

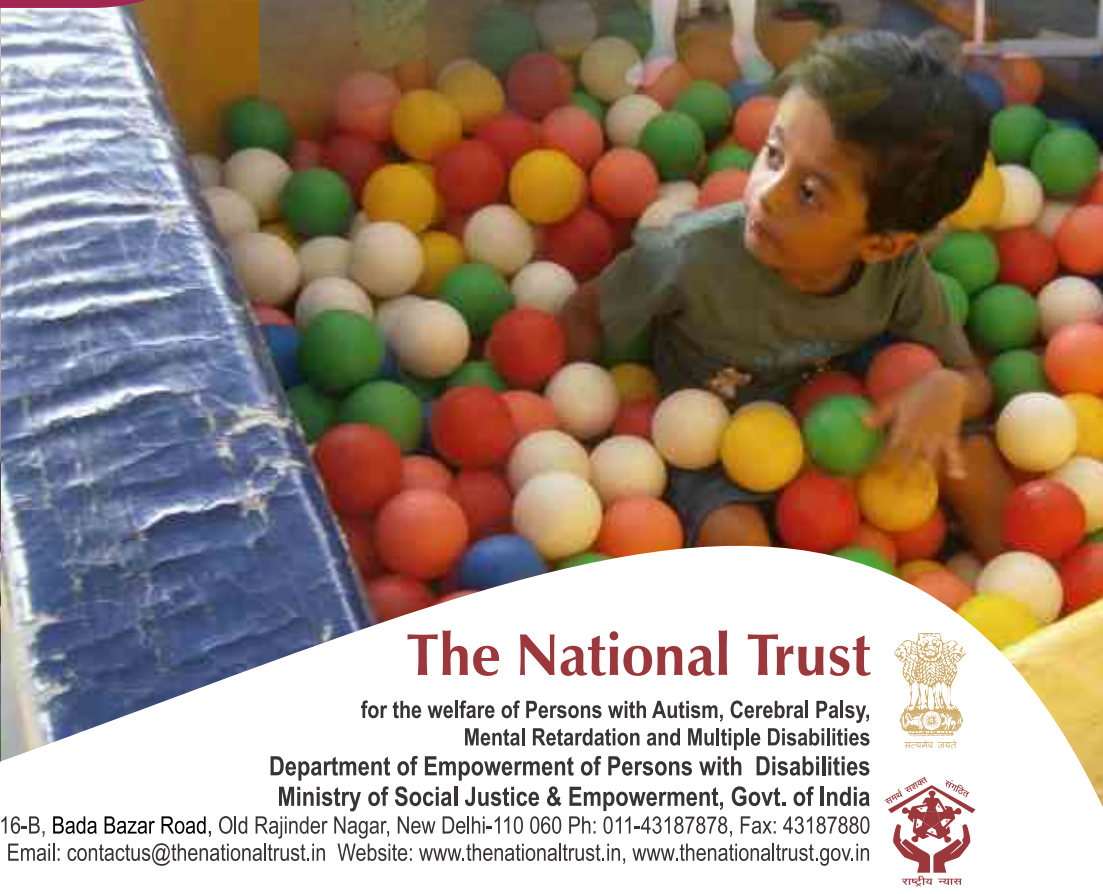
# The National Trust Scheme Guidelines

# Vikaas

*Day Care*



"Empowering Abilities, Creating Trust"



## 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](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 is a day care scheme for PwDs having NT disabilities. This will take care of children who are 10 years or older. The Vikaas centres will provide all basic facilities of day care for six hours in a day. They shall also be imparted skill training at the Centre.

- Thaawar Chand Gehlot



Hon'ble Minister of State for  
Social Justice & Empowerment

Persons with developmental and intellectual disabilities often get difficulty in undertaking regular study and employment. To take care of this problem, the scheme 'Vikaas' has been conceived. Persons with disability above 10 years of age are trained under various skills and engaged in product development activities as per their capacity. This scheme addresses the much demanded issue of care giving.

- Krishan Pal Gurjar



Hon'ble Minister of State for  
Social Justice & Empowerment

In order to develop various skills and vocational training for persons with disabilities so as to increase their employment scope and for self employment, Vikaas scheme has been developed by the National Trust. This will give them a chance to show their abilities, potentials and get recognition.

- Vijay Sampla



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

Looking after a person with disability is always a challenge for the parents. It also hinders many parents from performing their daily work. Keeping this in view, the National Trust has made a Day Care Scheme, 'Vikaas'. The scheme, besides taking care of a PwD, will also provide Vocational and Skill Training and enable him to work in work centres for development of products.

- 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, NICS, 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



# Table of Contents

<b>Abbreviations</b>	2
1 Vikaas	4
1.1 Objective	4
1.2 Scheme Description	4
1.3 Funding Pattern	5
1.4 Eligibility Criteria	8
1.5 Processes	9
1.5.1 RO Enrolment process	11
1.5.2 Enrolment of PwD at the Vikaas Centre	12
1.5.3 Fund disbursement process	13
1.5.3.1 Fund disbursement of Initial Setup Cost	14
1.5.3.2 Fund disbursement of Sustenance Cost	14
1.5.3.3 Fund disbursement for Monthly recurring cost	15
1.5.4 Monitoring mechanism	17
1.6 Forms	20-35

## 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**

This is a Day care scheme, primarily to expand the range of opportunities available to a person with disability attaining the age of 10 years for enhancing interpersonal and vocational skills as they are on a transition to higher age groups. The centre will also offer caregiving support to Person with Disability (PwD) during the time the PwD is in the Vikaas centre. In addition it also helps in supporting family members of the PwDs with disabilities covered under the National Trust Act to get some time during the day to fulfil other responsibilities.

### **1.2 Scheme Description**

This scheme aims at setting up Vikaas Centres for welfare of PwDs. Registered Organization (RO) should provide at a minimum following facilities in their Vikaas Centre:

#### **I. Day Care**

RO should provide day-care facilities to PwDs for at least 6 hours in a day (between 8 am to 6 pm) along with age specific activities. Day care should be open for at least 21 days in a month. Expected batch size of a Vikaas centre is 30 PwDs. The minimum attendance required for a PwD in the Vikaas centre is 15 days per month for the National Trust to fund the PwD.

Batch size of a Vikaas centre is 30 PwDs with a maximum number of PwDs allowed is 30% extra of batch size i.e. 39 for Vikaas Centres. On reaching the maximum limit of 39 PwDs, Vikaas 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 Vikaas 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 mutual agreed terms and conditions between RO and the other party involved (parents, guardians, family members, RO or any other institute/ individual)

The ROs should also get in touch with paediatricians or experts in similar field to seek help in getting more PwDs enrolled in the Vikaas centre.

#### **II. Staffing**

There should be a provision of Special Educators(+Vocational Trainers), Physiotherapist or Occupational Therapist and Counsellor for PwDs along with Caregivers and Ayas in the centre.

Availability of a Physical therapist and speech therapist in these centres are 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 (Preference will be given who had additional qualification/degree of vocational trainer)	1	Everyday
II.	Physiotherapist or Occupational Therapist	1	5 times a week
III.	Counsellor	1	2 times a week
IV.	Caregiver	1	Everyday
V.	Aya	1	Everyday

### **III. Infrastructure facilities**

Vikaas centre must have one Medical or Assessment room (with therapeutical aids and appliances), one activity room or vocational room and one recreation room(all rooms to be of reasonable size) for PwDs.

Vikaas centre should also have provision for a personal computer, scanner and net connection for 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 and availability of space.

### **IV. 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 Vikaas centre should maintain a record of the growth and development charts of the PwD on a regular basis (with the help of experts).

### **V. Counselling**

Counselling and guidance especially for Activities for Daily Living (ADL) must be provided to parents or guardians of PwDs. RO should provide assistance to PwDs for further training, education and employment.

### **VI. Transport Facilities (OPTIONAL)**

RO can also provide transportation facilities to PwDs in case it so desires. The National Trust will provide additional transport allowance to RO only for PwDs who are availing transport facilities provided by RO.

## **1.3 Funding Pattern**

The National Trust will provide funding to the Vikaas 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 Vikaas Centre. In addition to the grant from the National Trust, RO is free to arrange grant from other sources to improve the infrastructure. It shall be prerogative of RO to buy the quality and quantity of set up from the places of their choice. Infact it is desirable for the viability of the centre. However the National Trust will not deduct its set up Cost if extra funds arranged by RO.

## **II. Sustenance Cost**

Sustenance Cost shall be provided by the National Trust to Vikaas 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 we believe that it would be able to become stable within the sustenance period.

### Qualification criteria for sustenance

The National Trust shall provide sustenance cost to the centre only if the minimum number of PwDs in a Vikaas 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 Vikaas centre. The Vikaas 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 Vikaas 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 Vikaas 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 Vikaas centre is closed down within one year of start of operations, sustenance amount that was given to concerned RO for the Vikaas Centre shall be taken back from that RO by the National Trust.

### III. Monthly Recurring Cost

The National Trust shall pay monthly recurring cost for all PwDs at Vikaas 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 Vikaas centre in the month is 30% of the expected batch size (i.e. in this case 9)

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

- a. The National Trust shall fund PwDs in a Vikaas 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, the National Trust shall fund total number of LIG (including BPL).
- d. Apart from this, the National Trust will fund 100% BPL in Vikaas Centre as per the scheme irrespective of ratio, but same is not true for LIG
- e. Transport Allowance (optional) shall be given to RO only in case the PwD has availed transport facility from RO after submitting required document proofs from the parents/ guardians of PwD.

#### Example for funding by the National Trust

Total Strength	No. of LIG (including BPL)	No. of Above LIG	No. of PwDs 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 its operations, set up cost of work centre that is given to RO shall be taken back by the National Trust.

Funds allocated under each of the above mentioned head 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)	1,95,000/-	One time
II.	Sustenance Cost	3,850/- reimbursement per Differential PwD <sup>#</sup> per month $\# \text{ Differential PwD} = \text{Maximum expected PwD in Vikaas Centre (30)} - \text{Actual PwDs in Vikaas Centre for that month}$ 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	3,850/- reimbursement per PwD per month(+ 1,000/- per PwD per month for transport allowance, if availed)	Monthly
IV.	Setup Cost for Work centre (if availed by the RO)	Rs. 25,000 to Rs. 1,00,000/-	Case to case basis

## 1.4 Eligibility Criteria

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

### I. Eligibility criteria for PwD

Following are the eligibility criteria that a PwD should have, to be enrolled under Vikaas Centre (whether funded by the National Trust or not):

- PwD should be of the age of 10 years or more
- 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 simultaneously enrolled under Samarth or Gharaunda scheme.

### II. Eligibility criteria for RO

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

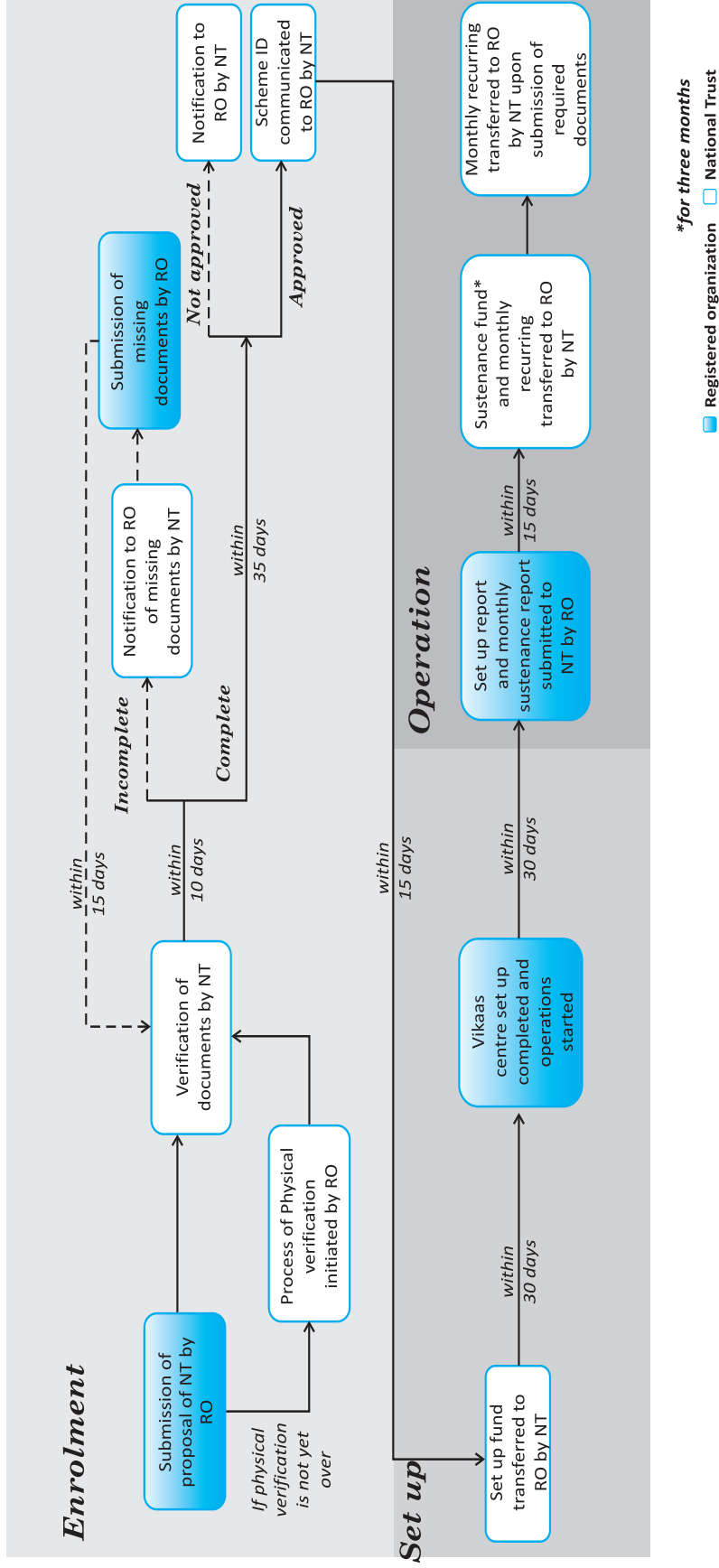
S. No.	Eligibility Criteria	Required Documents
1.	Applicant should be registered with the National Trust	Valid Registration certificate under The National Trust
2.	Requesting organization should have a valid registration under the PwD Act 1995, at the time of enrolment	Registration Proof or certificate
3.	RO should have minimum 2 years of experience of working with Person with Disability (PwD) with at least one year in one of the four disabilities under the National Trust Act	Declaration by the RO detailing the work
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 Vikaas scheme:

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

Following figure depicts the complete process flow for Vikaas 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 process

RO enrolment process defines the steps to be followed while enrolling for Vikaas 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 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 only. Application fees or enrolment in Vikaas scheme is INR 1000/-

#### Steps for submitting online application form

- Fill up the Vikaas 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 and ensure that it reaches to the office of the National Trust within 15 days.

*Note: Documents received without application fees details 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 and IFSC code etc.
4. Date of issue and Date of Expiry of Registration of the NGO under PwD Act 1995
5. 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 (from recognized institutes) at the end of set up period (1 month) – Special Educator(s) (+Vocational trainers), Physiotherapist(s) or Occupational Therapist(s), Counsellor, Caregiver(s), Aya(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), recreation room(s), Medical room(s) and office supplies.
  - c. Details of available or proposed Disabled friendly provisions (accessible premises, accessible toilets, furniture and fixtures).
  - d. Physical Verification form of RO and the proposed Vikaas Centre site verified by any one of DC, DM, Social Welfare Officer, Tahsildar, NT officials.

**STEP 3.** After the National Trust receives the application form and the documents, these are verified. If there is more information required from the RO, the RO is given generally 15 days' time to submit the same from date of intimation of missing documents by the National Trust.

*Note that the documents related to physical verification of the RO and proposed Vikaas 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 45 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, hardcopy of form and other documents is not received within 15 days of online point of receipt, the National Trust has to send a communication back to RO within 10 days of the prescribed deadline (which is within 25 days from point of receipt).

**STEP 7.** 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/Vikaas handbook containing the complete details of the Vikaas 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.

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

**STEP 1.** PwD comes to the centre with the required proofs

**STEP 2.** The Vikaas centre conducts an Individual Assessment Test with the help of Therapist/Counsellor. In case the child is between the age of 10-14 years and :

- a) In case the child is fit to attend school, the parents are provided guidance and counselling in terms of general care, details of special schools or regular schools and other schemes of the National Trust that can be availed for the child. In case the parents are interested in sending the child to regular school or special school and not to Vikaas Centre and can exit from the process
- b) In case the parents want to send the child to Vikaas centre (either along with going to school, or not) even if he is fit to attend school, or in cases where the child is not fit to attend regular classes as per the Assessment Test, proceed to Step No. 4

**STEP 3.** In case the PwD is above 14 years, proceed to the below steps

**STEP 4.** In case of enrolling PwD in the Vikaas centre, a check is made on whether the child is applicable for the LIG or BPL funding by the National Trust

**STEP 5.** Parents or guardian are required to bring 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 guardian for enrolment in a Vikaas 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) Residence (Local) proof (Mandatory in case of LIG parent or guardian for parents of PwD availing transport facility)
  - g) Declaration proof of the guardianship if PwD < or 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

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

**STEP 7.** Also, the beneficiary should be given a detailed insight on the Niramaya health insurance scheme by the Vikaas representatives, in case the former has not yet availed the same. The latter can help with the registration of the beneficiary under the Niramaya scheme, in case the beneficiary is interested in the same.

### *1.5.3 Fund disbursement process*

Fund disbursement for Vikaas 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 Vikaas 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 opening a Vikaas 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 Vikaas centre, initial set up amount shall be disbursed.

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

**STEP 3.** Internal Finance department/Accounts Division of the National Trust will transfer funds to RO via NEFT or RTGS preferably. 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 /Accounts Division 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. Documents for sustenance cost have to be uploaded on website of the National Trust.

#### **Documents/Information to be provided by RO after 1st month of start of operation:**

- a) Setup completion report including start date of operation
- b) Setup completion certificate to be provided by any one of SNAC, LLC, NT officials, Govt. officials (Social welfare officials), DC/DM after physical verification.

#### **Documents required to be submitted by RO for release of sustenance cost for Vikaas 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 Vikaas centre including details like
  - PwD Name , Age , Gender
  - Disability details
  - Income Group – BPL/LIG/Non LIG
  - NT funded or not

- Number of days attended in each month
  - Availing transport facility or not(if yes, an undertaking by the parents/guardian is to be provided –one time)
- c) PwD Docket:** For the PwDs enrolled in Vikaas Centre and enrolling with the National Trust for the first time, 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)
  - In case transport services are being provided by the RO to the PwD, an undertaking by the Parent or Guardian stating the same is to be provided (for the National Trust funded 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 or 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 PwDs, the National Trust sustenance 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/ Accounts Division

**STEP 4.** Internal Finance department/ Accounts Division of the National Trust to transfer funds to RO via NEFT or RTGS preferably. Cash disbursement is not 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 internal Finance department/ Accounts Division 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.

### 1.5.3.3 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) along with applying for work centre.

**STEP 1.** RO to provide the Monthly reports online which indicates the number of students who have attended the centre for each month of operation of the Vikaas 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 Vikaas 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 Vikaas centre including details like
  - PwD Name , Age , Gender
  - Disability details
  - Income Group – BPL or LIG or Non LIG
  - The National Trust funded or not
  - Number of days attended in each month
- Availing transport facility or not (if yes, an undertaking by the parents or guardian is to be provided –one time)
- c) **PwD Docket:** For the PwDs enrolled in Vikaas Centre and enrolling with the National Trust for the first time, 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)
  - In case transport services are being provided by the RO to the PwD, an undertaking by the Parent or Guardian stating the same is to be provided (for the National Trust funded PwD)
- d) **Work Centre:** In case Vikaas 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 set, 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 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 or 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 PwDs, the National Trust sustenance 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/ Accounts Division

**STEP 4.** Finance department/ Accounts Division 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 internal Finance dept./ Accounts Division

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

**Vikaas Action Docket includes following documents:**

- a) Vikaas Action Report consists of:
  - Statement of Expenditure
  - Performance Report (based on KPIs) & Supporting Docs
  - Achievements or activities that can be highlighted(if any) specific to each scheme enrolled for
  - Annual Report of RO which is to be submitted yearly
  - Audited account details of the year to be submitted (only once within 6 months of end of previous Financial Year)
- b) Proposed Action plan for next 6 months
  - Any upcoming/planned events
  - Additional activities planned
- c) 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 Vikaas Action Docket, the documents are analyzed 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 Vikaas Scheme is Key Performance Indicators (KPI) based. Vikaas Centres are expected to work on the areas mentioned as KPIs along with usual day to day activities. If Vikaas 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 Vikaas scheme:

KPI Name	KPI Weightage	KPI Description	Target	Documents required
<b>1. PwD Strength</b>	20%	Total strength of PwDs present in the Vikaas centre as well as the number of the National Trust Funded PwDs	Total Strength – 30 the National Trust Funded –15	<ul style="list-style-type: none"> <li>• RO wise details of the PwDs to be obtained from the National Trust dashboard</li> </ul>
<b>2. LIG: Non LIG ratio</b>	20%	Ratio of PwD from LIG category versus Non LIG category	LIG : Non LIG ratio should be 1:1	<ul style="list-style-type: none"> <li>• RO wise details of the LIG: Non LIG ratio to be obtained from National Trust dashboard</li> </ul>
<b>3. PwD Development</b>	30%	Overall development graph of the PwD	33% of PwDs funded by National Trust to demonstrate growth/positive development	<ul style="list-style-type: none"> <li>• Growth chart (for the National Trust funded PwD)</li> <li>• Therapist report for all who have demonstrated a positive growth</li> </ul>
<b>4. Gainful Employment of PwD</b>	30%	PwDs above 14 years of age and has been in Vikaas centre for more than 3 months should have an opportunity to be gainfully employed	Atleast 10% of the PwDs funded by the National Trust to be given opportunities for gainful employment	<ul style="list-style-type: none"> <li>• Declaration from employer or signed employment letter</li> </ul>



The Vikaas centre is expected to achieve atleast 50% of the KPIs. In case of failure by the Vikaas centre in achieving the same, the National Trust reserves the right to reconsider the funding to be provided for the Vikaas centre, provided the RO submits a reasonable explanation for the same.

### **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 Organisations

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2. Date of expiry of Registration of the RO 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

---

10. Contact No. (Landline & Mobile)

---

11. Email ID

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## Vikaas 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 of the RO with The National Trust

Date  Month  Year

---

Date of expiry of registration of the RO 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. Website of RO

---

8. Bank details

Name of the Account Holder

---

Bank account no.

---

Bank Name

---

Branch

---

IFSC code

---

9. Application Fees payment details

**If online payment is done:**

i) Reference number/Transaction ID (URN number)

---

ii) Date of Transaction

---

**If payment is done through-Demand Draft /Green Transfer**

DD No./Slip No./Transaction ID

---

DD Date

Amount (in INR)

**ABOUT PROPOSED VIKAAS CENTRE**

1. Name of Proposed Vikaas Centre

---

2. Address of proposed Vikaas Centre

House No.

---

Street Name

---

Landmark

---

District and State

---

Pin code

---

3. Ownership status of the proposed Vikaas property

Owned by RO      Leased      Rented

---

#### 4 Proposal information

##### a) Proposed resources/ Staff

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	Brief description	Number of proposed beneficiaries
Activity			
Recreation Room/ Play Room			
Medical Room or Assessment Room (with therapeutical aids and appliances)			
Washroom			
Office			
Other			

##### c) Disability provisions for PwDs

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

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Furniture

---

Fixtures

---

Special Aids and devices

---

Special appliances

---

Others

---

**d) 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 out the following:
    - Existing facilities and infrastructure
    - Current set of activities being undertaken
    - Staffing including qualification and experience
  - vii. Proof of payment of Application fees
  - viii. Physical Verification certificate of RO and the proposed Vikaas Centre site verified by any one of the following DC/DM, Social Welfare Officer, Tahsildar, the National Trust official.
- 

Signature and Stamp

Name

Date

Place

## Sustenance Fund Request form - Vikaas

1. Claim for the month of \_\_\_\_\_ Month and Year

2. Name of RO \_\_\_\_\_

3. Vikaas Scheme ID \_\_\_\_\_

### ABOUT VIKAAS CENTRE

1. Name of Vikaas Centre \_\_\_\_\_

2. Start date of Vikaas operation \_\_\_\_\_

### 3. Details of PwDs

#### a) PwDs enrolled

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

\*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 or guardians by the National Trust officials.

PwD ID	Name	Type	Disability	Gender	Income Group – BPL or LIG or Non LIG	Age	Funded by The National Trust or not	Number of days attended in each month	Availing transport facility or not

#### b) Staff details

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



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**c) 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

**d) Attachments**

- i. Setup completion report including start date of operation
- ii. Setup completion certificate to be provided by any one of SNAC, LLC, NT officials, Govt. officials (Social welfare officials), DC/DM after physical verification.
- iii. One time undertaking by the parents/guardian if the PwD is availing the transport facility provided by the RO
- iv. For the PwDs enrolled in Vikaas Centre and enrolling with the National Trust for the first time, 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)
  - In case transport services are being provided by the RO to the PwD, a one-time undertaking by the Parent or Guardian stating the same is to be provided (for the National Trust funded 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 /Shifted from Samarth centre

\*For all new PwDs, a unique ID would be assigned and communicated to PwDs.\*Disability refers to Autism, Cerebral Palsy, mental Retardation or Multiple Disabilities

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PwD ID	Name	Age	Gender	Disability	Type	Skill set/ Trade/Type of skill	Vocational training completed
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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.

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a) Total amount requested

---

b) Type of work center

---

c) Address of the proposed work center

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d) Machinery to be procured along with cost

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e) Raw materials to be procured along with cost

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f) Disability provisions at the premises

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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 working 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

## Physical Verification Form - Vikaas

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 at the RO	Name _____
		Contact Number _____
		Email ID _____
		Designation/ Position at RO _____
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.	Number of Staff (if any)	

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14. Number of beneficiaries (if any)

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15. Comments

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Signature of official(s)

Name

Designation

Department

Email

Mobile number

Location

## Monthly Fund Request form - Vikaas

1. Claim for the month of \_\_\_\_\_ Month and Year \_\_\_\_\_

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2. Name of RO \_\_\_\_\_

---

3. Vikaas Scheme ID \_\_\_\_\_

---

### ABOUT VIKAAS CENTRE

1. Name of Vikaas Centre \_\_\_\_\_

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2. **Details of PwDs** \_\_\_\_\_

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3. a) **PwDs enrolled**

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

\*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 or guardians by the National Trust officials.

PwD ID	Name	Type	Disability	Gender	Income Group – BPL or LIG or Non LIG	Age	Funded by National Trust or not	Number of days attended in each month	Availing transport facility or not

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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**

- i. For the PwDs enrolled in Vikaas Centre and enrolling with the National Trust for the first time for receiving funds, the following documents are to be provided by the RO:
  - Disability certificate of 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)
- ii. In case transport services are being provided by the RO to the PwD, a onetime undertaking by the Parent or Guardian stating the same is to be provided (for the National Trust funded PwD)
- iii. Detailed statement of expenditure with broad heads like salary, food, rent, etc.

---

\*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

## Vikaas Monitoring Docket

### ABOUT REGISTERED ORGANIZATION (RO)

1. Name of RO

---

2. Name of Vikaas Centre

---

3. Address of Vikaas center      House No.

---

Street Name

---

Landmark

---

District and State

---

Pin code

---

#### 4. Vikaas Action Report

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a) Details of expenses      Total expense incurred

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Period

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b) Performance

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KPI name	Description	RO achievement
i. PwD Strength	Total strength of PwDs present in the Vikaas 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 Development	Overall development graph of the PwD (to be mentioned in percentage)	
iv. Gainful Employment of PwD	PwDs above 14 years of age and has been in Vikaas centre for more than 3 months should have an opportunity to be gainfully employed	

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c) Achievements or activities that can be highlighted (if any) specific to the scheme eg. PwDs admitted in regular schools or number of PwDs rehabilitated etc.

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5. Work center details

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a) Details of Expenses                      Total experience incurred

---

Period

---

b) Details of the work centre              Total number of work centers

---

Total number of PwDs employed

---

Total number of National Trust PwDs

---

Products manufactured

---

Sales turnover

---

6. **Proposed Action Plan for next 6 months**

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a) Upcoming/planned events

---

b) Additional activities planned

---

7. Feedback/suggestions  
(Both scheme related and in general)

---

8. Attachments

- i. Detailed statement of expenditure of Vikaas 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

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Signature

Name

Date