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No. 532/2013-WCD.

GOVERNMENT OF ODISHA
WOMEN & CHILD DEVELOPMENT DEPARTMENT

—
RESOLUTION
—

The 8th January 2013

SUBJECT—Guidelines for Establishment, Recognition and Grant-in-Aid to Institutions Imparting Education to Children with Disabilities.

The State Government had notified Rules Governing Grant-in-Aid to Institutions Imparting Education to Children with Disabilities in 1985 and Amendment Rules in 1987 to regulate Government of Odisha Grant-in-Aid to institutions imparting education to children with disabilities vide Resolution No.12011, dated the 31st December 1985 and amendment thereof vide Resolution No. 10404, dated the 28th December 1987 of C.D. & R.R. Department.

To facilitate and fulfil mandates under the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995; the National Trust for the Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities Act, 1999; and the Right to Education Act, 2009, the Government has decided to simplify the procedures and promote education of children with disabilities.

The State Government, after careful consideration have been pleased to formulate Comprehensive Guidelines for Establishment, Recognition and Grant-in-Aid to Institutions Imparting Education to Children with Disabilities. These guidelines will replace Government Resolution No. 12011–HW 1-(A)-154/85, dated the 31st December 1985 and amendment thereof vide Resolution No. 10404–HW 1-(A)-137/87-HW, dated the 28th December 1987 of C. D. & R. R. Department.

The Guidelines shall come into effect from the date of issue of this guideline.

CHAPTER-I

Preliminary

1. **Introduction** : Comprehensive Guidelines for Establishment, Recognition and Grant-in-Aid to Institutions Imparting Education to Children with Disabilities.
2. **Objectives** : Section 3(1) of the Right to Education Act, 2009 makes it mandatory for every child to be provided with free and compulsory elementary education by the State. The children with different disabilities in moderate, severe and profound categories not capable of attending the general stream of education require specialized education facilities. In recognition of the special needs of these children the Government have made provision to promote special education in the state.
3. **Definitions** : For the purpose of this guidelines, unless the context otherwise requires,—
 - (a) 'Academic year' means beginning from the 1st day of April of a calendar year and terminating on 31st day of March of next calendar year.
 - (b) 'Act' means Persons with Disabilities (Equal Opportunities, Protection of Right and Full Participations) Act, 1995 as well as The National Trust for the Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities Act, 1999.
 - (c) 'Children with Disabilities' means children up to 18 years of age as defined under sub-sections (b), (e), (l) & (r) of Section 2 of Persons with Disabilities (Equal Opportunities, Protection of Right and Full Participations) Act, 1995 and sub-sections (a), (c), (g) & (h) of Section 2 of The National Trust for the Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities Act, 1999.
 - (d) 'Director' means Director for Welfare of Persons with Disabilities, Odisha.
 - (e) 'District Social Welfare Officer' means the District Social Welfare Officer which includes Additional District Social Welfare Officer.
 - (f) 'Government' means the Government of Odisha in the Department of Women & Child Development.
 - (g) 'Institution' means any organization managing special school/ persons or body of persons/ Educational Agencies imparting education to the children with disabilities.
 - (h) 'Recognition' means recognition from the competent authorities under Odisha Right of Children to Free and Compulsory Education Act, 2009; Odisha Education Act, 1969 and rules

framed thereunder; and/or orders by the competent authorities as envisaged in this guideline :

Provided special institutions imparting education for children with mental retardation, cerebral palsy, autism & spectrum disorder and multiple disabilities, etc., shall obtain recognition from the Government of Odisha in Women & Child Development Department with due procedures as may be prescribed.

- (i) Words and expressions used but not defined herein shall have the same meaning as are respectively assigned to them in the Act.

CHAPTER-II

Establishment of New Institutions

- 4. Application for permission.** : Institutions willing and capable of imparting education to children with disabilities shall submit an application to the Collector of the district who will examine the feasibility and need for opening of new school and confirm the eligibility of the institution to run the special school, the Collector shall then place the proposal to the DLPAC and thereafter recommend to the Director in the prescribed *pro forma* as per Form-I for grant of permission to establish a new special school.
- 5. Eligibility Criteria for the Institution.** : The eligibility criteria for applying for the permission is as follows :—
- (a) should have registered either under Societies Registration Act, 1860 or Indian Trusts Act, 1882 or Section 25 of Companies Act, 1956 or any other appropriate Act as may be notified by the Government of Odisha from time to time; and
 - (b) should have registered under Persons with Disabilities Act, 1995; and
 - (c) should have registered under Juvenile Justice Act, 2000 and Amendment Act, 2006; and
 - (d) should have obtained a certificate from the District Inspector of Schools of the concerned Education District under which the school is proposed to be established that there is a need of opening of a Special School for Children with Disabilities in the district in the following format :

“Certified that there is a need for the school proposed to be set up by (name and address of the institution) at for imparting education to children with disabilities (category of disability) is admissible as per the student strength under the Education District”

Signature
Seal

Provided that the Institutions in receipt of GIA prior to issue of this guideline shall register their respective institutions under the provisions of the said Acts within one year from the date of issue of the guideline.

- 6. Report & Recommendation by District Administration.** :
- (a) The District Social Welfare Officer/Additional District Social Welfare Officer (Welfare of Persons with Disabilities) shall record his/her findings regarding—
 - (i) correctness of the facts and information furnished in the application, including requirement of a special school;
 - (ii) justification for establishment of such educational institution at the proposed place with details of availability of land, buildings, hostel, etc., in conformity with the master plan, wherever necessary;
 - (iii) the viability of the proposed institution in terms of students strength;
 - (iv) financial viability including Capital Fund and Cash Balance status of the institution; and
 - (v) such other matter as and when required by Director.
 - (b) The District Social Welfare Officer/Additional District Social Welfare Officer (Welfare of Persons with Disabilities) shall place the proposal along with other relevant documents and reports to the District Level Project Appraisal Committee (DLPAC) for approval. On approval of the DLPAC the District Collector will recommend the same to the Director.
- 7. Grant of Permission.** :
- All applications in respect of proposed institution shall be considered together for the same locality and if the Director, Welfare of Persons with Disabilities is satisfied that there is need for opening of elementary, secondary, higher secondary special educational institutions to meet the educational needs of children with disabilities; he shall make an order in Form-II for granting permission in favour of the applicant:
- Provided that the schools already in existence and applied for consideration of GIA prior to issue of this guideline need not apply for permission afresh. However, they have to produce evidence of existence and functioning of the special school in Form-IA.
- 8. Content of the order of permission.** :
- The order of the Director, Welfare of Persons with Disabilities while granting permission under Para. 7 of this Order shall specify the following:-
- (a) institution in whose favour permission is granted;
 - (b) location of the institution;
 - (c) proposed date of functioning of the institution;

(d) class and disability categorywise number of students to be admitted; and

(e) conditions to be fulfilled by the institution as required under Paras. 5 & 13 :

Provided that the application for permission shall be decided within 90 days of receipt of the claim. In case of rejection if any the applicant shall be informed assigning reasons thereof.

Validity period of such permission shall not be exceeding two years covering two consecutive academic sessions and may be extended till completion of next academic session subject to filing of application by the institution concerned showing genuine grounds for such extension of time.

- 9. Procedure for Recognition.** : (a) The institutions so established with due permission of Director, Welfare of Persons with Disabilities shall obtain recognition from the competent authority under Education Department as envisaged in Para. 12 of the Odisha Rights of Children to Free and Compulsory Education Rules, 2010; and Odisha Education Act, 1969 and Rules framed thereunder as the case may be for elementary, secondary and higher secondary schools, as per the procedure and *pro forma* prescribed by the concerned authorities. The institutions so recognized under this category shall also obtain affiliation if any from the concerned Board/ Council, etc. :

Provided that recognition of such institutions shall be subject to fulfilment of conditions as laid down in Para. 13 of these guidelines.

(b) Special institutions imparting education for children with mental retardation, cerebral palsy, autism & spectrum disorder and multiple disabilities, etc. established with due permission of Director, Welfare of Persons with Disabilities shall apply for recognition in Form-III and renewal thereof in Form-IIIA from the Government in Women & Child Development Department. The recognition order of the said institutions shall be issued by the Government in Women & Child Development Department in Form-IV.

(c) The Director for Welfare of Persons with Disabilities shall determine the curriculum of special institutions specified in Para. 9(b) for teaching/training in conformity with minimum level of learning standards.

CHAPTER-III

Grant-in-Aid

10. Application for Grant-in-Aid. : Grant-in-Aid is not a right, on the other hand it is a supplement provided by the Government. The school/institution must make a minimum contribution of 10% of Grant-in-Aid sanctioned and have capacity to run the institution.

(a) Application for sanction of Grant-in-Aid for a year shall be submitted in duplicate to the District Social Welfare Officer/ Additional District Social Welfare Officer, (Welfare of Persons with Disabilities) in prescribed *pro forma* (fresh application in Form-V and renewals in Form-VA):

Provided that—

(i) the institutions must have completed three years from the date of recognition:

Provided that the institutions/schools already in existence and applied for consideration of GIA prior to issue of these guidelines shall be exempted from this condition. However, they shall have to produce recognition order within one year failing which the GIA so approved will be suspended.

(ii) should have registered under section 12A, 139A (PAN) and 203A (TAN) of Income Tax Act, 1961;

(iii) submit an undertaking of non-receipt of any Grant-in-Aid either from Government of Odisha/India.

(b) The District Social Welfare Officer/Additional District Social Welfare Officer (Welfare of Persons with Disabilities) shall ascertain the correctness of the facts stated in the application after due field enquiry and submit the report to the DLPAC for its approval.

(c) After approval in DLPAC the District Collector shall forward the application along with recommendation to the Director for Welfare of Persons with Disabilities.

(d) The Director, Welfare of Persons with Disabilities will recommend the application to Government, subject to fulfilment of criteria as provided under Para. 13 of these guidelines:

Provided that the Government reserves the right to approve full or in part thereof as percentage of expenditure as GIA.

11. Grant-in-Aid : 1. The Grant-in-Aid (GIA) payable to an institution towards maintenance of residential and non-residential students shall be determined by Government from time to time.

2. The Grant-in-Aid to institutions also includes remuneration towards teaching and non-teaching staff so appointed by institutions, through a selection process as prescribed in the guidelines. The teaching and non-teaching staff should have

qualification in the relevant subject recognized by the Government of India/ Government of Odisha.

3. The number of teaching and non-teaching staff per institution will be as per yardstick prescribed by Government:

Provided that Government shall determine the yardsticks and eligibility criteria for teaching/non-teaching staff from time to time.

4. The Government will approve the numbers of posts of each category as per yardsticks and terms & conditions as prescribed by the Government from time to time before sanction of Grant-in-Aid.

5. The staff of the institutions shall be with minimum prescribed qualification, RCI registration, validly engaged against posts approved by the Government as per the prescribed procedure; shall be paid remuneration at the rates approved by the Government:

Provided that the teaching and non-teaching staff of the institutions will be disengaged at the age of sixty years as children with disabilities require constant care and individual attention.

6. The institutions receiving Grant-in-Aid shall report the vacancy position to Collector of the district concerned from time to time who in turn will report to the Director, for Welfare of Persons with Disabilities for records. All vacancies so created shall be filled as per the procedure laid down under Para. 14 (2) of the guidelines.

7. In case of any dispute in the management of aided institutions or if the Government receives any serious complaint in the running of the institutions, the Collector of the district shall be the authority to suspend the management and make appropriate alternative arrangement for running of the institution so as to prevent disturbances in education of the children with disabilities.

12. Release of Grant-in-Aid.

1. (a) Grant-in-Aid shall be released;
 - (i) for a period of 10 months in a year towards maintenance of students, and
 - (ii) for a period of 12 months in a year towards payment of staff remuneration:

Provided that in case of children with MR, Autism and Cerebral Palsy where they are unable to go home as an exception and based on recommendation of District Collector and the DLPAC, maintenance grant of children for 12 months may be considered.

(b) The rates of Grant-in-Aid in respect of maintenance and remuneration shall be determined by Government from time to time within the limits of economic capacity of the Government.

(c) (i) After completion of three years from date of recognition when the institution is sanctioned with Grant-in-Aid, the teaching and non-teaching category will be paid with consolidated remuneration for a period of six years not exceeding the minimum pay in the scale of pay of the corresponding pay band, against the post for which such engagement is being made. All such engagement will be made on execution of a contract with the Management. Yearly review on the performance of teaching and non-teaching staff will be conducted by the Collector and CWC.

On completion of six years of satisfactory performance of such teaching and non-teaching staff, the Collector will recommend to the Director for allocation of increased Grant-in-Aid towards payment of salary at the rate applicable to teaching and non-teaching staff of comparable rank and qualification in Government Schools subject to their possessing the qualifications:

Provided that the teaching and non-teaching staff in position and are in receipt of salary prior to commencement of these guidelines shall be protected as such.

(ii) The teaching staff shall have to complete refresher/ Continuing Rehabilitation Education (CRE) training courses within every three years to avail the facility of periodical increments.

(iii) The staff in receipt of such scale of pay shall not be deemed to be Government servants.

(iv) The Government reserves the right to prepare the yardstick for teaching and non-teaching staff through executive instructions from time to time:

Provided that the staff in position in different schools as per the existing yardstick shall not be affected by the modified yardstick till their retirement/ resignation, etc.

2. Government may release the Grant-in-Aid for the first half year of the year at a rate equal to the grant released in the last half year of the preceding year. The subsequent grant will be released on receipt of detailed proposal from the institution. If it is noticed that the amount so released exceeds the amount as per actual requirement, the excess shall be adjusted from the Grant-in-Aid for the second half year, subsequently.

3. The Grant-in-Aid so sanctioned shall be released in two half-yearly instalments, the half-years ending on the 30th September and the 31st March.
 - (a) The first half-yearly instalment will be released on receipt of Utilization Certificate (in Form-VII) of the total amount of Grant-in-Aid released during the year preceding the previous financial year.
 - (b) The second half-yearly instalment will be released only after receipt of the Utilization Certificate for fifty per cent of the Grant-in-Aid released in the previous year(s).
4. Allotment of Grant-in-Aid in favour of Director for Welfare of Persons with Disabilities by the Government shall be communicated to the Accountant-General, Odisha with a copy to the Collector/District Social Welfare Officer.
5. The sanction of expenditure shall be made by the Director for Welfare of Persons with Disabilities which shall specify the amount payable to each institution and funds shall be transferred electronically.
6. The drawal and disbursement of the amount should be reflected in the Annual Report of Institution working for children with disabilities. A separate register also shall be maintained by the District Social Welfare Officer/Additional District Social Welfare Officer (Disability) for effective monitoring of the institutions in Form-VI:
 Provided that the Directorate shall develop a State level data base to capture detailed data pertaining to the institutions.
7. Government reserves the right to reduce or revise the financial assistance/grant, if the institution receives any assistance for the same purpose from Government of India or any other source or for any other reason.

13. Duties of the management. : The management of the aided institutions shall:—

- (a) have capacity to run the institutions out of its own funds as the Grant-in-Aid provided by the Government is only a supplement to the institutions;
- (b) ensure that Rights of Children in need of care and protection as enunciated in J J Act are guaranteed at all times and the education and stay is based on those principles;
- (c) ensure that there is no physical or mental abuse of children at anytime and they are treated with dignity;
- (d) make separate provisions of girl children and ensure their safety and dignity at all times;
- (e) ensure meaningful education at par with regular schools so that all students pass the requisite examinations and are able to integrate into society as capable and confident individual;

- (f) provide litigation free land and building with adequate space arrangement to run the educational institution;
- (g) submit building stability certificate and fire safety certificates from concerned authorities and ensure flood, fire and natural calamity safety;
- (h) provide barrier free access and facilities including ramps, disabled friendly classrooms & toilets, etc., in the institution;
- (i) provide accommodation as per master plan to the inmates including space for kitchen, dining, study room and recreation in case of residential institutions;
- (j) make available required teaching, learning materials, books and special aids and equipments essential for the children with disabilities;
- (k) the course syllabus of the School & Mass Education Department, Government of Odisha shall be followed with restructuring the curriculum for benefit of children with disabilities as provided in sub-sections (g) and (h) of Section 30 of PWD Act, 1995;
- (l) provide facilities for pre-vocational education and recreation;
- (m) maintain standard strength in case of institutions for each class/ standard which shall be 10 in case of Visual and Hearing Impaired and 8 in case of Mental Retardation, Cerebral Palsy, Autism and Multiple Disability categories. The minimum effective strength of the institution having classes up to V, VIII and X shall be 30, 50 and 80 respectively:

Provided that if the institution is found short of minimum effective strength at anytime, the Director, for Welfare of Persons with Disabilities acting on his own or on the report of the Collector of the district concerned may recommend for withholding Grant-in-Aid of the institution.

- (n) maintain staff structure as per yardstick fixed by Government from time to time;
- (o) ensure effective utilization of staff for enrolment, retention, attendance and better performance of students;
- (p) maintain adequate sanitation, provision for safe drinking water, keep first aid and medical facilities available and take proper care of students in the event of sickness;
- (q) ensure proper utilization of funds at all times;
- (r) ensure proper accounts and records pertaining to students prescribed under J J Act as well as identity card, disability certificate, income certificate/APL/BPL cards, health cards, progress cards, etc., of the children and records prescribed for the institution and furnish reports and returns as and when required.

- 14. Engagement of staff in institutions.**
1. The staff strength of the institution will be maintained as per the yardstick prescribed by Government from time to time. Additional staff requirement arising out of opening of additional class or strength shall be approved by Government on recommendation of the Director for Welfare of Persons with Disabilities. Vacancies so created due to resignation/disengagement, etc., in the institution shall be reported to the Collector of the district as per procedures laid down under Para. 11 (6) of the guidelines.
 2. The recruitment to new/vacant posts shall be conducted through a transparent procedure including advertisement for the post at least in two widely circulated newspapers by the management.
 3. There shall be a Selection Committee under the Chairmanship of the Collector of the district. The members of the Committee shall comprise the D.S.W.O./A.D.S.W.O. (Disability) as Member-Secretary, D.I. of Schools, one C.W.C. Member, District Child Protection Officer, concerned Sub-Collector, one subject-matter expert, Secretary/President of the concerned NGO and any other member as may be nominated by the Collector. Two-third members of the committee shall constitute the quorum.
 4. The management of the institution shall be the appointing authority of teaching and non-teaching staff so engaged in their respective institutions. Any person engaged in contravention of the procedure prescribed above shall not be liable to receive their remuneration out of the Grant-in-Aid.
 5. The Selection Committee will recommend names to the management for engagement against vacant posts and any recruitment made in contravention shall not be eligible for Grant-in-Aid. The list of appointees shall be submitted to the Director for Welfare of Persons with Disabilities for due information and record.
 6. Disengagement of staff shall be decided by the Collector of the district either on recommendation of the management or on receipt of any adverse report during field visit by the authorities concerned. The Collector shall issue the show cause notice and provide reasonable opportunity of being heard before passing appropriate order and communicate the same to the management for disengagement.

- 15. Withholding of Grant-in-Aid.** :
1. Director for Welfare of Persons with Disabilities by specific order may withhold the Grant-in-Aid in respect of any Institution in the event of any of the following:
 - (a) If an institution is found short of the minimum effective strength,
 - (b) Misutilization of any part of the assistance received from the Government or funds of the institution received from other sources,
 - (c) Failure to comply with conditions as provided in Paras. 5 and 13 & 14 of this guideline,
 - (d) Non-submission of Utilization Certificate for the grant received in accordance with Para. 12 (3) (a, b),
 - (e) If the institution is blacklisted by any Central/ State Government Departments/agencies, and
 - (f) Any other misdemeanors as reported by the Collector of the district.

Before any such order of withholding Grant-in-Aid the Director for Welfare of Persons with Disabilities shall serve a show cause notice to the institution, call for a report from the District Collector and pass a reasoned order. Any order of subsequent release of GIA will be done only on receipt of report of the Collector that defaulting criteria are fulfilled.

CHAPTER-V

Miscellaneous

- 16. Registers/ Records to be maintained by the Institution.** :
- Each institution in receipt of Grant-in-Aid under this guideline shall maintain the following Registers/Records.
- (a) Admission Register of students,
 - (b) Identity Card of the students,
 - (c) Cash Book & Ledgers,
 - (d) Stock and Store Register,
 - (e) Voucher Register,
 - (f) Service Records of the staff,
 - (g) Attendance Register of staff & students,
 - (h) Visitor's Book,
 - (i) Remuneration payment/Acquaintance Register,
 - (j) Meeting Resolutions Register,
 - (k) Progress Card of students,
 - (l) Health Card of students, and
 - (m) All records prescribed under J J Act.

- 17. Audit and Utilization Certificates.** : The accounts of the grant receiving institution will be audited from time to time by the Internal Audit Organization of the W. & C.D. Department or by such other agency as Government may specify. The audit for the grants received during the year preceding to the previous financial year should be completed by 31st March of the previous financial year. The Management should submit the Utilization Certificate in triplicate in Form O.G.F.R. 7-A so as to reach Director for Welfare of Persons with Disabilities by 10th of April. The audit of the account of grants received for the previous year should be completed by 30th September and the management should submit the Utilization Certificate in triplicate in form O.G.F.R.-7A by 10th October.
- 18. Procedure for appeal.** : An appeal against the order of the Director may be preferred in appeal memorandum addressed to the Secretary of the Women & Child Development Department within one month from the date of receipt order of the Director, Welfare of Persons with Disabilities:
Provided that all such appeal memorandum must be filed with sufficient justification in support of such appeals with documentary evidences failing which the appeal memorandum shall be summarily rejected.
- 19. Miscellaneous :**
1. The Director for Welfare of Persons with Disabilities and/or District Administration and its agencies under Juvenile Justice Act or their nominee shall, on behalf of Government be competent to inspect the institutions. The Director shall take such action as he may deem necessary with a view to ensuring proper implementation of this guideline.
 2. The W. & C.D. Department shall be the Administrative Department for the purpose and shall be competent to issue clarifications on the provisions of these guidelines and issue instructions on the administration of the institutions or on the management of any institution in the State in receipt of assistance under this guideline.
 3. The institutions in receipt of Grant-in-Aid prior to enforcement of these guidelines shall function under the purview of these guidelines.
 4. The District Magistrate as head of District Child Protection Society, the Child Welfare Committee of the district and other functionaries of child protection shall review the functioning of special schools every month and take stock of field visit reports of different functionaries.
 5. The Government *suo motu* and the State Child Protection Society and SCPCR shall also review the functioning of the special schools based on reports received from District Magistrates, Director for Welfare of Persons with Disabilities and Education Department.

ORDER—Ordered that the Resolution be published in the *Odisha Gazette*.

By order of the Governor
ARTI AHUJA
Commissioner—*cum*—Secretary to Government

FORM-I

**Form of Application for permission for establishment
of New Special School/Institution**

[See Para. 4]

PART – A : PARTICULARS OF THE MANAGING ORGANIZATION

1. Name & complete address of the :
organization managing special school/
institution (PIN Code, Phone, Fax,
Email, etc.).
2. Date of establishment of the :
organization.
3. Registration details (Acts under which :
registered with No., date & validity).

N.B.: Enclose copies of certificates & by-laws.

- (a) Society Registration Act, 1860/
Indian Trust Act, 1882/Company
Act, 1956 (specify).
- (b) FC (R) Act, 1976
- (c) Income Tax Act, 1961 (139A,
12 AA & 203A).
- (d) PwD Act, 1995
- (e) NTMR Act, 1999
- (f) Juvenile Justice Act, 2000
- (g) Any other (specify)

4. Details of Governing Body/Managing :
Committee of the Organization (in the
format).

Sl. No.	Name & Address	Designation	Occupation	Tel. No.

5. Details of staff employed (in the format) :

Sl. No.	Name and address	Educational Qualification	Professional registration, if any	Period of employment	Honorarium per month	REMARKS

6. Operational area of organization :
7. Branches of Organization :
8. Infrastructure available with the organization (land, building, vehicle, equipments, etc., specify) :
9. Experience of the organization during last 3 years (in format) and enclose annual/activities report for last 3 years. :

Sl. No.	Project Title	Location	Period of implementation	Project cost	Supported/ Aided by	Details of beneficiaries

10. Financial status of the organization : (enclose Auditor's report & balance sheet with IT return certificate for last 3 years).
11. Whether the organization is ever blacklisted or charge sheeted by any authorities ? If yes, details thereof. :
12. Any other (specify) :

PART-B : PARTICULARS OF THE SPECIAL SCHOOL/INSTITUTIONS

(Separately for each category of school)

1. Name of Proposed Special School/ Institution. :
2. Category of children with disabilities to be covered (specify). :
3. Proposed classwise number of students :
4. Proposed level of the school/ institution : Primary/Secondary/Higher Secondary/ Other (specify).
5. List of feeder schools in case of Secondary/Higher Secondary. :
6. Proposed date of establishment :
7. Name and address of nearest Government Institution/NGO providing similar facilities in the area. :
8. Details of land and building (enclose copy of ROR & up-to-date revenue receipt, location map, building sketch/ photo). :

9. In case of existing building give details :
of space, rooms along with barrier free provision.
10. Facilities/infrastructure available at :
hostel.
11. If running any other special school,
 - (a) Please furnish details of location, beneficiaries and Grant-in-Aid status of the school.
 - (b) Whether separate accounts have been maintained for special school ? If yes, specify the signatories.
12. Name of the District Inspector of :
Schools giving certificate and enclose a copy of the same.
13. Any other information/additional :
documents enclosed about the school.

Date :

Signature of Secretary/ President with Seal

RECOMMENDATION OF THE COLLECTOR

Certified that the institution applied for permission to establish special school for _____(category) at _____(location) has fulfilled the eligibility criteria as specified in the guideline and approved in the DLPAC meeting of the district held on dated_____.

I do recommend the proposal for obtaining permission to open a new institution.

DSWO of
the District

Collector of
the District

FORM-IA

**Form of submission of information for
existing special School/Institution**

[See Para. 7]

PART- A : PARTICULARS OF THE MANAGING ORGANIZATION

1. Name & complete address of the :
organization managing special school/
institution (PIN Code, Phone, Fax,
Email, etc.).
2. Date of establishment of the :
organization.
3. Registration details (Acts under which :
registered with No., date & validity).

N.B. : Enclose copies of certificates & by-laws.

(h) Society Registration Act, 1860/
Indian Trust Act, 1882/Company
Act, 1956 (specify).

(i) FC (R) Act, 1976

(j) Income Tax Act, 1961 (139A,
12 AA & 203A).

(k) PwD Act, 1995

(l) NTMR Act, 1999

(m) Juvenile Justice Act, 2000

(n) Any other (specify)

4. Details of Governing Body/Managing :
Committee of the Organization (in the
format).

Sl. No.	Name & Address	Designation	Occupation	Tel. No.

5. Details of staff employed (in the format) :

Sl. No.	Name and address	Educational Qualification	Professional registration, if any	Period of employment	Honorarium per month	REMARKS

6. Operational area of organization :
7. Branches of organization :
8. Infrastructure available with the organization (land, building, vehicle, equipments, etc., specify) :
9. Experience of the organization during last 3 years (in format) and enclose annual/activities report for last 3 years. :

Sl. No.	Project Title	Location	Period of implementation	Project cost	Supported/ Aided by	Details of beneficiaries

10. Financial status of the organization : (enclose Auditor's report & balance sheet with IT return certificate for last 3 years).
11. Whether the organization is ever blacklisted or charge sheeted by any authorities ? If yes, details thereof. :
12. Any other (specify) :

PART-B : PARTICULARS OF THE SPECIAL SCHOOL/INSTITUTIONS

(Separately for each category of school)

1. Name of Special School/Institution :
2. Category of children with disabilities covered (specify) :
3. Classwise number of students :
4. Level of the school/institution : Primary/Secondary/Higher Secondary/ Other (specify).
5. Whether the school is recognized ? : If yes, then provide details including date, year and validity. (Enclose copy of recognition).
6. List of feeder schools in case of Secondary/Higher Secondary. :
7. Date of establishment :
8. Name and address of nearest Government Institution/NGO providing similar facilities in the area. :

9. Details of land and building (enclose :
copy of ROR & up-to-date revenue
receipt, location map, building sketch/
photo).
- 10 In case of existing building give details :
of space, rooms along with barrier free
provision.
- 11 Facilities/infrastructure available at :
hostel.
- 12 If running any other special school,
 - (c) Please furnish details of location,
beneficiaries and Grant-in-Aid
status of the school.
 - (d) Whether separate accounts have
been maintained for special
school ? If yes, specify the
signatories.
- 13 Date and year of submission of :
application for GIA.
- 14 Any other information/additional :
documents enclosed about the school.

Date :

Signature of Secretary/President with Seal

FORM-II

GOVERNMENT OF ODISHA

**OFFICE OF THE DIRECTOR FOR WELFARE OF
PERSONS WITH DISABILITIES, ODISHA, BHUBANESWAR**

No. _____ / Dt. _____ /

Permission Order

[See Para. 7]

To

The Secretary,

SUBJECT— Permission Certificate for the Institutions under Para. 7 of Guidelines for Establishment, Recognition and Grant-in-Aid to Institutions Imparting Education to Children with Disabilities.

Dear Sir/Madam,

With reference to your application dated _____ and subsequent correspondence with the institution/inspection in this regard, I convey the grant for permission _____ (category) with classes _____ with effect from Academic Session commencing from 1st April of _____

The Institution is to ensure the followings :—

1. The Institution shall abide by the provisions of Guidelines for Establishment, Recognition and Grant-in-Aid to Institutions Imparting Education to Children with Disabilities.
2. The Institution shall not collect any capitation fee and subject the child or his or her parents or guardians to any screening procedure.
3. The institution shall not deny admission to any child for lack of age proof, or on the grounds of religion, caste or race, place of birth or any of them.
4. The institution shall ensure all conditions and maintain all standards as prescribed under Section 14 of the Guidelines for Establishment, Recognition and Grant-in-Aid to Institutions Imparting Education to Children with Disabilities.
5. The institution shall ensure—
 - (i) No child admitted shall be held back in any class or expelled from institution till the completion of elementary education.
 - (ii) No child shall be subjected to physical punishment or mental harassment.
 - (iii) The teachers are required with minimum qualification as laid as per prescribed guidelines and provided further that the teachers in position

at the commencement of this guideline do not possess minimum qualifications shall acquire such minimum qualifications within a period of 3 years.

- (iv) The teachers shall not engage himself or herself for private teaching activities.
6. The institution shall follow the syllabus on the basis of curriculum laid down by appropriate authority.
 7. The institution shall enroll students proportionate to the facilities available in the institution as prescribed under the guidelines.
 8. The institution shall maintain the standards and norms as specified in the guidelines.
 9. No unrecognized classes shall run within the premises of the institution or outside in the same name of institution.
 10. The buildings or other infrastructures or the grounds of the institution are used only for the purposes of education and skill development.
 11. The institution is not run for profit to any individual group or association of individuals or any other persons.
 12. The accounts should be audited and certified by a Chartered Accountant and proper accounts statement should be prepared as per rules. A copy of each of the statements of Accounts should be sent to the DWOPD every year.
 13. The institution furnishes such reports and information as may be required by the Director, Welfare of Persons with Disabilities/Collector of the District as the case may be from time to time and complies with such instructions of the State Government/Local Authority as may be issued.
 14. Renewal of registration of PWD Act shall be ensured.
 15. The institution shall provide litigation free land, building, barrier free access facility, safe drinking water, TLM & special aids/equipments etc.
 16. This permission shall be valid for the period from _____ to _____.

Yours faithfully,

Director, Welfare of PWDs
Bhubaneswar, Odisha

Memo No. _____ / Date _____

Copy forwarded to the Commissioner-*cum*-Secretary, W & CD Dept./State Commissioner for PWDs./Collector of the concerned district for favour of information.

Director

Memo No. _____ / Date _____

Copy submitted to the DSWO/ADSWO for information and necessary action.

Director

FORM-III

Form of Application for Recognition of Special School
[See Para. 9b]

PART-A : PARTICULARS OF THE MANAGING ORGANIZATION

1. Name & complete address of :
managing organization (PIN Code,
Phone, Fax, Email, etc.)
2. Date of Establishment :
3. Registration Details (Acts under which :
registered with No., date & validity)

N.B.: Enclose copies of certificates & by-laws.

(o) Society/Trust/Company Act (specify)

(p) FCRA 1976

(q) Income Tax Act, 1961 (PAN, 139A,
12AA & 203A).

(r) PWD Act, 1995

(s) NTMR Act, 1999

(t) Juvenile Justice Act, 2000

(u) Any Other (specify)

4. Details of Governing Body/Managing :
Committee of the Organization (in the
format).

Sl. No.	Name & Address	Occupation	Tel. No.	Educational Qualification

5. Financial status of the organization :
(enclose Auditor's report & balance
sheet with IT return certificate for last
3 years.
6. Whether the organization is ever :
blacklisted or charge sheeted by any
authorities? If yes details thereof.
7. Any other (specify) :

PART-B : PARTICULARS OF THE SPECIAL SCHOOL
(separately for each category of school)

1. Name of Special School :
2. Date of establishment of school :
3. Permission No. and date (attach copy of the same) :
4. Category of children with disabilities covered (specify) :
5. Level of the school :
6. Classwise, sexwise number of students :
7. No. of Day scholars categorywise, sexwise. :
8. No. of Hostellers categorywise, sexwise :
9. List of feeder schools in case of Secondary/Higher Secondary. :
10. Enclose detailed list of students in format. :

Sl. No.	Name, Father's name & address	Sex/ Caste	Date of Birth	Residential/ Day scholar	Disability category & percentage	Date of admission	Class

11. Enclose detailed list of teaching & non-teaching staffs in format. :

Sl. No.	Name and address	Educational Qualification	RCI/ Professional Registration Number	Date of engagement	Honorarium per month	REMARKS

12. Whether the school has adequate technical equipments for the CWDs ?
Give details in format. :

Sl. No.	Name of equipments	Use of the equipment	No. of Units	Value

13. Name & Address of the members of Managing Committee of School. :

14. Details of Land and building (enclose :
copy of ROR & up-to-date revenue
receipt, Location map, building sketch/
photo).
15. In case of existing building give details :
of space, rooms along with barrier free
provision.
16. Facilities/infrastructure available at :
hostel.
17. Whether separate accounts have been :
maintained for special school ? If yes,
specify the signatories.
18. If running any other special school, :
Please furnish details of location,
beneficiaries, and Grant-in-Aid status
of the school.
19. Whether receiving Grant-in-Aid from :
any other sources for the same ?
If yes, give details. If no, then how
maintaining the school.
20. Any other information/additional :
documents enclosed about the school.

Date :

Signature of Secretary/President with Seal

FORM- IIIA

Form of Application for Renewal of Recognition of Special School**[See Para. 9b]****PART– A : PARTICULARS OF THE MANAGING ORGANIZATION**

1. Name & complete address of managing organization (PIN Code, Phone, Fax, Email, etc.) :
2. Date of Establishment :
3. Registration Details (Acts under which registered with No., date & validity) :

N.B.: Enclose copies of certificates & be-laws.

(v) Society/Trust/Company Act (specify)

(w) FCRA 1976

(x) Income Tax Act, 1961 (PAN, 139A, 12 AA & 203A).

(y) PWD Act, 1995

(z) NTMR Act, 1999

(aa) Juvenile Justice Act, 2000

(bb) Any other (specify)

4. Details of Governing Body/Managing Committee of the Organization (in the format).

Sl. No.	Name & Address	Occupation	Tel. No.	Educational Qualification

5. Financial status of the organization : (enclose Auditor's report & balance sheet with IT return certificate for last 3 years).
6. Whether the organization is ever blacklisted or chargesheeted by any authorities? If yes, details thereof. :
7. Any other (specify) :

PART-B : PARTICULARS OF THE SPECIAL SCHOOL
(separately for each category of school)

1. Name of Special School :
2. Date of Establishment of school :
3. Permission No. and date (attach copy :
of the same).
4. Recognition No. and date (attach copy :
of the same).
5. Category of children with disabilities :
covered (specify).
6. Level of the school :
7. Classwise sexwise number of students :
8. No. of Day scholars categorywise :
sexwise.
9. No. of Hostellers categorywise sexwise :
10. List of feeder schools in case of :
Secondary/Higher Secondary.
11. Enclose detailed list of students in :
format.

Sl. No.	Name, Father's name & address	Sex/ Caste	Date of Birth	Residential/ Day scholar	Disability category & percentage	Date of admission	Class

12. Enclose detailed list of teaching & :
non-teaching staffs in format.

Sl. No.	Name and address	Educational Qualification	RCI/ Professional Registration Number	Date of engagement	Honorarium per month	REMARKS

13. Whether the school has adequate :
technical equipments for the CWDs ?
Give details in format.

Sl. No.	Name of equipments	Use of the equipment	No. of Units	Value

14. Name & address of the members of :
Managing Committee of School.
15. Details of Land and building (enclose :
copy of ROR & up-to-date revenue
receipt, Location map, building sketch/
photo).
16. In case of existing building give details :
of space, rooms along with barrier free
provision.
17. Facilities/infrastructure available at :
hostel.
18. Whether separate accounts have been :
maintained for special school ? If yes,
specify the signatories.
19. If running any other special school, :
please furnish details of location,
beneficiaries and Grant-in-Aid status
of the school.
20. Whether receiving Grant-in-Aid from :
any other sources for the same ? if yes,
give details. If no, then how maintaining
the school.
21. Any other information/additional docu- :
ments enclosed about the school.

Date:

Signature of Secretary/President with Seal

FORM-IV

**GOVERNMENT OF ODISHA
WOMEN & CHILD DEVELOPMENT DEPARTMENT**

No. _____ / Dt. _____ /

Recognition Order

[See Para. 9b]

To

The Secretary,

SUBJECT—Recognition for the Institutions under Para. 10b of Guidelines for Establishment, Recognition and Grant-in-Aid to Institutions imparting education to Children with Disabilities.

Dear Sir/Madam,

with reference to your application dated _____ and subsequent correspondence with the institution/inspection in this regard, I convey the grant for recognition to _____ (category) with classes _____ with effect from Academic session commencing from 1st April of _____ .

The institution is to ensure the followings:—

1. The institution shall abide by the provisions of Guidelines for Establishment, Recognition and Grant-in-Aid to Institutions imparting education to Children with Disabilities.
2. The Institution shall not collect any capitation fee and subject the child or his or her parents or guardians to any screening procedure.
3. The institution shall not deny admission to any child for lack of age proof, or on the grounds of religion, caste or race place of birth or any of them.
4. The institution shall ensure all conditions and maintain all standards as prescribed under Section 14 of the Guidelines for Establishment, Recognition and Grant-in-Aid to Institutions imparting education to Children with Disabilities.
5. The institution shall ensure:
 - (v) No child admitted shall be held back in any class or expelled from institution till the completion of elementary education.
 - (vi) No child shall be subjected to physical punishment or mental harassment.

- (vii) The teachers are required with minimum qualification as laid as per prescribed guidelines and provided further that the teachers in position at the commencement of this guideline do not possess minimum qualifications shall acquire such minimum qualifications within a period of 3 years.
- (viii) The teachers shall not engage himself or herself for private teaching activities.
6. The institution shall follow the syllabus on the basis of curriculum laid down by appropriate authority.
 7. The institution shall enroll students proportionate to the facilities available in the institution as prescribed under the guidelines.
 8. The institution shall maintain the standards and norms as specified in the guidelines.
 9. No unrecognized classes shall run within the premises of the institution or outside in the same name of institution.
 10. The buildings or other infrastructures or the grounds of the institution are used only for the purposes of education and skill development.
 11. The institution is not run for profit to any individual group or association of individuals or any other persons.
 12. The accounts should be audited and certified by a Chartered Accountant and proper accounts statement should be prepared as per rules. A copy of each of the statements of Accounts should be sent to the DWOPD every year.
 13. The institution furnishes such reports and information as may be required by the Director, Welfare of Persons with Disabilities/Collector of the District as the case may be from time to time and complies with such instructions of the State Government/Local Authority as may be issued.
 14. Renewal of registration of PwD Act shall be ensured.
 15. This recognition shall be valid for a period of _____.

Yours faithfully,

Commissioner-*cum*-Secretary
W.& C.D. Department, Government of Odisha

Memo No. _____ / Date _____

Copy forwarded to the State Commissioner for PwDs/Director, Welfare for Persons with Disabilities / Collector of the concerned district for favour of information.

Director

Memo No. _____ / Date _____

Copy submitted to the DSWO/ADSWO for information and necessary action.

Director

FORM-V

Form of Application for Grant-in-Aid of Special School/Institution**[See Para. 10a]****PART- A : PARTICULARS OF THE MANAGING ORGANIZATION**

1. Name & complete address of :
managing organization (PIN Code,
Phone, Fax, Email, etc.).
2. Date of Establishment :
3. Registration Details (Acts under which :
registered with No., date & validity).

N.B.: Enclose copies of certificates & Be-laws.

(cc) Society/Trust/Company Act (specify)

(dd) FCRA, 1976

(ee) Income Tax Act, 1961 (139A,
12AA & 203A).

(ff) PWD Act, 1995

(gg) NTMR Act, 1999

(hh) Juvenile Justice Act, 2000

(ii) Any other (specify)

4. Details of Governing Body/Managing :
Committee of the Organization (in the
format).

Sl. No.	Name & Address	Occupation	Tel. No.	Educational Qualification

5. Financial status of the organization :
(enclose Auditor's report & balance
sheet with IT return certificate for last
3 years.
6. Whether the organization is ever :
blacklisted or charge sheeted by any
authorities ? If yes, details thereof.
7. Any other (specify) :

PART-B : PARTICULARS OF THE SPECIAL SCHOOL
(separately for each category of school)

1. Name of Special School :
2. Date of Establishment of school :
3. Permission & Recognition No. and date (attach copies of the same) :
4. Category of children with disabilities covered (specify) :
5. Level of the school : Primary/Secondary/Higher Secondary
6. Classwise, sexwise number of students :
7. No. of Day scholar categorywise sexwise :
8. No. of Hosteller categorywise sexwise :
9. Enclose detailed List of students in format (Enclose Medical certificates & Identity cards).

Sl. No.	Name, Father's name & address	Sex/ Caste	Date of Birth	Residential/ Day scholar	Disability category & percentage	Date of admission	Class

10. Enclose detailed list of approved teaching & non-teaching staffs in format (Enclose copy of approval).

Sl. No.	Name and address	Educational Qualification	RCI/ Professional Registration Number	Date of engagement	Honorarium per month	REMARKS

11. Weather the school has adequate technical/ teaching equipments for the CWDs ? Give details in format.

Sl. No.	Name of equipments	Use of the equipment	No. of Units	Value

12. Name & address of the members of Managing Committee of School.

13. Details of land and building (enclose :
copy of ROR & up-to-date revenue
receipt, Location map, building sketch/
photo).
14. In case of existing building give details :
of space, rooms along with barrier free
provision.
15. Facilities/Infrastructure available at :
hostel.
16. Whether separate accounts have been :
maintained for special school ? If yes,
specify the signatories.
17. If running any other special school, :
please furnish details of location,
beneficiaries and Grant-in-Aid status
of the school.
18. Whether receiving Grant-in-Aid from :
any other sources for the same ? if
yes, give details. If no, then how
maintaining the school.
19. Any other information/additional docu- :
ments enclosed about the school.
20. Amount of Grant-in-Aid applied for :
(Please give detailed estimate, use
separate sheet)—

Maintenance- Day Scholar :

Maintenance- Hosteller :

Staff Remuneration :

One time grant :

Any other items :

Total : _____

Date :

Signature of Secretary/President with Seal

RECOMMENDATION OF THE COLLECTOR

Certified that the institution applied for Grant-in-Aid for special school for _____(category) at _____(location) for Rs. _____ (Rupees _____) has fulfilled the eligibility criteria as specified in the guideline and approved in the DLPAC meeting of the district held on dated_____.

I do recommend for Grant-in-Aid of Rs. _____ (Rupees _____) for the year _____.

DSWO of
the District

Collector of
the District

FORM-VA

Form of application for Renewal of Grant-in-Aid of Special School/Institution

[See Para. 10b]

PART– A : PARTICULARS OF THE MANAGING ORGANIZATION

1. Name & complete address of :
managing organization (PIN Code,
Phone, Fax, Email, etc.).
2. Date of Establishment :
3. Registration Details (Acts under which :
registered with No., date & validity).

N.B.: Enclose copies of certificates & By-laws.

(jj) Society/Trust/Company Act (specify)

(kk) FCRA 1976

(ll) Income Tax Act, 1961 (139A,
12 AA & 203A).

(mm) PWD Act, 1995

(nn) NTMR Act, 1999

(oo) Juvenile Justice Act, 2000

(pp) Any other (specify)

4. Details of Governing Body/Managing :
Committee of the Organization (in the
format).

Sl. No.	Name & Address	Occupation	Tel. No.	Educational Qualification

5. Financial status of the organization :
(enclose auditor's report & balance
sheet with IT return certificate for last
3 years.
6. Weather the organization is ever :
blacklisted or chargesheeted by any
authorities ? If yes, details thereof.
7. Any other (specify) :

PART-B : PARTICULARS OF THE SPECIAL SCHOOL**(separately for each category of school)**

1. Name of Special School :
2. Date of Establishment of School :
3. Permission & Recognition No. and date (attach copies of the same) :
4. Category of children with disabilities covered (specify) :
5. Level of the School : Primary/Secondary/Higher Secondary
6. Classwise, Sexwise number of Students :
7. No. of Day scholar Categorywise, Sexwise. :
8. No. of Hosteller Categorywise, Sexwise :
9. Enclose detailed List of students in format (Enclose Medical Certificates & Identity cards).

Sl. No.	Name, Father's name & address	Sex/ Caste	Date of Birth	Residential/ Day scholar	Disability category & percentage	Date of admission	Class

10. Enclose detailed List of Approved : teaching & non-teaching staffs in format (Enclose copy of approval).

Sl. No.	Name and address	Educational Qualification	RCI/ Professional Registration Number	Date of engagement	Honorarium per month	REMARKS

11. Whether the school has adequate : technical/teaching equipments for the CWDs ? Give details in format.

Sl. No.	Name of equipments	Use of the equipment	No. of Units	Value

12. Name & Address of the members of : Managing Committee of School.

13. Details of Land and building (enclose :
copy of ROR & up-to-date revenue
receipt, Location Map, Building Sketch/
Photo).
14. In case of existing building give details :
of space, rooms along with barrier free
provision.
15. Facilities/infrastructure available at :
hostel.
16. Whether separate accounts have been :
maintained for special school ? If yes,
specify the signatories.
17. If running any other special school, :
Please furnish details of location,
beneficiaries, and Grant-in-Aid status
of the school.
18. Whether receiving Grant-in-Aid from :
any other sources for the same ? if yes,
give details. If no, then how maintaining
the school.
19. Any other information/additional :
documents enclosed about the school.
20. Utilization Certificate in respect of last :
year's GIA submitted or not. Enclose a
copy of the same.
21. Amount of Grant-in-Aid applied for :
(Please give detailed estimate, use
separate sheet)—

Maintenance-Day Scholar	:
Maintenance-Hosteller	:
Staff Remuneration	:
One time grant	:
Any other items	:
Total	:

Date :

Signature of Secretary/President with Seal

RECOMMENDATION OF THE COLLECTOR

Certified that the institution applied for Grant-in-Aid for special school for _____(category) at _____(location) for Rs. _____ (Rupees _____) has fulfilled the eligibility criteria as specified in the guideline and approved in the DLPAC meeting of the district held on dated_____.

I do recommend for Grant-in-Aid of Rs. _____ (Rupees _____) for the year _____.

DSWO of
the District

Collector of
the District

REGISTER OF INSTITUTION FOR CHILDREN WITH DISABILITIES

[See Para. 12.6]

1. SI. No. of the Institution :
2. Name and address of the Institution :

3. Category of children with disabilities covered (specify) :
4. Level of the school : Primary/Secondary/Higher Secondary
5. No. of students— (a) Boarders :
students (b) Day :
(c) Total :
6. No. and date of the order sanctioning Grant-in-Aid. :
7. Amount sanctioned as Grant-in-Aid :
8. Date of submission of bill to the Treasury :
9. Date of remittance of the Grant-in-Aid :
10. E-transfer advice No. and date :
11. REMARKS :

District Social Welfare Officer

Form of Utilization Certificate

[See Para. 12.3a]

FORM O.G.F.R. 7 A

(See Rule 172)

Form of Utilization Certificate for the Year _____

I hereby certify that the grant placed at my disposal/at the disposal of in the year, and the amount available for expenditure during the said year were as follows :—

I. (a) Unspent balance at the end of the year : Rs.

(b) Grant received during the year of : Rs.

Quote the number and date of authorization issued by Accountant-General, Odisha. Whenever it is dependent on such authority and in other cases only the number and date of sanction and designation of sanctioning authority.

(F. D. Memo. No. 30007-(144) F-, dated the 27th July 1962).

Total : Rs.

II. Expenditure during the year

(i) Out of unspent balance as in 1 (a) above : Rs.

(ii) Out of the grant referred to in 1 (b) above : Rs.

Total : Rs.

III. unspent balance at the end of the year Rs.

2. I further certify that the expenditure of Rs. shown as expenditure in the year has been expended solely on under my charge within the Jurisdiction of and for no other purpose and that the sum of Rs. (.....) shown as balance

at the end of the year. is available for expenditure and no part or it has been diverted to other purposes.

- 3. I further certify that a list of works on which the expenditure Rs. has been incurred and the amount spent on each has been prepared and maintained in my office in the office of the;

Dated, the

Chairman/President/ Secretary of

Dated, the

DISTRICT OFFICER

Dated, the

HEAD OF THE DEPARTMENT