

No. 4-2(6)/2014-DD-I
Government of India
Ministry of Social Justice & Empowerment
Department of Disability Affairs

Shastri Bhavan, New Delhi-110001
Dated the 15th October, 2014

Office Memorandum

Sub: Scheme of Assistance to Disabled Persons for Purchase /Fitting of Aids/Appliances (ADIP), 2014 – issuance of further guidelines reg.

The undersigned is directed to refer to the subject mentioned above and to say that under the Scheme, grant-in-aid is provided to various implementing agencies (NGOs/National Institutes/District Disability Rehabilitation Centres/Artificial Limbs Manufacturing Corporation of India (ALIMCO)/State Handicapped Development Corporation/other local bodies) to assist the needy disabled persons in procuring durable, sophisticated and scientifically manufactured, modern, standard aids and appliances. The scheme also envisages conduct of corrective surgeries, whenever required, before providing an assistive device. The revised scheme has come into effect from 01.04.2014. Details of Scheme are available on the **website www.socialjustice.nic.in.**

2. Ministry has received representations from some Implementing Agencies regarding following issues:-

(i) Requirement of Disability Certificate

The new ADIP Scheme requires PwDs, seeking aids & appliances to have a 40% disability certificate whereas the old Scheme provided that PwDs should be certified by a registered medical practitioner that he/she is disabled and fit to use prescribed aid/appliance. The representations say that only 40% people with disability have disablement certificate and hence about 60% of the population may not get assistance under the revised Scheme. Process for getting disability certificate is time consuming and cumbersome.

J₁₉

(ii) Linkage with Aadhar Number/Ration Card/I Card

Note at the end of para 6 of the Scheme states that 'Beneficiaries will be linked with Aadhar Number or Ration Card or Voter I/Card from 2014-15 and with Aadhar Number from 2015-16'. This needs reconsideration as Govt. of India had recently withdrawn the condition of having Aadhar Card for gas subsidy.

(iii) Income Certificate

Para 12(i) of the Scheme provides that 'the Implementing Agency shall obtain a certificate from the concerned competent authority regarding monthly income of beneficiaries. It has been represented that the system of getting income certificate from revenue agency or any other prescribed agency is time consuming, besides being very expensive.

(iv) Test Check Report

In the present format for Test Check Report, an authority from the concerned Department of Social Welfare, Revenue, Health or Rural Development/Panchayati Raj like Block/Sub-Divisional level Officer, SDO/Tehsildar or Block Development Officer has been prescribed to carry out test checking and further Test Check Report is required to be countersigned by DSWO or Collector/Additional Collector or District Medical Officer or CEO Zila Parishad. For Headquarter Activity, doctor of the PMR Department or other relevant Department is the test checking Authority and concerned Head of the Department or Medical Superintendent/Principal/Dean of the Medical College is the Countersigning Authority. It has been represented that the present system of test check report is cumbersome and time consuming and hence the system should be simplified and the requirement of counter signature may be dispensed with.

3. A meeting was held in the Ministry on 09.06.2014 under Chairpersonship of Secretary (DA) and attended by Joint Secretary (DA), JS (FA), Ministry of SJ&E, CMD, ALIMCO, Directors of Institute of Physically Handicapped, New Delhi and National Institute for Visually Handicapped, Dehradun and a representative from NGO. A copy of Minutes of the meeting is enclosed herewith (**Annexure-I**). Subsequently, Ministry sought views of 15 major Implementing Agencies of ADIP Scheme on the above mentioned issues. In response, Ministry received views/suggestions from four Implementing Agencies and examined the same.

4. In the revised ADIP Scheme, there is a provision (para 8.06) that the Department may issue further guidelines in pursuance of aims and objectives of the Scheme. Keeping this in view and the decisions taken in the meeting held on 09.06.2014, and also that there are directions from PMO to

simplify procedure and support voluntary sector, following guidelines are issued in pursuance of para 8.06 of the Scheme :-

4.1 Disability Certificate:-

As per provision of PwD Act and amended Rules 2009, Disability Certificate will be issued by Medical Authority as specified for the purpose by Notification issued by the concerned State Government/UT.

4.2 Identity Proof of Beneficiaries:

- a) Linkage of beneficiaries only with Aadhar Number or Ration Card or Voter I-Card may be dispensed with.
- b) The documents required by Election Commission of India for voting (List enclosed at Annexure-II) may be accepted for identity proof of beneficiaries. In exceptional cases when no such document is available with PwD, Notarized Affidavit or Self-Certification, wherever possible, may be obtained in respect of aids and appliances costing up to Rs.5,000/-.
- c) Implementing Agencies should satisfy themselves about the genuineness of the beneficiary.

4.3 Income Certificate:-

Income certificate from Revenue Agencies or BPL Card or MGNREGA Card or Disability Pension Card or Certificate by M.P./MLA/Councilor/Gram Pradhan and failing which Notarized Affidavit C/o Implementing Agencies may be accepted for providing aids/appliances to PwDs.

4.4 Test Check Report:-

Doctor of Primary Health Centre/Block/Tehsil or Tehsildar or Nayab Tehsildar or SDO or BDO/SDO level officer or Social Welfare Officer/ District Disability Officer/ Women and Child Development Officer holding charge of Social Welfare or any other officer authorized by District Collector may be the Test Checking Authority and in the Test Check Report, the system of countersignature may be dispensed with. The above said authorities will also be the Test Checking Authorities in respect of NIs and ALIMCO. However, in case of NIs, the Test Checking can also be done by an authorized officer from any other NI. The instructions regarding Test Check Report in case of NIs/ALIMCO will be applicable in respect of grant-in-aid released for 2014-15 and onwards.

4.5 **Submission of Bills/Vouchers by NIs/ALIMCO**

As accounts of National Institutes/ALIMCO are audited by C&AG of India, bills and vouchers in respect of grant-in-aid released under ADIP Scheme to NIs/ALIMCO will not be insisted upon by IFD. However, the same may be asked by IFD on case to case basis. NIs/ALIMCO will maintain a separate account in respect of grant-in-aid received under ADIP Scheme.

5. This issues with the approval of competent authority.

J. Kumar
(Jagdish Kumar)
Director (ADIP)
Tele: 011-23386220

Copy to:

1. **Principal Secretaries/Secretaries, Department Social Welfare, All States/UTs.**
2. **Directors of all NIs/CMD, ALIMCO.**
3. **All Implementing Agencies.**
4. **PS to Hon'ble Minister (SJ&E)/PS to Hon'ble MOS (SJ&E)/Sr. PPS to Secretary (DA)/PPS to JS (DA).**

Annexure –II

1. Passport
2. Driving licence
3. Property Card
4. Passbook of a nationalized bank with photo ID
5. PAN Card
6. Freedom fighter's identity card
7. Employee government ID card
8. Ration card with photo ID
9. Weapon's licence
10. Pensioner's card
11. Employment card issued by employment guarantee scheme (EGS) authorities
12. Photo I card issued by Ministry of Labour for employment insurance scheme (EIS)
13. Photo identity card issued by competent authority for schedule caste/tribes and other backward castes.
14. Photo identity card issued by competent authority for handicapped persons
15. Post office saving pass book with photo ID
16. Aadhar Card
17. Voter ID

J₁₅

Format of Test-Check Report under ADIP Scheme

Test Check (minimum of 10/15 percent*) of beneficiaries assisted during the year _____

Name of the Implementing Agency-

State:

District:

PART-I

Details of Test-Check

Sl. No.	S.No. of list of the covered beneficiaries	Name of beneficiary	Father's/ Husband's name	Male/ Female	Age	Complete Address	Contact Number	Type of aid given	Place of Camp	Date of Camp	Whether any surgical correction undertaken	Date of Test Check	Finding of test-check (e.g. distribution confirmed and working well/distribution confirmed but quality satisfactory/distribution not confirmed etc.)
1	2	3	4	5	6	7	8	9	10	11	12	13	14

* 15% in case of grants-in-aid up to Rs.10.00 lakh and 10% in case of grants-in-aid exceeding Rs.10.00 lakh .

Part II

Abstract of Test-Check

Total No. of beneficiaries checked	No. of beneficiaries found with aid/appliances	No. beneficiaries not found to have been given aid/appliances
	Working satisfactory	Not working satisfactorily
1	2	3
		4

Certified that the above report is based on test check personally carried out by me and the findings have been accurately reported above.

(Signature)
 Doctor of Primary Health Centre/Block/Tehsil or Tehsildar or Nayab Tehsildar or SDO
 or BDO/SDO level Officer or Social Welfare Officer/District Disability Officer/
 Women and Child Development Officer holding charge of Social Welfare or
 any other officer authorized by District Collector

Minutes of the meeting held under the Chairpersonship of Secretary (DA) on 9.6.2014 to discuss issues regarding Disability Certificate, Income Certificate and Test Check Report etc. consequent to revision of ADIP Scheme w.e.f. 01.4.2014

A meeting to discuss issues regarding Disability Certificate, Income Certificate and Test Check Report etc. consequent to revision of ADIP Scheme w.e.f. 01.4.2014 was held under the Chairpersonship of Secretary (DA) on 09.6.2014 in Conference Room No.603, Shastri Bhawan, New Delhi. List of participants is at **Annexure-I**.

2. At the outset, **Secretary (DA)** welcomed all the participants. In her opening remarks, Secretary (DA), drew attention to the revised ADIP Scheme- 2014 and particularly the clauses relating to Disability Certificate, Income Certificate and Test Check Reports etc.

3. **Joint Secretary (DD)** stated that various high end devices have been included in the revised Scheme, identity of the beneficiaries should be verifiable so that the Scheme is implemented in a fair and transparent manner.

4. Thereafter, discussion was held agenda item-wise as under:-

5. Disability Certificate:-

5.1 **Director (ADIP)** explained that as per revised ADIP Scheme, a beneficiary should hold a 40% Disablement Certificate, as one of the conditions to get the benefit of the scheme. Pre-revised scheme provided that the beneficiary should be certified by a Registered Medical Practitioner that he/she is disabled and fit to use prescribed aid/appliance.

5.2 **Shri V.R. Mehta, BMVSS**, stated that the process for getting a Disability Certificate is time consuming and cumbersome. Hence, large numbers of PwDs do not have such certificates and particularly those persons who are extremely poor or uneducated or living in remote areas and the same is true in case of SC/ST PwDs. He also mentioned that for getting Disability Certificate, beneficiaries have to go back to their districts to get a Disability Certificate.

5.3 **Secretary (DA)** explained that the procedure for issue of Disability Certificate has since been simplified. As per guidelines, in respect of obvious disability, certificate can be issued by a single doctor even at the level of Primary Health Centre, Community Health Centre and Hospitals at Sub-Divisional level. She stated that the Department may issue a clarification that a doctor from PHC /CHC/Hospital can issue Disability Certificate to a PwD living anywhere in India.

6 Identity Proof of Beneficiaries:

6.1 **Secretary (DA)** asked the participants to indicate the present system being followed by them to verify the identity of PwDs before providing aids and appliances.

6.2 **Director (NIVH) and CMD, ALIMCO** informed that they obtain certificate from Principal of the school in case of SwDs. In case of non-students, a certificate from Gram Pradhan alongwith Photo or Ration Card or BPL Card or Voter ID Card is accepted for the purpose. Director (IPH) intimated that apart from the above, recommendations of M.P./MLA are also

accepted. Shri V.R. Mehta, BMVSS informed that they receive PwDs who do not have any of the required documents in support of their Identity. He suggested that any alternative method like web camera for photo, time and date of arrival of the disabled at the centre could be considered and put on their website.

6.3 **Secretary (DA)** stated that since Govt. of India has withdrawn the condition of having a Aadhar Card for gas subsidy, linkage of beneficiaries with Aadhar Number or Ration Card or Voter I-Card may be dispensed with. She stated that any of the documents required by Election Commission of India for voting (List enclosed at **Annexure-II**) may be accepted for identity proof of beneficiaries. In exceptional cases when no such document is available with PwD, Notarized Affidavit or Self-Certification, wherever possible, may be obtained in respect of aids and appliances costing up to Rs.5,000/- . Implementing Agencies should satisfy themselves about the genuineness of the beneficiary.

7. **Income Certificate:-**

7.1 **CMD, ALIMCO, Director (NIVH) and Director (IPH)** opined that in case of PwDs, the poverty level is very high and therefore, insistence of production of income certificate from revenue authorities only may not be viable proposition. Shri V.R. Mehta, BMVSS also stated that the system of getting the income certificate from Revenue Agencies is time consuming, apart from being very expensive.

7.2 **JS (FA)** stated that to the extent possible, income certificate should be from the prescribed authority and in case any beneficiary has some problem, implementing agency should satisfy themselves fully before accepting income certificate given by any other authority.

7.3 After detailed discussion on this issue, it was decided that besides the income certificate from Revenue Agencies, BPL Card or MGNREGA Card or Disability Pension Card or Certificate by M.P./MLA/Councilor/Gram Pradhan and failing which Notarized Affidavit C/o Implementing Agencies may be accepted.

8. **Test Check Report:-**

8.1 **Director (ADIP)** informed that as per para 12 of ADIP scheme 2005, "the recommending authority should create the field agencies who shall strive to conduct sample checking of beneficiaries regarding utilization of grant-in-aid by NGOs and distribution of aids and appliances by the implementing agency. The sample checking of beneficiaries regarding utilization of grant-in-aid NGOs and distribution of aids and appliances by the implementing agencies. The sample checking would cover at least 5 to 10 percent of the beneficiaries, which are covered under the scheme in the previous year". As there is no recommending authority in case of NIs/ALIMCO, Department has not been asking for test-check report from National Institutes/ALIMCO for GIA under ADIP Scheme. However, IFD of late is insisting on test-check report in respect of National Institutes and ALIMCO also on the grounds that there is no specific exemption for them under the scheme.

8.2 **BMVSS** mentioned that the present system of Test Check Report is cumbersome and time consuming. He suggested that doctor of Primary Health Centre or Tehsildar or Nayab Tehsildar or SDO or BDO/SDO level officer may be authorized for Test Check Report and the system of

countersignature may be given up. In the municipal areas the certificate can be given by local officer of the Municipality, Corporation or Development Authority. In villages, the test check can be done by local Panchayat.

8.3 JS (FA) stated that keeping in view the provision under ADIP Scheme and also to have transparency, some system of test check report should also be there for National Institutes/ALIMCO.

8.4 Keeping in view the fact that now it is mandatory on the part of the Implementing Agencies to maintain a website and upload details of grants received, utilized and list of beneficiaries alongwith photo etc., it was decided that Doctor of Primary Health Centre/Block/Tehsil or Tehsildar or Nayab Tehsildar or SDO or BDO/SDO level officer or Social Welfare Officer/ District Disability Officer/ Women and Child Development Officer holding charge of Social Welfare or any other officer authorized by District Collector may be the Test Checking Authority and in the Test Check Report, the system of countersignature may be dispensed with. The above said authorities will also be the Test Checking Authorities in respect of NIs and ALIMCO. However, in case of NIs, the Test Checking can also be done by an authorized officer from any other NI. The instructions regarding Test Check Report in case of NIs/ALIMCO will be applicable in respect of grant-in-aid released for 2014-15 and onwards.

9. Submission of Bills/Vouchers by NIs/ALIMCO

9.1 JS (DD) mentioned that since the accounts of NIs/ALIMCO are audited by C&AG and also laid in Parliament, bills and vouchers in respect of grant-in-aid under ADIP Scheme in their case should not be insisted upon by IFD. Further, audited accounts of NIs/ALIMCO are also discussed in their SFC and Board Meeting respectively wherein JS&FA is also a member. It was decided that bills and vouchers in respect of grant-in-aid released under ADIP Scheme to NIs/ALIMCO may not be insisted upon by IFD.

10. Release of Grant-in-aid under SC/ST Sub-Plan

10.1 Shri V.R. Mehta, BMVSS mentioned about reservation for SC/ST/OBC under the Scheme and also the provision regarding 25% of overall beneficiaries to be girl child/women and stated that the percentages should be indicative targets which the implementing agencies should try to achieve. It may not be practical to make it mandatory.

10.2 Secretary (DA) stated that the Implementing Agencies have to follow the reservations as per the Govt. norms and the issue raised by BMVSS cannot be agreed to.

11. Decisions taken in the meeting are summarized below:-

11.1 Disability Certificate:-

As per provision of PwD Act and amended Rules 2009, Disability Certificate will be issued by Medical Authority as specified for the purpose by Notification issued by the concerned State Government/UT.

11.2 Identity Proof of Beneficiaries:

- a) Since Govt. of India has withdrawn the condition of having a Aadhar Card for gas subsidy, linkage of beneficiaries with Aadhar Number or Ration Card or Voter I-Card may be dispensed with.
- b) The documents required by Election Commission of India for voting (List enclosed at **Annexure-II**) may be accepted for identity proof of beneficiaries. In exceptional cases when no such document is available with PwD, Notarized Affidavit or Self-Certification, wherever possible, may be obtained in respect of aids and appliances costing up to Rs.5,000/-.
- c) Implementing Agencies should satisfy themselves about the genuineness of the beneficiary.

11.3 Income Certificate:-

Income certificate from Revenue Agencies or BPL Card or MGNREGA Card or Disability Pension Card or Certificate by M.P./MLA/Councilor/Gram Pradhan and failing which Notarized Affidavit C/o Implementing Agencies may be accepted for providing aids/appliances to PwDs.

11.4 Test Check Report:-

Doctor of Primary Health Centre/Block/Tehsil or Tehsildar or Nayab Tehsildar or SDO or BDO/SDO level officer or Social Welfare Officer/ District Disability Officer/ Women and Child Development Officer holding charge of Social Welfare or any other officer authorized by District Collector may be the Test Checking Authority and in the Test Check Report, the system of countersignature may be dispensed with. The above said authorities will also be the Test Checking Authorities in respect of NIs and ALIMCO. However, in case of NIs, the Test Checking can also be done by an authorized officer from any other NI. The instructions regarding Test Check Report in case of NIs/ALIMCO will be applicable in respect of grant-in-aid released for 2014-15 and onwards.

11.5 Submission of Bills/Vouchers by NIs/ALIMCO

Bills and vouchers in respect of grant-in-aid released under ADIP Scheme to NIs/ALIMCO will not be insisted upon by IFD. However, the same may be asked by IFD on case to case basis, if felt necessary.

11.6 Release of Grant-in-aid under SC/ST Sub-Plan

Implementing Agencies have to follow the reservations for SC/ST as per Govt. norms and the guidelines regarding 25% of the overall beneficiaries to be girl child/women as per provisions of ADIP Scheme.

Annexure -I

List of Participant in the meeting held under the Chairpersonship of Secretary(DA) on 9.6.2014 to discuss issues regarding Disability Certificate, Income Certificate and Test Check Report etc. consequent to revision of ADIP Scheme w.e.f. 01.4.2014

S.No	Name	Designation & Department
1	Smt. Stuti Kacker	Secretary (DA), Department of Disability Affairs
2	Shri A.K. Awasthi	Joint Secretary, (DD). Department of Disability Affairs
3	Ms. Kiran Puri	JS&FA, Ministry of Social Justice & Empowerment
4.	Shri G. Narayan Rao	CMD, ALIMCO
5.	Dr. Dharmendar Kumar	Director, PDUIPH
6.	Smt. Anuradha Dalmia	Director, NIVH
7.	Shri Jagdish Kumar	Director (ADIP)
8.	Col P.K. Dube	GM, ALIMCO
9.	Shri A.K. Srivastava	GM, (Marketing), ALIMCO
10.	Shri S.K. Mahto	Under Secretary (DD.I)
11.	Shri V.R. Mehta	Executive President, BMVSS
12.	Shri S.P. Bahuguna	Admn. Officer, BMVSS

Annexure -II

1. Passport
2. Driving licence
3. Property Card
4. Passbook of a nationalized bank with photo ID
5. PAN Card
6. Freedom fighter's identity card
7. Employee government ID card
8. Ration card with photo ID
9. Weapon's licence
10. Pensioner's card
11. Employment card issued by employment guarantee scheme (EGS) authorities
12. Photo I card issued by Ministry of Labour for employment insurance scheme (EIS)
13. Photo identity card issued by competent authority for schedule caste/tribes and other backward castes.
14. Photo identity card issued by competent authority for handicapped persons
15. Post office saving pass book with photo ID
16. Aadhar Card
17. Voter ID