

## **SCHEME OF NATIONAL AWARD FOR THE EMPOWERMENT OF PERSONS WITH DISABILITIES**

### **1. INTRODUCTION**

In 1969, the Government of India approved a Scheme for giving National Awards to the outstanding employers of persons with disabilities as well as the most outstanding employees. The scope of the scheme has been amended whenever required keeping in view the changing scenario.

### **2. SCOPE**

**2.1.** Empowerment of persons with disabilities is an inter-disciplinary process, covering various aspects namely, prevention, early detection, intervention, education, vocational training rehabilitation and social integration etc. Apart from resources, it requires dedicated efforts of persons and institutions involved in the process of empowerment. In order to recognise their effort and encourage others to strive to achieve excellence in this field, separate awards will be presented to the most efficient/outstanding employees/self-employed with disabilities, best employers, best placement agency/officer, outstanding individuals, outstanding institutions, role models, outstanding creative disabled individuals and for best applied research/innovation/product development aimed at improving the life of persons with disabilities. Awards will also be given to Government Sector, Public Sector Undertakings and private enterprises for creating barrier free environment for the persons with disabilities, the best district in the field of disability rehabilitation, best Local Level Committee of the National Trust and to the best State Channelising Agency(SCA) of the National Handicapped Finance and Development Corporation(NHFDC).

**2.2.** Awards will be presented to outstanding employees with disabilities and outstanding persons with disabilities regardless of whether they are in public sector/Government or private sector. Preference will be given to the placement of women with disabilities, particularly, from the rural areas and self-employed women disabled persons. Women with disabilities may be encouraged to send their nomination for National Awards.

### **3. CATEGORIES**

The National Awards will be presented in the following categories:-

#### **I. BEST EMPLOYEES/SELF-EMPLOYED WITH DISABILITIES**

| <u>S. No.</u> | <u>Sub-Category</u>  | <u>No. of Awards</u> | <u>Composition of Awards</u>                                      |
|---------------|----------------------|----------------------|---|
| (i)           | Blindness            | 1                    | Rs.25,000/- in cash, a citation, a certificate and a metal medal. |
| (ii)          | Low vision           | 1                    | -do-  |
| (iii)         | Leprosy cured        | 1                    | -do-  |
| (iv)          | Hearing impairment   | 1                    | -do-  |
| (v)           | Locomotor disability | 1                    | -do-  |
| (vi)          | Cerebral Palsy       | 1                    | -do-  |
| (vii)         | Mental retardation   | 1                    | -do-  |
| (viii)        | Mental illness       | 1                    | -do-  |
| (ix)          | Autism               | 1                    | -do-  |
| (x)           | Multiple Disability  | 1                    | -do-  |

In addition, 10 more awards i.e. 1 award in each sub-category, will be given which will carry a cash award of Rs.15,000/-, a citation, a certificate and a metal medal each. Seven awards are reserved for women with disabilities. If no eligible women applicants are found or no applications are received from them, these awards will be given to the eligible/selected male applicants. Thus, the total awards in this category would be 20.

## II. BEST EMPLOYERS AND PLACEMENT OFFICER/AGENCY

| <u>S. No.</u> | <u>Sub-Category</u> | <u>No. of Awards</u> | <u>Composition of Awards</u>                                 |
|---------------|---------------------|----------------------|--|
| (i)           | Best Employer       | 1                    | Rs.50,000/- in cash, a shield, a citation and a certificate. |

In addition, 05 more awards will be given in the category of best employer of persons with disabilities with Rs.15,000/- in cash, a shield, a citation and a certificate in each case. One award is reserved for women. If no woman applicant is found eligible, the award will be given to eligible male applicant. Thus, the total awards in this category would be 6.

| <u>S. No.</u> | <u>Sub-Category</u>            | <u>No. of Awards</u> | <u>Composition of Awards</u>                                 |
|---------------|--------------------------------|----------------------|--|
| (ii)          | Best Placement Officer/Agency. | 1                    | Rs.25,000/- in cash, a shield, a citation and a certificate. |

In addition, 3 more awards will be given in the category of best Placement Officer/Agency with Rs.15,000/- each in cash, a shield, a citation and a certificate. One award with the same composition is reserved for eligible woman applicant. If no woman applicant is found eligible, the award will be given to male eligible applicant. Thus, the total awards in this category would be 4.

## III. BEST INDIVIDUAL AND INSTITUTION WORKING FOR THE CAUSE OF PERSONS WITH DISABILITIES.

| <u>S. No.</u> | <u>Sub-Category</u> | <u>No. of Awards</u> | <u>Composition of Award</u>                          |
|---------------|---------------------|----------------------|--|
| (i)           | Best Individual     | 1                    | Rs.1,00,000/- in cash, a citation and a certificate. |

In addition, 4 more awards(including one for the woman and two for the professionals in the field) will be given in this category. Each award will carry a cash amount of Rs.25,000/-, a citation and a certificate. One award with the same composition is reserved for eligible woman applicant. If no woman applicant is found eligible, the award will be given to male eligible applicant. Thus, the total awards in this category would be 5.

| <u>S. No.</u> | <u>Sub-Category</u> | <u>No. of Awards</u> | <u>Composition of Award</u>                          |
|---------------|---------------------|----------------------|--|
| (ii)          | Best Institution    | 1                    | Rs.1,00,000/- in cash, a citation and a certificate. |

In addition, 5 more awards will be given in this category. Each award will carry a cash amount of Rs.25, 000/- each, a citation and a certificate. Thus, the total awards in this category would be 6. For categorizing the institutions for award, three institutions will be those, which provide rehabilitation services, and the remaining three will be those providing education including technical education and vocational training to persons with disabilities.

## IV. ROLE MODEL AWARDS:-

| <u>S. No.</u> | <u>Category</u> | <u>No. of Awards</u> | <u>Composition of Award</u>                             |
|---------------|-----------------|----------------------|---|
| (i)           | Role Model      | 5                    | Rs.50,000/- each in cash, a citation and a certificate. |

Two awards in this category are reserved for eligible women applicants. If no woman applicant is found eligible, the award will be given to male eligible applicants.

**V. BEST APPLIED RESEARCH/INNOVATION/PRODUCT DEVELOPMENT AIMED AT IMPROVING THE LIFE OF PERSONS WITH DISABILITIES:-**

| <u>S. No.</u> | <u>Sub-Category</u>   | <u>No. of Awards</u> | <u>Composition of Award</u>                                   |
|---------------|---|----------------------|---|
| (i)           | Best Applied Research/<br>Technological Innovation<br>aimed at improving the life<br>persons with disabilities                  | 1<br>certificate.    | Rs.1,00,000/- in cash,<br>a citation and a                    |
| (ii)          | Development of new Cost-<br>effective product for<br>manufacture aimed at<br>improving the life of<br>persons with disabilities | 2                    | Rs.50,000/- each in<br>cash, a citation and a<br>certificate. |

**VI. OUTSTANDING WORK IN THE CREATION OF BARRIER-FREE ENVIRONMENT FOR THE PERSONS WITH DISABILITIES**

| <u>S. No.</u> | <u>Category</u>          | <u>No. of Awards</u> | <u>Composition of the Award</u> |
|---------------|--------------------------|----------------------|---------------------------------|
| (i)           | Barrier Free Environment | 3                    | A citation and a certificate.   |

**VII. BEST DISTRICT IN PROVIDING REHABILITATION SERVICES**

| <u>S. No.</u> | <u>Category</u> | <u>No. of Awards</u> | <u>Composition of Award</u>               |
|---------------|-----------------|----------------------|---|
| (i)           | Best District   | 1                    | A shield, a citation and a<br>certificate |

**VIII. BEST LOCAL LEVEL COMMITTEE OF NATIONAL TRUST**

| <u>S. No.</u> | <u>Category</u>               | <u>No. of Awards</u> | <u>Composition of Award</u>               |
|---------------|-------------------------------|----------------------|---|
| (i)           | Best Local Level<br>Committee | 1                    | A shield, a citation and a<br>certificate |

**IX. BEST STATE CHANNELISING AGENCY OF NATIONAL HANDICAPPED FINANCE AND DEVELOPMENT CORPORATION**

| <u>S. No.</u> | <u>Category</u>                   | <u>No. of Awards</u> | <u>Composition of Award</u>               |
|---------------|-----------------------------------|----------------------|---|
| (i)           | Best State Channelising<br>Agency | 1                    | A shield, a citation and a<br>certificate |

**X. OUTSTANDING CREATIVE ADULT PERSONS WITH DISABILITIES**

| <u>S. No.</u> | <u>Category</u>           | <u>No. of Awards</u> | <u>Composition of the Award</u>                              |
|---------------|---------------------------|----------------------|--|
| (i)           | Creative Adult Individual | 1(Male)<br>1(Female) | Rs.50,000/- in cash, a<br>citation and a certificate<br>-do- |

**XI. BEST CREATIVE CHILD WITH DISABILITIES**

| <u>S. No.</u> | <u>Category</u>     | <u>No. of Awards</u> | <u>Composition of Award</u>  |
|---------------|---------------------|----------------------|--|
| (i)           | Best Creative Child | 1(Boy)<br>1(Girl)    | Rs.25,000/- in cash, a<br>medal, a citation and a<br>certificate<br>-do- |

#### 4. PROCEDURE FOR SELECTION

4.1. Initially, selection will be made by a committee appointed by each State/Union Territory. The composition of the committees will be left to the State Governments/Union Territory Administration.

4.2. There shall be screening committees for short listing of awardees in different categories of national awards to ensure objective selection of the awardees in the context of nature of the award and relative merit. For better appreciation and evaluation by the National Selection Committee it would be advisable to provide at least 20% more names of applicants than the actual number of awards available while short-listing. The desired attributes for each category of the award may be listed and the panel of awardees may be determined/short-listed in the order.

4.3. The convenors of the eight Screening Committees will assist the National Selection Committee in selection process.

4.4. The Chairpersons/Members of the different committees shall be decided in advance with the approval of Minister of Social Justice & Empowerment. However, in case Chairperson/Member of any Committee considering the applications for Award has interest in the candidature of any of the applicants, the concerned Chairperson/Member should voluntarily abstain himself/herself from the deliberations of the meeting of the respective Committee(s).

4.5. Ministry of Social Justice & Empowerment will write to the State Governments/Union Territory Administrations/Central Ministries/Departments/District Collectors and Press Information Officers of the State Government calling for the nominations for the national awards in various categories. The advertisements may also be published in the National/Regional language daily newspapers & Doordarshan to give wide publicity of the awards. The awareness about National Awards should be created in the rural areas through voluntary organizations and Panchayats also.

4.6. Each State Government/Union Territory Administration/Central Ministry/ Department will forward their recommendations to the Ministry of Social Justice and Empowerment by 14<sup>th</sup> August,2008. The earlier awardees(who have received National Award for the Welfare/Empowerment of People/Persons with Disabilities from this Ministry) can also recommend and send application for National Award of any applicant. **Particulars of the applicant should be furnished in the prescribed relevant proforma given at Annexure-A to Annexure-L. Applications(only in Hindi or English)received after 14<sup>th</sup> August shall not be ordinarily considered for National Awards.**

4.7. The State Governments/Union Territory Administrations/Central Ministries/ Departments may also forward/recommend the name(s) of 'eminent individuals/ institutions/employees/ employers' who have not applied for the National Award formally but State Government/Union Territory Administration is well aware of their contribution for the empowerment of the persons with disabilities.

4.8. The Government of India, at its discretion, may call for applications in addition to State Governments/Union Territory Administrations and Central Ministries/Departments, Public Sector Undertakings of Central/State Government directly from well-known Institutions, Universities, Chamber of Commerce, FICCI and other well established Industrial and Trade Chambers, National Academies, National Commissions, professional bodies including Medical Council of India, Bar Council of India and Journalists Associations, apex level institutions etc. National Selection Committee may also consider the names of eminent individuals/institutions/employees/employers for National Award other than out of the names recommended by State Governments/UT Administrations/Central Ministries/Departments.

4.9. The National Selection Committee while selecting the candidates for the National Awards shall keep in mind that adequate representation should be given to all regions of the country and a balance between rural and urban awardees has to be kept. Due representation may also be given to women while selecting awardees in various categories for national awards.

## 5. CRITERIA FOR SELECTION

### 5.1. CRITERIA FOR SELECTION OF BEST EMPLOYEES/SELF-EMPLOYED WITH DISABILITIES

There would be 10 National Awards for the employees/self-employed with disabilities. One award each will be reserved for the categories of blindness, low vision, leprosy cured, hearing impairment, locomotor disability, cerebral palsy, mental retardation, mental illness, autism and multiple disability in Government, Statutory Bodies, Corporations, local bodies, Public Sector Undertakings of Central and State Governments, private sector, etc. In addition to this, 10 additional awards will also be given in this category. Out of the total 20 awards, seven awards will be reserved for eligible women applicants. If no woman applicant is found eligible, the award may be given to male eligible applicants. The employees with disabilities are proposed to be assessed on the basis of the following criteria:-

|       |  |          |
|-------|--|----------|
| i)    | Punctuality and regularity in attendance   | .....10% |
| ii)   | Cooperation with superiors and fellow-employees  | .....10% |
| iii)  | Extent of mobility, self-care and independence etc.  | .....10% |
| iv)   | No excessive demands for adjustment in physical environment, equipment, machinery and process etc. | .....10% |
| v)    | No extra demand for special remuneration in the context of disability.                             | .....10% |
| vi)   | Type of Disability   | .....10% |
| vii)  | Extent of Disability   | .....10% |
| viii) | Output/Production in comparison to his/her non-disabled colleagues                                 | .....10% |
| ix)   | Education/Qualification acquired after becoming disabled   | .....10% |
| x)    | Growth in career after becoming disabled, due to abilities   | .....10% |

Self-employed persons with disabilities are proposed to be assessed on the basis of the following criteria:-

|       |   |          |
|-------|---|----------|
| i)    | The business is either showing break even or making considerable profits  | .....15% |
| ii)   | The persons with disabilities play important role in the management of business   | .....10% |
| iii)  | The person with disabilities pays his employees and pays installments to financial institutions regularly towards payments of loans | .....10% |
| iv)   | Annual turnover for the last five years   | .....15% |
| v)    | Innovation introduced in the enterprise   | .....10% |
| vi)   | Extent of independence in holding the enterprise  | .....10% |
| vii)  | The number of disabled persons employed in the enterprise.....  | 10%      |
| viii) | Extent & Type of disability despite which enterprise was Established and run successfully   | .....10% |
| ix)   | Socio-economic circumstances despite which the enterprise was established and run successfully                                      | .....10% |

Selection Committee while selecting the awardees in the category of employees/self-employed persons with disabilities, due representation/ consideration should be given for rural/urban disable persons, disabled women and committee shall ensure equitable regional.

The applications are invited in the prescribed format attached at Annexure-A.

### 5.2. CRITERIA FOR SELECTION OF BEST EMPLOYERS:

National Awards will be presented to the outstanding employers of the disabled providing gainful employment to the disabled persons including disabled employers/entrepreneurs. The total number of awards under Employer category would be 6. Out of 6 awards, one award will be given as best employer and the remaining 5 awards will be given as additional awards. Out of the 6 awards one award will be reserved for eligible women. Employers are proposed to be assessed on the basis of the following:-

|       |   |          |
|-------|---|----------|
| i)    | That at least 10% of the employees are disabled subject to a minimum of disabled persons in a given Establishment. (In case of large Establishment employing 100 disabled persons or more, the condition of 10% need not be rigidly adhered to) | .....20% |
| ii)   | That wherever necessary minor adjustment/modifications in the machinery have been made;   | .....5%  |
| iii)  | That necessary environmental modifications at the work-site have been made including barrier free access;   | .....10% |
| iv)   | That the employees with disabilities are offered the same conditions in service, including the rates of pay as given to other employees for similar work;   | .....15% |
| v)    | That the employers have shown sympathetic understanding of the problems of the disabled   | ....10%  |
| vi)   | that when necessary and feasible, such additional facilities such as accommodation and transport etc, are provided.   | .....10% |
| vii)  | Retention rate  | .....10% |
| viii) | Employees assessment; and   | .....10% |
| ix)   | Productivity ensured.   | .....10% |

The application should be in prescribed format as given at Annexure-B.

### **5.3. CRITERIA FOR SELECTION OF BEST PLACEMENT OFFICERS/ AGENCY:**

There would be four National Awards under the category of placement officer/agency of person with disabilities. One award for best placement officer/agency of person with disabilities and three awards would be given as additional awards. One award is reserved for women. In the case of no eligible applicants being found, the award may be given to a male. These awards would be in Government Sector including PSUs and Non-Governmental Sector including Private Sector. In case suitable awardees are not found in either category, the award will be given to other category, if National Selection Committee considered so on merit of the candidate. Selection Committee while selecting the awardees shall give due representation to all the regions of the country. The awards will be intended for outstanding placement officers/agency of person with disabilities.

The best placement officer for placement of persons with disabilities will be assessed on the basis of the following criteria:-

|      |   |          |
|------|---|----------|
| i)   | That he/she has placed at least 50% registered unemployed disabled persons in employment during the last five years and that at least 30% of them were women; | .....20% |
| ii)  | Total number of persons with disabilities placed during the last five years   | .....10% |
| iii) | His/her follow-up during the last five years coupled with placements of the people registered with him/her up to the end of the last year is outstanding;     | .....25% |
| iv)  | That the attitude of the placement officer towards the registered persons with disabilities has been positive and helpful;                                    | .....20% |
| v)   | The percentage of dropout employees should not exceed 20% in a given year;  | ...15%   |
| vi)  | The placement officer shall provide placement to all categories of disabled persons and maintain a balance amongst them while assisting for placement.        | ...10%   |

The applications are invited in the prescribed format attached at Annexure-C.

### **5.4. CRITERIA FOR SELECTION OF BEST INDIVIDUAL:**

Five National Awards would be given to individuals(including two professionals in the field) working for the cause of the persons with any type of disability such as blindness, low vision, leprosy cured, hearing impairment, locomotor disability, cerebral palsy, mental retardation, mental illness, autism and multiple disability. Out of these awards, one award will be given to best individual and the remaining four awards will be given as additional awards. One of these awards will be reserved for women. If no eligible women is found, the awards will be given to eligible male applicant. Awards will be presented to the individual who has rendered best work in

a year for the cause of the disabled in a particular year. Eminence of individual will be determined on the following basis:-

- i) The organisation in which he/she works considers him/her as outstanding.
- ii) He/she has been responsible for initiating new program or services in the last 10 years resulting in benefiting the people with disabilities particularly in rural areas.
- iii) Paid officers of the Institution will not be eligible for selection. However, paid workers/officers of the NGOs working for the cause of the disabled could be eligible.
- iv) His/her contribution should be outstanding in the areas of disabled welfare/rehabilitation/education/training etc.
- v) His/her contribution in developing rehabilitation model for Community Based Rehabilitation and replicating the same in the inaccessible rural areas.
- vi) Outstanding person championing the welfare and overall development of the disabled and sensitising the community regarding rights and equal opportunities for the disabled.
- vii) The quality of the work performed by the individual in the cause of the disabled and its significance for the cause will also be given due weightage.
- viii) He/she has outstanding professional achievements to his/her credit.

Applications are invited in the prescribed format attached at Annexure-D.

#### **5.5. CRITERIA FOR SELECTION OF BEST INSTITUTION:**

There would be 6 National Awards under this category. Out of these awards, one will be given to best institution and remaining five awards will be given as additional awards. Institution would be Government aided or otherwise. Among institutions, 3 institutions will be those, which provide rehabilitation services, and the other 3 will be from the organizations providing education including technical education and vocational training. The criteria for giving awards in this category, are as under:-

- |       |   |          |
|-------|---|----------|
| i)    | has started comprehensive service for people with various disabilities.   | .....10% |
| ii)   | has adapted new equipments.   | .....10% |
| iii)  | has provided new services.  | .....15% |
| iv)   | has undertaken new strategies for improving existing services.  | .....10% |
| v)    | has followed-up the clients in rehabilitation.  | .....5%  |
| iii)  | Achievements in the area of education/training/ rehabilitation etc. should be outstanding.  | .....10% |
| iv)   | The Instituion should have at least 10 years' experience in the field.  | .....10% |
| v)    | The contribution of the institution in extension of outreach services in and around its working headquarters.   | .....5%  |
| vi)   | Motivation, involvement and participation of community for rehabilitation of the disabled particularly in rural areas.  | .....10% |
| vii)  | While selecting the institutions due weightage would be given to voluntary action through participation of local public and efforts for rendering rehabilitation services to the persons with disabilities. | ...5%    |
| viii) | The geographical area in which the Institution is providing services  | ....5%   |
| ix)   | The category(ies) of disability for which the institution is providing services   | ....5%   |

Applications are invited in the prescribed format attached at Annexure-E.

#### **5.6. CRITERIA FOR SELECTION OF ROLE MODEL AWARDS:**

There would be 5 national awards in this category to be given to persons with disability who can be an exemplar for disabled citizens by way of his/her achievements in their chosen field. The awards are to be distributed among the following sub-categories of disabilities :-

- (i) Blindness or Low Vision;
- (ii) Leprosy cured;
- (iii) Hearing Impairment;
- (iv) Locomotor Disability or Cerebral Palsy; and

(v) Mental retardation or Mental Illness or Autism

However, if suitable person(s) in any one or more of these sub-categories are not found, the awards may be given to additional person(s) in other sub-categories.

The applications are invited in the prescribed format attached at Annexure-F.

**5.7. CRITERIA FOR SELECTION OF BEST APPLIED RESEARCH/ INNOVATION/PRODUCT DEVELOPMENT AIMED AT IMPROVING THE LIFE OF PERSONS WITH DISABILITIES:**

One National Award would be given to the best applied research/technological innovation aimed at improving the life of persons with disabilities and two awards would be earmarked for the development of new cost-effective product for manufacture aimed at improving the life of persons with disabilities. Out of two awards one will preferably be given to a woman. The selection criteria for the innovative projects/technology will be judged by using the following criteria:-

“Will be given to the development of an outstanding device, aid or adaptation which substantially improves the chances of the persons with disabilities in receiving education, obtaining or retaining employment and in being totally integrated in the socio-economic life of the community. The effectiveness in increasing the mobility, increasing productivity or employment, maintainability and reparability etc. will also be taken into consideration.”

However, the criteria for easy and most cost-effective adaptability of technology will be judged by using the following yardsticks:-

- i) Its effectiveness in increasing the mobility of disabled people using low cost resources.
- ii) Its effectiveness to assist in utilizing the best of their inherent potentials for increasing productivity and self-employment of disabled people using low cost resources.
- iii) Its effectiveness in facilitating communication of disabled people using low cost resource.
- iv) Its effectiveness in imparting education to disabled people using low cost resources.
- v) Its effectiveness in providing entertainment to disabled people using low cost resources.
- vi) Any other criteria, which may be adopted by a high level committee appointed by the Ministry of Social Justice & Empowerment. The decision of the committee will be final.

The applications are invited in the prescribed format attached at Annexure-G.

**5.8. CRITERIA FOR SELECTION OF OUTSTANDING WORK IN CREATION OF BARRIER FREE ENVIRONMENT FOR PERSONS WITH DISABILITIES.**

One award each will be given for the outstanding work in creation of barrier free environment in Government Sector Public Undertaking and Private Sector. The employer has to provide barrier free access and working condition for the disabled person in his working premises. The working place should have easy mobility, toilet facilities and directions in the sign language and other indicators, which facilitate easy movements and integrate the persons with disabilities in its overall working milieu.

The applications are invited in the prescribed format attached Annexure-H.

**5.9. CRITERIA FOR SELECTION OF BEST DISTRICT AWARD:**

A National Award will be given to the best district, which has done outstanding work by providing rehabilitative services to persons with disabilities through the district rehabilitation center. The award consists of a citation, a certificate and a shield to be given to the Collector and the nodal Officer of the implementing agency from the selected district. This award besides recognizing special efforts made in the field of disability rehabilitation will also increase competition among districts for doing better in this field. The criteria for selection of a best district is as under:-



- |  |          |
|--|----------|
| 1) Clarity in strategy and planning;   | .....30% |
| 2) Involvement of the district administration and local NGOs/ agencies;  | .....20% |
| 3) Overall performance in terms of core services to be provided by a district centre;  | .....20% |
| 4) Convergence of schemes and resources of different departments for the benefit of persons with disabilities including utilisation of the ADIP Scheme; and  | .....15% |
| 5) Innovation in modes of provision of services especially with reference to prevention strategy namely, nutrition, health, sanitation, waste disposal, etc. | .....15% |

The applications are invited in the prescribed format attached at Annexure-I.

#### **5.10. CRITERIA FOR SELECTION OF BEST LOCAL LEVEL COMMITTEE AWARD**

There would be one National Award for the Best Local Level Committee of the National Trust for Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities. The Local Level Committee is to be assessed on the basis of the following criteria :-

- |  |     |
|--|-----|
| (i) Regularity of meetings conducted as per Section 13(3).....   | 20% |
| (ii) Submission of Audited Utilisation Certificate for the funds provided by the National Trust .....  | 15% |
| (iii) Is proactively engaged in implementation of National Trust objectives .....  | 15% |
| (iv) Number of cases of Legal Guardianships processed and appointed as per Sec.14(4) & (5) .....   | 10% |
| (v) Regular reports on activities of the Local Level Committee(with photographs) submitted to National Trust office as per Rule 16(3) .....        | 15% |
| (vi) Number of Parents' Associations formed in the District .....  | 10% |
| (vii) Convergence of Schemes/Programmes for the benefit of persons with autism, cerebral palsy, mental retardation and multiple disabilities ..... | 10% |
| (viii) Involvement of a cross section of society in its activities .....   | 5%  |

The applications are invited in the prescribed format attached at Annexure-J.

#### **5.11. CRITERIA FOR SELECTION OF BEST STATE CHANNELISING AGENCY**

There would be one award for the Best State Channelising Agency. The State Channelising Agency is proposed to be assessed on the basis of the following criteria:-

- |  |     |
|--|-----|
| i) Amount of loan disbursed during previous financial year .....   | 25% |
| ii) No. of beneficiaries to whom loan released during the previous financial year. ....                      | 15% |
| iii) Percentage of recovery from the beneficiaries against the dues during the previous financial year ..... | 20% |
| iv) Percentage of utilization of funds released till the last financial year. ....                           | 20% |
| v) Percentage of repayment of amount due to NHFDC .....  | 20% |

The award will be given on the basis of the criteria as quoted above provided the SCA crosses the satisfactory level mark fixed for criteria (iii), (iv) & (v) by the Selection Committee.

The applications are invited in the prescribed format at Annexure-K.

#### **5.12. CRITERIA FOR SELECTION OF OUTSTANDING CREATIVE ADULT PERSONS AND CHILDREN WITH DISABILITIES:**

Two National Awards would be given to the outstanding creative adult persons with disabilities – one male and one female - for his/her outstanding creative work in the field of art,

literature, culture and any other outstanding creative work/contribution made by the disabled person as decided by the Selection Committee. Two more National Awards would be given to the outstanding creative children with disabilities below the age of 18 years – one boy and one girl - for his/her outstanding creative work in the field of art, literature, culture and any other outstanding creative work/contribution made by the disabled person as decided by the Selection Committee.

The applications are invited in the prescribed format attached at Annexure-L and M respectively.

**6. DATE OF AWARD:**

The awards will be presented in New Delhi on 3<sup>rd</sup> December,2008 which has been declared as the "International Day of Disabled Persons".

**7. PROCEDURE FOR MAKING THE AWARDS:**

The applications will be invited by the Ministry of Social Justice and Empowerment from eligible candidates/institutions in above-mentioned categories in prescribed application form through advertisement in the leading National/Regional newspapers and writing to the State Governments/ Union Territories and earlier awardees to forward applications with their recommendation. Wide publicity will also be given through radio and television for inviting applications. The eligible applications received till the prescribed last date will be short-listed on merit by the Screening Committee constituted for this purpose. The National Selection Committee shall decide the nomination of the awardees for various categories of national awards after giving due consideration to respective Screening Committee recommendations. The awardees nominated under different categories of the national award will be informed about date and venue of the national award function each year through Speed Post/Express Telegram/FAX/Telephone. The awards may be received personally by the selected individuals/representative of the institution on behalf of the institution selected for the awards. The outstation awardees will be paid travelling allowances as admissible under the rules and their boarding and lodging facilities shall be arranged by the Ministry of Social Justice and Empowerment.

**Note:-** For the purpose of various types of disabilities(except autism) mentioned in this Scheme, the disabilities defined in the Persons with Disabilities(Equal Opportunities, Protection of Rights and Full Participation) Act, 1995(No.1 of 1996) and the National Trust for Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities Act, 1999(No.44 of 1999) will be considered.

....

**ANNEXURE-A**

**PARTICULARS OF RECOMMENDED EMPLOYEE/SELF-EMPLOYED WITH DISABILITIES  
FOR NATIONAL AWARD**

|  |   |                               |
|--|---|-------------------------------|
| 1.   | Name: (a) in English (in BLOCK Capital letters)   |                               |
|  | (b) in Hindi  |                               |
| 2.   | Address: (a) Residential  |                               |
|  | (b) Office  |                               |
| 3.   | Telephone numbers: (a) Residential  |                               |
|  | (b) Office  |                               |
| 4.   | FAX Number: (a) Residential   |                               |
|  | (b) Office  |                               |
| 5.   | E-mail address, if any  |                               |
| 6.   | Sex   |                               |
| 7.   | Date of Birth/Age   |                               |
| 8.   | Nature/Category of disability   |                               |
| 9.   | Percentage of disability(Certificate of competent authority to be attached)   |                               |
| 10.  | Qualification: (a) Academic   |                               |
|  | (b) Technical   |                               |
|  | Qualifications acquired after onset of disability should be clearly indicated. (Certificate and testimonial should be attached)   |                               |
| 11.  | Trainings received, if any:   |                               |
|  | (a) Name of the Institution/Organisation  |                               |
|  | (b) Name of the Course  |                               |
|  | (c) Duration of the course  |                               |
| 12.  | Details of experience gained informally   |                               |
| 13.  | Whether employee or self-employed   |                               |
| 14.  | If employee :   |                               |
|  | (a) Name of the Employer  |                               |
|  | (b) Designation or Post held  |                               |
|  | (b) Scale of pay and salary drawn   |                               |
|  | (c) Nature of work engaged on   |                               |
|  | (d) How does his/her productivity compare to that of his non-disabled counterparts in percentage of 10% more or less.   |                               |
|  | (e) Relations with fellow-employees   |                               |
|  | (f) Independence in work(encircle the grading option)   | Very Good      Good      Poor |
|  | (g) Mobility and self care remarks including a brief life sketch of about 200 words of the candidate highlighting his struggle against the disadvantage created by his disability (encircle the grading option) | Very Good      Good      Poor |
|  | (h) Punctuality and regularity in attendance(encircle the grading option)   | Very Good      Good      Poor |
|  | (i) Whether any incentive/reward/ certificate given to the employee by the employer for his work during last three years. If yes, details thereof   |                               |
| (j) General assessment of the employee for last three years(encircle the grading option) | Very Good      Good      Poor   |                               |
| 15.  | If self-employed :  |                               |
|  | (a) Trade/Profession with which associated  |                               |
|  | (b) Monthly Income(Attach copy of last Income Tax Return filed/Income Certificate)  |                               |

|     |  |  |
|-----|--|--|
|     | (c) How far you have upgraded your skill in that trade/profession with a view to absorb yourself fully as a self-employed entrepreneur?                                |  |
|     | (d) Socio-economic problems/ constraints being faced in the existing trade/profession to become a sustainable self-employed entrepreneur                               |  |
|     | (e) (i) Whether taken loan from any bank/financial institution of State/ Central Government(give full details)   |  |
|     | (ii) If yes, indicate the balance amount of loan to be repaid  |  |
|     | (f) Have you ever been declared to be a defaulter to any nationalised bank/ financial institution/cooperative bank   |  |
| 16. | If any National or State level Award received during last five years, then please mention:<br>(a) Name of the Award<br>(b) Conferring Agency<br>(c) Year of conferment |  |

**NOTE**

1. In case of self-employed persons with disabilities, the particulars may be duly certified by a Gazetted Officer of the Central/State Govt./Member of Parliament/Member of State Legislature/Municipal Councilor of Municipal Corp. etc.
2. Three copies of the photographs clearly showing disability of recommended employees/self-employed with disabilities, with bio-data be enclosed.
3. Application should be supported by a Medical certificate indicating the degree of total disability.

## PARTICULARS OF EMPLOYERS FOR NATIONAL AWARDS

|     |   |      |        |       |
|-----|---|------|--------|-------|
| 1.  | Name in English(in BLOCK Capital letters) and Hindi   |      |        |       |
| 2.  | Postal and telegraphic address of the organization with telephone & fax number.   |      |        |       |
| 3.  | Web-site address, if any  |      |        |       |
| 4.  | E-mail address, if any  |      |        |       |
| 5.  | Whether Government/ Public Sector Undertaking/ Private.   |      |        |       |
| 6.  | Nature of work undertaken by the organization.  |      |        |       |
| 7.  | Total number of employees in the organisation   | Male | Female | Total |
| 8.  | Number of employees with disability in the organisation category-wise and sex-wise.   | Male | Female | Total |
| 9.  | Nature of disability of the employees (if the organisation has employees with various disabilities, please indicate the number of employees with each disability) |      |        |       |
| 10. | Percentage of employees with disability as compared with the total number of Employees  |      |        |       |
| 11. | Nature of work in which Persons with disability are employed.   |      |        |       |
| 12. | Whether their service conditions are the same as those for others?  |      |        |       |
| 13. | Whether any modifications are made in the machinery and access is provided In the built environment.  |      |        |       |
| 14. | Special effort made to train and employ persons with disability so far and plans for future.  |      |        |       |
| 15. | How does the productivity of Employees with disability compare with that of non-disabled employees?   |      |        |       |
| 16. | Remarks.  |      |        |       |

Signature of the recommending authority with date

**ANNEXURE-C**

**PARTICULARS OF THE AGENCY/OFFICER RESPONSIBLE FOR PLACEMENT OF THE  
PERSONS WITH DISABILITIES FOR NATIONAL AWARDS**

**I. PERSONAL DATA**

|    |  |  |
|----|--|--|
| 1. | Name in English(in BLOCK Capital letters) and Hindi  |  |
| 2. | Date of Birth  |  |
| 3. | Educational qualification  |  |
| 4. | Postal address   |  |
| 5. | Telegraphic address/FAX No.  |  |
| 6. | Telephone Number: Office :<br>Residence:   |  |
| 7. | Web-site/E-mail address, if any  |  |
| 8. | Name of the employer with complete address (Give all the employers with Whom employed during the last five years, last name to be given first) |  |
| 9. | Total service in the capacity.   |  |

**II. PERFORMANCE DATA: Placements and follow-up Give the information for the last five years.**

| S. No. | Year | No. of Persons with Disabilities |      |        |      | No./%age of placement to Registration | No. of cases followed up | % of dropouts from employment with brief reasons |
|--------|------|----------------------------------|------|--------|------|---------------------------------------|--------------------------|--|
|        |      | Registered                       |      | Placed |      |                                       |                          |  |
|        |      | Female                           | Male | Female | Male |                                       |                          |  |
| (1)    | (2)  | (3)                              | (4)  | (5)    | (6)  | (7)                                   | (8)                      | (9)  |
| (i)    | 2003 |                                  |      |        |      |                                       |                          |  |
| (ii)   | 2004 |                                  |      |        |      |                                       |                          |  |
| (iii)  | 2005 |                                  |      |        |      |                                       |                          |  |
| (iv)   | 2006 |                                  |      |        |      |                                       |                          |  |
| (v)    | 2007 |                                  |      |        |      |                                       |                          |  |

**III. Brief particulars of the Placement Officer:**

Signature of the applicant with date

Signature of the recommending authority with date

Broadly, "Placing" means an employer's acceptance of a persons into a remunerative job as a result of the following Employment Exchanges operations as a result of the ---

- i) Booking on an order prior to submission;
- ii) Pre-submission of the persons to be referred to the employer;
- iii) Submission of the selected persons and verification that the persons have been engaged.

(Definition as given in the National Employment Service Manual).

**ANNEXURE-D**

## PARTICULARS OF THE INDIVIDUALS FOR NATIONAL AWARDS

|     |   |  |
|-----|---|--|
| 1.  | Name in English(in BLOCK Capital letters) and Hindi   |  |
| 2.  | Address with telephone numbers/FAX number(if any)   |  |
| 3.  | E-mail address, if any  |  |
| 4.  | Date of Birth/Age   |  |
| 5.  | Sex   |  |
| 6.  | Institution with which the individual is associated including the local and field performances and the number of persons with disabilities covered. |  |
| 7.  | How is the performance of the individual adjudged as outstanding  |  |
| 8.  | Remarks including a brief life sketch of the individual.  |  |
| 9.  | No. of years working for the persons with disabilities.   |  |
| 10. | Details of her/his contribution during last ten years supported by documentary evidence.  |  |
| 11. | Whether received any awards in the past, if so specify and furnish a brief account.   |  |
| 12. | Name of the Area/District/State in which outstanding work has been done for the welfare of persons with disabilities.                               |  |
| 13. | Details of outstanding professional achievements, if any  |  |

Signature of the applicant with date

Signature of the recommending authority with date

## PARTICULARS OF THE INSTITUTIONS FOR NATIONAL AWARD

|     |   |                             |
|-----|---|-----------------------------|
| 1.  | Name of the Institution in English (In BLOCK Capital letters) and Hindi   |                             |
| 2.  | Postal and Telegraphic address of Institution with telephone and fax number.  |                             |
| 3.  | Web-site/E-mail address, if any   |                             |
| 4.  | Year of establishment   |                             |
| 5.  | Whether recognized or aided by State/Central Govt./ Local bodies  |                             |
| 6.  | Nature of work undertaken by the Institution  |                             |
| 7.  | Total number of employees in the Institution (also indicate the number of employees with disabilities, disability-wise).  | Male      Female      Total |
| 8.  | Details of work done by the Institution including places and the number of disabled persons covered by the Institution.   |                             |
| 9.  | Specify the outstanding achievements/ Contribution of the Institution in the Past ten years in the area of welfare of persons with disabilities and rehabilitation/ education including technical education and vocational training to persons with disabilities. |                             |
| 10. | Whether Institution have received any Award in the past. If so, specify and give brief account.   |                             |
| 11. | No. of persons with disabilities are on Governing Body. Give their names and addresses.   |                             |
| 12. | The number of disabled population served and area of work including District/State.   |                             |
| 13. | Give details showing various activities done by the Institution with numerical output.  |                             |

**Note:** Memorandum/Articles of Association annual reports for the last two years and like documents may be sent.

Signature of the recommending authority with date



## PARTICULARS OF ROLE MODEL NATIONAL AWARDS

|    |  |  |
|----|--|--|
| 1. | Name in English (in BLOCK Capital letters) and in Hindi  |  |
| 2. | Address along with telephone & fax number, if any.   |  |
| 3. | E-mail address, if any   |  |
| 4. | Nature and degree of Disability (Attach Disability Certificate)  |  |
| 5. | Indicate percentage of disability and since when   |  |
| 6. | Date of birth  |  |
| 7. | Educational qualifications   |  |
| 8. | Brief details/particulars of the achievements made which may be considered original and exemplar for persons with disabilities |  |
| 9. | Whether any National or International award received and if so, the details thereof  |  |

Signature of the applicant with date

Signature of the recommending authority with date

APPLICATION FOR NATIONAL AWARD FOR BEST APPLIED RESEARCH/  
INNOVATION/PRODUCT DEVELOPMENT AIMED AT IMPROVING THE LIFE OF PERSONS  
WITH DISABILITIES.

|     |   |   |
|-----|---|---|
| 1.  | Name in English and in Hindi (in BLOCK Capital letters)   |   |
| 2.  | Address of the applicant (In full) with telephone and fax number.   |   |
| 3.  | Web-site/E-mail address, if any   |   |
| 4.  | Date of birth   |   |
| 5.  | Educational qualifications  |   |
| 6.  | Professional/Official Designation & Address of Organization with telephone & fax numbers.   |   |
| 7.  | Title of Invention/Innovation   |   |
| 8.  | i) When and where the development work was carried out.<br>ii) Was the proposal undertaken as a research project in a Research Laboratory/ Institute or any other Organization.   |   |
| 9.  | Detailed technical description<br>(Use separate sheets)   |   |
| 10. | Present stage of development (Strike out items which do not apply)  | Idea/Model/Working Model/<br>Prototype/Commercialised |
| 11. | Claim of Originality<br>a) How it is different from known Indigenous and imported Pin-Point in detail, the originality/ novelty claimed (Use separate sheet).<br>b) Has it been patented? If so give patent no. and dates of application/ acceptance and sealing?   |   |
| 12. | Advantage claimed over alternative products<br><br>(Strike out whichever is not applicable).<br>a) Reduced capital cost/operating cost/ Weight/volume.<br>b) Improved performance/safety/output serviceability/range of applications/utility directly or as attachment.<br>c) Aiding import substitution and self-reliance.<br>d) Any other special merits. |   |
| 13. | Tests/Demonstrations carried out:<br>a) Give details of the tests carried out and results obtained (Use separate sheets)<br>b) Has the working model/prototype been demonstrated/ supplied for use?<br>If yes, give names(s) and address of the persons/testing agencies and details of their observations/test results/ opinions obtained.                 |   |
| 14. | Details about commercialisation, has it been exploited commercially?<br>a) If yes, date(s) of commercialisation, names and addresses of the parties manufacturing and annual sales.<br>b) Name and address of the users, if any.  |   |
| 15. | Has your invention/innovation been Published in technical or scientific Magazine? If so, enclose reprints/ cuttings.  |   |
| 16. | Has the invention/innovation been submitted for consideration or consideration for  |   |

|     |  |  |
|-----|--|--|
|     | any International/ National Awards? If so, give particulars.   |  |
| 17. | State how the invention will benefit people with disabilities in their education/employment/training/rehabilitation or any other aspect of living. |  |
| 18. | Comment on its affordability by a common person with disabilities or by an institution/organisation.   |  |
| 19. | Whether received any award in the past. Specify and give a brief account.  |  |

Yours faithfully,

Dated:

( )

Remarks of the State Govt. Employers (Strike off whichever is not applicable).

The work of the applicant recommended for consideration for Best Applied Research/Innovation/Product Development aimed at improving the life of persons with disabilities. The work is/is not an assignment of employment.

Signature of Head of the Instt./Organisation with SEAL

**ANNEXURE-H**

**PARTICULARS OF OUTSTANDING WORK IN THE CREATION OF BARRIER-FREE ENVIRONMENT FOR PERSONS WITH DISABILITIES FOR NATIONAL AWARDS**

|    |   |  |
|----|---|--|
| 1. | Name of the Agency in English (in Block Capital letters) and in Hindi   |  |
| 2. | Address of the agency along with telephone & fax number, if any.  |  |
| 3. | Web-site/E-mail address, if any   |  |
| 4. | Nature of the agency  |  |
| 5. | Particulars of access facilities provided   |  |
| 6. | Number of the people benefited annually category-wise.  |  |
| 7. | Comment on the replicability of the facilities given.   |  |
| 8. | Whether toilets have been modified, doors are modified keeping in view the needs of disabled and ramps are provided in the building.                              |  |
| 9. | Whether facilities for visually and hearing handicapped are provided at work site and protective devices are used for their physical safeguard. Give full details |  |

Signature of the applicant with date

Signature of the recommending authority with date

**ANNEXURE-I**

**PARTICULARS OF THE BEST DISTRICT OF A STATE ENGAGED IN WELFARE AND REHABILITATION OF THE DISABLED PERSONS**

|     |  |  |
|-----|--|--|
| 1.  | Name of the district   |  |
| 2.  | Name of the state  |  |
| 3.  | Since when District Rehabilitation Centre is in operation  |  |
| 4.  | Details of activities undertaken in the area of disability rehabilitation  |  |
| 5.  | Involvement of District administration NGOs/Local level bodies and public Representatives in functioning of District Center. |  |
| 6.  | Special efforts made in the provision of services including for prevention of disability                                     |  |
| 7.  | Details of convergence of various development schemes for benefit of Persons with Disabilities.                              |  |
| 8.  | Coverage under ADIP Scheme   |  |
| 9.  | Details of awareness generating activities   |  |
| 10. | Any other  |  |

Signature of the recommending authority with date

**PARTICULARS OF THE BEST LOCAL LEVEL COMMITTEE OF THE NATIONAL TRUST FOR WELFARE OF PERSONS WITH AUTISM, CEREBRAL PALSY, MENTAL RETARDATION AND MULTIPLE DISABILITIES**

1. Name of the Local Level Committee :
2. Name of the State :
3. LLC No. of National Trust :
4. Year of formation :
5. Activities undertaken to date :

|  | Number | Place | Dates<br>(where applicable) |
|--|--------|-------|-----------------------------|
| a) LLC meetings conducted  |        |       |                             |
| b) Awareness Programmes organised  |        |       |                             |
| c) Parents' meeting conducted  |        |       |                             |
| d) Distribution of Legal Guardianship forms  |        |       |                             |
| e) Screening of legal guardianship cases done  |        |       |                             |
| f) Appointment of Legal Guardians made   |        |       |                             |
| g) Development of Action Plans for the District  |        |       |                             |
| h) Involvement of local NGOs/Govt. Deptts. and others  |        |       |                             |
| i) Involvement of persons with disabilities and families   |        |       |                             |
| j) Convergence of different schemes & programmes for the benefit of persons with disabilities in the four categories under the National Trust. |        |       |                             |

Signature  
Name(In BLOCK Capital letters)  
Designation  
Office Seal

Signature of Recommending Authority with Office Seal

**ANNEXURE-K**PARTICULARS OF THE BEST STATE CHANNELISING AGENCY OF THE NATIONAL  
HANDICAPPED FINANCE AND DEVELOPMENT CORPORATION

|     |   |  |
|-----|---|--|
| 1.  | Name of the State   |  |
| 2.  | Name of State Channelising Agency in English(in BLOCK Capital letters) and Hindi                    |  |
| 3.  | Year of nomination as SCA of NHFDC  |  |
| 4.  | Date of execution of GLA  |  |
| 5.  | Date of Government Guarantee  |  |
| 6.  | Quantum of Government Guarantee   |  |
| 7.  | Number of Projects received in NHFDC from SCA in the previous financial year                        |  |
| 8.  | Number of projects sanctioned by NHFDC during previous financial year                               |  |
| 9.  | Amount released by NHFDC to SCA during previous financial year.                                     |  |
| 10. | Amount disbursed to beneficiaries by SCA during previous financial year.                            |  |
| 11. | Number of Persons with Disability to whom loan disbursed by the SCA during previous financial year. |  |
| 12. | Recovery due from the SCA till the end of previous financial year.                                  |  |
| 13. | Recovery received from SCA till the end of previous financial year.                                 |  |
| 14. | Recovery percentage at the end of previous financial year.  |  |
| 15. | Funds refunded by SCA during the previous financial year.   |  |
| 16. | Utilisation certificates received from SCA during the previous financial year.                      |  |
| 17. | Utilisation percentage during previous financial year for the amount due for utilization.           |  |

Signature:  
Name:  
Designation:  
Office Address with seal:

Comments of the Recommending Authority:

**PARTICULARS OF OUTSTANDING CREATIVE ADULT PERSONS WITH DISABILITIES FOR NATIONAL AWARDS**

|    |  |  |
|----|--|--|
| 1. | Name of the person in Hindi & English (In BLOCK Capital letters)     |  |
| 2. | Residential address along with telephone no. and fax number, if any. |  |
| 3. | E-mail address, if any   |  |
| 4. | Web-site address, if any   |  |
| 5. | Date of Birth/Age  |  |
| 6. | Nature and degree of disability (attach Disability Certificate)      |  |
| 7. | Occupation   |  |
| 8. | Monthly income   |  |
| 9. | Particulars of the creative work for which award is to be considered |  |

Signature of the applicant with date

Signature, name & designation of the recommending authority with date

**NOTE:**

1. Three copies of the photographs clearly showing disability of recommended person with disabilities, to be enclosed with bio-data.
2. Application should be supported by a Medical certificate indicating the degree of total disability.



PARTICULARS OF OUTSTANDING CREATIVE CHILD WITH DISABILITIES FOR NATIONAL AWARDS

1. Name of the child in English(in BLOCK Capital letters) and Hindi :
2. Date of Birth(Attach Certificate) :
3. Residential address along with telephone & fax number, if any. :
4. E-mail address, if any :
5. Web-site address, if any :
6. Nature and degree of disability :
7. Class in which studying :
8. Particulars of the creative work for which award is to be considered :

Signature of Applicant :  
Name(In BLOCK Capital letters) :  
Address :  
Relationship with Candidate :

Signature, name & designation of the recommending authority with date

**NOTE:**

1. Three copies of the photographs clearly showing disability of recommended child with disabilities, to be enclosed with bio-data.
2. Application should be supported by a Medical certificate indicating the degree of total disability.