

REVISED GUIDELINES FOR IMPLEMENTATION OF CENTRAL SECTOR PLAN SCHEME

**In-Service Training and Sensitization of Key Functionaries of Central
and State Governments, Local Bodies and Other Service Providers**

**Department of Empowerment of Persons with Disabilities
Ministry of Social Justice and Empowerment
(Govt. of India)**

February , 2019

NODAL AGENCY:

REHABILITATION COUNCIL OF INDIA,
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Department of Empowerment of Persons with Disabilities
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Rehabilitation Council of India
Department of Empowerment of Persons with Disabilities (Divyangjan)
Ministry of Social Justice & Empowerment
Government of India

Guidelines of Central Sector Plan Scheme i.e. “In-Service Training and Sensitization of Key Functionaries of Central and State Governments, Local Bodies and Other Service Providers”

1. Introduction

The XII Plan of Govt. of India has recognized inadequate awareness and sensitivity amongst various stakeholders as a major challenge. It was felt that there is urgent need for in-service training amongst the various stake holders to create awareness about the rights and entitlements of PwDs, provisions in various schemes, developmental programmes, ways and means to access their specific entitlements and those that they are entitled to as equal citizens. Therefore, in order to realize the above said objectives, the Govt. of India has made a provision for training and sensitization of key functionaries of Central /State Govt. under the 12th Five year plan through DEPwD, This is envisaged to be achieved by organizing short term training programmes through workshops at State/District/Block level on regular basis. Accordingly, Department of Empowerment of Persons with Disabilities (DEPwD) has developed a new Central Sector Plan Scheme i.e. “In-Service Training and Sensitization of Key Functionaries of Central and State Governments, Local Bodies and Other Service Providers” w.e.f. 29th December, 2014. This scheme will be implemented for the remaining part of 12th Five Year Plan for the financial year 2018-19. The DEPwD has assigned the responsibility of Nodal Agency to Rehabilitation Council of India (RCI) to implement the said scheme at National level. The reference of the scheme is available on the Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities website i.e. www.disabilityaffairs.gov.in. This training is meant for the key functionaries dealing with disability sector viz. Social Welfare, Education, Health and allied professionals, Women and Child Development, Parliamentarians, Judiciary, Police, and officers / officials at District/Block/Panchayat. Apart from these, key functionaries, especially those who are involved in implementation of scheme and programmes and delivery of services relating to PwDs shall also be sensitized under this scheme. This will also include sensitization and awareness amongst public representatives at all levels.

2. Objectives

The prime objective of the Scheme is to focus on the need based training of key functionaries dealing with disability sector to be conducted in co-ordination with the Administrative Training Institutes as far as possible.

Specific objectives of the scheme are as follows:

- (i) To train and sensitize key functionaries of the Central/State Govt./Local Bodies and other Service Providers on regular basis on disability related matters through State/District/Block level training programmes.
- (ii) To raise the awareness among policy makers and field functionaries about rights and entitlements of persons with disabilities with a purpose of creating inclusive environment in communities /workplace.

- (iii) To create awareness about disability related legislations, development programmes, schemes and programmes for the benefits of PwDs, rehabilitation and referral services amongst the various stakeholders.
- (iv) To create awareness about the importance of prevention, early identification, intervention, rehabilitation and inclusive development of persons with disabilities (Divyangjan).
- (v) To provide in-service training on some important schemes like oralism, sign language, Braille etc.
- (vi) To obtain feedback about the quality of delivery of the schemes/programmes of Govt.
- (vii) The outcome of the scheme will be Human Resource Development through skill enhancement with a view to effect efficiency, effectiveness and economy in jobs assigned to them.
- (viii) The training programmes are meant to sensitize the officers to new and important issues facing the disability sector in the changing and economic scenario.

3. Justification

(i) The Working Group on Delivery Processes and Mechanism for Empowerment of PwDs for 12th Five Year Plan (2012-13 to 2016-17) recognized that there is inadequate awareness and sensitivity amongst various stakeholders. The observations are as follows:

"There is an urgent need to train and sensitize Medical Officers of PHCs/CHCs and District Govt. Hospitals, Rehabilitation Professionals, and other key functionaries of the Central, State, Local Bodies and other Service Providers on a regular basis on disability related matters through State/District/Block level workshops".

(ii) In-service training is needed to create awareness about the rights and entitlements of PwDs, provisions in various schemes, developmental programmes, ways and means to access their specific entitlements. Awareness is required for the key functionaries responsible for implementation of Schemes/Programmes in Governments. This is envisaged to be achieved by organizing training programmes through workshops at State/District/Block level on regular basis.

(iii) Obligations arising out of The Rights of Persons with Disabilities Act, 2016 and other Domestic and International legislations with focus on rights of Persons with Disabilities (Divyangjan) .

(iv) It is the need of the hour to impart training to key functionaries, who are responsible for policy making and those at the operative level, abreast of the latest developments so as to ensure equal rights, social and economic justice and empowerment to all.

(v) Training, both at the time of induction to any organized job and thereafter at a regular interval, to update the employee is fundamental for the success of both individual and organization. The disability rehabilitation, being recognized now as a developmental issue, PwDs as human resource. The focus of rehabilitation services has shifted from charity/welfare to Rights based empowerment and NGOs as Social Entrepreneurs/NP, an in-depth training of officials engaged in disability rehabilitation itself, besides others is need of the hour.

4. Human Resource Development

According to RPWD Act, 2016, section 47(l) Without prejudice to any function and power of Rehabilitation Council of India constituted under the Rehabilitation Council of India Act, 1992 the appropriate Government shall endeavour to develop human resource for the purpose of this Act and to that end shall

- a) Mandate training on disability rights in all courses for the training of Panchayati Raj Members, legislators, administrators, police officials, judges and lawyers;
- b) Induct disability as a component for all education courses for schools, colleges and University teachers, doctors, nurses, para-medical personnel, social welfare officers, rural development officers, ashra workers, anganwadi workers, engineers, architects, other professionals and community workers;
- c) Initiate capacity building programmes including training in independent living and community relationships for families, members of community and other stakeholders, and care providers on care giving and support;
- e) Conduct training programmes for sports teachers with focus on sports, games, adventure activities;
- f) Any other capacity development measures as may be required;

5. Scope of the Scheme

- (i) The Scheme proposes to train approx 30,000 key functionaries (approx 10,000 each year for a period of three years) of the certain Central Ministries/Department, State Govts., Local Bodies (Panchayats and Municipalities) and other service providers connected with the disability sector.
- (ii) Seminars/Workshops for one to two days will be conducted at National /State/District/Block level.
- (iii) It is proposed to impart training through Administrative Institutes of Central and State Govt. / National Institutes of the DEPwD / RCI's approved training institutes/University Departments.
- (iv) Training modules/courses with detailed syllabus will be prepared by Rehabilitation Council of India in consultation with National Institutes of the Department.
- (v) The general guidelines for admissible activities and norms of expenditure will be formulated by Rehabilitation Council of India for the purpose of funding the training Institutes.
- (vi) Rehabilitation Council of India will be the Nodal Agency.
- (vii) The Fund Sanctioning Authority/Grant-in-Aid Committee will comprise of the Following members :
 - (a) Secretary, DEPwD
 - (b) JS, DEPwD
 - (c) JS & FA, DEPwD
 - (d) Chairperson, Rehabilitation Council of India
 - (e) Director (DEPwD) - Member Secretary

6. Target Groups

- i. Senior Functionaries
MPs/ MLAs / Judiciaries / Administrative Service Officers / Allied Service Officers/
Vice Chancellors / Revenue Dept. – Central and State Govts./ Police officers
- ii. Functionaries - Education
Principals / Vice Principal of Govt. Colleges and Schools, Faculty of Higher Education,
Education Officers, DIET Principal/ Faculty
- iii. Functionaries – Health and Allied Health
Health and Allied Health Professionals, Administrators (CMO, Dy. CMOs, MOs
- iv. Functionaries – Mid Level Administrators
District Education officers, District Social Welfare Officers, Block Development
Officers, Chief Development Officers, Town Planners and Employment officers
- v. Functionaries – School Education
Teachers, Head Masters, (Elementary and Secondary level), SMC
- vi. Functionaries – Grass Root Level Workers
ANM, Asha Workers, Anganwadi Workers, CBR workers, Village Health Workers

7. Implementing Agency

- (a) Staff Administrative College/Training Institutes of Central and State Government.
- (b) National Institutes of the Department of Empowerment of PwDs, Govt. of India
- (c) RCI approved Training Institutes / University Departments

8. Training programmes

Block /District/State/National level seminars and workshops of one to two day duration for the in-service training will include cost of venue, boarding / lodging, resource person fee etc. as per the annual calendar of programmes.

9. Training Module

The training module will include contents on the following topics:-

- (i) Awareness on various legislative provisions in the field of disability
- (ii) Disability specific and other development schemes for the benefit of PwDs
- (iii) Rehabilitation and referral services for disabilities
- (iv) Prevention, early identification, early intervention, rehabilitation and mainstreaming
- (v) Advocacy program on various disability aspects
- (vi) General disability issues such as human rights, gender issues, etc.
- (vii) Orientation training on Braille and Sign language

10. Training Material

The training material customized for the requirement of the learners, developed by RCI with the help of expert groups will be uploaded on the RCI website www.rehabcouncil.nic.in. These materials are to be downloaded by the implementing agencies and copies to be distributed to the participants as per the nature and need of the programme.

In addition to the above, the following materials may also be used:

- (i) Detailed contents and posters on awareness and sensitization on each topic.

- (ii) Disability-wise Handouts on prevention, early identification, intervention, Rehabilitation and mainstreaming of PwDs.
- (iii) Audio-visual material and links to related material available on You-tube etc.
- (iv) Material for capacity building

The aforesaid materials are indicative which may be enriched with local resource materials, and are to be used depending upon the requirement of the target group. Wherever necessary, materials in local / regional languages may also be prepared and distributed.

10. Resource Persons

- (i) Eminent Persons & Experts and Role-models in the disability sector
- (ii) Medical / Para-medical professionals
- (iii) Legal Practitioners
- (iv) Directors / other experts of National Institutes of DEPwD
- (v) Senior Rehabilitation Professionals registered with RCI
- (vi) Officers of the Govt. Departments dealing with disability related issues

(11) Screening of proposal

All proposals received under the scheme will be scrutinized by the Screening Committee under the Chairpersonship of Member Secretary, RCI. The composition of committee will be as under: -

- | | |
|---|------------------|
| (i) Member Secretary, RCI | Chairperson |
| (ii) Dy. Director (concerned) / Nodal Officer | Member Secretary |
| (iii) Assistant Secretary (Finance) - | Member |
| (iv) Programme Officer of the Project | Convener |

The proposal received on the prescribed format will be considered for scrutiny by the screening committee (Appended at -1).

(c) Sanction of proposal

Proposals recommended by the Screening Committee may be considered by the Fund Sanctioning Authority (FSA) of DEPwD, for sanction of Grant-in-Aid as per the scheme, subject to availability of the funds.

12. Patterns and Quantum of Assistance and Duration of Training Programme

As per the provision of the Central Sector Scheme, the cost of training programme of half day, one day and two day duration will be borne by the Department of Empowerment of Persons with Disabilities (DEPwD) through Rehabilitation Council of India, a nodal agency for this scheme. Separate budget heads and upper limit of expenditure for the In-Service Training and Sensitization programme for different target groups as envisaged in this scheme has been prescribed based on the per unit cost of Rs. 6,500/- max. allocated by the DEPwD, under this scheme. However 5% of the unit cost has been allocated to the RCI to meet the administrative cost for implementation of this scheme.

The proposals received by the Council on the prescribed format, after scrutiny by the screening committee will be submitted to the FSA for consideration at least once in a quarter.

Table-1

Summary Statement of the Target Group, Level, Duration & Intake of the Programmes

Target Group	Level of the Programme			Duration of Training in days	Intake per batch
	State	District	Block		
Target Group – I Senior Functionaries MPs/ MLAs / Judiciaries / Administrative Service Officers / Allied Service Officers/ Vice Chancellors / Revenue Dept. – Central and State Govts./ Police officers	✓			Half Day	30-40
Target Group – II Functionaries - Education Principals / Vice Principal of Govt. Colleges and Schools, Faculty of Higher Education, Education Officers, DIET Principal/ Faculty	✓	✓		One Day	30-40
Target Group – III Functionaries – Health and Allied Health Health and Allied Health Professionals, Administrators (CMO, Dy. CMOs, MOs	✓	✓		One Day	30-40
Target Group – IV Functionaries – Mid Level Administrators District Education officers, District Social Welfare Officers, Block Development Officers, Chief Development Officers, Town Planners and Employment officers		✓	✓	One Day	30-40
Target Group – V Functionaries – School Education Teachers, Head Masters, (Elementary and secondary level), SMC		✓	✓	Two Day	30-40
Target Group – VI Functionaries – Grass Root Level Workers ANM, Asha Workers, Anganwadi Workers, CBR workers, Village Health Workers		✓	✓	Two Day	30-40

Terms & Conditions:

- (i) Minimum required number of participants as indicated in the respective categories of target group is mandatory for starting the programme.
- (ii) Budget to be spent under the heads as prescribed. Expenditure over the budget will not be considered for reimbursement.
- (iii) Under any circumstances, re-appropriation is not allowed in or across the budget without the prior permission of the Council.
- (iv) In the first instalment, 80% of the approved budget per training programme will be released to the implementing agencies and remaining 20% budget will be released on receipt of the certified utilisation certificate, income expenditure statement by the chartered accountant as per the provision of GFR and programme report.

13. Prescribed Budget Heads with upper limit of expenditure for District and State Level Workshop of ½ day duration

Target Group: I - MPs/ MLAs / Judiciaries / Administrative Service Officers / Allied Service Officers/ Vice Chancellors / Revenue Dept. – Central and State Govts./ Police officers

Duration	1/2 days
No. of participants	30-40 Minimum number to start the batch should not be less than 30. No expenses shall be reimbursed for less than 30 participants.

S.No.	Heads of Expenditure	Max. Amount (Rs.)
1.	Remuneration to Programme Co-ordinator	3,000.00
2.	Remuneration to 2 Resource Persons of National level eminence subject to a ceiling of Rs. 4000/-per session (min. 2 hrs.)	8,000.00
3.	Accommodation for 2 outstation Resource Persons subject to a ceiling of Rs. 2500/-max. per resource person per day	5,000.00
4.	TA to 2 resource persons preferably from within the state subject to ceiling of Rs. 10000/-	20,000.00
5.	Working lunch, tea, coffee, dinner subject to a ceiling of Rs. 900/-max. per day per person max. for 40 participants + 10 extra (Resource persons, Co-ordinator)	45,000.00
6.	Programme Kit (content of training modules, handouts, posters, pen,pad) bag with logo of DEPwD and RCI subject to a ceiling of Rs. 1000/-max. per kit (min. 50)	50,000.00
7.	Photography & Videography subject to a ceiling of Rs. 5000/-max.per day	5000.00
8.	Preparation of Report subject to a ceiling of Rs. 5000/-max.	5,000.00
	Total	1,41,000.00
9.	Administrative expenditure 10% of the total budget	14,100.00
	Grand Total	1,55,100.00

* Eminent experts may be invited within the budgetary provisions of the said scheme for which honorarium of Rs 4000/- per session (not less than 2 hrs.) may be given. Eminent experts means a professionals of National / State repute and known for outstanding contribution in disability sector including senior professionals / Directors of National Institutes of DEPwD.

Prescribed Budget Heads with upper limit of expenditure for District and State Level Workshop of 1 day duration

Target Group: II - Principals / Vice Principal of Govt. Colleges and Schools, Faculty of Higher Education, Education Officers, DIET Principal/ Faculty

Target Group: III - Health and Allied Health Professionals, Administrators (CMO, Dy. CMOs, MOs)

Target Group :IV-District Education officers, District Social Welfare Officers, Block Development Officers, Chief Development Officers, Town Planners and Employment officers

Duration	1 days
No. of participants	30-40 Minimum number to start the batch should not be less than 30. No expenses shall be reimbursed for less than 30 participants.

S.No.	Heads of Expenditure	Max. Amount (Rs.)
1.	Remuneration to Programme Co-ordinator	3,000.00
2.	Remuneration to Resource Persons subject to a ceiling of Rs. 1000/-per session	4,000.00
3.	Accommodation for 2 outstation Resource Persons subject to a ceiling of Rs. 2500/-max. per resource person per day	5,000.00
4.	TA to 2 resource persons preferably from within the state subject to ceiling of Rs. 5000/-	10,000.00
5.	TA to 2 local resource persons subject to ceiling of Rs. 1000/- per resource person	2,000.00
6.	Working lunch, tea, coffee, dinner subject to a ceiling of Rs. 500/-max. per day per person max. for 40 participants + 10 extra (Resource persons, Co-ordinator)	25,000.00
7.	Programme Kit (content of training modules, handouts, posters, pen,pad) bag with logo of DEPwD and RCI subject to a ceiling of Rs. 800/-max. per kit	32,000.00
8.	Photography & Videography subject to a ceiling of Rs. 3000/-max. per day	3000.00
9.	Preparation of Report subject to a ceiling of Rs. 5000/-max.	5,000.00
10.	Accommodation for participants (min. 50% candidates from local and neighbouring Dist.) subject to a ceiling of Rs. 800/-max. per trainee per day on twin sharing basis.	16,000.00
13.	Travelling cost of outstation participants (actual travelling expenses, subject to a ceiling of Rs. 1000/-max. per candidate	20,000.00
14.	Travelling cost of local participants (actual travelling expenses, subject to a ceiling of Rs. 500/-max. per candidate	10,000.00
	Total	1,35,000.00
15.	Administrative expenditure 10% of the total budget	13,500.00
	Grand Total	1,48,500.00

Prescribed Budget Heads with upper limit of expenditure for District and State Level Workshop of 2 day duration

Target Group: V - Teachers, Head Masters, (Elementary and secondary level), SMCs
Target Group : VI- ANM, Asha Workers, Anganwadi Workers, CBR workers, Village Health Workers

Duration	2 days
No. of participants	30-40 Minimum number to start the batch should not be less than 30. No expenses shall be reimbursed for less than 30 participants.

Sl. No	Heads for Expenditure	Max. Amount (Rs)
1	Remuneration to Programme Co-ordinator	3,000.00
2	Remuneration to Resource Persons subject to a ceiling of Rs. 1000/-per session	8,000.00
3	Accommodation for 4 outstation Resource Persons subject to a ceiling of Rs. 2500/-max. per resource person per day	10,000.00
4	TA to 4 resource persons preferably from within the state subject to ceiling of Rs. 5000/-	20,000.00
5	TA to 4 local resource persons subject to ceiling of Rs. 1000/- per resource person	4,000.00
6	Working lunch, tea, coffee, dinner subject to a ceiling of Rs. 500/-max. per day per person max. for 40 participants + 10 extra (Resource persons, Co-ordinator)	50,000
7	Programme Kit (content of training modules, handouts, posters, pen,pad) bag with logo of DEPwD and RCI subject to a ceiling of Rs. 800/-max. per kit	32,000.00
8	Photography & Videography subject to a ceiling of Rs. 3000/-max.per day	6000.00
9	Preparation of Report subject to a ceiling of Rs. 5000/-max.	5000.00
10	Accommodation for participants (min. 50% candidates from local and neighbouring Dist.) subject to a ceiling of Rs. 800/-max. per trainee per day on twin sharing basis.	32,000.00
11	Travelling cost of participants (actual travelling expenses, subject to a ceiling of Rs. 1000/-max. per candidate for outstation candidates	20,000.00
12	Travelling cost of participants (actual travelling expenses, subject to a ceiling of Rs. 500/-max. per candidate for local participants	10,000.00
	Total	1,82,000.00
13	Administrative expenditure 10% of the total budget	18,200.00
	Grand Total	2,00,200.00

14. Terms and conditions

The following terms and conditions will be complied with by any institutions / organization receiving assistance under the scheme:-

- (i) The sanctioned amount will be utilized for conducting of training programme only and no assets will be created out of the fund.
- (ii) The institution / organization will maintain a separate account and get the final accounts audited by Govt. auditors in cases of institutes whose accounts are audited by Govt. auditors or by a Chartered Accountant, as the case may be, and submit the same to the RCI, along with Utilization Certificate on completion of the programme.
- (iii) The institution / organization will not accept or apply for any financial assistance from any other sources towards conduct of programme approved under this scheme.
- (iv) On completion of the programme, implementing agency has to prepare and submit the programme wise report along with group photographs (4"x 6") of the participants , list of participants and their attendance sheet with signature (local and out stationed), list of Resource persons and duly filled feedback form (Appended), to the RCI in the form of soft copy along with UC and income & expenditure duly certified by Chartered Accountant or Govt. Auditors as the case may be.
- (v) That name of RCI and DEPwD, Govt. of India and organizing institute with its logo may be printed prominently on the kitbags, banners, posters etc.
- (vi) The scheduled dates to conduct the programme should not be changed in any case.
- (vii) Full attendance in Training programme is essential for getting participants certificate.
- (viii) The accounts related to the project for which assistance is received under this scheme will be made available for inspection by an officer authorized by the RCI. The accounts relating to the project shall be open to check also by the Comptroller and Auditor General of India or his nominee(s) at his discretion.
- (ix) The institution/organization shall prepare and maintain a record of all assets acquired whole or substantially out of the grants received under the Scheme. Such assets shall not be disposed of, encumbered or utilized for other purpose without prior sanction of the Department.
- (x) The grantee shall be liable to refund the entire grant amount together with damages at the rate of 6% p.a. interest thereon for any violation of the terms and conditions mentioned in the Scheme/Government sanction, from the date of encashment of the cheque/bank draft for the amount sanctioned for the project, provided that the Government in its discretion may relax the date for the purpose of calculation of interest to provide for such interest to be charged or on a subsequent date.
- (xi) The decision of the Secretary to the Government of India in the Ministry of Social Justice Empowerment, Department of Empowerment of Persons with Disabilities on the question whether there has been breach or violation of any of the terms and conditions mentioned herein as well as in the sanction letters, shall be final and binding on the grantee.

Proforma

15. Proforma for submission of Proposals (through email) for “In-Service Training and Sensitization of Key Functionaries of Central and State Governments, Local Bodies and Other Service Providers” as per the Central Sector Scheme of DEPwD, MoSJ&E.

1.	Name of the Institution /University Department /Organization	
2.	Complete Address of the Institute a. Telephone No/Mobile b. Fax No c. Email d. Website	
3(a)	Status of RCI approval (wherever applicable)	
(b)	Name of the approved courses and its validity of approval (wherever applicable)	
4.	Proposed date with duration and venue of training programme	
5.	Aims, objective and methodology of the proposed training programme	
6.	Target group	
7.	Number of participants	
8.	Details of the identified Resource persons (Local and Outstation) for the training programme along with their name, contact address/ telephone no, rehab qualification with CRR No. etc.	
9.	Suggested use of knowledge to be acquired by trainees for disability sector	
10.	Details of the total estimated expenditure (See norms as per RCI Training Guidelines) on Appendix 'A'	

11.	Facilities and equipments available with the Institution / University Department / Organization for conduct of training programme	
12.	Any other training programme conducted Previously in partnership and financial assistance from RCI, Govt. of India/State Govt./Autonomous Body etc.	
13.	If yes details of the In-Service training programme to be provided	
	1. Financial year	
	2. Grant in Aid received	
	3. Target Group	
	4. No of batches sanctioned	
	5. No of batches conducted	
	6. Report and UC submitted (Yes/No)	
14.	provision for accommodation available for the outstation candidates	
15.	Details of Bank Account	
	1. Name of the Account holder:	
	2. Name of the Bank:	
	3. Account Number:	
	4. Branch :	
	5. IFSC Code:	
	6. Type of Account :	
7. Original cancelled cheque		
16.	Copy of DARPAN of Niti Aayog and its number (in case of NGOs)	
17.	Any other information relevant to the proposal :	

Encl. : Estimated expenditure on Appendix 'A'

Name & Signature of the Head of the institution with stamp

Place:

Date:

Please apply on the above proforma to:

Member Secretary,
Rehabilitation Council of India
B-22, Qutab Institutional Area,
New Delhi-110016

Note: - Institute may be considered for permission to conduct more than 01 programme in each training module during the current financial year subject to availability of funds and submission of complete report as prescribed by the Council.

List of Enclosures:

- (i) Copy of RCI Certificate of Approval , if applicable
- (ii) Copy of Society Registration Act
- (iii) Latest Audited Statement of Accounts
- (iv) Copy of Annual Report

7. UNDERTAKING

(To be submitted on the non-judicial stamp paper of Rs. 100/-)

We..... do hereby undertake the following :

1. That a detailed report of the Training Programme along with a certified statement of account of total expenditure incurred and also the utilization certificate in r/o financial assistance received from the RCI will be submitted to the Council within a month after completion of training programme.
2. That the full amount received as financial assistance from the Council, in case of not conducting the programme as per the schedule date and lack of required number of participants will be refunded to the Council within one month of such date.
3. That facilities provided by the Institution/Organization and funded by RCI shall be made available to the participants free of charge i.e. no contribution or fees shall be charged from the participants.
4. That funds shall be spent exclusively for the purpose for which they are released.
5. That the expenditure under the specified budget heads, and will charge actual amount spent, not exceeding the max. Limit under any head.
6. That Utilization Certificate along with details of income -expenditure statement will be submitted to the Council along with the reports and relevant bills/vouchers and other expenses incurred for training programme will be maintained at the institutions and to be provided to the Council when it is required for audit purpose.
7. That all procedure / guidelines of RCI as suggested or as amended time to time shall be followed by the institute strictly.

Place:

Date:

Signature:

Name:

Designation:

Seal

To be signed by Head of the institution

18. Budget required for Days training / sensitization programme of Level

Duration	:	
No. of participants	:	
Details of participants	:	

Sl. No	Heads for Expenditure	Amount Required
1	Honorarium to Programme Co-ordinator * (*Not applicable for Govt. Institutions)	
2	Honorarium to Resource Persons (min. 4 lectures/day)	
3	Working lunch/tea/coffee max. for 20 participants + 05 extra (Resource persons , Co-ordinator per day)	
4	Programme Kit (content, handouts, posters, pen, pad) bag with logo of DEPwD and RCI	
5	Photography & Videography	
6	Preparation of Report @ Rs. 5000/-	
7	Accommodation for Resource Persons for outstation candidates	
8	Accommodation for trainees (min. 50% candidates from local and neighbouring Dist.)	
9	Travelling cost of participants (actual travelling expenses, subject to a ceiling of Rs. 1000/- per candidate max. for outstation candidates	
	Total	
10	Administrative Expenditure @ Rs. 10% of the total budget	
	GRAND TOTAL	

19. CERTIFICATE

We certify that the information given above is correct and any suppression of facts, mis-statement or false information furnished will liable for penal action, besides such other actions as may be deemed appropriate.

Also certified that the Institution/Organization has not been involved in any kind of litigation debarring it from receiving outside assistance. It is undertaken that the Intuition / Organization will abide by the conditions as stipulated in the Scheme guidelines. We understand further that the decision of the RCI as regard eligibility and quantum of assistance shall be final.

Signature(s) and seal of authorized
Officer bearer(s) of the Institution/Organisation

Name and designation

Date:

“In-Service Training and Sensitization of Key Functionaries of Central and State Governments, Local Bodies and Other Service Providers” as per the Central Sector Scheme of DEPwD, MoSJ&E.

20. Programme Feedback / Evaluation

In-service training programme is required to be evaluated, by obtaining feedback from the participants. Feedback enables the RCI and DEPwD to understand the effectiveness of the training programme conducted and also helps to incorporate good suggestions received in order to make the programme more effective for achieving the objectives of the scheme. The participants to be encouraged to provide the feedback honestly about the mode of transaction, contents and knowledge gained during the programme.

The proforma of Programme feedback/evaluation form is enclosed (Appendix-2) which can be utilized by the institute and data analysis of the feedback along with the feedback forms to be submitted along with the report.

21. Programme Feedback/ Evaluation Form

“In-Service Training and Sensitization of Key Functionaries of Central and State Governments, Local Bodies and Other Service Providers” as per the Central Sector Scheme of DEPwD, MoSJ&E.

Please complete the form below to provide your feedback on training programme. This feedback helps us to measure training participant’s satisfaction levels.

Name of the organization: _____

1) Mention the Target Group : _____				
(3) Please rate the following aspects of the training programme:				
	Excellent	Good	Average	Poor
i. Organisation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii. Content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iii. Study Materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iv. Presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
v. . Resource Person	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
vi . Accessibility to the venue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
vii Punctuality and Duration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
viii. Food and Drinking Water facility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ix. Accommodation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(4) Has the programme sensitized you towards empowerment of persons with disabilities:				
Yes	<input type="checkbox"/>	May be	<input type="checkbox"/>	Not sure <input type="checkbox"/>
(6) Any Suggestions:				
(7) training material with appropriate training kit provided by the agency : Yes <input type="checkbox"/> No <input type="checkbox"/>				
(5) Would you Like to attend another such programme from our organisation in future:				
Yes	<input type="checkbox"/>	May be	<input type="checkbox"/>	No
(2) How do you rate the training overall:				
Excellent	<input type="checkbox"/>	Good	<input type="checkbox"/>	Average <input type="checkbox"/>
Poor <input type="checkbox"/>				
(7) Name, Address and Contact No. of participant with signature				

Thank You for your participation

FORM GFR – 19 A

(See Government of India's Decision (I) below Rule 150)

UTILISATION CERTIFICATE

Sl. No.	Letter No. & Date	Amount
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Certified that a sum of Rs. _____ of grant-in-aid sanctioned during the year _____ in favour of _____ under this Ministry / Department Letter No. given in the margin and Rs. _____ on account of unspent balance of the previous year. A sum Rs. _____ has been utilized for the purpose for which it was sanctioned and that the balance of Rs. _____ remaining unutilized at the end of the year has been surrendered to Government (Vide No. _____ dated _____)/ will be adjusted towards the grant-in-aid payable during the next year.

2. Certified that I have satisfied myself that the conditions on which the grant-in-aid was sanctioned have been duly fulfilled/are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of checks exercised: -

- 1) Verification from the sanction letter.
- 2) Verification from the expenditure vouchers.
- 3) Verification of books accounts.
- 4) Receipt & Expenditure Statement.
- 5) No previous utilization certificate is pending from the Council.

Signature and seal of the Chartered
Accountant with registration number

.....
Signature and seal of the Head of the
Institution

Institution

Date :

Place:

23. Proforma for Submission of Programme Report by the Implementing Agency

Name of the Institute	
Name of the Head of the Institute	
Name of the Programme Coordinator	
Address with Contact details	
RCI's Sanction Order number and date	
Target group	
Duration of the programme	
Venue	
No. of participants attended the programme (local & Outstation)	
Name of the Resource Persons invited (local & Outstation)	
Total expenditure incurred	
Unspent balance , if any	
Complete report of the programme indicating outcomes of the learning	
Data Analysis and its conclusion of the feedback obtained from participants	
Challenges faced by the institute and suggestions, if any	

Signature(s) and seal of authorized
Officer bearer(s) of the Institution/Organisation

Date:

Enclosures:

1. Separate report for each programme shall be submitted to the RCI.
2. Attendance sheet of participants and Resource Persons duly signed in original to be submitted.

3. Photographs of the programme with clear vision (size 8 x 10) duly indicated the name of participants on the bottom of the photographs in soft as well as hard copy.
4. Audited Statement of Ac/s along with Utilization Certificate duly signed by Chartered Accountant. Not applicable for Govt. Institutes.
5. Feedback form in original

24. Nomination form

Nomination of officials/ officers for training programmes for Central Sector Plan Scheme "In-Service Training and Sensitization of Key Functionaries of Central and State Governments, Local Bodies and Other Service Providers" .

Name of the officers/officials (proposed to be nominated)	
Designation	
Address of the Institute /Department	
Pay scale / level of pay matrix	
Age	
Sex	Male() Female ()
Contact Details of officers/officials	
Landline No. and Mobile no.	
Fax No.	
E-mail	
Willingness to attend the programme	Yes () No ()
Sponsoring Authority	
Name of the Authorized officers with designation	
How will the training be useful for the Organization?	

It is certified that the details mentioned above are correct as per records.

Signature, Name & Designation
with seal of sponsoring authority

Date: