

No.22- 33 (5) / 2004 - DD.II  
Government of India  
Ministry of Social Justice & Empowerment  
(Disabilities Division)

Shastri Bhavan, New Delhi - 110 001  
Dated the 21<sup>st</sup> September, 2004

To

The President/Secretary,  
All Voluntary Organisations  
In receipt of grant in aid under  
Deendayal Disabled Rehabilitation Scheme

Sub.: Grant in aid to Voluntary Organizations under Deendayal Disabled Rehabilitation Scheme – reg.

Sir/Madam,

I am directed to refer to the proposal of your Organization on the subject cited above and to say that as per condition given in para 3 (ix) of letter No.21 (25)/98-DD.II of 1999, incorporated in the guidelines of the Scheme, "all the Organizations are required to engage maximum number of disabled persons and will also implement reservation for Scheduled Castes/ Scheduled Tribes/ OBCs/ disabled persons on the lines of instruction applicable in Government of India. Information regarding implementation of this condition is required to be incorporated in yearly report to be furnished by the Organization". As such, the Organizations are required to observe reservation norms in letter and spirit.

2. Also the NGOs maintaining institutions for the persons with disabilities are required to obtain certificate of registration under Section 52 of PWD Act, 1995 issued by the competent authority appointed for the purpose of the said Act by the State Government concerned. It is, therefore, a statutory requirement.

3. All the NGOs are, therefore, requested to kindly furnish the following within 3 months, but not later than 31<sup>st</sup> December, 2004:-

- (i) Copy of valid certificate of registration under Section 52 of PWD Act, 1995;
- (ii) Staff list in the enclosed proforma. In case, there is inadequate representation of SCs/STs/OBCs/Disabled in the Staff list, the reason for the same, the efforts made by you to fill up the posts and the time schedule by which the reservation policy will be implemented in letter and spirit, should be indicated.

4. The release of the 2<sup>nd</sup> installment of grant in aid for the year 2004-05 would be guided by the observance to the reservation norms.

Yours faithfully,



( P.A. Raghavan )

Under Secretary to the Government of India

Encl. As above

Copy for information and necessary action to :-

1. The Secretaries of Social Welfare/Disabled Welfare Departments in all the States/UTs.
2. Directors of all National Institutes/DRCs/CRCs under Ministry of Social Justice & Empowerment.

They are requested to kindly ensure that the NGOs have obtained the certificate of registration under Section 52 of PWD Act, 1995 and observe the reservation norms as prescribed in the scheme, while conducting inspections.



( P.A. Raghavan )

Under Secretary to the Government of India

NAME OF THE SCHEME / PROJECT :

DETAILS OF STAFF EMPLOYED

- (i) Name of the Organisation :  
 (ii) Name and address of the Project :  
 (iii) Year of Grant

S. No.	Name, Designation, and address	Educational qualification and experience	Date of Appointment and period for which employed during the year	Honorarium per month	Total Honorarium paid during the previous year	Total Honorarium Proposed to be paid during the current year (the grant year)	Whether SC/ ST/OBC/ Disabled/ General	Remarks
1	2	3	4	5	6	7	8	9

Note : (i) If services of personnel are used for more than one project this may suitably brought out.  
 (ii) It may be confirmed that the provisions of scheme/cost norms relating to honorarium have been made known to the Human Resource Personnel engaged by way of a note.  
 (iii) Full form of Educational and other Qualification(s) should be used in Col.3 of the above statement.

-Sd-  
 Secretary/ General Secretary  
 <NGO Name >