



Government of Odisha

Department of Social Security & Empowerment of Persons with Disabilities

No. 8584/SSEPD
SSEPD-DA-6-DA-0002/2018

Dt. 28.10.2024.

From

Smt. Niyati Pattanaik, OAS(SS)
Director

To

All Collector

Sub: Operational Guidelines on Management of Rehabilitation Centre For Persons with Benchmark Disabilities required High Support Need.

Sir,

Please find enclosed copy of approved Operational Guidelines on Management of Rehabilitation Centre for Persons with Benchmark Disabilities required High Support Need for information and necessary action.

Yours faithfully,

Niyati Pattanaik
28.10.2024
Director, SSEPD Deptt.

Memo No. 8585/SSEPD Dated 28.10.2024
Copy to All DSSOs for information & necessary action.

SR
Additional Secretary to Govt.

Memo No. 8586/SSEPD Dated 28.10.2024.

Copy submitted to P.S. to Hon'ble Minister/Principal Secretary for kind information of Hon'ble Minister/Principal Secretary, SSEPD Deptt.

SR
Additional Secretary to Govt.

**OPERATIONAL GUIDELINES
ON
MANAGEMENT OF REHABILITATION CENTRE FOR
PERSONS BENCHMARK DISABILITIES REQUIRED
HIGH SUPPORT NEED**



**DEPARTMENT OF SOCIAL SECURITY AND
EMPOWERMENT OF PERSONS WITH DISABILITIES
GOVERNMENT OF ODISHA**

**Operational Guidelines on Management of Rehabilitation Centre for
Persons with Benchmark Disabilities Requiring**

Concept

Persons with disabilities comprise 16 per cent of the world's population, with 80 per cent of persons with disabilities living in the Global South. Women, children, and men with disabilities are frequently those mostly affected by natural hazards, climate-induced disasters and global health emergencies, like COVID-19 pandemic. Disability is a risk multiplier that cuts across identity characteristics and social determinants such as gender, age and socioeconomic status, and amplifies pre-existing social inequalities and power imbalances. Disability is diverse, and how exclusion is experienced varies, with many persons with disabilities, including persons with neuro-cognitive and psychosocial disabilities, further marginalized and underrepresented in decision making process.

Rights of Persons with Disabilities Act, 2016; National Trust for Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disability Act, 1999 and Mental Health Care Act, 2017 have mandated for creating adequate facility for rehabilitation of persons with benchmark disabilities.

1. Background:

Odisha is housing an estimated population of 4.80 Crore in 2023 and NSSO estimates 3.2% of the state's population i.e. approximately 16 lakh are estimated as Persons with Benchmark Disabilities (PwBDs), which is higher than the national average of 2.2%. Around 10% of the Persons with Benchmark Disabilities are categorized under severe and profound categories. Out of the PwBDs in these categories a majority are left to their fate as currently no Critical Care Support System is available. A number of such persons are either deserted or destitute to suffer the most and their disabilities are multiplied to their vulnerabilities .

Rights of Persons with Disabilities Act, 2016; National Trust for Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disability Act, 1999 and Mental Health Care Act, 2017 have mandated for creating facility for rehabilitation of persons with intellectual disabilities and mentally ill persons. Section 38 of Rights of Persons with Disabilities Act, 2016 followed by notifications on PwBDs with High Support Needs mandates for creation of special care facilities for those people.

2. Introduction

PwBDs with "high support" means an intensive support, physical, psychological and otherwise, which may be required by a person with benchmark disability for daily activities, besides independent and informed decision, and to access facilities and participating in all areas of life including education, employment, family, community life, treatment and therapy.

People with severe disabilities are considered to have severe intellectual disability, autism, deaf blindness, and other multiple disabilities. They present great learning, behavioral, personal, social, physical, and sensory challenges and have extensive support needs (e.g., related service providers, health & rehabilitation professionals, peers tutors). Additionally, a number of these individuals may have serious medical and

health-care needs and be dependent on advance medical technology. Historically, those with severe disabilities have been some of the most devalued, persecuted, and marginalized people. With lack of learning and support needs, expectations for students and adults with severe disabilities are up to mark, as it was presumed that they had limited capacity to acquire, process, Utilisation of information and achieve a true level of independence or competency.

Severe disabilities refer to deficit in one or more areas of functioning that significantly limits an individual's performance of major life activities. The label of severe disabilities can include challenges in one or more of the areas: Cognition Communication Mobility/Gross Motor Skills Fine Motor Skills Self-help skills Social/Emotional Skills, Adaptive Behavior Hearing impairment Visual impairment, and finally Health impairment.

3. Definition:

A Person with Benchmark Disability requiring High Support Need is defined under Section 2(r) of Rights of Persons with Disabilities Act, 2016 as "Person with Benchmark Disability" i.e. a person with not less than forty percent of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as assessed by Rehabilitation Professionals basing upon the scoring by Assessment Board for high support needs vide Notification No. 6145/ SSEPD dated 15th July 2023 with a score not less than 60 out of 100 points.

4. Objectives:

- a) To create an enabling environment with focus on encouraging voluntary action for ensuring expansion of institutional care for rehabilitation of Persons with Benchmark Disabilities requiring High Support need by creation of facilities for providing high-tech rehabilitation and care services.
- b) To set up & operate residential centre with 50 PwBDs requiring high support needs initially in each district preferably in IICs developed by the Department with facilities of comprehensive rehabilitation services with focus on PwBDs in critical conditions including homeless and destitute certified under high support needs.
- c) To provide critical and comprehensive rehabilitation services and health care facilities to the inmates including treatment, therapies, counseling, assistive devices, Ply & recreation, ADL etc. as per requirement.
- d) To support inmates for basic literacy, skill training and centre based employment in viable trades for promoting their independent living with facilities of forward and backward linkage for procurement and marketing of their products.
- e) To provide facilities on moral and spiritual education, centre based sports (both indoor & outdoor), recreation, Yoga and allied supports for ensuring a qualitative and healthy living.

- f) To support inmates for their maintenance and nutritional diets, dress, footwear and allied services essential for their survival and decent living.

5. Eligibility of PIAs:

Following organizations/ institutions shall be eligible for assistance under this scheme:

- 5.1 Should be registered either under the Societies Registration Act, 1860 or the Indian Trusts Act, 1882 or Section 8 of the Companies Act, 2013 or any other appropriate Act as may be notified by the Government of Odisha from time to time;
- 5.2 Should be registered under Section 80G & 12AA of the Income tax Act, 1961;
- 5.3 Should be registered under the NGO Darpan Portal of Government of India;
- 5.4 Should be registered under Section 50 of the Rights of Persons with Disabilities Act 2016.
- 5.5 Should be registered under Section 12 of the National Trust for the Welfare of Persons with Autism, Cerebral Palsy Mental Retardation and Multiple Disabilities Act, 1999;
- 5.6 Should ordinarily have existed for a period of Ten years and have resources, facilities and experience for undertaking the program.
- 5.7 Five year's experience in providing similar services to Severe/ Profound Categories of Intellectually, Cerebral Palsy, Autism and Multiple Categories of Children/ Persons with Disabilities
- 5.8 Should not discriminate against any person or group of persons on the grounds of sex, religion, caste, creed or disability; and
- 5.9 Should not have been blacklisted by any Central or State Government agencies.

6. Procedure of application

- 6.1 Eligible PIAs shall apply for grant-in-aid in prescribed form (Annexure -I) to the Collector concerned along with requisite documents.
- 6.2 The DSSO concerned shall inspect the organization, record his/ her findings and place the report before the Collector for recommendation of the proposal for consideration of GIA by SSEPD Department.
- 6.3 On receipt of the application, the Department will process the application and put before the Governing Body to consider for its approval and sanction thereof.
- 6.4 The decision of Governing Body will be communicated to the PIA under intimation to district administration.

7. Beneficiaries:

50 Persons with Benchmark Disabilities requiring High Support Needs as defined under RPWD Act 2016 required intensive support, physical, psychological and otherwise to take independent and informed decision to access facilities and participating in all areas of life including education, employment, family and community life, treatment and therapy in the age group of 6- 45 years assessed by the rehabilitation Professionals/ Health professionals basing upon the scoring by Assessment Board for high support needs vide Notification No. 6145/ SSEPD dated 15th July 2023 with a score not less than 60 out of 100 points will be enrolled in the centre. However, preferences will be given on the following disabilities:

- Severe and Profound ID & MD Children & Adolescents who are unable to perform activities of daily living (ADL) such as toilet control, bathing, eating, wearing dresses, communicating etc.
- Children/Adolescents ID & MD associated having problems such as cerebral palsy, delayed speech & language development, epileptic fits, lack of motor coordination, hyperactive behavioral problems etc.
- Children/ Adolescents with ID & MD having severe health hazards, destitution and other disabilities such as loss of hearing, vision, speech defect etc.
- Children & Adolescents with Autism, Developmental disabilities, Down's Syndrome, Emotional disturbance, Multiple sclerosis, Seizure disorders, Speech/language disorders, Spinal cord injury, Tourette Syndrome and Traumatic brain injury etc.
- Such other priority categories of PwBDs with high support needs, particularly neurological and cognitive disabilities; physical & sensory disabilities; homeless, destitute and deserted persons.

8. Facilities:

- Accommodation for 50 PwBDs with High Support Needs
- Nutritional diet
- Critical health, AYUSH & rehabilitative care
- Therapeutic services- physio - occupational therapy, speech therapy, psychotherapy
- Yoga & Yogic Therapies
- Special aids and appliances
- ADL training & independent living
- Clinical counseling and allied treatment & care services
- Special and basic education
- Training in sports, arts, crafts, painting, music (both vocal & instrumental),
- Skill upgradation training (both pre- vocational & vocational)
- Guidance & counselling to inmates, parents
- Such other services as may be required

9. Basic Services:

I. Diagnostics

- a) Diagnostic tools for the assessment of intelligence, behavioral disorders and communication disorders as well as problem specific approved tools like ISAA tools for Autism should be available at the centre. The affected person may have more than one disorder (i.e. simultaneously ADHD & Learning Disability, Autism & ID etc. Cerebral Palsy with Seizure Disorder).
- b) Diagnostic tools for assessment of mental illness, physical examination, lab tests and psychological evaluation (IDEA test).
- c) Registration of all PwD beneficiaries under UDID portal and certification thereof.

II. Therapeutics

- a) Mainstream therapies include Speech Language Therapy, Physiotherapy, Occupational Therapy, Psychotherapy - Behavioral Modification, Special Education, Audio logical Rehabilitation.
- b) Suggested alternate therapies include Play Therapy, Music Therapy, Art and Craft Therapy, Hydro Therapy, Social Integration Therapy.
- c) The Traditional remedies include Yoga, Pranayama and Ayurvedic treatment. The dietary intervention plays an important role in many of these children.
- d) Most of the professional therapies may be done on one-to-one basis except for special Education and alternate therapies.

III. Counseling & Psychotherapy

- a) Counseling is the helping approach that highlights the emotional and intellectual experience of a client, how a client is feeling and what they think about the problem they have sought help for.
- b) Psychotherapy is based in the psychodynamic approach—it encourages the client to go back to their earlier experiences and explore how these experiences affect their current 'problem'.

IV. Skill training

- a) Skill training for the adult PwDs for acquiring vocational skills that would help the PwDs to earn employment of self-employment in suitable and viable trades.
- b) Pre-vocational training to PwDs in the age group of 14-18 years after assessment of skill interest and capacity.

V. Referral & Follow-up

- a) Referral of cases for different services including education, linkage for pension, self-employment assistance and other support services.
- b) Follow-up on post discharge status of PwDs and community visits to ensure better environment for the PwD beneficiaries at family and community settings.
- c) Home based therapeutic management and guidance for the severe & profound PwDs wherever essential.

10. Professional Manpower:

- Coordinator –cum- Counselor – 1
- Physiotherapist -01
- Occupational Therapist – 01
- Speech Therapist – 1
- Clinical Psychologist - 1
- Special Teacher (ASD, ID & HI)-03
- Vocational Trainer –01
- Nurse – 2
- Care Givers – 07 (03 Male & 04 Female)
- Attending Staff – 5
- Cook & Helper - 02
- Admn. /Support Staff – 3
- Yoga Teacher – 01 (Part time)
- PET Teacher – 01 (Part Time)
- Night supervisor for Critical Care- 02
- Doctor – 01 (Part time)
- Security- 06nos. (02 persons for 03Shift)

11. Infrastructure & Equipment:

The physical infrastructure should be having dedicated space for the professional intervention like Physiotherapy, Speech Therapy, Occupational Therapy and the range of alternate therapies and traditional remedies.

Preference will be given for setting up of these centres in the IIC campus of the district. SSEPD Deptt. will provide space and building as per availability. If there is non-availability of IIC in the district than PIA should ensure availability of adequate space & building for the centre and rent paid for the premises will be reimbursed.

For Therapeutic services infrastructure should include electro therapy and exercise therapy equipment, Sensory integration, Motor integration, Vestibular stimulation Gadgets, Speech Language Therapy materials which includes Vernacular Languages.

List of the Tools to be used in the Therapeutic Center:

1	Special Education	Remedial teaching materials
2	Speech Therapy	Language Concept TM; Doctor Speech; Tongue depressor; Mirror; Articulation drill books; Educational toys
3	Occupational Therapy	Sensory Integration gazettes; Motor integration; Vestibular stimulation; ADL activities, Early Intervention
4	Physiotherapy	Electrotherapy equipment; Exercise therapy equipment; Manual therapy facility
5	Psychotherapy	Behavior modification; Psychometric tests; Special Education; Remedial testing materials
6	Medical Kits	Medical kits for examinations such as Temperature, Pulse, BP, Sugar etc.

12. Records & Registers:

The following records shall be maintained at the Centre:

- a) Admission / Enrolment Register of beneficiaries
- b) Case Record of Beneficiaries (containing Case History, Photographs, Diagnostic Assessment Reports, Periodic Therapy plan with short term & long term goals)
- c) Staff Records (Record file of the staff, Attendance Register of staff)
- d) Accounts Records (Cash Book & Ledgers, Remuneration payment/Acquaintance Register, Voucher Register, Stock and Store Register, Bank Account etc.)
- e) Other records (Meeting Resolutions Register, Parent counseling register, Progress Report file, and such other records prescribed)

13. Duties of the PIA:

The management of the project/ programme shall:

- a) Create minimum required infrastructure to set up the centre i.e. furniture, fixture, equipment and other physical facilities as may be required for operation of the project activities.
- b) Recruit and engage qualified staff required for operating services for the targeted beneficiaries.
- c) Comply with the conditions of grant-in-aid including submission of reports, utilization certificates and such other requirements.

14. Grant-in-Aid:

- a) The institutions will be released grant-in-aid at the rate as approved by the Government from time to time for continuance of the Centres.
- b) The grant-in-aid is inclusive of all expenses of the centre including staff remuneration, nutrition, contingencies and such other incidental expenses as may be required as detailed hereunder.
- c) The first installment (50%) of grant-in-aid will be released to the managing institution under intimation to concerned district collector after approval & sanction of the

project and submission/uploading of all beneficiary information with Aadhaar numbers.

- d) The second installment (50%) will be released during October to the managing institution under intimation to concerned district collector after receipt of (a) Utilization Certificate for first six months, (b) inspection reports form the District Social Security Officer, (c) Submission of half-yearly progress report, and (d) Updation of beneficiary status with Aadhaar details.

15. Budget

Sl.	Items of Expenses	Rate per Month	Annual Requirement
A	Non- Recurring		
1	50 sets of Cots, Beds, Pillow, Bed sheet etc.@ 20,000/- per set		10,00,000
2	Kitchen setup for 50 inmates		5,50,000
3	Office tables, Almira, Computer Setup, Telephone etc. LS		3,00,000
4	Therapeutic & Basic Medical Checkup equipment LS		25,00,000
5	Educational & Vocational Equipment LS		2,50,000
	Sub- Total		46,00,000
B	Remuneration of Staff		
1	One Coordinator –cum- Counselor @ 40,000/-PM PP	40,000	4,80,000
2	Two Physical / Occupational Therapist@40,000/-PM PP	80,000	9,60,000
3	One Speech Therapist@40,000/-PM PP	40,000	4,80,000
4	One Clinical Psychologist@40,000/-PM PP	40,000	4,80,000
5	Four Special Teacher/ Vocational Trainer@ 25,000/-PM PP	1,00,000	12,00,000
6	Two Nurse@ 25,000/-PM PP	50,000	6,00,000
7	Seven Care Givers@ 20,000/-PM PP	1,40,000	16,80,000
8.	One Cook and One Helper @18000/- PM	36,000	4,32,000
9	Five Attending Staff@ 12,000/-PM PP	60,000	7,20,000
10	Two Night Supervisor for critical Care @25,000/- PM	50,000	6,00,000
11	Two Admn. Support Staff@ 25,000/-PM PP	50,000	6,00,000
12	One Yoga Teacher (Part Time) @1000/- per visit	8000	96,000
13	One PET (Part Time) @1000/- per visit	8000	96,000
14	One Doctor (Part Time) @3000/- per visit	24000	2,88,000
13	Six Security@2nos. for 03 Shifts @15000/- per month	90000	10,80,000
	Sub- Total		97,92,000
C	Maintenance of Inmates & Other Recurring		
1	Maintenance of 50 Inmates @ 4,000/- PM PP	2,00,000	24,00,000
2	Health Care & Rehab Aids LS	50,000	6,00,000
4	Travel & Contingencies LS	50,000	6,00,000
5.	Electricity, incidental expenses and conveyance	40,000	4,80,000
6.	Administration & Supervision	1,00,000	12,00,000
7.	Social mobilization & awareness campaign (Dist. Level) (01)	150000	1,50,000
	Sub- Total		54,30,000
D	Grant -Total (In Rs.) (1st Year)		Rs.1,98,22,000
E	2nd Year Onwards		Rs.1,50,72,000

16. Audit & UC:

- a) The accounts of the grant receiving institution will be audited from time to time by the Internal Audit Organization of the SSEPD Department or by such other agency as Government may specify.
- b) The audit reports for the grants received during any financial year shall be submitted during the first half of the next financial year.
- c) Utilization Certificate in triplicate in Form O.G.F.R.7-A shall be submitted for each grant received from the Government.

17. Withholding of Grant-in-Aid

Government may withhold Grant-in-aid to an institution if:

- a) Mis-utilize any part of the assistance received for the programme
- b) Fails to submit Utilization Certificate for the grant received
- c) Fails to submit reports and information as called for
- d) Blacklisted by any Central/ State Government Departments/agencies
- e) Any other contravention as reported by the Collector of the district.

18. Monitoring

- a) The Centres will be monitored by the Social Security & Empowerment of Persons with Disabilities Department, Government of Odisha through DSSOs.
- b) The DSSOs shall ensure that list of beneficiaries, with necessary particulars, are maintained properly and category-wise in respect of their districts concerned.

19. Litigations

Any litigation on matters arising out of this scheme will be subject to the sole jurisdiction of the courts situated in Bhubaneswar.

20. Change in Scheme Provisions

Social Security & Empowerment of Persons with Disabilities Department, Government of Odisha may, at its discretion, make necessary changes in the provisions of this scheme, as and when felt necessary, with the approval of Principal Secretary of that Department in consultation with the Financial Adviser concerned.

21. Review of Scheme

Social Security & Empowerment of Persons with Disabilities Department, Government of Odisha may, at its discretion, undertake a review of the scheme as and when required.

**APPLICATION FORMAT FOR FINANCIAL ASSISTANCE FOR SETTING UP OF
REHABILITATION CENTRE FOR PERSONS WITH BENCH MARK DISABILITIES REQUIRING
HIGH SUPPORT NEEDS.**

1. Name of Applicant Organisation :
2. Type of Organization (GO/NGO/
University /College/School/Any Other) :
3. Whether Registered under Societies Act/ :
Companies Act/Trust Act
4. Registration Number :
5. Purpose for Seeking Financial Assistance:
6. Contact Person with Mobile No. :
7. Detailed Address with e-mail & mobile No.:
8. Experience of the Organisation in the :
field (Please enclose in separate sheet)
9. Detailed Proposal (Please enclosed) :
10. Detailed Budget :
(Please enclosed in separate Sheet)
11. Justification of the Proposal :
12. Details of Bank Accounts where funds.
will be operated

14. List of Documents to be attached: -

- (i) Copy of Certificate of Registration
- (ii) Copy of Memorandum & Constitution of Association/ Trust Deed
- (iii) Copy Registration Certificate under Section 50 of RPwD Act 2016.
- (iv) Copy of Registration Certificate under National Trust Act 2019.
- (v) Copy of Registration certificate under NGO Darpan of NITI AYOJ.
- (vi) Copy of PAN/TAN/GST Number
- (vii) Copy of 12AA/80G Certificate
- (viii) Copy of Annual Report for last three Years
- (ix) Copy of Audit Report for last three Years
- (x) Supporting Documents showing Experience of the Organisation.

Place:

Date:

Signature of Chief functionary

ADMISSION APPLICATION FORM

1.	Name of Applicant	:	
2.	Father's Name	:	
3.	Date of Birth	:	
4.	Gender	:	Male/ Female/ TG
5.	AADHAAR Number	:	
6.	Educational Qualification	:	
7.	Disability Category & Diagnosis	:	
8.	UDID Card Number	:	
9.	Permanent Address	:	
10.	Present Address	:	
11.	Annual Income (person/ family)	:	
12.	Recommendation of Assessment Board regarding High Support Needs	:	
13.	Appliances/ Assistive devices using if any	:	
14.	Documents to be Enclosed	:	
	Passport/ Full Photograph (2 each)		
	AADHAAR Card Copy		
	Disability Certificate Copy		
	UDID Card Copy		
	Income Certificate		
	Report of Assessment Board		
	Caste Certificate		

Signature/ LTI of PwBD

Undertaking from PwBD/ Parent/ Guardian

I solemnly declare that, I have consented to enroll my child/ PwBD with high support needs to the centre and shall abide by all the regulations of the centre.

Signature/ LTI of PwBD/ Parent/ Guardian

**Undertaking for Admission into
Centre for Persons with High Support Need Benchmark Disabilities**

I have agreed to the terms and conditions of this Centre for availing the therapy and rehabilitation services on my own free will and agree that:

- I shall not interfere in the therapy protocols chosen/selected/decided by the professionals in the centre.
- I shall communicate my ward's progress or problems in writing in the Therapy diary.
- I shall attend the free counseling session that will be for 15 min duration once or twice in a month, depending on the need of the PwBD with high support needs, as decided by the therapists. Extra professional time will be charged as per the tariff for different inputs.
- Direct participation in the therapy by any outside person is not acceptable which is in the interest of the child. I understand that parent or family members shall not be allowed inside the therapy room.
- I have no objection to the use of data, text, images related to my PwBD for research, media, education or professional work by the centre.
- I understand that the rehabilitation work is not a cure/treatment. The centre tries to make the best use of residual capacity of the PwBD to cope with his real world challenges.
- I understand that many PwBDs attending this centre have uncontrollable behavioral disorders including aggression against others and self-injurious behaviors. I shall keep the centre indemnified against any kind of unintentional mishaps that might arise.

Signature of the Parent/ Guardian

PATIENT REGISTRATION FORM

Registration No:		Date:		
Referred By				
General Information:		Full Photo		
1	Patient Name			
2	Gender			Male/ Female/Transgender
3	Date of Birth/ Age			
4	Category			SC/ ST/ OBC/ GC/ Oth
5	Mother Tounge			
6	Father's Name			
7	Mother's Name			
8	Present Address			
9	Patient's Adhar No			
10	Patient's UDID No			
11	Contact Mobile No.			
Medical History:				
A	Birth History			
1	Birth Time	Normal/ Premature/ Delayed		
2	Place of Birth	Home/Hospital		
3	Type of Delivery	Breech/Caesarean/Normal		
4	Birth Weight			
5	Birth Cry	Normal/Feeble/Delay		
B	Diagnosis & Treatment			
1	General complaint			
2	Nature of Problem			
3	Earlier Investigation			
4	Diagnosis			
5	Treatment			

Note: Enclose copies of UDID Certificate or ID Card / Aadhaar Card/ Birth Certificate/ Caste Certificate/ Income Proof/ Other medical records if any.

Authorised Signatory

Annexure - 5

Admission Register

Sl.	Name	Address (Present/Permanent)	DOB	Gender (M/ F/ TG)	Category (SC/ ST/ OBC/ Oth)	AADHAR No. of the PwBD	UDID No.	Disability Category Percentage	Father's name & ADHAAR No.	Mother's name & ADHAAR No.
1	2	3	4	5	6	7	8	9	10	11

Contact Mobile Nos.	Admission date	Photograph of PwBD with Parents/ Guardian	Signature of Parent/ Guardian on Admission	Date of Discharge	Signature of Parent/ Guardian on Discharge	Remarks if any
12	13	14	15	16	17	18

ANNEXURE - 6
Form of Utilization Certificate

Name of Department _____

1. Certified that a sum of Rs. _____ (UC Amount) (Rupees _____) has been utilized under the scheme _____ (Scheme Name _____) by (grantee) _____ out of Grants-in-Aid/Loan of Rs. _____ (Rupees _____) sanctioned by _____ Department during the financial year _____ as indicated below in Table - 1.
2. Out of Rs. _____ (Rupees _____) remaining unspent balance of the previous years, a sum of Rs. _____ (Rupees _____) has been utilized as indicated below in Table - 2.
3. The utilization has been made for the purpose it was sanctioned and that a balance of Rs. _____ (Rupees _____) remaining unutilized at the end of the year has been surrendered to the Government (vide Challan No. _____, date _____)/will be carried over to the next year _____/ will be adjusted towards the Grants-in-Aid/Loan payable in the next year _____.

Table -1
Details of Current Year

Sl.	Sanction No. & Date	Sanctioned Amount	Utilization Amount	Balance Amount	REMARKS
1	2	3	4	5 (3-4)	6
TOTAL					

Table -2
Details of Previous Years*

Sl.	Sanction No. & Date	Sanctioned Amount	Unspent balance at the close of previous year	Utilization Amount	Balance
1	2	3	4	5	6 [(3 +4) - 5]
TOTAL					

* (The details of the previous are now being given in the current year)

4. Certified that I have satisfied myself that the conditions on which the Grants-in-Aid/loan was sanctioned have been duly fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of checks exercised 1. 2. 3. 4.	Signature Designation Date
---------------------------------------------------	----------------------------------