

**COMPOSITE REGIONAL CENTRE**  
MINISTRY OF SOCIAL JUSTICE & EMPOWERMENT, GOVERNMENT OF INDIA

**SRINAGAR, JAMMU & KASHMIR, INDIA**

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**SCHEME OF ASSISTANCE TO DISABLED  
PERSONS  
FOR  
PURCHASE / FITTING  
OF AIDS / APPLIANCES  
(ADIP SCHEME)**

**MINISTRY OF SOCIAL JUSTICE & EMPOWERMENT  
GOVERNMENT OF INDIA  
NEW DELHI**

**SCHEME OF ASSISTANCE TO DISABLED  
PERSONS FOR PURCHASE/FITTING OF  
AIDS/APPLIANCES (ADIP SCHEME)**

**1. INTRODUCTION**

It has been the constant endeavor of the Government to provide the disabled persons with aids/appliances at minimum costs. The requirement for providing of aids/appliances, which are essential for the social, economic and vocational rehabilitation of the disabled persons, has come into sharp focus, particularly after the enactment of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995, which came into force in 1996. Various surveys conducted from time to time have made it clear that India has a very large number of disabled persons. Many of them come from low-income groups. Disability restricts their opportunities for leading functionally productive lives. From the application of modern technology, there have emerged a number of aids, which can reduce the effects of disabilities and enhance the economic potential of the disabled. To illustrate, a

wheel chair, an artificial limb, crutch, a brace, a splint can greatly improve the mobility of physically disabled individual. Similarly, with the help of a powerful hearing aid, persons with some residual hearing can be helped to carry on many activities of daily living. Low vision aids can help the persons with substantially reduced vision to read, print and undertake other activities resulting in their rehabilitation. However, a large number of disabled persons are deprived of the benefits of these appliances because of their inability to find funds to purchase them.

In the light of the Government's growing stress on helping disabled persons and in bringing the aids and appliances within their reach, it has been decided to continue the ADIP Scheme and modify it in such a way that it becomes more user-friendly and the needy are not deprived of aids/appliances, which are essential for their social, economic and vocational rehabilitation. If they can, thereby, become earning members they would be much closer to achieve economic self-dependence and also be able to live and pursue their activities with dignity.

## **2. THE SCHEME AND ITS OBJECTIVES**

The Scheme aims at helping the disabled persons by bringing suitable, durable, scientifically-manufactured, modern, standard aids and appliances within their reach. The estimates, according to Sample Survey conducted by NSSO in 1991, indicate that there are about 16.15 million persons with various types of disabilities in the country. Their disabilities restrict the opportunity for their economic and social growth. In addition, about 3% of the children below 14 years of age suffer from delayed development. Many of them are mentally retarded and cerebral palsied and require some aids/appliances to attain the capacity for self-care and independent living.

The main objective of the Scheme is to assist the needy disabled persons in procuring durable, sophisticated and scientifically manufactured, modern, standard aids and appliances that can promote their physical, social and psychological rehabilitation, by reducing the effects of disabilities and enhance

their economic potential. The aids and appliances supplied under the Scheme shall conform to BIS specification to the extent possible.

### **3. DEFINITIONS**

Definitions of various types of disabilities as given in the Ministry of Welfare's O.M. No. 4-2/83-H.W.III dated 6th August, 1986 as amended from time to time will be applicable.

### **4. SCOPE**

The Scheme will be implemented through the Implementing Agencies as listed in the following para. The Agencies will be provided with financial assistance for purchase, fabrication and distribution of such standard aids and appliances that are in conformity with the objectives of the Scheme. The Implementing Agencies will take care of/make suitable arrangements for fitting and post-fitting care of the aids and appliances distributed under ADIP Scheme. The scope of the Scheme has been further enlarged to include use of mass media, exhibitions, workshops etc., for exchange of information and promoting awareness and distribution and use of aids/appliances.

The Scheme shall also include under its ambit, medical/surgical correction & intervention, which is essential prior to fitment of aids and appliances. The cost could range from Rs. 500/- for hearing & speech impaired to Rs. 1,000/- for visually disabled and Rs. 3,000/- for orthopaedically disabled.

### **5. ELIGIBILITY OF IMPLEMENTING AGENCY UNDER THE SCHEME**

The following agencies would be eligible to implement the Scheme of behalf of Ministry of Social Justice and Empowerment, subject of fulfillment of laid down terms and conditions:

- i) Societies, registered under the Societies Registration Act,

1860 and their branches, if any, separately.

- ii) Registered charitable trusts
- iii) District Rural Development Agencies, Indian Red Cross Societies and other Autonomous Bodies headed by District Collector/Chief Executive Officer/District Development Officer of Zilla Parishad.
- iv) National/Apex institutes including ALIMCO functioning under administrative control of the Ministry of Social Justice and Empowerment/Ministry of Health and Family Welfare.
- v) State Handicapped Development Corporations.
- vi) Local Bodies - Zilla Parishad, Municipalities, District autonomous Development Councils and Panchayats.
- vii) Nehru Yuvak Kendras.

Grant-in-aid under the Scheme will not be given for commercial supply of aids/appliances.

The NGOs should preferably possess professional/technical expertise in the form of professionally qualified staff (from recognised courses) for the identification, prescription of the required artificial aids/appliances, fitment and post-fitment care of the beneficiaries as well as the aid/appliance.

The NGO should also preferably possess infrastructure in the form of machinery/equipment for the fabrication, fitment and maintenance of artificial aid/appliance to be given to a disabled person under ADIP Scheme.

Implementing Organisations should network and establish linkages with medical colleges/district hospitals/rural hospitals/PHCs/fitment centres of ALIMCO/DRCs/any other professionally competent agency to acquire/avail the requisite infrastructure for fitment and maintenance of aids/appliances distributed under ADIP Scheme available with these bodies. The Implementing Agencies shall also avail of the professional/technical expertise of above-mentioned agencies for fitment and post-fitment care of the beneficiaries as well as aids/appliances. National Institutes, fitment centres of ALIMCO and DRCs functioning under the administrative control of Ministry of Social Justice and Empowerment shall their study period up to XII standard. The limits will apply to individual items of aid and where more than one aid is

required, the ceiling will apply separately. The amount of assistance will be as follows :

<b>Total Income</b>	<b>Amount of Assistance</b>
Upto Rs. 5,000/- per month to Rs. 8,000/- per month	Full cost of aid/appliance 50% of the cost of aid/ Appliance

Further, traveling cost would be admissible limited to bus fare in ordinary class or railway by second class sleeper subject to a limit of Rs. 250/- for beneficiary irrespective of number of visits to the centre and a Certificate from Doctor or Rehabilitation Professional, travel expenses subject to the same limit would be admissible to 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 travel cost for traveling outside the Region till such facilities become available within that Region.

Boarding and Lodging Expenses at the rate of Rs. 30/- per day for maximum duration of 15 days would be admissible, only for those patients whose total income is upto Rs. 5000/- per month.

## **8. TYPES OF AIDS/APPLIANCES TO BE PROVIDED**

The following aids and appliances may be allowed for each type of disabled individual. However, any other item as notified from time to time by the Ministry of Social Justice and Empowerment for the purpose will also be allowed :

### LOCOMOTOR DISABLED

- i) All types of prosthetic and orthotic devices.
- ii) Mobility aids like tricycles, wheelchairs, crutches walking sticks and walking frames/rolators.
- iii) All types of surgical footwears and MCR chappals.
- iv) All types of devices for ADL (activity of daily living)

### VISUALLY DISABLED

- i) Learning equipments like arithmetic frames, abacus, geometry kits etc. Giant Braille dots system for

slow-learning blind children. Dictaphone and other variable speed recording system. Tape recorder for blind student upto XII standard.

- ii) Science learning equipments like talking balances, talking thermometers, measuring equipments like tape measures, micrometers etc.
- iii) Braille writing equipments including Brailers, Braille shorthand machines, typewriters for blind students after the XII class. Talking calculators, Geography learning equipment like raised maps and globes.
- iv) Communication equipments for the deaf-blind. Braille attachments for telephone for deaf-blind persons.
- v) Low vision aids including hand-held stand, lighted and unlighted magnifiers, speech synthesizers of Braille attachments for computers.
- vi) Special mobility aids for visually disabled people with muscular dystrophy or cerebral palsy like adapted walkers.

#### HEARING DISABLED

- i) Various types of hearing aids.
- ii) Educational kits like tape recorders etc.
- iii) Assistive and alarming devices including devices for hearing of telephone, TV, doorbell, time alarm etc.
- iv) Communication aids, like, portable speech synthesizer etc.

#### MENTALLY DISABLED

- i) All items included in locomotor disabled.
- ii) Tricycle and wheel chair including the modifications to suit the individual.
- iii) All types of educational kits required for the mentally disabled.
- iv) Any suitable device as advised by the Rehabilitation Professional or treating physician.

#### MULTIPLE DISABLED

- i) Any suitable device as advised by Rehabilitation

Professional or treating physician.

## **9. PROCEDURE FOR RECEIPT OF GRANT-IN-AID BY AN IMPLEMENTING AGENCY**

The organizations will submit their application in the prescribed format (Annexure-I & II) to the Ministry of Social Justice and Empowerment through concerned State Government/UT Administration/National Institute/Regional Rehabilitation Training Centre/District Rehabilitation Centre/any other agency authorized by Ministry of Social Justice and Empowerment, every year. The application should be accompanied with following documents/information (duly attested) :

- a) A copy of Registration Certificate.
- b) A copy of Rules, Aims and Objectives of the Organisation.
- c) A copy of Certified Audited Accounts and Annual Report for the last year.
- d) Names of the Members of Management Committee of the Organisation.
- e) List of identified beneficiaries and types of aids/appliances required by the organisation for supply/fitting to the identified beneficiaries.
- f) Estimated expenditure for distribution/fitting of aids/appliances amongst the identified beneficiaries.
- g) An Undertaking that the funds will not be utilized for any other purposes.
- h) An Undertaking to maintain a separate account of the funds received from the Ministry under the scheme.
- i) The Implementing Agencies already receiving grant-in-aid under the Scheme should also furnish the list of beneficiaries assisted from the grant-in-aid released to them in the previous year as per proforma given in Annexure-IV and utilization certificate as per Annexure-V.
- j) A calendar of activities for entire financial year including probable dates for holding camps etc. for distribution of aids/appliances and also maintains separate account for



that.

- k) An Undertaking that the organization will provide post-distribution care to the beneficiaries as well as aids/appliances, on demand.
- i) Organization should be financially sound and viable and has requisite capability to mobilize the resources.
- m) The organization shall have working rapport with the District Administration and shall have capacity to utilize the expertise available with District Administration for identification of aids/appliances.

## **10. RECOMMENDATION**

The State Government/UT Administration/National Institute/ PRTC/DRC/any other agency authorised by the Ministry should send its recommendation with specific remarks about :

- i) Professional competence, credibility, integrity and existing infrastructural facilities for satisfactory implementation of the Scheme by the NGO/organisation.
- ii) Eligibility of the organisation as laid down by the Ministry of Social Justice and Empowerment.
- iii) Rapport with target groups, capacity and willingness to network with other NGOs and Panchayati Raj institutions etc.

The recommendation should also include whether the NGO is getting grant-in-aid from other Ministries/State Governments etc. for the same purpose.

However, no recommendation is required in case of National Institutes and ALIMCO working under the administrative control of Ministry of Social Justice and Empowerment.

## **11. QUANTUM OF ASSISTANCE TO AN IMPLEMENTING AGENCY**

No ceiling should be imposed on the quantum of assistance to be released to an Implementing Agency and its branches (separately) during a particular financial year. However, while deciding on the amount of grant to be given, the performance, professional expertise, capacity, track record, and outreach

capabilities of the agency shall be kept in view.

## **12. SANCTION/RELEASE OF GRANT-IN-AID**

The Implementing Agencies will be sanctioned grant-in-aid in a particular financial year after receiving recommendation from State Government/UT Administration/National Institute/PRTC/DRC /any other agency authorised by Ministry of Social Justice and Empowerment. The subsequent financial assistance would be sanctioned after receipt of audited accounts, and list of beneficiaries with their permanent addresses in the prescribed format. The audited accounts and list of beneficiaries for the previous year's grant shall be furnished before the end of second quarter of each financial year, positively.

The recommending authority should create the field agencies who shall strive to conduct sample checking of beneficiaries regarding utilisation of grant-in-aid by NGOs and distribution of aids and appliances by the Implementing Agencies. The sample checking would cover at least 5 to 10 per cent of the beneficiaries, which are covered under the Scheme in the previous year.

The grant-in-aid would normally be released in two installments after processing of audited accounts and list of beneficiaries furnished by the organization /implementing agency to the satisfaction of the Ministry.

## **13. CONDITIONS FOR ASSISTANCE**

- i) The implementing agency will be fully competent to satisfy about the monthly income of the beneficiary and shall obtain a certificate from the concerned competent authority. The identification of the beneficiaries has to be done by an expert in accordance with guidelines issued by Ministry of Social Justice and Empowerment in this regard.
- ii) The implementing agency will maintain a register in the prescribed proforma (Annexure-III) about the beneficiaries assisted under the Scheme.
- iii) The implementing agency shall maintain a separate account of funds received and utilised from the Ministry of Social Justice and Empowerment under the Scheme. The fund should be kept in a separate bank account to be operated under ADIP scheme.
- iv) A certificate from the Head of the Implementing Agency to the

effect that the funds have been utilised. A list of beneficiaries as per proforma given in Annexure-IV assisted by the organisation that the funds given by the Ministry will be furnished along with the yearly application as per procedure indicated in para 9.

- v) The final accounts for a financial year will be rendered through utilisation certificate and audited accounts signed by chartered accountant within six months of the close of the financial year.
  - vi) The agency implementing the scheme will obtain an undertaking from the beneficiary that he/she has not obtained such aid from any other agency/source during last two years and that he/she not obtained such aid from any other agency/source during last three years and that he/she will keep it for his/her bonafide use.
  - vii) The agency implementing the scheme will be open to inspection by an officer/agency authorised by Union Ministry of Social Justice and Empowerment or the State Government/UT Administration/National Institutes/DRCs etc.
  - viii) When the Government of India has reasons to believe that the sanction is not being utilised for the approved purpose the amount would be recovered from the implementing agency with interest and no further assistance would be given to the agency.
  - ix) the quantum of assistance to be given to an implementing agency during a particular year will be decided by the government of India. The implementing agencies would, therefore, not incur any liability under the Scheme unless the funds have been sanctioned to them for the purpose.
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*Annexure-I*

**Application for Central Scheme of Assistance  
to Disabled Persons for Purchase/Fitting  
of Aids/Appliances**

From

Date :

To

The Secretary to the Government of India,  
Ministry of Social Justice & Empowerment,  
Shastri Bhawan, New Delhi.

Subject : Assistant under the Central Scheme of Assistance to  
Disabled Persons for purchase/fitting of aids/appliance.

I submit herewith an application for a grant for the year under  
the Scheme of Assistance to Disabled persons for purchase/fitting  
of aids/appliances. I certify that I have read the rules and  
regulations of the Scheme and I undertake to abide by them, on  
behalf of the Management. I further agree to the following conditions  
:

- (a) All assets acquired wholly or substantially out of the  
Central grant shall not be encumbered or disposed off or  
utilised for purpose other than those for which the grant  
is given. Should the Institution/Organisation cease to  
exist at any time, such properties shall revert to the  
Government of India.
- (b) The accounts of the project shall be properly and  
separately maintained. They shall always be open to

check by an officer deputed by the Govt. of India or the State Government. They shall also be open to a test check by the Comptroller and Auditor General of India at his discretion.

- (c) If the State or the Central Govt. have reasons to believe that the grant is not being utilised for approved purposes, the Govt. of India may stop payment of further Instalments and recover earlier grants in such a manner as they may decide.
- (d) The Institution shall exercise reasonable economy in the implementation of the scheme.
- (e) The Organisation will obtain an undertaking from the beneficiaries as required under the scheme, before fitting/giving of aids/appliances.

Yours faithfully  
(Signature)  
(Designation)  
(Office Stamp)

## MINISTRY OF SOCIAL JUSTICE & EMPOWERMENT

Name of the Scheme :

I. APPLICATION FORM FOR NEW PROPOSAL

1. Organisation

Name :

Address (Office) :  
(Project) :

Phone (Office) :  
(Project) :

Fax (Office) :  
(Project) :

Telex (Office) :  
(Project) :

E-mail (Office) :  
(Project) :

Grams (Office) :  
(Project) :

2. (I) Name of the Act :  
under which registered

(II) Registration No. and :  
date of Registration  
(Please attach a photocopy)

Any other Organisation/Institute/ :  
Body, if applicable, give details

3. Registration under Foreign : (Yes/No)  
Contribution Act

4. Memorandum of Association :  
and Bye-Laws.  
(Please attach a photocopy)

5. Name & Address of the Members of the Board of Management/Governing body :
6. List of Documents to be attached.
  - (a) A copy of the Annual Report for the previous year which should contain the balance sheet (including receipt and payment account), Income and Expenditure Account.
7. Details of the project for which the grant-in-aid is being applied.
8. Grant-in-aid applied for in the current year.
9. Details of beneficiaries.
  - a) Number of disabled benefited from previous year's grant.
  - b) Proposed number of disabled expected to be covered during current financial year.
10. Details of the staff available
11. List of Additional papers, (if any given)

I have read the scheme and fulfill the requirement and conditions of the Scheme. I undertake to abide by all the conditions of the Scheme.

Signature.....

Name.....

Address.....

.....  
Date.....

(Seal)

Note : Wherever not applicable, specially in case of new Organisation, please write-N.A.

**MINISTRY OF SOCIAL JUSTICE & EMPOWERMENT**

Name of the Scheme :

I. APPLICATION FORM FOR IIND PROPOSAL

1. Organisation

Name :

Address (Office) :  
(Project) :

Phone (Office) :  
(Project) :



Fax	(Office)	:
	(Project)	:
Telex	(Office)	:
	(Project)	:
E-mail	(Office)	:
	(Project)	:
Grams	(Office)	:
	(Project)	:

2. Grant-in-aid (in Rs.) :

Total

A. Applied in the current year :

B. Received as 1st Instalment :

C. Applied for 2nd Instalment :

3. The applicant organisation should enclose following papers :

i) Annual Report of the previous year.

ii) Audited statement of accounts of previous year (Receipts and Payments statement, Income & Expenditure Statement) and Balance sheet.

iii) Audited utilisation certificate with itemwise expenditure as per the sanctioned items of grant.

iv) Details of staff available.

v) Details of beneficiaries as per Annexure IV

vi) Assets acquired wholly or substantially out of government grants under GFR 19.

vii) Any other information considered necessary by the organisation or as asked for.

Signature.....

Name.....

Address.....

.....  
Date.....

(Seal)

*Annexure-III*

**Register to be maintained by the agencies implementing the  
Scheme of Assistance to  
Disabled for purchase/fitting of Aids/Appliances.**

Sl. No.	Name of Fabrication/ Fitment charges	Address Total cost of Aid	Male/ Subsidy Female provided	Age	Income	Type of aid (given)	Date on which given	Cost of Aid
1	2	3	4	5	6	7	8	9
10	11	12						

Travel cost paid to cut-station beneficiary	Board Signature and lodging of expenses beneficiary paid	Whether any surgical accompanied by escort undertaken	Total of 12+13 +14+15	No. of days for which stayed
13	14	15	16	17
18	19			

*Annexure-IV*

**List of beneficiaries assisted by the agencies implementing  
the Scheme of Assistance to Disabled for  
purchase/fitting of Aids/Appliances to be furnished  
To Ministry of Social Justice & Empowerment**

Sl. No.	Name of Fabrication/ beneficiary Fitment charges	Address Total cost of Aid	Male/ Subsidy Female provided	Age	Income	Type of aid (given)	Date on which given	Cost of Aid
1	2	3	4	5	6	7	8	9
10	11	12						

Travel cost paid to cut-station beneficiary	Board Signature and lodging of expenses beneficiary paid	Whether any Whether surgical accompanied correction by escort undertaken	Total of 12+13 +14+15	No. of days for which stayed
13	14	15	16	17
	18	19		

\* To be accompanys by certificate from Rehabilitation Professional/Physicial for every case.

*Annexure-V*

Scheme of Assistance to Disabled Persons for Purchase/Fitting of Aids/Appliances :

**UTILISATION CERTIFICATE**

(See Government of India's Decision (1) below Rule 150)

Certified taht out of Rs...../- of grant-in-aid sanctioned during the year.....in favour of ..... under this Ministry/Department letter No. given in the margin and Rs...../on account of unspent balance of the previous year, a sum of Rs...../has been utilised for the purpose of..... for which

it was sanctioned and that the balance of Rs...../remaining unutilised at the end of the year has been surrendered to Government (vide No..... dated..... will be adjusted towards the grant-in-aid payable during the next year.

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

Kinds of checks exercised :

- 1.
- 2.
- 3.
- 4.
- 5.

Duly certified by a

Chartered Account/Auditor

Signature.....

Designation.....

Date.....