - x. Proof of training 360 caregivers/ parents (in case of re-application for setup) receipt of approval of funds from the National Trust for previous batches
-

Signature

Name

Date

Place

Sahyogi Monitoring Docket

ABOUT REGISTERED ORGANIZATION (RO)

1. Name of RO

2. Sahyogi Scheme ID

3. Achievements or activities that can be highlighted (if any) specific to the scheme

4. Proposed Action Plan for next 6 months

a) Upcoming/planned events

b) Additional activities planned

5. Feedback/Suggestions (Both scheme related and in general)

6. Attachments

i. Start of training report

ii. Completion report to be submitted at the end of the training period (as mentioned in the fund disbursement process)

Signature and Stamp

Name

Date

Place