

A HANDBOOK

**SCHEMES FOR CHILDREN WITH DISABILITIES:
ROLE OF THE
PANCHAYATI RAJ INSTITUTIONS**

**GOVERNMENT OF INDIA
PLANNING COMMISSION
(EDUCATION DIVISION)**

FOREWORD

The approach to the Tenth Plan focuses on empowering and promoting the welfare of disabled persons. The emphasis is on effective implementation of the Persons with Disabilities Act, 1995.

The Government of India has various strategies, policies and programmes/schemes for incorporating persons with disabilities in education and in the economic development process. However, successful implementation of such programmes require adequate funds, an appropriate policy framework and, above all an effective delivery mechanism. To this end, it is necessary to involve Panchayats in these programmes. The first step is to equip the Panchayats with relevant information.

I am happy that the Planning Commission has taken initiative in publishing the present handbook entitled 'Schemes for Children with Disabilities: Role of Panchayati Raj Institutions'. This is in continuation of the companion title 'Handbook for Parents of Children with Disabilities', published recently. The present handbook will be an important source of information for PRIs at all levels. I am sure that this will create greater awareness amongst PRIs of the relevant concessions/facilities/schemes of Government of India, and hope that it will increase the flow of benefits to children with disabilities.

I have great pleasure in acknowledging the contribution of Dr K.Venkatasubramanian, Member, Planning Commission and Ms Renu Sobti, Senior Research Officer to the preparation of this useful document.

(K.C.PANT)
DEPUTY CHAIRMAN

PREFACE

Article 40 of the Constitution enjoins that ‘ the States shall take necessary steps to organize village panchayats with such power and authority as may be necessary to enable them to function as units of self- government’. During the last fifty years several attempts have been made to bring about effective decentralization, both political and economic with limited success. However, the year 1992 marks a new era in the federal democratic set up of the country. The 73rd Constitutional Amendment Act, 1992 conferred Constitutional status on the Panchayati Raj Institutions (PRIs). The Constitution provides for devolution of powers and responsibilities upon Panchayats at appropriate level. 29 subjects listed in the Eleventh Schedule of the Constitution have been identified for devolution to the PRIs.

Consequent to the 73rd Constitutional Amendment Act, the State Governments are now evolving modalities and institutional arrangements for facilitating the involvement of Panchayati Raj Institutions (PRIs) in implementation of various programmes under 29 subjects including ‘Empowerment of Disabled’. As per estimates at present 30 million children (10%) out of approximately 300 million children in the age group 0-14 year in the country suffer from some impairment/disability or the other (including sensory, locomotors or cognitive impairments - impairment ranges from mild to severe). More than half of such disabilities are preventable, if adequate and effective preventive measures are taken particularly at early stages.

We hope that the present handbook will help the PRIs to understand various steps like prevention, early detection, assessment, etc. required in management of children with disabilities for their education & rehabilitation, and their role in planning, implementation, monitoring, coordination, etc. of those activities.

Planning Commission has also brought out another Handbook for Parents of Children with Disabilities, which gives information on details of preventive measures, how to identify disability/ies in children, categories of impairment, education programmes, vocational courses, facilities available, contact addresses of the institutions, etc. needed by children with disabilities. The handbook is available on Planning Commission’s website also- [www ?](http://www.pci.gov.in).

I acknowledge the special efforts made by Ms Renu Sobti, Senior Research Officer in preparing this handbook. Contribution of Dr. Prem Sobti is gratefully acknowledged. Mrs. Kirti Saxena, Director (Education) and Dr Nagesh Singh, Director (Rural Development) provided the necessary guidance.

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CHAPTER-1

INTRODUCTION - A HANDBOOK- "SCHEMES FOR CHILDREN WITH DISABILITIES: ROLE OF THE PANCHAYATI RAJ INSTITUTIONS"

The Government of India has been implementing various programmes for welfare of the children with disabilities through different government and non-government organisations. These programmes provide wide ranging benefits in important fields such as education, vocational training and rehabilitation, and financial assistance for specific needs of the disabled. However, the available data shows that a very small percentage of the children with disabilities are availing such benefits for their educational and other specialized needs. One of the major reasons is perhaps lack of a sincere effort in implementation of these welfare programmes; which is further compounded by illiteracy among the population and absence of an educational programme to sensitize about this issue.

The role of PRIs no doubt can be pivotal for the success of these programmes, and this fact should be exploited fully. It would be important in various activities relating to the education, rehabilitation, awareness generation and training programmes of the disabled. They can also provide important feed back for the purpose of planning, monitoring and improvement(s) in coordination. Therefore, it is obvious that PRIs should be provided with all the relevant and necessary information so as to enable their due participation in implementation of these programmes at the grass root level. This handbook has been written specially for this purpose and represents compilation of all the relevant information about various programmes which are meant for the disabled. It further stresses the role of PRIs by providing a comprehensive list of activities, which they should undertake in this regard.

CHAPTER-2

EMPOWERING CHILDREN WITH DISABILITIES: ROLE OF THE PANCHAYATI RAJ INSTITUTIONS AT DISTRICT LEVEL

The Panchayati Raj Institutions are the nodal point at the district level. Their role is to help plan, coordinate, monitor and wherever required regulate the implementation of various national programmes.

Specific Role of the PRIs in ‘Empowering Children with Disabilities’:

- Involve in the preparation of various schemes relating to the education and rehabilitation of children with disabilities.
- With the help of block level panchayats they should identify delivery system(s) for the education and rehabilitation of children with disabilities under various programmes.
- Ensure convergence of the various programmes which are meant to benefit the disabled.
- Evolve strategies for mobilising the community for various activities such as surveys, helping the field level functionaries, funds raising, monitoring of the programmes at the field level, etc .
- Identify special areas of assistance for different categories of the disabled, as per their needs.
- Ensure that requisite percentages of funds are allocated to various key programmes such as those catering to the prevention of disabilities and educational needs of the disabled.
- Arrange training of the public functionaries, NGOs and other social workers in handling of the problems concerning disabled persons in cooperation with various specialized centres.
- Should launch the programme of early detection of disabilities in which the village and block level panchayats alongwith gram sabhas are made to play an active role.
- Organize various activities so as to encourage the disabled children participate in various educational and rehabilitation programmes.
- Ensure that all the children with disabilities and their parents are aware of the various benefits and their legal rights. This can be achieved through provision of information in the form of pamphlets and small booklets.
- Develop good linkages between various agencies/departments such as health department / hospitals / education department / DIETs / voluntary organizations working in the field of disability.
- Ensure that the posts of various specialized personnel who are required for comprehensive care of the disabled are filled up immediately. These include specialists such as clinical psychologist, special educators and rehabilitation therapists.

- Arrange aids and appliances under the available programmes and ensure that they are made available to the persons identified by them in a timely fashion.
- Village panchayats should be entrusted with monitoring of usage of (through gram sabhas) these appliances and whenever necessary, they should arrange for the trained personnel(s) to demonstrate correct application.
- With the help of block level panchayat/village panchayats should arrange/locate craftsmen who can be trained to repair such appliances, where required, for their fitment.
- Oversee the functioning of services, rehabilitation centres and vocational rehabilitation centres for the disabled and promote linkages with their outreach activities.
- Identify bottlenecks in the implementation process and take corrective measures.
- Identify NGOs who demonstrate empathy and have a good track record, and are interested in taking up work for the disabled persons.
- To arrange with the help of trained professionals, preparation of rehabilitation packages and economic development schemes for the benefit of disabled persons.
- With the help of block level panchayats closely monitor the implementation as well as the impact of such schemes.
- Develop a mechanism for monitoring of the functioning of different NGOs working in an area, and promote their accountability to the community.
- Organize small groups of disabled persons for viable income generating activities with the help of block level panchayats.
- Promote required coordination and convergence for setting up of such activities.
- They should monitor the implementation and impact of these programmes, and where necessary, to introduce corrective measures. Block level panchayats can also be involved in the process.
- Panchayats at Block level in conjunction with the village level panchayats should take up the cases of discrimination against the disabled before they are referred to a competent authority under Persons with Disabilities (PWD) Act.

CHAPTER-3

MAJOR ACTIVITIES: ROLE OF PRIs AT VILLAGE LEVEL

PRIs can perform an important role by implementing the following areas of activities covered under various programmes for the disabled:

MAJOR ACTIVITIES/ PROGRAMMES:

- i) Prevention of occurrence of disability
- ii) Identification of disability
- iii) Assessment of disability
- iv) Education programmes
- v) Disability certificate
- vi) Facilities, concessions
- vii) Scheme of assistance to disabled persons for purchase and fitting of aids & appliances (ADIP).
- viii) Guardianship

I. PREVENTION OF DISABILITY:

Occurrence of disability (primary prevention) can be prevented to a large extent if adequate and timely preventive measures are taken. Further, a timely intervention can help to minimize the extent or effects of a disability which has already set in.

Categories Require Special Attention:

- Women during pregnancy
- Mothers during lactation
- Children below 6 years of age
- Adolescent girls and boys

Programmes and Services:

- Awareness programmes
- Immunisation
- Health check up
- Prophylaxis against anaemia
- Prophylaxis against night blindness
- Goitre control programme
- Micro-nutrient supplementation programme
- Food Supplementation Programme
- Health and Nutrition Education Programmes

Role of PRIs in Prevention

Ensure that:

- All the women during pregnancy get periodic health check ups as recommended.
- Health centre in an area is operated on a regular basis by a female health worker
- Health check ups of women and children are done periodically.
- Regular supply and provision of services like immunization, iron tablets and vitamins is available in the health centres.
- Adequate quantity of quality food is distributed on a regular basis to the children, pregnant women and lactating mothers in anganwadi centres.
- Health and nutrition awareness programmes are organized regularly.
- Only the trained personnel should conduct deliveries.
- Awareness programmes for the prevention of disabilities are organized regularly mainly through camps, exhibitions by various health care professionals such as para-medical & medical doctors, anganwadi workers, community rehabilitation workers, social welfare workers, etc.
- PRIs (village panchayats) should provide the required space and facilities for organizing awareness and training activities.

II. IDENTIFICATION AND EARLY DETECTION OF DISABILITIES

Timely identification of an impairment, which is a secondary prevention measure, can reduce its impact upon the functional level of an individual and thus prevent profound disability.

Who Can Identify Disabilities

At Home: Parents

Outside: Anganwadi workers,
Teachers,
Community Rehabilitation Workers
Health care professionals
Social Workers

Role Of PRIs:

- Ensure that all the children with disabilities are identified in a systematic manner, located in either the community, anganwadi centres, health centre or school; at least once in a year
- Make arrangements for training of personnel who are involved in identification and early detection of disabilities.
- Ensure that all the functionaries involved in identification and early detection of disabilities are adequately trained.
- They should contact the following in case of any problems.
 - Medical Officer PHC/CHC
 - District Education Officer
 - Child Development project officer
 - District Welfare Officer

- Director, District Rehabilitation center.
- Commissioner for Persons with Disabilities in the State.

III. ASSESSMENT

After identification of a disability it should be fully assessed by a team of specialists in order to plan the necessary interventions.

Following Specialists Are Required For Initial Assessment:

- | | |
|-----------------------|---------------------------------------------------------------------------------------------------|
| Hearing Impairment | - ENT Specialist |
| Visual Impairment | - Ophthalmologists |
| Mental Retardation | - Psychologist/Psychiatrist/Pediatrician in clinics/
Hospitals, Special Educators. |
| | Loco-motor Disabilities - Orthopedic surgeon,
Specialist in physical medicine & rehabilitation |
| Learning Disabilities | - Special Educators |

Places Where Assessment Can Be Done

- Hospitals, clinics, or national institutes(see list at annexure-II)
- Special educators are available at DIETs, block resource centres, cluster resource centres, and /or voluntary organisations.

Role Of PRIs In The Initial Assessment Process

- Ensure that all of the children with disabilities in their area are assessed by appropriate specialists, who all may not be available at a single location.
- Provide guidance to the children with disabilities where else they can be assessed and refer them to hospitals, VOs, or National Institutes for assessment.
- Provide financial help to those who can not meet the expense of travel for the purpose of disability assessment.

IV. EDUCATION PROGRAMMES FOR CHILDREN WITH SPECIAL NEEDS

It should be one of the top priorities that all of the PRIs must strive to get every child with disability enrolled into a primary school for their comprehensive evaluation. This is done by a team consisting of a qualified physician, clinical psychologist and a special educator. This process of evaluation also determines the best setting of education as suited to each of such child. Children with mild to moderate disabilities may be integrated into normal schools. Those with severe disabilities would benefit most from the special schools. Children who drop out or have problems learning in the normal school have an option to join either an open or remedial school. There are children who only have a learning disability, they are managed in normal schools.

1. Formal Schools

The following types of children with disabilities must be integrated in the normal school system- formal as well as in non-formal schools.

- Children with locomotor handicaps (O.H.)
- Mildly and moderately hearing impaired
- Partially sighted children
- Mentally handicapped educable group (IQ 50-70)
- Children with multiple handicaps (blind and orthopaedic, hearing impaired and orthopaedic, educable mentally retarded and orthopaedic, visual impaired and mild hearing impaired)

2. Special Schools

Children with severe multiple disabilities who have a difficulty in coping with the regular schools should avail special schools. Most of these are residential schools; facilities of boarding and lodging and other services are provided free of cost. 40 per cent disability is a pre-requisite for admission into such schools.

3. National Open School (NOS)

It offers courses like the foundation course, notionally equivalent to class VIII level, secondary education, senior secondary course and vocational courses. The NOS also provides the programme of Open Basic Education for Universal Elementary Education (UEE), which includes programme for disabled children. It offers Open Basic Education courses through the following:

a) Open Basic Education (OBE): This project is for out of school children in the age group 6-14 and for adult learners. This has 3 levels Preparatory, i.e. (A) Primary i.e. (B) and elementary i.e. (C) which are equivalent to formal school standard of III,V and VIII respectively. This is for general information.

b) Special Accredited Institutions for Education of the Disadvantaged (SAIED): To cater to the needs of the people with physically and mentally disabilities etc. the NOS has accredited institutions for education of the disadvantaged. Academic Courses like Open Basic Education, secondary and Senior Secondary courses and vocational courses are being offered independently or in combination with academic subject through SAIED.

CONTACT ADDRESS:

1. National Open School

B-13/B, Kailash Colony
New Delhi –110 048.

OR

2. Regional Centres

Name of the Region	Name & Address of Regional Director	States Covered
DELHI ZONE-I	Officer Incharge (Zone-I) National Open School	South and West Delhi.

	A-38, Kailash Colony, New Delhi – 110 048. Ph: 6221636 FAX: 011-6221636	
DELHI ZONE-II	Joint Director, Office Incharge (Zone-II), National Open School Indian Adult Education Association Building, 17-B, I.P. Estate, New Delhi – 110 048. Ph: 3379522 : Fax: 3379728.	North and East Delhi.
KOLKATA	Regional Director, National Open School Nirmal Bhawan, (3 rd Floor), Kolkata – 700 027 (W.B.) Ph: 033-4797714: Fax: 033-761734.	Orissa, Sikkim, West Bengal and Andaman & Nicobar Islands.
GUWAHATI	Regional Director, National Open School Nirmal Bhawan (1 st Floor), Christian Basti, Nilmoni Phukan Road, Guwahati –781 005 (Assam) Ph: 0361-223964: Fax: 0361-223964.	Nagaland, Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram and Tripura.
HYDERABAD	Regional Director, National Open School House No.17-26, Sree Nagar Colony Road No.5, Dilsukh Nagar, Hyderabad. Ph: 040-4060712 Fax: 040-4060712.	Andhra Pradesh and Karnataka.
CHANDIGARH	Regional Director, National Open School YMCA Complex, Sector –11C, Chandigarh-160 011. Ph: 0172-744915 Fax: 0172-744952.	Haryana, Himachal Pradesh, Punjab, Jammu & Kahsmir and Chandigarh.
PUNE	Regional Centre Incharge, National Open School, C/o Indian Institute of Education 128/2 JP Naik Road, Kothrud, Pune –411029 (Maharashtra) Ph: 020-5444667 Fax: 020-5444667.	Madhya Pradesh, Chhatisgarh, Maharashtra and Goa.
KOCHI	Regional Centre Incharge National Open School 28, Panchavati, Vytila, Kochi –682019. Ph: 0484-305717, Fax: 0484-305717.	Kerala, Tamil Nadu and Pondicheery.
PATNA	Regional Director, National Open School 194B, Sri Krishnapuri, Patna (Bihar) Ph: 0612 –236551: Fax: 0612-236551.	Bihar and Jharkhand.
JAIPUR	Regional Director, National Open School 34, Vijapath (Ground Floor), Tilak Nagar Jaipur (Rajasthan) Ph: 0141-623546 Fax: 0141-392868.	Rajasthan and Gujarat.
ALLAHABAD	Regional Director, National Open School Type VI Quarters, SIEMAT Campus (II)	Uttar Pradesh and Uttaranchal.

	25,PC Banerjee Road, Allenganj, Allahabad – 211 002. Ph: 0532-467249: Fax: 0532-467249.	
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Role Of PRIS

- Ensure that a team of a doctor, a psychiatrist and a special educator or a special trained teacher is visiting each school regularly, at least once in a year.
- Ensure that teachers at the block and cluster levels are being trained to manage children with disabilities in schools.
- Ensure that all of the teachers in any school are getting trained for inclusive education.
- Ensure that all children with disabilities (of any range) are getting benefits of education in a proper setting. Contact addresses should be provided to their parents.
- Encourage voluntary organizations to set up special schools in the area. These may be attached to the formal schools for preparatory classes
- Ensure that all the children with disabilities are attending the anganwadi centres or pre-primary schools in their area.
- Ensure that adequate facilities are available in schools, and are being properly availed by the beneficiaries.
- Make arrangements for vocational training programmes of the children with disabilities at their right ages.
- Coordinate with centres of vocational training being run by various departments
- Ensure for provision of barrier free environment in schools.
- Children with disabilities are not discriminated against and are allowed admission in appropriate schools
- Ensure that the local schools or health centres treat children with disabilities with dignity and consideration
- Normal students of a school should not be allowed to ill-treat or hurt students with disabilities.

V. DISABILITY CERTIFICATE OR IDENTITY CARD

The disability certificate and/ or identity card is the basic document that a person with any disability of more than 40 percent requires in order to avail any facilities, benefits or concessions under the available schemes. This is not required for getting admission in a school for formal education.

DISABILITY CERTIFICATE:

Persons authorised to give disability certificate:

The respective Medical boards constituted at a State or a district level are the certifying authority to issue disability certificate. The board consists of a chief medical officer/ sub divisional medical officer in the District and another expert in the specified

field. These examples are: an ophthalmic surgeon in case of visual handicaps either ENT surgeon or an audiologist in case of speech & hearing handicaps, an orthopaedic surgeon or a specialist in physical medicine and rehabilitation in case of locomotor handicaps and a psychiatrist or a clinical psychologist or a teacher in special education in case of mental handicaps. The respective disability certificate for mental retardation or other disabilities (visual, speech and hearing, and locomotor disability is given as Form.at Annexure-V.A1&A2)

- The certificate is issued to persons with disabilities mentioned in the PWD Act,1995. At present, disabilities like Autism and learning disabilities are not covered under this Act.
- The certificate is valid for a period five years.
- When there are no chances of variation in the degree of disability, a permanent disability certificate is given.
- In order to get a disability certificate a person requires a birth certificate and proof of residence. If a child is born at home, parents can get the birth certificate from their district magistrate.

IDENTITY CARD:

Recently, the Government of India has issued guidelines to States/UTs for issue of identity card (IC) to the Persons with Disabilities to enable them to claim benefits/concessions, which are made available to them by concerned States/UTs as well as the Central Ministries/ Departments.

Role of PRIs

- Help the families in obtaining disability certificate and/ or identity card by way of providing information and financial help to those who can not afford travel for this purpose, if required the respective centre in their district.
- Coordinate with the health department for up to date information relating to the issuance of DC/IC.

FOR MORE DETAILS CONTACT:

Doctor at Primary Health Centre/ Community Health Center
Chief Medical Officer at District Hospital
District Welfare Officer

VI. FACILITIES/CONCESSIONS GIVEN BY THE CENTRAL AND STATE GOVERNMENTS FOR THE DISABLED UNDER PROGRAMMES

Facilities/concessions are available for the disabled children under the following programmes.

1. Integrated Education for Disabled Children
2. Childrens Education Allowance
3. Communication – Postage, Telecommunication
4. Allotment of STD/PCO to handicapped persons
5. Travel-by rail, by air.

6. Customs concessions.
7. Conveyance Allowance
8. Award of dealerships/ agencies by Oil Companies.
9. Employment of handicapped through special employment exchange etc.
10. Reservation of Jobs and other facilities.
11. Economic Assistance- Public Sector Banks, Subsidy to disabled under Swarnajayanti Gram Swarozgar Yojana (SGSY), financial assistance through National Handicapped Finance and Development Corporation.
12. Indira Awaas Yojana

The degree of disability should be at least 40% in order to be eligible for any concession/benefits. All persons with Mental Retardation are eligible for concessions/benefits. The classification of various concessions being recommended is applicable to the permanent disability only.

1. SCHEME OF INTEGRATED EDUCATION FOR THE DISABLED CHILDREN

The following monetary allowances are permitted for the disabled children under this scheme:

- (a) Books and Stationery allowance of Rs.400/- per annum.
- (b) Uniform allowance of Rs.50/-per annum.
- (c) Transport allowance of Rs.50/- per month (if a disabled child admitted under the scheme resides in a hostel of the school within the school premises, no transportation charges would be admissible).
- (d) Reader allowance of Rs.50/- per month in case of blind children after class V.
- (e) Escort allowance for severely handicapped children with lower extremity disabilities @ Rs.75/- per month.
- (f) Actual cost of equipment subject to a maximum of Rs.2000/- per student for a period of five years.

Other Concessions.

1. In the case of severe degree of orthopaedically handicapped children, it may be necessary to allow one attendant for 10 children in a school. The attendant may be given the standard scale of pay prescribed for Group 'D' employees in the State/U.T. concerned.
2. Disabled children residing in hostels within the same school where they are studying may get boarding & lodging charges as admissible under the state government regulations. In case there is no state scheme of awarding scholarship to such hostel residents, then each one of them is eligible to receive the actual boarding & lodging charges subject to a maximum of Rs.200/- per month. This allowance does not apply if the income of the parents exceed Rs.3000/- p.m.
3. Severe orthopaedically handicapped children residing in school hostels may need a helper or an ayah. A special pay of Rs.50/- p.m. is admissible to any employee of the hostel willing to extend such help to the children in addition to the usual duties.

4. If there are at least 10 handicapped children enrolled in a school located in a rural area, then an allowance of Rs.300/-p.m. is allowed so as to meet the expenses of their free transportation by a rickshaw. This allowance also covers the capital cost of the rickshaw and labour charges of rickshaw puller. No individual transport allowance is then admissible for the students.

2. CHILDREN'S EDUCATION ALLOWANCE

Grant of education allowance to the children & reimbursement of the tuition fee for Central Government employees will be governed by the Central Civil Services (Education Assistance) Orders, 1988.

Under this order, the reimbursement of tuition fee in respect of physically handicapped and mentally retarded children of the Central government employees has been enhanced to Rs.50 p.m. (from class I to XII) in comparison to the general category where it is only Rs.20.p.m. The disabled children will, however, get other assistance under this scheme as per rates prescribed for the normal children.

3. COMMUNICATION

A. Postage

Payment of postage, both inland and foreign, for 'Blind Literature' packets is exempted if sent by surface mail. If packets are to be sent by air, then prescribed airmail charges are applicable.

The relevant rule from the Post Office Guide is reproduced below.

Exemption from Postal Fees.

1. 'Blind Literature' packets are exempted from payment of the following fees besides being exempted from the payment of postage (I) registration fee, (II) fee for acknowledgement and (III) fee for the attested copy of the receipt.
2. Postage free 'Blind Literature' packets will be transmitted by surface route only, and if they are to be sent by air, the airmail charge as prescribed for packets has to be paid.

Contents and Conditions of Posting.

Papers of any kind, periodicals and books printed in Braille or other special type for the use of blind may be transmitted by post as 'Blind Literature' packets, provided that they are posted in accordance with the below mentioned conditions.

Plates bearing the characters of writing, sound records for the use of the blind, and discs, films, tapes and wires on which spoken message for the blind have been recorded, when sent by, or addressed to, an officially recognized institution for the blind, shall also be treated as 'Blind Literature'.

- (a) The packets shall consist only of articles specially impressed as described above for the use of the blind, and shall not contain any communication either in writing or printed in ordinary type, except the title and table of contents of the book or

- periodical and any key to, or instructions for, the use of special type, or any enclosure except a level for the return of the packet.
- (b) The packet shall bear on the outside the inscription 'Literature for the Blind' and the written or printed name and address of the sender.
 - (c) The packet shall be posted without a cover, or in a cover open at both ends, which can easily be removed for the purpose of examination.
 - (d) No 'Blind Literature' packet may weigh more than 7 kg.
 - (e) 'Blind Literature' packets are subject to the same limits of dimensions as printed papers.

Penalty for Breach of Conditions.

Should any of the conditions mentioned above be infringed, the packet (unless it is admissible as an ordinary packet) will be charged on delivery with letter or parcel postage, whichever may be less.

Rules 304,305,306 in regard to definition of 'Blind Literature' Conditions and Exemption from Postal Fees in respect of foreign postage are the same as prescribed in rule 129 and 130 in regard to Inland postage. However, the penalty for breach of conditions in respect of foreign postage is specified under 307-penalty for Breach of conditions.

"Blind Literature" packets which contain any note or document having the character of actual and personal correspondence, or which are not made up in such a manner as to admit of easy examination of the contents, or which contain postage stamps, form of pre payment whether obliterated or not or paper representing any value, or which infringe any of the foregoing conditions will not be forwarded, but will be returned to the sender and will be charged on delivery with letter or parcel postage at the internal postage rate whichever is applicable. If the sender wishes to report the article after complying with the necessary conditions, he may do so. It is permissible in such cases to use the original wrapper, but the use of a fresh wrapper is preferable and is recommended.

B. Telecommunication

Concessional Telephone Connection to Blinds

Telephone facilities to blind persons on concessional and priority basis are provided on the following terms.

Rental Rebate – 50% of the normal rental.

Advance Rental – 50% of the annual advance rental and bi-monthly rental as applicable to a private subscriber. This facility is available in Non-OYT (Special) category only.

4. PREFERENCE IN ALLOTMENT OF STD/PCO TO HANDICAPPED PERSONS.

Educated unemployed persons are eligible for allotment of STD/PCOs. The educational qualification for the applicants is:

- VIIIth or Middle School Pass for rural areas.
- At least Matriculation or High School for urban areas.

5. TRAVEL CONCESSION FOR THE DISABLED

I. By Rail

As per an order of Ministry of Railways, Government of India, the following concessions are available to the disabled persons.

A. Blind Person

A blind person traveling alone or with an escort, is required to produce a disability certificate from a government doctor or a recognized medical practitioner, so as to get the concession. Refer to the table below for details about concessions.

The concession certificate may be issued by the Station Master on collection of a filled up form and a copy of the original certificate which is duly attested by a Gazetted Officer, M.P., M.L.A. etc. may need to be produced while collecting the ticket. The blind person is not required to be present at the station for purchase of a ticket.

B. Person with Orthopaedic Disabilities.

The orthopaedically handicapped person traveling with an escort, on production of a certificate from a Government Doctor to the effect that the person concerned is orthopaedically handicapped and cannot travel without the assistance of an escort, is eligible for getting concession.

All categories of Orthopaedically Handicapped persons/patients accompanied by an escort when traveling (for admission or on discharge from a hospital where the O.H. persons are treated or for consultation with a medical expert) have to produce a certificate from a government doctor/orthopaedic surgeon that the person is a bonafide O.H person and requires an escort before being allowed to avail the concession.

C. Deaf & Dumb Person

A deaf & dumb person traveling alone (both afflictions together in the same person) on production of a certificate from a government doctor is eligible for the concession.

D. Person with Mental Retardation

A mentally retarded person, accompanied by an escort, on production of a certificate in the prescribed form, from a government doctor, is eligible to get the concession. Refer to the table below for details about concessions.

The form of copy of Certificate is at Annexure- V.B1 to B5

NOTE: The Amount of concession is same for all the categories mentioned above-blind, deaf & dumb*, orthopaedic handicapped, and mentally retarded

Class:	First class	Second class	Sleeper class	Season Ticket	
				First class	Second class
%age of concessions	75	75	75	50	50
*In case of Deaf & Dumb	50	50	50	50	50

The following regulations are also applicable for their travel:

1. A deaf and dumb person is allowed 50% concession in railway fare both in the first and second class, but it is not allowed for the escort.
2. A deaf and dumb person is permitted to travel by 2-tier A.C. Sleeper on payment of concessional fare for first class and full surcharge for 2-tier A.C. Sleeper.
3. Mentally Retarded person is permitted to travel by 2-tier A.C. Sleeper on payment of concessional fare for first class and full surcharge for 2-tier A.C. Sleeper.
4. Facility of issue of concessional return ticker will also be available within one month from the date of commencement of outward journey. M.R. person should be given preference in allotment of coupe on reservation in first class, if required. Free ticket for one escort is available for every two persons in the same class of carriage whether they hold adult ticket or half ticket.
5. All the concessional fares shall be calculated on the basis of the basic railway fare for the journey.
6. No person/party will be allowed more than one concession at one time.
7. The holder of a concessional ticket will not be permitted to change the ticket to a higher class by paying the difference, unless the disable person has a serious disease such as tuberculosis, cancer or leprosy. A break-up in the journey shall not be allowed on a concessional ticket which is issued for a specific route. A break in the journey will be allowed only if it is natural event. During a break in the journey, the passenger has to endorse the ticket from the station master containing his initials, date and station code. No refunds are allowed for the unused portion of such tickets.

II. By Air

The Indian Airlines Corporation allows 50% concessional fare to blind persons on a single one-way journey or single fare for round trip journey on all domestic flights. To avail this facility the visually handicapped person has to produce a certificate from a medical practitioner. Air Hostess/Steward will look after the blind persons not accompanied by escort(s) during flight. The Public Relation Officer or the Traffic Officer Incharge at the airport will render necessary assistance to inform such passengers at the airport of their departure and arrival. Escorts have to pay full fare. This concession cannot be combined with any other concessional fare allowed by the Indian Airlines.

In a recent decision the Supreme Court of India (AIR 1999 S.C.512) has held that the government should give same concession as for the blind to any passenger traveling by Indian Airlines who has 80% locomotor disability. They are allowed to carry a pair of crutches/braces or any other appropriate prosthetic devices free of charge.

6. CUSTOM CONCESSIONS

The Central Government exempts goods specified in the table below, when imported into India by a handicapped or disabled person for his personal use, from the whole of the duty of customs and any additional duty subject to the condition that the importer produces to the Assistant Collector of Customs, at the time of importation, a certificate (from the Civil Surgeon of the District, Medical Officer or the Administrative Medical Officer or the Director of Health Services of the concerned State or a Specialist in the concerned speciality attached to a Government Hospital or a recognized medical college) to the effect that the importer suffers from the particular handicap or disability and that the imported goods in respect of which the exemption is claimed are essential to overcome the said handicap or disability.

Table:

1. Braille writers and braille writing equipment.
2. Hand writing equipment, braille frames, slates, writing guides styli, braille erasers, script writing guides.
3. Canes, electronic aids like the sonic guide.
4. Optical, environmental sensors.
5. Arithmetic aids like taylor frame (arithmetic and algebra types), cubarythm, speaking or braille calculator.
6. Geometrical aids like combined graph and mathematical demonstration board, braille protractors, scales compasses and spar wheels.
7. Electronic measuring equipment, such as calipers, micrometers, comparators, gauges, block levels, rules rulers and yard sticks.
8. Drafting drawing aids, factile displays.
9. Specially adapted clocks and watches.
10. Orthopaedic appliances
11. Wheel chairs.
12. Artificial electronic larynx and spares thereof.

7. CONVEYANCE ALLOWANCE

Individuals who are blind or orthopaedically handicapped (with disability of upper or lower extremities) are to be granted conveyance allowance at 5% of basic pay subject to a maximum of Rs.100/-p.m., and further subject to the following conditions:

1. An orthopaedically handicapped employee will be eligible for conveyance allowance only if he/she has a minimum of 40% (permanent/partial) disability of either upper or lower limbs or 50% (permanent/partial) disability of both upper and lower limbs together.

2. Conveyance allowance will be admissible to the orthopaedically handicapped employee(s) on a recommendation by the head of orthopaedic department of a Government Civil Hospital.
3. In the case of a blind employee the allowance will be admissible after a recommendation by the head of ophthalmological department of a Government Civil Hospital.
4. Conveyance allowance is also applicable to the central government employees suffering from a spinal deformity (generally known as hunch back disability) and at the same rate as available to other physically handicapped persons.
5. The allowance will not be admissible during leave (except casual level), joining time or suspension.

8. AWARD OF DEALERSHIPS OR AGENCIES BY OIL COMPANIES.

The commonly used categories for such purpose include:
Award of retail outlet, 2/3 wheeler outlet, kerosene-LDO
Dealerships and LPG distributorships.

The Ministry of Petroleum & Natural Gas has reserved 7% of all types of dealership agencies of the public sector oil companies for physically handicapped, government personnel (other than defence personnel; disabled on duty) and the widows of government personnel (other than defence personnel who die in the course of duty).

The Oil industry selects its dealers or distributors through an advertisement in one english daily and 1 regional daily having maximum circulation in the district in which the dealership or distributorship is to be located.

Eligibility Criterias for such selection include:.

1. Indian nationality
2. Age (between 21-30 yeas)
3. Matriculation or equivalent education
4. Physically handicapped persons should produce a certificate from the civil surgeon/CMO or superintendent of a government hospital that he/she is orthopaedically handicapped to a minimum of 40% (permanent/ partial) disability of either upper or lower limb or both upper and lower limbs together.

Partially (PH) candidates are also eligible. Persons with total blindness are eligible to apply for a retail outlet or kerosene-LDO dealership. They are however not eligible for LPG distributorship.

Income clause:

The candidate's income should not be more than Rs.50,000/- p.a. Income for this purpose would include the income of the candidate, his/her spouse and all of the dependent children put together. In case of a dependent, his/her parent's income would also be taken into consideration.

Application form: Standard formats can be obtained from divisional/regional office of the concerned oil companies.

9. EMPLOYMENT OF THE HANDICAPPED:

Assistance to the disabled persons in getting gainful employment is available either through the special cells in normal employment exchanges or through special employment exchanges for physically handicapped.

Upto 100% financial assistance is provided in the case of special cells, and 80% in the case of special employment exchanges of state govts and union territory administrations.

FOR DETAILED INFORMATION, CONTACT:

Joint Secretary (DD)
Government of India
Ministry of Social Justice & Empowerment
6th Floor, "A" Wing
Shastri Bhawan,
New Delhi – 110 001.

10. RESERVATION OF JOBS AND OTHER FACILITIES FOR DISABLED PERSONS

(i) 3% reservation in Gr 'C' and 'D' posts.

As per the order of government of India, reservation of 3% in jobs have been made in Gr 'C' and Gr.'D' posts for the physically handicapped persons. The category of handicapped persons benefited are the blind, the deaf and the O.H. persons as given below:

Category of handicapped	%age of reservation
(1) The Blind	1%
(2) The Deaf	1%
(3) The O.H.	1%

For effective implementation of the reservation it has been advised to maintain a roaster of vacancies arising in Gr'C' and 'D' posts on a yearly basis. In this way every 34th vacancy is earmarked for the blind. Similarly, the 67th and 100th vacancy of every successive cycle consisting of 100 vacancies is reserved for a deaf and an OH respectively.

(ii) Definitions of disabled for the purpose of reservation

Blind Person

A blind person is one who suffers from any one of the following conditions:

- Total absence of sight;
- Visual acuity not exceeding 6/60 or 20/200 (snellen) in the better eye with correcting lenses;
- Limitation of the field of vision subtending an angle of 20 degrees or worse.

Deaf Person

A deaf person is one whose sense of hearing is non-functional for ordinary purposes of life. When clinically tested understanding of even amplified speech is severely impaired. Most of such cases included in this category will have a hearing loss of more than 90 decibels in the better ear (profound impairment), or a total loss of hearing in both ears.

Orthopaedically Handicapped Person.

An orthopaedically handicapped person is one who has a physical defect or deformity which causes an interference with the normal functioning of bones, muscles and/or joints.

(iii) Identification of jobs : In order to implement these reservations without loss of productivity, some posts are identified disability wise.

(iv) Posting of handicapped candidates: As per the decision of Government of India, disabled persons recruited for regional Gr 'C' and Gr 'D' posts may be given their posting (as far as possible) near their native place in that region subject to the administrative constraints. PH employees may be given preference in transfer near their native place.

(v) Relaxation of ban order on recruitment to vacancies earmarked for PH persons : As per a government order regarding ban on filling up of non-operational vacant posts, it will not be applicable for reserve vacancies to be filled up by PH persons.

(vi) Carry forward of vacant posts under reserve category :

As per the Government order if a reserve category of person is not available and the nature of vacancy in an office is such, it may be carried forward for a period of three subsequent years.

(vii) Appointment of VH persons as a caner in government department:

As per the decision of Government of India it has been instructed that recaning of chairs in government offices should be done by blind persons as far as possible. When the volume of work require a full time chair caner then a suitable post may be created in consultation with the finance department. For the purpose of recaning the chairs in government offices, vocational rehabilitation centres and special employment exchange for the PH persons may be contacted.

(viii) Instruction to the appointing authority(ies) for intimating vacancies reserved for handicapped:

As per the existing instructions of the Government all the vacancies in Gr 'C' and 'D' posts irrespective of their nature and duration are to be notified to the employment exchange and required to be filled through this agency unless they are filled through UPSC/SSC. It has also been decided that all of the appointees should send their request to Employment Exchange/Special Employment Exchange/nearest Vocational Rehabilitation Centres for P.H. for nominating suitably handicapped persons who fulfill specific opportunities.

(ix) Grant of age concession to PH persons :

As per the government order it has been decided to extend the age concession upwards by 10 years in favour of handicapped persons. This applies to posts filled through the SSC and through Employment Exchange in Gr 'C' and Gr 'D' posts.

(x) Relaxations in typing qualification:

As per the order, PH persons who are otherwise eligible for appointment to posts of LDC but cannot be so appointed due to their inability to satisfy the typing qualifications may be exempted from this requirement.

(xi) Exemption of examination fee:

As per the order, PH persons recruited to Gr. 'B' and Gr. 'C' posts advertised by the UPSC and SSC will be exempted from the payment of application and examination fee as prescribed by UPSC/SSC.

11. ECONOMIC ASSISTANCE

A. Public Sector Banks

Under the 'Scheme of Public Sector Banks for Orphanages, Women's Home and Physically Handicapped persons', the benefits of the deferential rate of interest are available to physically handicapped persons.

Eligibility

Physically handicapped persons are eligible to take loans under this scheme, if they satisfy the following conditions:

- Should be pursuing a gainful occupation
- Family income from all sources should not exceed Rs.7200/ p.a. in urban or semi-urban areas or Rs. 6400/ p.a. in rural areas
- Should not have a land holding exceeding 1 acre if irrigated and 25 acres if un-irrigated
- Should not incur liability to two sources of finance at the same time
- Should work largely on their own and with such help as from another family member or a joint partner(s); and should not employ paid employees on a regular basis.

B. Subsidy To Disabled Under Swarnjayanti Gram Swarozgar Yojana (SGSY)

This scheme was launched in 1999 with an aim to lift the poor families above the poverty line by providing them income generating assets through a mix of bank credit and government subsidy. The list of BPL (below poverty line) households, identified through BPL census, duly approved by the Gram Sabha forms the basis for assistance to families under SGSY. This scheme covers all aspects of self-employment, which include organization of the rural poor in to self-help groups (SHG), training, planning of activity clusters, infrastructure build up, technology and marketing support. In the case of disabled persons, a SHG may consist of a minimum of 5 persons belonging to the families below poverty line. Three percent quota is earmarked for the disabled persons under the SGSY. The subsidy limit under the scheme is Rs. 7500/- (30% subsidy) for an individual and Rs. 1.25 lakh for a group (50% subsidy). This scheme is being implemented by the District Rural Development Agencies (DRDAs) along with the involvement of Panchayati Raj Institutions, the banks, and the non-government organizations.

C. Financial Assistance Available To Persons With Disabilities

The National Handicapped Finance and Development Corporation (NHFDC) has been incorporated by Ministry of Social Justice & Empowerment, Government of India on 24th January 1997 under section 25 of the Companies Act, 1956 as a company not for profit. It runs several schemes to financially assist the disable persons who are eligible for this purpose.

Eligibility

- Any Indian citizen with a 40% or more disability.
- Age between 18 and 55 years.
- Annual Income below Rs.60,000/- per annum for urban areas and Rs.55,000/- p.a. for rural areas.
- A cooperative society of disabled persons.
- A legally constituted association of disabled persons.
- A firm promoted by disabled persons.
- Each member of society/association/firm applying for loan should fulfil the disability, age and income criteria.
- Relevant background of educational / technical / vocational qualification or experience, to ensure an appropriate usage of the assistance.

NHFDC Schemes:

The corporation can assist a wide range of income generating activities for disabled persons. These are:-

- For setting up small business in service/-trading sector: Loan up to 20.00 lakhs.
- For setting up small industrial unit: Loan upto Rs.20.00 lakhs.
- For higher studies/professional training to cover tuition fees books, stationery expenses, hostel facilities etc.
- For agricultural activities : Loan upto Rs.5.00 lakhs.
- For manufacturing /production of assistive devices for disabled persons: Loan upto Rs.25.00 lakhs.
- For self employment amongst persons with mental retardation, Cerebral Palsy and Autism: Loan upto Rs.2.50 lakhs.

Note: a) All loans are to be repaid within 7 years.

b) A rebate of 2% on interest for disabled women is given.

c) A rebate of 0.5% on interest for timely and full repayment of loan & interest.

PROMOTERS CONTRIBUTION FOR TERM LOAN AND RATE OF INTEREST

Project Cost	NHFDC Share	Ch.Agency Share	Promoters Share	Rate of Interest
Less Than Rs. 50,000/-	100%	Nil	Nil	5% p.a.
Above Rs. 50,000/- & Less than 1 lakh	95%	5%	Nil	6% p.a.
Above 1 lakh & less Than 5 lakhs.	90%	5%	5%	9% p.a.
Above 5 lakhs.	85%	5%	10%	10% p.a.

How to apply:

Applications on a prescribed format should be submitted to the National Handicapped Finance and Development Corporation, Faridabad, through a channelising agency.

FOR FURTHER INFORMATION, CONTACT:

National Handicapped Finance and Development Corporation
Red Cross Bhawan, Sector :12
(opp. Mini Secretariat)
Faridabad – 121 002 (Ph:284371).

12. INDIRA AWAAS YOJANA (IAY)

It is a centrally sponsored housing scheme for providing dwelling units free of cost to the rural poor living below the poverty line at a unit cost of Rs.20,000/ in plain areas and Rs.22,000/- in the hilly/difficult areas. Three percent of its funds are reserved for the benefit of disabled persons living below the poverty line in rural areas.

For Further Information Contact:

Rural Development Agency at the District level

Role Of PRIs

- Ensure that all the children with disabilities are aware of the facilities and concessions available to them by organizing information campaigns on a regular basis .

FOR MORE DETAILS PARENTS CAN CONTACT-

District: District Welfare Officer/Commissioner for Persons with Disabilities in the State
Centre: National Information Center on Disability & Rehabilitation
CACU-DRC Scheme,
Ministry of Social Justice & Empowerment,
4, Vishnu Digamber Marg,
New Delhi –110 002.

VII. SCHEME OF ASSISTANCE TO DISABLED PERSONS FOR PURCHASE/ FITTING OF AIDS & APPLIANCES (ADIP).

Eligibility Of The Beneficiaries:

A person with disability(ies) would be eligible for assistance under ADIP scheme through authorized agencies, if the following conditions are fulfilled:

- i) He/She should be an Indian citizen of any age.
- ii) Should be certified by a registered medical practitioner that he/she is disabled and fit to use the prescribed aid or appliance (refer to table at the end of the chapter).
- iii) Person who is employed/self-employed or getting a pension, and whose monthly income from all sources does not exceed Rs.8,000/- per month.
- iv) In case of dependents, the income of parents/guardians should not exceed Rs.8,000/- per month.
- v) Person should not have received assistance from the government, local bodies and non-official organisations during the last 3 years for the same purpose. However, for children below 12 years of age this limit would be 1 year.

Quantum Of Assistance To The Disabled:

Only those aids or appliances which do not cost less than Rs.50/- or more than Rs.6,000/- are covered under this scheme. However, for visually, mentally, speech and hearing or multiple disabled, the upper limit would be Rs.8,000/- during their study upto XIIth standard. The limits will apply to individual items of the aid, and when more than one aid is required, the ceiling will apply separately. The actual amount of assistance will be affected by the total income, as follows:

Total Income	Amount of Assistance
Upto Rs.5,000/- per month	Full cost of aid/appliance
Rs.5,001/- to Rs.8000/- per Month.	50% of the cost of aid/appliance.

Further, traveling cost would be admissible & limited to a bus fare in the ordinary class or railway by second class sleeper subject to a limit of Rs.250/- for the beneficiary irrespective of the number of visits to a medical centre. A certificate from the treating doctor or rehabilitation professional would be needed. Travel expenses subject to the same limit would be admissible for an attendant/escort accompanying the beneficiary. The beneficiary should attend the rehabilitation centre nearest to his/her place of residence, except in the north –eastern region, where he may be allowed the cost of travel outside the region upto the closest facility(ies).

Boarding and lodging expenses @ Rs.30/- per day for a maximum duration of 15 days would be admissible only for those patients whose total income is less than Rs.5,000/- per month.

Aids And Appliances Can Be Obtained From The Following Implementing Agencies:

1. Registered societies/voluntary organisations working in the field of disabilities.
2. Registered charitable trusts.

3. District rural development agencies, India red cross societies and other Autonomous bodies headed by district collector/chief executive officer/district development officer of zilla parishad.
4. National apex institutes including ALIMCO functioning under administrative control of the ministry of social justice and empowerment/ ministry of health and family welfare.
5. State handicapped development corporations.
6. Local bodies – zilla parishad, municipalities, district autonomous development councils and panchayats.
7. Nehru yuvak kendras.

Categories entitled to get Aids & Appliances

Category	Mild	Moderate	Severe/profound
Locomotor	No (less than 40%)	Yes (more than 40%)	Yes
Hearing	No (less than 40%)	Yes (41-50%)	Yes (51% and above)
Visual	Yes (20-40%)	Yes (41-75%)	Yes (76% and above)
Mentally Retarded.	Yes (IQ range:50-69)	Yes (IQ range: 35-49)	Yes (IQ Range 20-34: severe & <20: profound)

Note: Figures in parenthesis indicate percentage of impairment/IQ range.

Maintenance cost is borne by the beneficiary.

ROLE OF PRIS:

- Arrange applications requesting financial assistance for aids and appliances to be utilized by disabled.
- Correctly guide and/ or refer them to the concerned person(s) involved in this issue.

FOR MORE DETAILS CONTACT:

District: District Welfare Officer
 Centre : Director (ADIP)
 Ministry of Social Justice and Empowerment
 Shastri Bhawan
 New Delhi.

VIII. GUARDIANSHIP

WHO IS A GUARDIAN?

A guardian is a person who has assumed the care and protection of another person, and is responsible for all legal decisions on behalf of that person, and his property.

All parents are legal guardians of their child(ren) till the child attains 18 years of age. After that parents are no longer the legal guardians. This means that they cannot take any legal decision(s) on behalf of their child, or legally represent their child. The child is seen as having the ability to take those decisions by itself.

THE SPECIAL SITUATION OF PERSONS WITH. AUTISM, CEREBRAL PALSY, MENTAL RETARDATION AND MULTIPLE DISABILITIES.

Persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities are in a special situation because even after they reach 18 years of age, they are not seen as being adequate to manage or take any legal decisions for their betterment. In case of Cerebral Palsy and Multiple Disabilities there may be need for only limited guardianship because of the availability of enabling mechanisms and /or scientific facilitation enabling persons to live with the certain disabilities. The National Trust Act, therefore, enables a person with above disabilities to have a guardian representing her/him throughout their lives.

As per the Act, a parent can get legal guardianship of their son or daughter with disability and represent them even after they are 18 years of age.

Parents are the Natural Guardians of their children till their child turns -18. So they do not need to apply for guardianship until then. After that the parents can apply for guardianship under the National Trust Act.

NATURE OF GUARDIANSHIP

There are two kinds of guardianship:

- i) Guardian for the person
- ii) Guardian for the person and property

It is important to note that mental retardation is not infrequently associated with Cerebral Palsy, Autism and other multiple disabilities. Such disabilities who also have mental retardation will need legal guardians to represent them both for their person as well as their property.

However, other persons with these disabilities without any mental retardation may perhaps require only a guardian for their person.

WHO ELSE CAN ASK FOR APPOINTMENT OF A GUARDIAN AND BE APPOINTED AS A GUARDIAN

Under the National Trust Act, apart from parents, a disabled person's relatives and registered organizations can also take the initiative to have a guardian appointed for a person with disability.

Procedure For Getting Guardianship

A parent or relative requires to move an application (Form-A) under Rule 16 (i) to the Local Level Committee asking for appointment of a Guardian.

The Form-A has details regarding the:

- (c) Person with Disability (Name, age, nature of disability, address)
- (d) The proposed Guardian (Name, age, relationship with the ward, address)
- (e) Nature of Guardianship required i.e., whether it is for:
 - The person or
 - The person and property.

The Other requirements are:

- A disability certificate.
- 2 witnesses, who have to sign.
- Consent of the person proposed to be appointed as the guardian and the consent of the natural guardian (i.e. the parents, if available).

WHO HAS THE AUTHORITY TO CONFER GUARDIANSHIP TO PARENTS OR OTHERS UNDER THE NTA?

A Local Level Committee formed at a district and / or state level and consisting of 3 members (district magistrate or the commissioner of a district, a representative of a registered organization and a person with disability as defined by the PWD Act), looks into the matters concerning guardianship. It is responsible for conferring the guardianship as well as monitoring the guardians.

How Can Local Level Committees Be Set Up?

Parent associations, registered organizations etc. can approach the District magistrate or the district commissioner for setting up a local level committee in their area. Thereafter the proposal to legally constitute a committee has to be sent to the National Trust by either of the district magistrate or district commissioner or by the state government.

Annexure-V.C1 & C2, forms are meant for obtaining guardianship and subsequent care of the property & / or other assets.

FOR MORE DETAILS CONTACT :

National Trust,
(Ministry of Social Justice and Empowerment,
Government of India)
IPH Complex, 4 Vishnu Digamber Marg,
New Delhi- 110002.

CHAPTER-4

LEGAL RIGHTS OF THE DISABLED IN INDIA

General legal provisions relating to the disabled lie in the :

- Constitution
- Education Laws
- Health Laws
- Family Laws
- Succession laws
- Labour Laws
- Judicial Procedures
- Income Tax Laws, &
- **Various Acts**
 - The Person with Disabilities Act, 1995
 - The Mental Health Act, 1987
 - The Rehabilitation Council of India, 1992
 - The National Trust for Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation, and Multiple Disabilities Act, 1999
- Declaration On The Rights Of Mentally Retarded Persons

FOR FULL DETAILS OF THE ABOVE TOPICS, CONTACT:

Rehabilitation Council of India,
23-A, Shivaji Marg,
Near Karampura Complex,
New Delhi-110015

SUMMARY OF THE LEGAL PROVISIONS AND ACTS.

THE DISABLED AND THE CONSTITUTION.

The Constitution of India applies uniformly to every legal citizen of India, whether they are healthy or disabled in any way (physically or mentally).

Under the Constitution the disabled have been guaranteed the following fundamental rights:

1. The Constitution secures to the citizens including the disabled, a right of justice, liberty of thought, expression, belief, faith and worship, equality of status and of opportunity and for the promotion of fraternity.
2. Article 15(1) enjoins on the Government not to discriminate against any citizen of India (including disabled) on the ground of religion, race, caste, sex or place of birth.

3. Article 15 (2) States that no citizen (including the disabled) shall be subjected to any disability, liability, restriction or condition on any of the above grounds in the matter of their access to shops, public restaurants, hotels and places of public entertainment or in the use of wells, tanks, bathing ghats, roads and places of public resort maintained wholly or partly out of government funds or dedicated to the use of the general public. Women and children and those belonging to any socially and educationally backward classes or the Scheduled Castes & Tribes can be given the benefit of special laws or special provisions made by the State. There shall be equality of opportunity for all citizens (including the disabled) in matters relating to employment or appointment to any office under the State.
4. No person including the disabled irrespective of his belonging can be treated as an untouchable. It would be an offence punishable in accordance with law as provided by Article 17 of the Constitution.
5. Every person including the disabled has his life and liberty guaranteed under Article 21 of the Constitution.
6. There can be no traffic in human beings (including the disabled), and beggar and other forms of forced labour is prohibited and the same is made punishable in accordance with law (Article 23).
7. Article 24 prohibits employment of children (including the disabled) below the age of 14 years to work in any factory or mine or to be engaged in any other hazardous employment. Even a private contractor acting for the Government cannot engage children below 14 years of age in such employment.
8. Article 25 guarantees to every citizen (including the disabled) the right to freedom of religion. Every disabled person (like the non disabled) has the freedom of conscience to practice and propagate his religion subject to proper order, morality and health.
9. No disabled person can be compelled to pay any taxes for the promotion and maintenance of any particular religion or religious group.
10. No Disabled person will be deprived of the right to the language, script or culture which he has or to which he belongs.
11. Every disabled person can move the Supreme Court of India to enforce his fundamental rights and the rights to move the Supreme Court is itself guaranteed by Article 32.
12. No disabled person owning property (like the non disabled) can be deprived of his property except by authority of law though right to property is not a fundamental right. Any unauthorized deprivation of property can be challenged by suit and for relief by way of damages.
13. Every disabled person (like the non disabled) on attainment of 18 years of age becomes eligible for inclusion of his name in the general electoral roll for the territorial constituency to which he belongs.

EDUCATION LAW FOR THE DISABLED

The right to education is available to all citizens including the disabled. Article 29(2) of the Constitution provides that no citizen shall be denied admission into any educational institution maintained by the State or receiving aid out of State funds on the ground of religion, race, caste or language.

Article 45 of the Constitution directs the State to provide free and compulsory education for all children (including the disabled) until they attain the age of 14 years. No child can be denied admission into any education institution maintained by the State or receiving aid out of State funds on the ground of religion, race, caste or language.

HEALTH LAWS

Article 47 of the constitution imposes on the Government a primary duty to raise the level of nutrition and standard of living of its people and make improvements in public health - particularly to bring about prohibition of the consumption of intoxicating drinks and drugs which are injurious to one's health except for medicinal purposes.

The health laws of India have many provisions for the disabled. Some of the Acts which make provision for health of the citizens including the disabled may be seen in the Mental Health Act, 1987 (See later in the chapter).

FAMILY LAWS

Various laws relating to the marriage enacted by the Government for DIFFERENT communities apply equally to the disabled. In most of these Acts it has been provided that the following circumstances will disable a person from undertaking a marriage. These are:

- (1) Where either party is an idiot or lunatic,
- (2) Where one party is unable to give a valid consent due to unsoundness of mind or is suffering from a mental disorder of such a kind and extent as to be unfit for 'marriage for procreation of children'.
- (3) Where the parties are within the degree of prohibited relationship or are sapindas of each other unless permitted by custom or usage.
- (4) Where either party has a living spouse.

The rights and duties of the parties to a marriage whether in respect of disabled or non-disabled persons are governed by the specific provisions contained in different marriage Acts, such as the Hindu Marriage Act, 1955, the Christian Marriage Act, 1872 and the Parsi Marriage and Divorce Act, 1935. Other marriage Acts which exist include; the Special Marriage Act, 1954 (for spouses of differing religions) and the Foreign Marriage Act, 1959 (for marriage outside India). The Child Marriage Restraint Act, 1929 as amended in 1978 to prevent the solemnization of child marriages also applies to the disabled. A Disabled person cannot act as a guardian of a minor under the Guardian and

Wards Act, 1890 if the disability is of such a degree that one cannot act as a guardian of the minor. A similar position is taken by the Hindu Minority and Guardianship Act, 1956, as also under the Muslim Law.

SUCCESSION LAWS FOR THE DISABLED

Under the Hindu Succession Act, 1956 which applies to Hindus it has been specifically provided that physical disability or physical deformity would not disentitle a person from inheriting ancestral property. Similarly, in the Indian Succession Act, 1925 which applies in the case of intestate and testamentary succession, there is no provision which deprives the disabled from inheriting an ancestral property. The position with regard to Parsis and the Muslims is the same. In fact a disabled person can also dispose his property by writing a 'will' provided he understands the import and consequence of writing a will at the time when a will is written. For example, a person of unsound mind can make a Will during periods of sanity. Even blind persons or those who are deaf and dumb can make their Wills if they understand the import and consequence of doing it.

LABOUR LAWS FOR THE DISABLED

The rights of the disabled have not been spelt out so well in the labour legislations but provisions which cater to the disabled in their relationship with the employer are contained in delegated legislations such as rules, regulations and standing orders.

JUDICIAL PROCEDURES FOR THE DISABLED.

Under the Designs Act, 1911 which deals with the law relating to the protection of designs any person having jurisdiction in respect of the property of a disabled person (who is incapable of making any statement or doing anything required to be done under this Act) may be appointed by the Court under Section 74, to make such statement or do such thing in the name and on behalf of the person subject to the disability. The disability may be lunacy or other disability.

INCOME TAX CONCESSIONS

Relief for Handicapped

Section 80 DD: Section 80 DD provides for a deduction in respect of the expenditure incurred by an individual or Hindu Undivided Family resident in India on the medical treatment (including nursing) training and rehabilitation etc. of handicapped dependants. For officiating the increased cost of such maintenance, the limit of the deduction has been raised from Rs.12000/- to Rs.20000/-.

Section 80 V: A new section 80V has been introduced to ensure that the parent in whose hands income of a permanently disabled minor has been clubbed under Section 64, is allowed to claim a deduction upto Rs.20000/- in terms of Section 80 V.

Section 88B: This section provides for an additional rebate from the net tax payable by a resident individual who has attained the age of 65 years. It has been amended to increase the rebate from 10% to 20% in the cases where the gross total income does not exceed Rs.75000/- (as against a limit of Rs.50000/- specified earlier).

THE PERSONS WITH DISABILITIES(PWD) (EQUAL OPPORTUNITIES, PROTECTION OF RIGHTS AND FULL PARTICIPATION) ACT, 1995.

“The Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995” had come into enforcement on February 7, 1996. It is a significant step which ensures equal opportunities for the people with disabilities and their full participation in the nation building. The Act provides for both the preventive and promotional aspects of rehabilitation like education, employment and vocational training, reservation, research and manpower development, creation of barrier-free environment, rehabilitation of persons with disability, unemployment allowance for the disabled, special insurance scheme for the disabled employees and establishment of homes for persons with severe disability etc.

Main Provisions of the Act:

- Prevention and Early Detection of Disabilities
- Education
- Employment
- Non-Discrimination
- Research and Manpower Development
- Affirmative Action
- Social Security
- Grievance Redressal

Prevention and early detection of disabilities

- Surveys, investigations and research shall be conducted to ascertain the cause of occurrence of disabilities.
- Various measures shall be taken to prevent disabilities. Staff at the Primary Health Centre shall be trained to assist in this work.
- All the Children shall be screened once in a year for identifying ‘at-risk’ cases.
- Awareness campaigns shall be launched and sponsored to disseminate information.
- Measures shall be taken for pre-natal, peri natal, and post-natal care of the mother and child.

Education

- Every Child with disability shall have the rights to free education till the age of 18 years in integrated schools or special schools.
- Appropriate transportation, removal of architectural barriers and restructuring of modifications in the examination system shall be ensured for the benefit of children with disabilities.
- Children with disabilities shall have the right to free books, scholarships, uniform and other learning material.

- Special Schools for children with disabilities shall be equipped with vocational training facilities.
- Non-formal education shall be promoted for children with disabilities.
- Teachers' Training Institutions shall be established to develop requisite manpower.
- Parents may move to an appropriate forum for the redressal of grievances regarding the placement of their children with disabilities.

Employment

- 3% of vacancies in government employment shall be reserved for people with disabilities, 1% each for the persons suffering from:
 - Blindness or Low Vision
 - Hearing Impairment
 - Locomotor Disabilities & Cerebral Palsy
- Suitable Scheme shall be formulated for
 - The training and welfare of persons with disabilities
 - The relaxation of upper age limit
 - Regulating the employment
 - Health and Safety measures, and creation of a non-handicapping, environment in places where persons with disabilities are employed.
- Government Educational Institutes and other Educational Institutes receiving grant from Government shall reserve at least 3% seats for people with disabilities.
- No employee can be sacked or demoted if they become disabled during service, although they can be moved to another post with the same pay and condition. No promotion can be denied because of impairment.

Affirmative Action

- Aids and Appliances shall be made available to the people with disabilities.
- Allotment of land shall be made at concessional rates to the people with disabilities for:
 - House
 - Business
 - Special Recreational Centres
 - Special Schools
 - Research Schools
 - Factories by Entrepreneurs with Disability,

Non-Discrimination

- Public building, rail compartments, buses, ships and air-crafts will be designed to give easy access to the disabled people.
- In all public places and in waiting rooms, the toilets shall be wheel chair accessible. Braille and sound symbols are also to be provided in all elevators (lifts).
- All the places of public utility shall be made barrier-free by providing the ramps.

Research and Manpower Development

- Research in the following areas shall be sponsored and promoted:
 - Prevention of Disability
 - Rehabilitation including community based rehabilitation

- Development of Assisstive Devices.
- Job Identification
- On site Modifications of Offices and Factories
- Financial assistance shall be made available to the universities, other institutions of higher learning, professional bodies and non-government research-units or institutions, for undertaking research for special education, rehabilitation and manpower development.

Social Security

- Financial assistance to non-government organizations for the rehabilitation of persons with disabilities.
- Insurance coverage for the benefit of the government employees with disabilities.
- Unemployment allowance to the people with disabilities who are registered with the special employment exchange for more than a year and could not find any gainful occupation.

Grievance Redressal

- In case of violation of the rights as prescribed in this act, people with disabilities may move an application to the:
 - **Chief Commissioner for Persons with Disabilities in the Centre, or**
 - **Commissioner for Persons with Disabilities in the State.**

THE MENTAL HEALTH ACT, 1987:

Under the Mental Health Act, 1987 mentally ill persons are entitled to the following rights:

1. A right to be admitted, treated and cared in a psychiatric hospital or psychiatric nursing home or convalescent home established or maintained by the Government or any other person for the treatment and care of mentally ill persons (other than the general hospitals or nursing homes of the Government).
2. Even mentally ill prisoners and minors have a right of treatment in psychiatric hospitals or psychiatric nursing homes of the Government.
3. Minors under the age of 16 years, persons addicted to alcohol or other drugs which lead to behavioral changes, and those convicted of any offence are entitled to admission, treatment and care in separate psychiatric hospitals or nursing homes established or maintained by the Government.
4. Mentally ill persons have the right to get regulated, directed and co-ordinated mental health services from the Government. The Central Authority and the State Authorities set up under the Act have the responsibility of such regulation and issue of licenses for establishing and maintaining psychiatric hospitals and nursing homes.
5. Treatment at Government hospitals and nursing homes mentioned above can be obtained either as in patient or on an out-patients basis.
6. Mentally ill persons can seek voluntary admission in such hospitals or nursing homes and minors can seek admission through their guardians. Admission can be sought for by the relatives of the mentally ill person on behalf of the latter. Applications can also be made to the local magistrate for grants of such (reception) orders.

7. The police have an obligation to take into protective custody a wandering or neglected mentally ill person, and inform his relative, and also have to produce such a person before the local magistrate for issue of reception orders.
8. Mentally ill persons have the right to be discharged when cured and entitled to 'leave' the mental health facility in accordance with the provisions in the Act.
9. Where mentally ill persons own properties including land which they cannot themselves manage, the district court upon application has to protect and secure the management of such properties by entrusting the same to a 'Court of Wards', by appointing guardians of such mentally ill persons or appointment of managers of such property.
10. The costs of maintenance of mentally ill persons detained as in-patient in any government psychiatric hospital or nursing home shall be borne by the state government concerned unless such costs have been agreed to be borne by the relative or other person on behalf of the mentally ill person and no provision for such maintenance has been made by order of the District Court. Such costs can also be borne out of the estate of the mentally ill person.
11. Mentally ill persons undergoing treatment shall not be subjected to any indignity (whether physical or mental) or cruelty. Mentally ill persons can not be used without their own valid consent for purposes of research, though they could receive their diagnosis and treatment.
12. Mentally ill persons who are entitled to any pay, pension, gratuity or any other form of allowance from the government (such as government servants who become mentally ill during their tenure) can not be denied of such payments. The person who is in-charge of such mentally person or his dependants will receive such payments after the magistrate has certified the same.
13. A mentally ill person shall be entitled to the services of a legal practitioner by order of the magistrate or district court if he has no means to engage a legal practitioner or his circumstances so warrant in respect of proceedings under the Act.

THE REHABILITATION COUNCIL OF INDIA ACT, 1992.

This Act provides guarantees so as to ensure the good quality of services rendered by various rehabilitation personnel. Following is the list of such guarantees:

1. To have the right to be served by trained and qualified rehabilitation professionals whose names are borne on the Register maintained by the Council.
2. To have the guarantee of maintenance of minimum standards of education required for recognition of rehabilitation qualification by universities or institutions in India.
3. To have the guarantee of maintenance of standards of professional conduct and ethics by rehabilitation professionals in order to protect against the penalty of disciplinary action and removal from the Register of the Council.
4. To have the guarantee of regulation of the profession of rehabilitation professionals by a statutory council under the control of the central government and within the bounds prescribed by the statute.

THE NATIONAL TRUST FOR WELFARE OF PERSONS WITH AUTISM, CEREBRAL PALSY, MENTAL RETARDATION AND MULTIPLE DISABILITIES ACT, 1999.

1. The Central Government has the obligation to set up, in accordance with this Act and for the purpose of the benefit of the disabled, the National Trust for Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disability at New Delhi.
2. The National Trust created by the Central Government has to ensure that the objects for which it has been set up as enshrined in Section 10 of this Act have to be fulfilled.
3. It is an obligation on part of the Board of Trustees of the National Trust so as to make arrangements for an adequate standard of living of any beneficiary named in any request received by it, and to provide financial assistance to the registered organizations for carrying out any approved programme for the benefit of disabled.
4. Disabled persons have the right to be placed under guardianship appointed by the 'Local Level Committees' in accordance with the provisions of the Act. The guardians so appointed will have the obligation to be responsible for the disabled person and their property and required to be accountable for the same.
5. A disabled person has the right to have his guardian removed under certain conditions. These include an abuse or neglect of the disabled, or neglect or misappropriation of the property under care.
6. Whenever the Board of Trustees are unable to perform or have persistently made default in their performance of duties, a registered organization for the disabled can complain to the central government to have the Board of Trustees superseded and/or reconstituted.
7. The National Trust shall be bound by the provisions of this Act regarding its accountability, monitoring finance, accounts and audit.

UN DECLARATION ON THE RIGHTS OF MENTALLY RETARDED PERSONS

This declaration on the rights of mentally retarded persons calls for national and international actions so as to ensure that it will be used as a common basis and frame of reference for the protection of their rights:

1. The mentally retarded person has, to the maximum degree of feasibility, the same rights as under human beings.
2. The mentally retarded person has a right to proper medical care, physical therapy and to such education, training, rehabilitation and guidance which will enable him to further develop his ability, and reach maximum potential in life.
3. The mentally retarded person has a right of economic security and of a decent standard of living. He/she has a right to perform productive work or to participate in any other meaningful occupation to the fullest possible extent of capabilities.

4. Whenever possible, the mentally retarded person should live with his own family or with his foster parents and participate in different forms of community life. The family with which he lives should receive assistance. If an institutional care becomes necessary then it should be provided in surroundings and circumstances as much closer as possible to that of a normal lifestyle.
5. The mentally retarded person has a right to a qualified guardian when this is required in order to protect his personal well being or interests.
6. The mentally retarded person has a right to get protection from exploitation, abuse and a degrading treatment. If prosecuted for any offence; he shall have right to the due process of law, with full recognition being given to his degree of mental responsibility.
7. Whenever mentally retarded persons are unable (because of the severity of their handicap) to exercise their rights in a meaningful way or it should become necessary to restrict or deny some or all of their rights; then the procedure(s) used for that restriction or denial of rights must contain proper legal safeguards against every form of abuse. This procedure for the mentally retarded must be based on an evaluation of their social capability by qualified experts, and must be subject to periodic review and a right of appeal to the higher authorities.

CHAPTER-5

ROLE OF IMPORTANT INSTITUTIONS

I. NATIONAL INSTITUTES / APEX LEVEL INSTITUTIONS

There exist six National Institutes alongwith their respective regional centres in each of the major area of disability. The thrust areas of these national institutes are development of manpower and of delivery models of services which can have a widespread reach in the population.

These institutes run various specialized courses to train professional in the different areas of disabilities [like degree courses in Physiotherapy, Occupational Therapy, Prosthetic and Orthotic Engineering, Bachelors Degree Courses in Mental Retardation, Diploma in Special Education (Mental Retardation), Diploma in Vocational Training and Employment (Mental Retardation), Bachelor and masters Degree in Education (Hearing Impaired), Bachelors and Masters Degree in Hearing, Language and speech, Bachelors and Masters Degree in Audiology and Speech Training Programme for visually Handicapped and Training Course for Orientation and Mobility Infrastructure for Visually Handicapped etc.]. Apart from these, they also run short term training programmes for government and non-government personnel working in the field of disabilities also.

They run OPD clinics, which include diagnostic, therapatic and remedial services. They also provide educational, pre-school and vocational services. These institutes have started outreach with multi-professional rehabilitation services to the slums, tribal belts, foot hills, semi-urban and rural areas through community awareness programmes and community based rehabilitation facilities and services such as diagnostic, fitment and rehabilitation camps and distribution of aids and appliances to the disabled. Through outreach services, communities are sensitized on early-identification, prevention, intervention and rehabilitation of the disabled. Services such as vocational training and placement are provided in collaboration with NGOs. Technical know-how and information are also provided to NGOs, on infrastructure requirement for established service centers for the disabled.

Specific Objectives of the Institutes:

1. National Institute for the Visually Handicapped

- To conduct, sponsor, coordinate or subsidize research in all aspects of the education and rehabilitation of the visually handicapped.
- To undertake, sponsor, coordinate or subsidize research in bio-medical engineering leading to the effective evaluation of aids or suitable surgical or medical procedure or the development of new aids.

- To undertake or sponsor the training of dedicated trainees teachers, employment officers, psychologists, vocational counsellors and such other personnel as may be deemed necessary by the institute for promoting the evaluation, training and rehabilitation of the visually handicapped.
- To distribute or promote subsidy in the manufacture of proto-types, and to manage distribution of any or all of the aids designed to promote any aspect of the education, rehabilitation or therapy of the visually handicapped.

2. National Institute for the Hearing Handicapped

The objectives are very similar the ones mentioned above for the visually handicapped.

3. National Institute for the Orthopaedically Handicapped

- To develop manpower for providing services to the orthopaedically handicapped population. This entails training of various personnel such as physiotherapists, occupational therapists, orthopaedic and prosthetic technicians, employment and placement officers & vocational counsellors.
- To develop model services for the orthopaedically handicapped population in the areas such as restorative surgery, aids and appliances & vocational training.
- To provide services and special devices to the orthopaedically handicapped people.
- To conduct and sponsor research into all aspects related to the total rehabilitation of the orthopaedically handicapped.
- To standardize the aids and appliances for the orthopaedically handicapped and to promote their manufacture and distribution.
- To serve as the apex documentation and information centre in the area of orthopaedically handicapped.
- To provide consultancy to the state governments and voluntary organisations working for rehabilitation of the orthopaedically handicapped.

4. National Institute for the Mentally Handicapped

- To develop appropriate models of care and rehabilitation for the persons with mental retardation appropriate to Indian conditions.
- To develop manpower for delivery of services to the mentally retarded persons.
- To identify, conduct and coordinate research in the area of mental handicap and to assist them wherever necessary.
- To serve as a documentation and information centre in the area of mental retardation.
- To acquire relevant data so as to assess the magnitude, causes, and demographic distribution of mental retardation in the country.
- To promote and stimulate growth of various kinds of quality services dedicated to mentally retarded persons.

5. The Institute for the Physically Handicapped

- Conducting physical and occupational therapy courses of 3 ½ years duration each.

- Conducting diploma in prosthetic and orthotic engineering of 2 ½ years duration.
- Running workshop for fabrication of orthotic and prosthetic appliances.
- Providing out patient (OPD) services in the field of physical, occupational and speech therapy.
- Running a special education school upto primary level for the orthopaedically handicapped children and a social and vocational guidance unit.

6. National Institute of Rehabilitation Training & Research.

- To promote the use of products made by Artificial Limbs Manufacturing Corporation of India.
- To sponsor or coordinate the training of various personnel such as doctors, engineers, prosthetics, orthosis, physiotherapists, occupational therapists & multi-purpose rehabilitation therapists.
- To conduct, sponsor, coordinate or subsidize research in bio-medical engineering leading to an effective evaluation or development of mobility aids or any suitable treatment related procedure.
- To promote, distribute or subsidise the manufacture of prototype aids.
- To develop models of delivery of services.
- To undertake vocational training, placement and rehabilitation of the physically handicapped.
- To document and disseminate information on rehabilitation in India and abroad.

II. INDIAN SPINAL INJURY CENTRE , NEW DELHI

- This has been set up to provide comprehensive treatment, rehabilitation services and vocational training and guidance to patients with spinal injury. Poor and indigent patients with various types of spinal injuries and problems get free services in the centre.

III. NATIONAL INFORMATION CENTRE ON DISABILITY AND REHABILITATION (NICDR)

Activites

- Organizing Public Relation Activities e.g. seminars, exhibitions, workshops in different regions for facilitation of services, motivation and prevention awareness creation.
- Providing information to disabled persons regarding concessions, facilities and other rehabilitation programmes for their benefit.
- Preparation and publication of following journals/booklets –
 - Indian Journal on Disability and Rehabilitation (IJDR)
 - Programmes and concessions to the disabled persons through the central government.
 - Concessions & facilities provided to the disabled by the state/U.T. governments.
 - NGOs receiving grant under various schemes of Ministry of Social Justice & Empowerment.
 - Organizations & Institutions working for the disabled .

IV. REHABILITATION COUNCIL OF INDIA IN THE TRAINING OF REHABILITATION PROFESSIONAL AND THEIR CAREER PROSPECT.

Rehabilitation Council of India(RCI) is the statutory body in charge of standardizing the syllabi regulating and monitoring training, and promoting research in the field of rehabilitation and special education. The council deals with the following 16 categories of professionals:

1. Audiologist and speech therapists.
2. Clinical psychologists.
3. Hearing aid and ear mould technicians.
4. Rehabilitation engineers and technicians.
5. Special teachers for educating and training the handicapped.
6. Vocational counsellors, employment officers and placement officers.
7. Multi-purpose rehabilitation therapists, technicians.
8. Speech pathologists.
9. Rehabilitation psychologists.
10. Rehabilitation social workers.
11. Rehabilitation practitioners in mental retardation
12. Orientation and mobility specialist.
13. Community based rehabilitation professionals.
14. Rehabilitation counsellors/administrators.
15. Prosthetists and orthotists.
16. Rehabilitation workshop managers.

No Course of training for any of the above categories of professionals can be started without the prior approval of RCI. Every rehabilitation professional must register with the RCI, and medical doctors are expected to register themselves with the Medical Council of India. RCI maintains a central rehabilitation register of personnel and professional in all of the 16 categories.

CAREER PROSPECT:

Every major hospital in the country usually has a speech and hearing department. An audiologist assesses hearing status of an individual and then gives advice for the appropriate type of hearing aids to be used. Similarly, a speech therapist who caters to the specific needs of individuals with speech difficulties is usually available in the major hospitals. These professionals also find reasonable employment opportunities in the various kinds of private setups.

Clinical Psychologist undertakes counseling of neurotic and psychotic patient. About 1% of our population is believed of suffer from severe mental disorders. Therefore, the result of both the self-employment or salaried employment is satisfactory for these professionals.

Hearing aid and ear mould technicians can also function privately and in hospitals. However, on average their wages are low.

The need for prosthetic & orthotic appliances is increasing. Almost half of the population of persons with disabilities required calipers, wheelchairs, artificial limbs and other appliances. A specialist in the prosthetic or orthotic workshop can work in hospitals or a private set up. Their prospects of employment are good.

Further, RCI itself also supports the training activities for teachers specializing (called special educators) in the care of children who are impaired in vision, hearing, mental ability (retardation or cerebral palsy) or locomotion.

RCI trains 5 categories of special educators namely:

1. Teachers of the Visually Impaired
2. Teachers of the Hearing Impaired
3. Teachers of the Locomotor Impaired
4. Teachers of the Mental Retardation and
5. Teachers of Cerebral Palsy children

The services though growing but steadily increasing and the post of teachers are being created every year.

Vocational training is now slowly gaining popularity. The central institute of vocational education in Bhopal has developed about 500 different courses which may be practiced with some modification by persons with disabilities in rural areas. 30 special employment exchanges and 17 vocational rehabilitation centers exist in the country to promote placement of people with disability in the organized sector. The agencies of employment are able to produce results which are better in self employment rather than the organized sector because of the latter's diminishing role as a self employment generator.

V. THE NATIONAL TRUST FOR WELFARE OF PERSONS WITH AUTISM, CERBRAL PALSY, MENTAL RETARDATION AND MULTIPLE DISABILITIES.

Main objectives of the National Trust:

- To enable and empower persons with autism, cerbral palsy, mental retardation and multiple disabilities to live as independently and as close as possible to the community to which they belong.
- Provide support to the persons with disability so that they may be able to live with their families.
- Extend support to the registered organizations so as to enable them provide need based services during the period of crisis.
- Deal with the problems of persons with such kind of disability who lack a family support.
- Promote measures for the care and protection of such disabled persons in the event of a death of their parent or guardian.
- Evolve procedures for the appointment of guardians and trustees for persons with disability requiring such protection.

- Facilitate the realization of equal opportunities, protection of rights and fullest social participation by such disabled persons.

Thrust Areas:

- Campaign for effecting positive attitudinal change
- Programmers which foster inclusion and independence by:
 - creating barrier-free environments
 - developing skills
 - promoting self-help groups
- Training and support of care givers and community members
- Formation of local level committees to grant approval for guardianship
- Development of sustainable models for day care, home based, respite and residential care
- Advocacy for the rights of persons with four disabilities
- Research in the four areas of disabilities
- Programmers for persons with severe disabilities and women with disabilities.

Programmes:

- Registration of associations (of Parents and Non- Government Organisations)
- Formation of local level committees
- Appointment of the guardians
- Support for a range of services including residential accommodation.
- Home visiting/ care givers programme
- Development of awareness and training material
- Community Participation Programme for Reach and Relief, etc.

VI. ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA (ALIMCO) KANPUR.

Objective:

- Manufacturing orthotics/prosthetics and rehabilitation aids required by the disabled in the country
- Training of Orthotic/Prosthetic technicians and engineers
- Carry out research and development in the field of orthotics and prosthetics.

TYPES OF DISABILITIES

Despite all the best efforts at prevention, children may be born with or develop the following disabilities in early childhood, from the causes which are not yet fully understood or could be prevented.

Types of Disabilities:

- Visual impairment
- Hearing impairment
- Loco motor impairment; Cerebral Palsy
- Mental retardation and Mental illness
- Children with learning disabilities
 - i. Dyslexia
 - ii. Dysgraphia
 - iii. Dyscalculia
 - iv. Attention Deficit and Hyperactivity Disorder (ADHD)

DEFINITIONS

Disability as defined by the Act (Persons with Disability Act, 1995) covers blindness, low vision, leprosy-cured, hearing impairment, locomotor disability, mental retardation and mental illness as well as multiple disability. The Act does not cover disabilities like Autism, or learning disabilities. However, definitions/concepts of all relevant disabilities are given below:-

- (a) Blindness - A condition where a person suffers from any of the following conditions namely:
i) total absence of sight or
ii) visual acuity not exceeding 6/60 or 20/200 (snellen) in the better eye with correcting lenses; or
iii) limitation of the field vision subtending an angle of 20 degree or worse.
- (b) Person with low vision - A person with impairment of visual functioning even after treatment or standard refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device.
- (c) Cerebral Palsy - A group of non-progressive conditions characterized by abnormal motor control posture resulting from brain insult or injuries occurring in the peri-natal, neo-natal or infant period of development.
- (d) Hearing impairment - Loss of sixty decibels or more in the better ear in

- the conversational range of frequencies.
- (e) Leprosy cured person - Any person who has been cured of leprosy but is suffering from- loss of sensation in hands or feet as well as loss of sensation and paresis in the eye-lid but with no manifest deformity; manifest deformity and paresis but having sufficient mobility in their hands and feet to enable them to engage in normal economic activity; extreme physical deformity as well as advanced age which prevents him from undertaking any gainful occupation.
 - (f) Locomotor disability - Disability of the bones, joint or muscles leading to substantial restriction of the movement of the limbs or a usual form of cerebral palsy. Some common conditions giving raise to locomotor disability could be poliomyelitis, cerebral palsy, amputation, injuries of spine, head, soft tissues, fractures, muscular dystrophies etc.
 - (g) Mental illness - Any mental disorder other than mental retardation
 - (h) Mental retardation - A condition of arrested or incomplete development of mind of a person which is specially characterized by sub-normality of intelligence i.e.cognitive, language, motor and social abilities
 - (i) Autism - A condition of uneven skill development primarily affecting the communication and social abilities of a person, marked by repetitive and ritualistic behaviour.
 - (j) Multiple Disability - A combination of two or more disabilities as defined in clause (i) of section 2 of the Person with disabilities (Equal Opportunities, Protection of Rights and Full Participation)Act 1995 namely
Blindness/low vision
Speech and Hearing impairment
Locomotor disability including leprosy cured
Mental retardation and Mental illness
 - (k) Learning Disabilities (Dyslexia) - Affect persons ability to acquire, process, and/or use either, spoken, read, written or nonverbal information(organization/planning, functional literacy skills, memory, reasoning, problem solving, perceptual skills) or in other words in short- difficulty with language in its various uses (not always reading).
 - Dyspraxia - The inability to motor plan, to make an appropriate body response.

- Dysgraphia - Difficulty with the act of writing both in the technical as well as the expressive sense. There may also be difficulty with spelling.
 - Dyscalculia - Difficulty with calculations.
 - Attention Deficit and Hyperactivity Disorder(ADHD) - Hyperactivity, distractibility and impulsivity
- (l) Impairment - Missing or defective body part, an amputated limb, paralysis after polio, restricted pulmonary capacity, diabetes, nearsightedness, mental retardation, limited hearing capacity, facial disfigurement or other abnormal condition.
- (m) Disabilities - As a result of an impairment may involve difficulties in walking, seeing, speaking, hearing, reading, writing, counting, lifting, or taking interest in and making one's surrounding.
- Temporary Total Disability - Period in which the affected person is totally unable to work. During this period, he may receive orthopaedic, ophthalmological, auditory or speech any other medical treatment.
- Temporary partial Disability - Period when recovery has reached the stage of improvement so that person may began some kind of gainful occupation.
- Permanent Disability - Permanent damage or loss of use of some part/parts of the body after the stage of maximum improvement [from any medical treatment] has been reached and the condition is stationary.
- (n) Handicap - A disability becomes a handicap when it interferes with doing what is expected at a particular time in one's life.
- (o) Rehabilitation - Refers to a process aimed at enabling persons with disabilities to reach and maintain their optimal physical, sensory, intellectual, psychiatric or social functional levels;
- (p) 'Person with Disability' - A person suffering from not less than forty percent of any disability as certified by a medical authority.
- (q) Institution for persons– with disabilities - An institution for the reception, care, protection, education, training, rehabilitation or any other service of persons with disabilities.

Note: Various State Governments have also adopted different sets of definitions for example, Government of Tamil Nadu declared one-eyed persons in the same category as blind persons and have extended various concessions.

NATIONAL INSTITUTES & THEIR REGIONAL INSTITUTES

1. Director
National Institute for the Mentally Handicapped
Manovikas Nagar
Bhovanpalli
Secunderabad 500011
Andhra Pradesh-
Ph:040-7759267/7758817, Fax:040-7750198
 - (a) Regional Centre
National Institute for mentally Handicapped
C/o. N.I.H.H.
Kishan Chand Marg
Bandra (W)
Mumbai- 400 050.
Ph: 022-6409176
 - (b) Regional Training Centre
National Institute for mentally Handicapped
Kasturba Niketan
Lajpat Nagar
New Delhi – 110 024.
Ph: 011-6831012.

2. Director
National Institute for Visually Handicapped
116, Rajpur Road
Dehradun- 248001.
Ph: 0135-24491/24578.
 - (a) Regional Centre
National Institute for Visually Handicapped
Poonamalle
Chennai, Tamil Nadu
Ph: 044- 572505.

3. Director
Ali Yavar Jung National Institute
for the Hearing Impaired
Kishanchand Marg
Bandra (W)
Mumbai – 400 050
Ph:022-6409176/6422638.

- (a) Regional Center
Ali Yavar Jung National Institute for the Hearing Handicapped.
C/o. N.I.M.H., P.O. Bowanpally
Manovikas Nagar
Secunderabad –500 011.
Ph: 040-7759267/7758817, Fax:040-7750198
- (b) Regional Center
Ali Yavar Jung National Institute for the Hearing Handicapped.
B.T. Road
Bonhooghly
Calcutta – 700090
Ph: 033-528379.
- (c) Regional Center Ali Yavar Jung National Institute
for the Hearing Handicapped.
Kasturba Niketan
Lajpat Nagar
New Delhi – 110 024.
Ph: 011-685093.

- 4. Director
National Institute for Orthopaedically Handicapped
B.T. Road
Bonhooghly
Calcutta – 700090
Ph: 033-528379.
- 5. Director
The National Institute for Physically Handicapped
4, Vishnu Digambar Marg
New Delhi – 110002
- 6. National Institute of Rehabilitation Training & Research
P.O.Bairoi
Cuttack –754010.
Orissa.
Ph: 06724-55552.

ANNEXURE-II.B

STATUTORY BODIES AND OTHER INSTITUTES AT NATIONAL LEVEL

1. Chief Commissioner for Persons with Disabilities
G-31, Sector-39
Noida- 201301
Uttar Pradsh
2. Member Secretary
Rehabilitation Council of India
23-A, Shivaji Marg
Karam Pura Complex,
New Delhi – 110 015.
e-mail : rehabstd@nde.vsnl.net.in
website : rehabcouncil.org
3. Joint Secretary and Chief Executive Officer
National Trust for Welfare of persons with Autism,
Cerebral Palsy, Mental Retardation and
Multiple Disabilities
Block-B, Room No. 4
Lok Nayak Bhawan, New Delhi.
e-mail : nationaltrust@ren02.nic.in
4. Commissioner Disability (PWD Act)
National Institute of Physically Handicapped
4, Vishnu Digambar Marg
New Delhi – 110002
Ph:011-3314672/3312403
5. Project Director
District Rehabilitation Centre(CACU)
4, Vishnu Digamber Marg,
New Delhi-110002.
P.No. 3233255, 3233254, 3232412 (Fax), 4698366, 4652903.
6. Chairman-cum- Managing Director
National Handicapped Finance and Development
Corp. (NHFDC)
Red Cross Bhawan, Sector-12,
Faridabad.

7. Chairman-cum- Managing Director
Artificial Limbs Manufacturing Corp. of India
(ALIMCO), G.T, Road,
Kanpur, U.P.

8. Director(DD)
National Information Centre on Disability and Rehabilitation
(NICDR), DRC-CACU, Ministry of Social Justice and Empowerment,
4, Vishnu Digamber Marg,
New Delhi-110002

9. Chairman
Indian Spinal Injury Centre
Sector-C, Vasant Kunj,
New Delhi.

ANNEXURE-III.A

VOCATIONAL REHABILITATION CENTRES

1. The Superintendent
V.R.C. for Handicapped
I.T.I Campus, Kuber Nagar
Ahmedabad –382240.
2. The Sr. Superintendent
V.R.C. for Handicapped
A.T.I. Campus, Chunabhatti Road
Sion, Bombay –22.
3. The Sr. Superintendent
V.R.C. for Handicapped
22/1, Hosur Road
Bangalore – 29.
4. The Superintendent
V.R.C. for Handicapped
38, Badan Roay Lane
Beliaghata, Calcutta –10.
5. The Superintendent
V.R.C. for Handicapped
I.T.I. Campus, Pusa
New Delhi – 12.
P.No. -5788780
6. The Superintendent
V.R.C. for Handicapped
4-SA, Jawahar Nagar
Jaipur –302004.
7. The Superintendent
V.R.C. for Handicapped
A.T.I. Campus, Vidyanagar
Hyderabad-7.
8. The Superintendent
V.R.C. for Handicapped
Municipal Market, Nappier Town
Jabalpur – 1.

9. The Superintendent
V.R.C. for Handicapped
C.T.I. Campus, Udyog Nagar
Near Gobind Nagar, Kanpur –22.
10. The Superintendent
V.R.C. for Handicapped
A.T.I.Campus,Gill Road
Ludhiana-414 003.
11. The Superintendent
V.R.C. for Handicapped
C.T.I.Campus, Guindy
Madras – 600 032.
12. The Superintendent
V.R.C. for Handicapped
Rehabri
Guwahati – 781008.
13. The Superintendent
V.R.C. for Handicapped
Nalanchira
Trivandrum-695015.
14. The Superintendent
V.R.C. for Handicapped
S.I.R.D. Campus Unit – VIII
Bhubaneswar – 751 012.
15. The Superintendent
V.R.C. for Handicapped
Mahavir Industrial Estate
Bahucharaji Road, Kareligaug
Baroda- 390 018.
16. The Superintendent
V.R.C. for Handicapped
A-84, Gandhi Vihar
Police Colony, Anisabad
Patna – 800 002.
17. The Superintendent
V.R.C. for Handicapped
Abhaynagar, Agartala
Tripura West – 790 005.

ANNEXURE-III.B

DISTRICT REHABILITATION CENTRES

1. District Rehabilitation Centre
Capital Hospital Campus, VI
Bhubaneshwar – 751 001
Tel.No:0674-407803.
2. District Rehabilitation Centre
Kharagpur General Hospital
P.O. Kharagpur, Distt. Midnapore
West Bengal – 721 301.
Tel.No.:0322-62427/62894.
3. District Rehabilitation Centre
Lal Bagh
(Near Raja College Field)
Shahjahanpur Road, Sitapur
Tel.No.:05862-3283.
4. District Rehabilitation Centre
Opposite Nurse Hostel
Sardar Patel Hospital Campus
Bilaspur – 495 001.
Tel.No.:07752-30893.
5. District Rehabilitation Centre
1st Floor, Laundry Section
Civil Hospital
Bhiwani – 125021
Tel.No.: 01664-3075.
6. District Rehabilitation Centre
Room No.10, IIIrd Floor
Vikas Bhawan, Sultanpur
Uttar Pradesh – 227809.
Tel.No.:0536-22317
FAX No.:0536-22317.
7. District Rehabilitation Centre
G.S.T. Road, Near Court
Chengalpattu-603 001
Madras –
Tel No: 04114-6853.

8. District Rehabilitation Centre
Pulikeshi Road
Govt. School for Blind Children Premises
Thilak Nagar
Mysore – 570 021.
Tel.No.0821-447670.
9. District Rehabilitation Centre
Kharodi Naka, Bolinji
Agashi Road, Tal: Vasai
Distt : Thane
Tel.No. 0252 –382735.
10. District Rehabilitation Centre
MBS Hospital Complex
Kota – 324 001
Tel No.:0252-382735.
11. District Rehabilitation Centre
Opp. Prabodha Book Centre
Gopal Reddy Road, Governor Pet
State Guest House Campus
Vijayawada – 520 002.
Tel.No.:0866-579646.

DISTRICT CENTRES

So far the following District Centres are operational and are providing rehabilitation services:

1. Koraput – NIRTAR - Orissa
2. Pilibhit - ALIMCO – Uttar Pradesh
3. South Dinapur – ALIMCO – West Bengal
4. Dharamshala – NIVH – Himachal Pradesh
5. Vardha – NIMH - Maharashtra
6. Gulbarga – NIMH - Karnataka
7. Gwalior – NIRTAR – Madhya Pradesh
8. Tuticorin – NIMH – Tamil Nadu.
9. Udaipur – IPH – Rajasthan.
10. Patiala – IPH – Punjab.
11. Anantapur – DRC Vijayawada – Andhra Pradesh.
12. Madurai – NIMH – Tamil Nadu.
13. Ballia – IPH – Uttar Pradesh.
14. Chengalpattu – DRC Chengalpattu – Tamil Nadu.
15. Kozhikode – NIMH – Kerala.
16. Thiruvananthapuram – NIMH – Kerala.
17. Almorah – NIPH - Uttaranchal
18. Jhabua – NIRTAR - Chhatisgarh
19. Pondicherry – DRC Chengalpattu - Pondicherry
20. Vellore – DRC Chengalpattu – Tamil Nadu.
21. Mangalore – DRC Mysore – Karnataka.
22. Selam – ALIMCO – Tamil Nadu.
23. Virudhunagar – ALIMCO – Tamil Nadu.
24. Dimapur – NIOH – Nagaland.
25. Visakhapatnam – DRC Vijayawada – Andhra Pradesh.
26. Krishna – DRC Vijayawada – Andhra Pradesh.
27. Gangtok – NIHH - Sikkim
28. Jalpaiguri – NIHH- W. Bengal

ANNEXURE-III.D

REGIONAL REHABILITATION TRAINING CENTRES (RRTCs)

1. Regional Rehabilitation Training Centre (RRTC),
C/o All India Instt. Of Physical
Medicine and Rehabilitation
Haji Ali Park, Mahalaxmi
Mumbai – 400 034.
Tel.No: 022-4435035.
2. Regional Rehabilitation Training Centre (RRTC),
C/o National Institute of Rehabilitation
Training & Research
Olatpur, P.O. Bairoi
Cuttack-754010.
Tel No:0674-22.
3. Regional Rehabilitation Training Centre (RRTC),
Limb Centre
Opp. Hathi Park
Lucknow – 226018.
Tel.No.: 0522-242047.
4. Regional Rehabilitation Training Centre (RRTC),
Government Institute of Rehabilitation Medicine
K.K.Nagar
Chennai – 600083
Tel.No:044-4821793 & 4821668

ANNEXURE-IV

LIST OF SPECIAL EMPLOYMENT EXCHANGES FOR PHYSICALLY HANDICAPPED

The Regional Employment Officer
Special Employment Exchange for Physically Handicapped
Azamabad, Hyderabad-500 020.
ANDHRA PRADESH.

The Employment Officer
Special Employment Exchange for Physically Handicapped
Visakhapatnam
ANDHRA PRADESH

The Assistant Director
Special Employment Exchange for Physically Handicapped
Naharlagun
ARUNACHAL PRADESH

The Employment Officer
Special Employment Exchange for Physically Handicapped
Guwahati
ASSAM.

The Employment Officer
Special Employment Exchange for Physically Handicapped
Jorhat
ASSAM.

The Employment Officer
Special Employment Exchange for Physically Handicapped
Combined Building Labor
Bailey Road
Patna – 800 001.
BIHAR.

The Employment Officer
Special Employment Exchange for Physically Handicapped
Salajosi Cross Road
Opp: S V College
Ahmedabad –380 001.
GUJARAT.

The Sub-Regional Employment Officer
Special Employment Exchange for Physically Handicapped

Kothi Building
Baroda
GUJARAT

The Employment Officer
Special Employment Exchange for Physically Handicapped
Mehsana
GUJARAT

The Sub-Regional Employment Officer
Special Employment Exchange for Physically Handicapped
Kooasiwala Bungalow
Junction Plot
Rajkot,
GUJARAT

The Sub-Regional Employment Officer
Special Employment Exchange for Physically Handicapped
Multistory Building
Nanpura
Surat,
GUJARAT.

The Employment Officer
Special Employment Exchange for Physically Handicapped
1282, Section 13-C
CHANDIGARH – 160 018.

The Employment Officer
Special Employment Exchange for Physically Handicapped
Stock Palace
Shimla - 171 002
HIMACHAL PRADESH

The Employment Officer
Special Employment Exchange for Physically Handicapped
Jammu
JAMMU & KASHMIR

The Employment Officer
Special Employment Exchange for Physically Handicapped
No.5 Crescent Road
High Grounds, West
Bangalore – 560 020.
KARNATAKA.

The Employment Officer
Special Employment Exchange for Physically Handicapped
Mysore
KARNATAKA.

The Employment Officer
Special Employment Exchange for Physically Handicapped
Kozikoda
KERALA.

The Employment officer
Special Employment Exchange for Physically Handicapped
Ernakulam
KERALA.

The Employment Officer
Special Employment Exchange for Physically Handicapped
Kollam
KERALA.

The Employment Officer
Special Employment Exchange for Physically Handicapped
Nandavanam Road
Palayam, Trivandrum
KERALA.

The Employment Officer
Special Employment Exchange for Physically Handicapped
965, Wright Town
Jabalpur – 482 001
MADHYA PRADESH.

The Special Employment Officer
Special Employment Exchange for Physically Handicapped
Merchantile Chambers
3rd Floor, Graham Road
Ballard Estate, Bombay – 400 001.
MAHARASHTRA.

The Employment officer
Special Employment Exchange for Physically Handicapped
Nagpur
MAHARASHTRA.

The Employment officer
Special Employment Exchange for Physically Handicapped

Pune
MAHARASHTRA.

The Employment Officer
Special Employment Exchange for Physically Handicapped
Thane
MAHARASHTRA.

The Employment Officer
Special Employment Exchange for Physically Handicapped
Imphal, MANIPUR.

The Employment officer
Special Employment Exchange for Physically Handicapped
Flat No: 367, Shahid Nagar
Bhubneshwar
ORISSA – 751 007.

The Sub-Regional Employment Officer
Special Employment Exchange for Physically Handicapped
Block No:2, Gill Road
Ludhiana,
PUNJAB.

The Assistant Director
Special Employment Exchange for Physically Handicapped
Ajmer
RAJASTHAN.

The Assistant Director
Special Employment Exchange for Physically Handicapped
Alwar,
RAJASTHAN.

The Employment Officer
Special Employment Exchange for Physically Handicapped
Jaipur – 302 001.
RAJASTHAN.

The Assistant Director
Special Employment Exchange for Physically Handicapped
33, Mount Road, Nandanam
Madras – 600 035
TAMIL NADU.

The Employment Officer

Special Employment Exchange for Physically Handicapped
Agartala
TRIPURA.

The Regional Employment Officer
Special Employment Exchange for Physically Handicapped
Agra,
UTTAR PRADESH.

The Regional Employment Officer
Special Employment Exchange for Physically Handicapped
Aligarh,
UTTAR PRADESH.

The Regional Employment Officer
Special Employment Exchange for Physically Handicapped
Allahabad
UTTAR PRADESH.

The Regional Employment officer
Special Employment Exchange for Physically Handicapped
Bareilly
UTTAR PRADESH.

The Regional Employment Officer
Special Employment Exchange for Physically Handicapped
Ghaziabad,
UTTAR PRADESH.

The Regional Employment Officer
Special Employment Exchange for Physically Handicapped
Gorakhpur
UTTAR PRADESH.

The Employment Officer
Special Employment Exchange for Physically Handicapped
G.T Road
Kanpur
UTTAR PRADESH.

The Regional Employment Officer
Special Employment Exchange for Physically Handicapped
Lucknow
UTTAR PRADESH.

The Regional Employment Officer

Special Employment Exchange for Physically Handicapped
Mathura
UTTAR PRADESH.

The Regional Employment Officer
Special Employment Exchange for Physically Handicapped
Varanasi
UTTAR PRADESH.

The Special Employment Officer
Special Employment Exchange for Physically Handicapped
67, Bentinct Street
3rd Floor
Calcutta
WEST BENGAL.

The Employment Officer
Special Employment Exchange for Physically Handicapped
Union Territory of Chandigarh
CHANDIGARH

The Employment Officer
Special Employment Exchange for Physically Handicapped
Barack Non:1/E.5, Block A,
Curzon Road
NEW DELHI – 110 001.

The Employment Officer
Special Employment Exchange for Physically Handicapped
Trans Yamuna
DELHI.

**CERTIFICATE OF MENTAL RETARDATION FOR GOVERNMENT
BENEFITS.**

This is to certify that Shri./Smt./Kum
Son/Daughter ofof village/town/city
..... with particulars given below:

- a) Age
- b) Sex
- c) Signature/Thumb Impression.

CATEGORISATION OF METNAL RETARDATION

Mild/Moderate/Severe/Profound

Validity of the Certificate: Permanent

Signature of the Government
Doctor/Hospital with seal
Chairperson Mental Retardation
Certification Board.

Recent Attested Photograph
Showing the disability affixed
Here.

Date:

Place:

STANDARD FORMATE OF THE CERTIFICATE

NAME & ADDRESS OF THE INSTITUTE/HOSPITAL issuing the certificate.

Certificate No.....

Date:.....

CERTIFICATE FOR THE PERSONS WITH DISABILITIES

This is to certify that Shri/Smt/Kum.....Son/wife/daughter of Shri
Age old male/female, Registration No. is a case ofHe/She is
physically disabled/speech & hearing disabled and has% (.....
per cent) permanent (physical impairment/visual impairment/ speech & hearing
impairment) in relation to his/her

Note:-

1. This conditions is progressive/non-progressive/likely to improve/not likely to improve.*
 2. RE-assessment is not recommended /is recommended after a period of
.....months/years.*
- Strike out which is not applicable.

Sd/-
(DOCTOR)
Seal

Sd/-
(DOCTOR)
Seal

Sd/-
(DOCTOR)
Seal

Signature/Thumb Impression of the patient.

Countersigned by the
Medical Superintendent/Chief Medical Officer/
Head ofHospital (with seal)

Recent attested
photograph
Showing the disability
affixed here

**(Rule 101, Serial No.9(1) and (2)
CONCESSION CERTIFICATE**

CONCESSION CERTIFICATE

Paste passport size photograph
Duly signed and stamped by the
Issuing Doctor/person.

Form for the purpose of grant of rail concession
to completely Blind persons to be used by a Regd.
Medical Practitioner/Government Doctor/Heads of
The Blind recognized by Ministry of Social Justice
& Empowerment/Government of India or Social
Welfare Department of the concerned State Govt.

This is to certify that Km./Shri/Smt.....
Whose particulars are furnished below, is a COMPLETELY BLIND PERSON.

Particulars of the completely blind person:

- (a) Address:.....
- (b) Father's/Husband's Name
- (c) Age: Sex:
- (d) Signature or left hand Thumb:
impression of blind person:.....

Place:

(Signature of the Registered Medical
Practitioner or Govt. Doctor or Head of the
Institution for the Blind recognized by M/O
Social Justice & Empowerment, Govt. of
India or Social Welfare Dep't. of the
Concerned State Government).

Date :

Clear Seal of Government
Hospital/Clinic or Institution.

Seal containing full name and Regd.No. of
The certificate issuing Doctor/Person.

Note:

(1) This certificate should be issued only to COMPLETELY BLIND PERSONS.
The photo must be signed and stamped by the certificate issuing Doctor/person in such a
way that signature and stamp appears partly on the photo and partly on the certificate.

(2) The certificate is valid for five years from the date of issue. After expiry of the
period of validity of the certificate, the person is required to obtain a fresh certificate. A
Photostat copy of this certificate will have to be produced for inspection at the time of
purchase of concessional ticket and during the journey if demanded.

(Rule 101, Serial No.25)
CONCESSION CERTIFICATE

Paste passport size photograph
Duly signed and stamped by the
Issuing Doctor/person.

Form for the purpose of grant of rail concession
to Orthopaedically Handicapped /Paraplegic
Persons/patients to be used by the Govt. Doctor.

This is to certify that Km./Shri/Smt.....
Whose particulars are furnished below, is a bonafide "Orthopaedically
handicapped/Paraplegic person/patient and **CANNOT TRAVEL WITHOUT THE
ASSISTANCE OF AN ESCORT.**

Particulars of the Orthopaedically Handicapped/Paraplegic person/patient:

- (a) Address:.....
- (b) Father's/Husband's Name
- (c) Age: Sex:
- (d) Nature of Handicap: (To be written by Doctor
whether the disability is temporary or permanent).....
- (e) Causes of loss of functional capacity:
- (f) Signature or Thumb impression of Orthopaedically
handicapped/Paraplegic persons/patient: (not necessary for whose both
hands are missing or non-functional).

Place: (Signature of the Govt. Doctor)
Date :

.....
Clear Seal of Government Seal containing full name and
Hospital/Clinic Regd.No. of the Doctor.

- Note:
- (1) The Certificate should be issued only to those Orthopaedically Handicapped/Paraplegic Persons/patients WHO CANNOT TRAVEL WITHOUT THE ASSISTANCE OF AN ESCORT. The photo must be signed and stamped in such a way that Doctor's signature and stamp appears partly on the photo and partly on the certificate.
 - (2) In the case of temporary disability, the certificate will be valid for five years from the date of issue. In the case of permanent disability, the certificate will remain valid for (1) five years, in case of persons upto the age of 25 years, (2) ten years, in case of persons in the age group of 26-35 years and (3) in the case of persons above the age of 35 years, the certificate will remain valid for whole life of the concerned person. After expiry of the period of validity of the certificate, the person is required to obtain a fresh certificate. A Photostat copy of this certificate is accepted for the purpose of grant concession. The original certificate will have to be produced for inspection at the time of purchase of concessional ticket and during the journey, if demanded.
 - (3) No alteration in the form is permitted.

(Rule 101, Serial No.28)
CONCESSION CERTIFICATE

Paste passport size photograph
Duly signed and stamped by the
Issuing Doctor

Form for the purpose of grant of rail concession
to totally Deaf and Dumb person(both afflictions
together in the same person) to be used by the
Government Doctor.

This is to certify that Km./Shri/Smt.....
Whose particulars are furnished below, is a **TOTALLY DEAF & DUMB PERSON.**

Particulars of the totally deaf and dumb person:

- (a) Address:.....
- (b) Father's/Husband's Name
- (c) Age: Sex:
- (d) Signature or left hand Thumb:
impression of deaf & dumb person:.....

Place:
Date :

(Signature of the Government Doctor)

.....
Clear Seal of Government
Hospital/Clinic.

.....
Seal containing full name
and Regd.No. of the Doctor.

Note:

- (1) Certificate should be issued only to **TOTALLY DEAF & DUMB PERSONS (BOTH AFFLICTIONS TOGETHER IN THE SAME PERSON)**. The photo must be signed and stamped in such a way that Doctor's signature and stamp appears partly on the photo and partly on the certificate.
- (2) The certificate is valid for five years from the date of issue. After expiry of the period of validity of the certificate, the person is required to obtain a fresh certificate. A Photostat copy of this certificate is accepted for the purpose of grant of concession. The original certificate will have to be produced for inspection at the time of purchase of concessional ticket and during the journey, if demanded.
- (3) No alteration in the form is permitted.

{Rule 101, Serial No.29 (1)}
CONCESSION CERTIFICATE

Paste passport size photograph
Duly signed and stamped by the
Issuing Doctor

Form for the purpose of rail concession
to Mentally Retarded Persons to be used
by the Government Doctor.

This is to certify that Km./Shri/Smt.....
Whose particulars are furnished below, is a **bonafide Mentally Retarded Person** and
CANNOT TRAVEL WITHOUT AN ESCORT.

Particulars of the completely Mentally Retarded Person:

- (a) Address:.....
- (b) Father's/Husband's Name
- (c) Age: (d) Sex:
- (e) Signature or left hand Thumb:
impression of Mentally Retarded person:.....

Place:

(Signature of the Government Doctor)

Date :

.....
Clear Seal of Government
Hospital/Clinic.

Seal containing full name
and Regd.No. of the Doctor.

Note:

- (1) Certificate should be issued only to those Mentally Retarded persons WHO CANNOT TRAVEL WITHOUT AN ESCORT. The photo must be signed and stamped in such a way that Doctor's signature and stamp appears partly on the photo and partly on the certificate.
- (2) The certificate is valid for five years from the date of issue. After expiry of the period of validity of the certificate, the person is required to obtain a fresh certificate. A Photostat copy of this certificate is accepted for the purpose of grant of concession. The original certificate will have to be produced for inspection at the time of purchase of concessional ticket and during the journey, if demanded.
- (3) No alteration in the form is permitted.

{See Rule 101, Serial No.29 (2)}
CONCESSION ORDER

Certificate for obtaining concession for Mentally Retarded students and school children when traveling in parties of "Not less than four".
(To be surrendered to the Station Master at the time of purchasing ticket).

Sr.No.....
From.....

Office Stamp of the School/
College/Institution.

To
The Station Master
.....(Station)
.....(Railways)

Please issue first/second class tickets at concessional rates applicable to the following bonafide mentally retarded students/children of my institution with one escort free for every two mentally retarded school children or adult students as endorsed below in red ink proceeding from their school/College/Institution/Homes/Examination Centre in India to their School/College/Institution/Homes/Examination Centre in India.

They are traveling from(station) to(Station)

S.No.	Name of Students	Age	Sex
1.			
2.			
3.			
4.			

No. of escorts (Maximum one allowed free for every two children).
(To be entered in figures in red ink)

.....
Signature/Thumb impression
Of leader of the party.

.....
Head Master/Principal or
Another member authorized to sign.

Station.....
Date
Class
Issued (Ticket No.)
Date

.....
Station Master

Station Stamp.

(See Rule 16 (1))

Form of application to the Local level Committee by a patient, relative or a registered organization for appointment of guardian for a person with disability. _____

From: _____ Date: _____

To
The Local Level Committee
Sir/Madam,

..... Is a person with disability and requires protection of his person and property through a guardian. We here by request thatbe appointed as guardian of the saidfor the protection of his person property.

We furnish hereunder further details and request early decision:

- 1. Particulars of the person to be provided guardian
 - Name:
 - Age :
 - Nature of Disability:
 - Address:

- 2. Particulars of the person proposed to be appointed as guardian
 - Name:
 - Age:
 - Relationship with ward, if any:
 - Address

We enclose herewith disability certificate of the said Obtained from

Yours faithfully,

Witnesses
1st Witness

2nd Witness

Authorised Signatory
Name:
Designation:
Office Stamp.

Consent of the person proposed to be appointed Guardian

I hereby agree to be the guardian of the person and property of And shall discharge my obligations with due diligence.

Signature:
Name:
Date:

Consent of the guardian, If any, to the aforesaid proposal.

I hereby agree to the above proposal to appointas the guardian of.....

Signature:
Name:
Date:

(See Rule 16 (2))

Form of confirmation of appointment of guardian on application made by (1) a registered organization, or (2) parent or relative of person with disability,.

The Local Level Committee situated at Having considered the application made byfor appointment offor appointment of guardian forhereby confirms its decision as under:

1. Name of the ward:
2. Name of Guardian:
3. Obligations of the guardian:
 - (a) Maintenance and Residential care
 - (b) Management of immovable property
 - (c) Management of movable property
 - (d) Any others:

The guardian shall furnish property to this Committee as per Form C and Form D specified under these rules.

Signature(s):

Place:

Date:

Stamp:

(see Rule 27(1))

Form of return covering property of the ward to be submitted by the guardian within 6 months of his appointment as guardian.

1. Name of the guardian:
2. Name of the Ward:
3. Date of appointment of the guardian:
4. Inventory of immovable property of the ward received by the guardian (to be furnished item-wise)
 - (i) Nature:
 - (ii) Estimated Market Value:
 - (iii) Location:
5. Inventory of the movable property of the ward received by the guardian (to be furnished item-wise)
 - (i) Description:
 - (ii) Value:
6. Pending Liabilities of the ward:
 - (i) Nature:
 - (ii) Amount:
7. Pending Claims receivable by the Ward:
 - (i) Nature:
 - (ii) Amount:

I declare that aforesaid information is true and accurate to the best of my knowledge, information and belief.

Place:

Signature of the guardian

Date:

Witnesses

1st Witness

2nd Witness

(see rule 27(2))

**Form of account of the property and assets to be furnished by the guardian
Within a period of 3 months of the close of every financial year.**

1. Name of the guardian:
2. Name of the Ward:
3. Immovable property of the ward held by the guardian as on
(to be furnished item-wise)
 - (i) Nature:
 - (ii) Estimated market Value:
 - (iii) Location:
4. Receipts and payments statement for the period fromto.....

.....payments Receipts.....
Heads amount	Heads amount.
5. Moveable assets of the ward in the charge of the guardian on.....
(to be furnished item wise)
 - (i) Nature:
 - (ii) Amount:
6. Investments redeemed or alienated for consideration during the year ended
7. New investments made during the year ended(including renewals)
8. Increase/decrease in the value of movable assets of the ward during the years ended.....:
9. Brief explanation for the variation vide (8) above:

I hereby declare that aforesaid information is true and accurate to the best of my knowledge information and belief.

Place:
Date:

Signature of the guardian

Witnesses
1st Witness
2nd Witness.