

No.4-79/2006-DD-I
Government of India
Ministry of Social Justice & Empowerment

Shastri Bhawan,
New Delhi.
Dated : May, 2008.

To,

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(NGOs allocated districts under ADIP in 2007-08, as per list enclosed)

Sub: Proposals for Grants-in-Aid under the ADIP Scheme in 2008-09:
Procedure for submission

Sir/Madam

Your organization had implemented the “Assistance to Disabled Persons for Purchase/Fitting of Aids/Appliances (ADIP)” Scheme of the Ministry in certain districts in 2007-08, or was selected for the purpose.

2. In 2007-08, the procedure for submission of proposals under the scheme was revised after consultation with the implementing agencies, so as to cover all the districts in the country. The revised procedure and district-wise notional allocation of funds for 2007-08 were circulated vide letter no. 4-79/2006-DDI (NGO) dated 11th April, 2007, of this Ministry.

3. Based on the experience of 2007-08, the procedure has been further revised for the year 2008-09 to facilitate better implementation of the Scheme.

4. Allocation of Districts for holding District-wise Camps for ADIP Activities.

As in 2007-08, it is proposed that camps should be organized under ADIP Scheme in **every** district in 2008-09 also. For this purpose, it is proposed to allocate each district to an Implementing Agency (IA) as defined in para 5 of the ADIP Scheme.

State-wise list of districts allocated to your NGO in 2007-08 as IA is enclosed at **Annex-I**. In case your NGO is willing to implement the scheme in 2008-09 by organizing camps in these districts (and in any other districts), you may please take steps as follows:-

(i) intimate to this Ministry **by June 30, 2008** in the proforma at **Annex-II** the State-wise list of districts where you would like to organize camps under ADIP, and

(ii) apply to this Ministry (through a State Government/National Institute) in the prescribed proforma in respect of the districts indicated as above, **by July 31, 2008**. Further details in this regard are given in para 6 below.

This Ministry will consider allocation of districts to NGOs in 2008-09 on the basis of past performance, as well as the recommendations of the concerned State Government/UT Administration or National Institute under this Ministry.

5. Separate allocation for camps and non-camp activities

Some NGOs have traditionally been carrying out ADIP activities on a substantial scale at their Headquarters or other permanent Centres/Sub-Centres. Last year, initially, no funds were allocated for carrying out for such non-camp activities under the ADIP Scheme. One of the main procedural changes being introduced in 2008-09 is that grant would now be admissible to IAs for undertaking ADIP activities (i) through camps in allocated districts, as well as (ii) at Headquarters and other Centres/Sub-Centres of IAs, if an IA applies for it. If you also wish to apply for grant for undertaking ADIP activities at your Headquarters and other permanent Centres, you may apply for that separately.

Barring exceptional cases, allocation to an NGO for non-camp ADIP activities will not exceed 33% of its allocation for camp activities.

District-wise notional allocation for ADIP camps in 2008-09 may be seen on the Ministry's website (www.socialjustice.nic.in/.....)

6. Procedure for application and sanction of funds

According to the Scheme, the grant is to be released in two equal installments. The following changes have been made in the procedure for processing of the proposals:

(i) Applications for both the installments should be submitted in the prescribed format, along with the documents as per the list enclosed at **Annex-III**. NGO would be well-advised to carefully go through the contents of Annex-III.

(ii) **Proposals for release of the 1st installment of grant will be considered on the basis of recommendations by the State Govt./UT Administration or a National Institute under this Ministry.** Full details regarding the 7 National Institutes of this Ministry are enclosed at **Annex-IV**.

(iii) Information against Items 7 to 9 of the application form for the first installment may be provided as per the format at **Annex-V**. Implementing Agencies seeking funds for camp as well as non-camp activities should submit the proposals together, clearly indicating the two components against Items 7 to 9 in the application for the 1st installment.

(iv) In regard to proposed non-camp activities, the list of beneficiaries in the prescribed format will be submitted **after** utilization of the amount released since in such cases, it may not be possible to prepare a list of identified beneficiaries in advance.

(v) **For release of the second installment, application may be sent directly to the Ministry**, along with a list of beneficiaries and audited accounts of the previous year in the prescribed format. NGO will also be required to submit the report of **sample test check of the beneficiaries** covered in the previous year, duly authenticated by the authorised officer of State Govt./UT Administration/authorised agency of the Ministry.

7. This letter should **not** be construed either as conveying allocation of districts for 2008-09 to your NGO, or any commitment for allocation of funds under the ADIP scheme. Allocation of districts and funds under the scheme will be decided on the basis of the duly completed applications received, past performance of implementing agencies and recommendations of the State Government/UT Administration or a National Institute of this Ministry.

8. It may please be ensured that your letter (in the proforma given in **Annex-II**) regarding districts proposed to be taken up by your NGO in 2008-09 reaches this Ministry **by June 30, 2008** positively, followed by the proposals for release of the 1st installment of grant which should reach this Ministry, with the recommendation of State Government/UT Administration/National Institute at the earliest, but latest **by July 31, 2008**.

Yours faithfully

(R.P. Puri)

Under Secretary to the Govt. of India

Encl: As above.

Copy to:

1. **Secretary concerned of State Government/UT Administration.**
2. **Director concerned of State Government/UT Administration.**
3. **National Institutes.**
4. **ALIMCO, Kanpur.**

Annex I

State-wise List of Districts Allocated to (Name & Address of NGO) in 2007-08

State	District
I. Districts allocated and funded in 2007-08	
1	
2	
3	
II. Districts allocated but which could not be funded in 2007-08	
1	
2	
3	

FORMAT FOR INTIMATING CHOICE OF DISTRICTS FOR ADIP CAMPS IN 2008-09.

To

The Under Secretary, DD-I Section,
Ministry of Social Justice and Empowerment,
R.No.622, Sixth Floor,
Shastri Bhavan, New Delhi.

Sub: Allocation of districts for holding ADIP camps during 2008-09.

Sir,

Kindly refer to your letter No.4-79-DDI (NGO), Dated May, 2008 regarding proposals for GIA under ADIP Scheme for 2008-09 wherein, interalia, a list of the districts allocated to our organisation last year was enclosed.

2. This is to inform that following is the State-wise list of districts where we would like to organize ADIP camps during 2008-09

S.No.	State	District where it is proposed to organize ADIP camps in 2008-09	Whether the district was allocated to the NGO in 2007-08 also. If not, details of NGO's experience/ background/ links, etc. with the district

3. This is also to inform that during 2008-09, we do **not** wish to take up the following districts which were allocated to us under the ADIP scheme in 2007-08:

S.No.	State	District	Reason for not taking up the district

Yours faithfully

(Signature)
Name /Designation/Stamp
Address of the NGO

Annex-III**List of Documents required for processing of proposals for release of funds in the I and II installment under ADIP Scheme**

S No.	Document
	<u>Proposal for I Installment</u>
1.	Application in prescribed format (Annexure-I and Annexure –II for release of fund for the I installment as provided in the Scheme)
2.	State Governments/UT Administration/National Institutes recommendations along with technical evaluation report(format enclosed)
3.	A certified copy of the registration certificate under Section 51/ 52 of Persons with Disabilities Act,1995
4.	Certified copy of the Registration Certificate under Societies Registration Act, 1860 or Charitable Trust Act
5.	Memorandum of Association and copies of rules, aims and objectives of the organization
6.	Members of Management Committee
7.	Annual Report of the previous year
8.	Balance sheet(including receipt and payment account) and Income and Expenditure Account of the previous year
9.	List of identified beneficiaries and types of aids and appliances required by the organization for supply/fitting to the identified beneficiaries
10.	List of qualified staff
11.	Details of infrastructure available for implementing the projects
12.	Estimated estimate for distribution/ fitting of aids appliances amongst the identified beneficiaries
13.	An undertaking that funds will not be utilized for any other purpose
14.	An undertaking to maintain a separate account of the funds received under the scheme
15.	List of beneficiaries assisted in the previous year as per proforma in Annexure IV of the Scheme, and in CD in Excel programme with summary of beneficiaries in hard copy
16.	Utilization Certificate for the previous grant as prescribed in Annexure-V of the Scheme
17.	Calendar of activities for entire financial year including probable dates of camps in the prescribed format (as given in Annex VI)
18.	An undertaking for providing post distribution care to the beneficiaries on demand
19.*	List of test check of beneficiaries for the previous grant
20.*	Proof that aids and appliances distributed from the previous grant under the ADIP scheme were of ISI standard.
21.*	Details of Purchases with certified copies of supporting vouchers /bills for the previous grant
	<u>Proposal for II Installment</u>
1.	Application in the prescribed format (as per Annexure-II for release of the II installment as provided in the Scheme)
2.	Certified Audited accounts for the previous year
3.	Separate audited accounts of the funds under the ADIP scheme received during previous year(s)
4.	Utilization certificate of the I installment
5.	List of covered beneficiaries in the prescribed format at Annexure IV of the Scheme
6.	Report of Sample Test Check of beneficiaries covered in the previous year
7.	Proof that aids and appliances distributed from the I installment under the ADIP scheme were of ISI standard.
8.	Details of Purchases with certified copies of supporting vouchers /bills from the I installment under the ADIP scheme

*Required only for proposals from the organizations that have implemented the scheme in previous year.

Annex VI

Annual Calendar of ADIP Camps (2008-09)

Name of NGO

S.No.	State	District	Tehsil/ Town	Block/ Mandal	Proposed place of camp	Expected month of holding camp	Estimated no. of benefic- iaries	Estimated cost (in Rs.)
Total								