

Government of Orissa  
Women & Child Development Department

No.DW-I-A-206/2011 22033 /WCD, dt. 15-12-11

**INVITING SUGGESTION ON AMENDMENT OF GRANTS-IN-AID RULE  
2011-12**

Government in Women & Child Development Department is proposing to amend the Rules governing Grant-in-aid to Institution imparting Education to Children with Disability Rule 1985. Suggestions, if any, are invited from all concerned quarters for the purpose. The same may be furnished to the Department website by 31.12.2011.

Suggestions may be brief and relevant to the rules. The existing rules are uploaded in the Departmental Web site for reference.

By order of Commissioner-cum-Secretary

Memo No. 22034 /WCD, dt. 15-12-11  
Copy forwarded to the Assistant Director, ICDS (Monitoring) for information. He is requested to publish in the Department Web site for inviting suggestion in the matter. The existing Grant-in-Aid Rules, 1985 and 1987 may also be up-loaded.

Under Secretary to Government

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**Government of Odisha**  
**Women & Child Development Department**

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**Establishment, Recognition and Grant-in-Aid to Non-Government Organizations  
Imparting Education and Training to Persons with Disabilities Rule-2011**

S.R.O. No \_\_\_\_\_ / 2011, In exercise of the power conferred by section 26 of Persons with Disabilities Act, 1995 the State Government do hereby make the following Rules to regulate the establishment, recognition and payment of grant-in-aid to the Special Schools for Imparting Education and training to Visually Impaired, Hearing & Speech Impaired and other institutions engaged in rehabilitation of children having Mentally Retardation, Cerebral Palsy, Autism and Multiple Disabilities within the age group of 5 to 18 years run by non-Government organizations. This rule supersedes all previous rules made earlier in this regard.

**Chapter - I**

**Preliminary**

**Short title &  
Commencement.**

1. 1) These Rules may be called as "Establishment, Recognition and Grant-in-Aid to Non-Government Organizations Imparting Education and Training to Persons with Disabilities Rule-2011"
- 2) It shall come into force on the date of its publication in the Odisha Gazette.

**Definitions**

2. For the purpose of this Rule, unless the context otherwise requires.
  - a) 'Academic year' means beginning from the 1<sup>st</sup> day of April of a calendar year and terminating on 31<sup>st</sup> day of March of next calendar year.
  - b) 'Act' means, The Persons with Disabilities (Equal Opportunities, Protection of Right and Full Participations) Act, 1995.

- c) 'Director' means Director for Welfare of Persons with Disabilities, Odisha.
- d) DSWO means the District Social Welfare Officer which includes Additional District Social Welfare Officer.
- e) Form means, form appended to these Rules and schedule means schedule appended to these Rules.
- f) Government' means the Government of Odisha in the Department of Women & Child Development.
- g) 'Institutions' means an institution run by Non- Government Organizations to provide centre based services for persons with Mental Retardation, Cerebral Palsy, Autism and Multiple Disabilities.
- h) Non-Government organizations means an organization registered under Societies Registration Act 1860, Indian Trusts Act 1882, Section 25 of Companies Act 1956 or any other appropriate Act as may be notified by the Government of Odisha from time to time.
- i) 'Recognition' means recognition from the competent authorities granted under Orissa Right of Children to free and compulsory Education Rules or Orissa Education Act and rules framed there under.
- j) 'Special School' means the institutions undertaking Primary, Secondary and Higher secondary education to the children with disabilities between 5 to 18 years of age.
- k) 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 Special Schools & Institutions

#### Application for permission

3. Non Government organizations willing to establish special schools or institutions shall apply to the Director in the prescribed

proforma as per Form- I for grant of permission to establish the school or institution as the case may be. The Director shall send the application submitted by the NGO and ask the DSWO/ ADSWO (WOPWD)) to submit a report on the information provided in the application with their recommendation after detailed enquiry in the field.

**Eligibility  
Criteria for the  
NGOs to apply  
for the permission**

4. The organization applying for the permission must have fulfilled the following criteria to become eligible for consideration or else the application for permission will be summarily rejected.
  - i. Should have registered as per Rule 2 (h) of the said rules,
  - ii. Should have registered under 12A and having PAN/TAN number under Income Tax Act 1961.
  - iii. Should have registered under PWD Act 1995,
  - iv. Should have registered under Juvenile Justice Act 2000.

**Report &  
Recommendation  
by District**

5. a. On receipt of the application The DSWO/ ADSWO (WOPWD) shall record his/her findings regarding.
  - i. Correctness of the information furnished in the application,
  - ii. Justification for establishment of such special school/ institution at the proposed place with relation to land records, 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 Non-Government Organisation.
  - v. Such other matter as and when required by Director.
- b. The DSWO/ ADSWO (WOPWD) shall place the proposal

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.

**Conditions to be fulfilled**

6. For grant of permission the following conditions shall be fulfilled by the applicant;

- i. Litigation-free Land having area not less than 1 Acres in the name of School/ institution/ NGO.
- ii. Buildings owned or long term lease agreement by the agencies with the land owner.
- iii. Adequate reading, teaching and learning materials
- iv. Qualified teaching Staff with preference to experience.
- v. Undertaking in respect of non-receipt of any Grant-in-aid either from Government of Odisha/ India.
- vi. Such other matter as Director may specify in the said order.

**Grant of Permission**

7. All applications in respect of a proposed school shall be considered together for the same locality and if the Director (WOPD) is satisfied that there is need for opening of elementary, secondary, higher secondary special schools or institutions to meet educational and training for children with disability; he shall make an order under subsection (a) and (c) of section 26 of PWD Act 1995 for granting permission in favour of the applicant.

**Content of the order of permission**

8. The order of the Director (WOPD) while granting permission under sub-rule 7 of this rule shall specify the following:

- a) Non-Government Organisation in whose favour the permission is granted.
- b) Location of the school/institution
- c) Proposed date of functioning of the school/institution.
- d) Class and disability wise number of students to be admitted.

**Procedure for appeal**

9. An appeal against the order of the Director may be preferred in

appeal memorandum addressed to the Secretary of the Department within one month of the order of the Director (WOPD). The appeal memo will be disposed of by the Secretary within a period of one month from the date of filing after giving the appellant an opportunity of being heard.

**Procedure for Recognition**

10. The recognition of special schools/ institutions established with due permission of Director(WOPD) shall be obtained by the Non-Government Organizations from the competent authority of the Orissa Right of Children to free and compulsory Education Rules or Orissa Education Act and rules framed there under. For other rehabilitation institutions the concerned NGOs must obtain the approval/recognition from the appropriate authority under relevant act and rules.

**Duties of the Management**

11. The management of the school/ institutions shall:
- a) Provide Barrier free access and facilities in the campus.
  - b) Provide reasonable accommodation to the inmates including space for kitchen, dining, study room and recreation in case of residential institutions.
  - c) Ensure general education of the students up to the standard it was permitted;
  - d) Maintain staff structure as per yardstick fixed by Government from time to time.
  - e) Provide reasonable facilities for vocational education; and training and recreation;
  - f) Ensure safety of the students and prevent them from the influence of anti-social persons;
  - g) Take proper care of students in the event of sickness;
  - h) Must ensure adequate fire safety measures;
  - i) Provide immediate access to the institution and facility of inspection including inspection of records and accounts by

the Government, Director(WOPD), Deputy Director (WOPD), Collector, ADM, Sub-Collector, BDO or DSWO/ADSWO (WOPD) or any other officers duly authorized by the Government, Director or Collector of the District.

- j) Ensure maintenance of proper accounts and records pertaining to students such as admission, issue of identity card, disability certificate, income certificates/APL/BPL cards, health cards, progress cards etc. of the institution properly, and furnish reports and returns as and when required.

**Minimum standards to be maintained**

- 12. a) The standard strength in case of special schools for each class/standard shall be 10 and minimum effective strength of the school having classes up to V , VIII and X shall be 30, 50 and 80 respectively.
- b) The standard strength in case of rehabilitation institutions shall be 8 per class and minimum effective strength of the institution shall be 25 altogether.
- c) If the school is found short of minimum effective strength at any point of time, the Director, WOPD or Collector of the District may recommend to withhold grant-in-aid of the school after due inspection.
- d) Teacher Student Ratio of 1:10 shall be maintained and Yardstick as prescribed by Government should be followed.
- e) Proper Teaching Methods and standards should be maintained. The course syllabus of the School & Mass Education department, Government of Odisha shall be followed for all classes of special schools.
- f) Minimum level of Hygiene, sanitation and health care for students in school/hostel premises shall be maintained.
- g) Fortnightly medical checkup of hostel inmates and steps for prevention of infectious diseases shall be taken.

appeal memorandum addressed to the , Secretary of the Department within one month of the order of the Director (WOPD). The appeal memo will be disposed of by the Secretary within a period of one month from the date of filing after giving the appellant an opportunity of being heard.

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  - c) Ensure general education of the students up to the standard it was permitted;
  - d) Maintain staff structure as per yardstick fixed by Government from time to time.
  - e) Provide reasonable facilities for vocational education; and training and recreation;
  - f) Ensure safety of the students and prevent them from the influence of anti-social persons;
  - g) Take proper care of students in the event of sickness;
  - h) Must ensure adequate fire safety measures;
  - i) Provide immediate access to the institution and facility of inspection including inspection of records and accounts by

- h) Fire fighting device shall be installed in the Special School.

### CHAPTER- III

#### Grant-in-Aid

#### Application for Grant-in-Aid

13. 1. Application for sanction of Grant-in-Aid for a year shall be submitted in duplicate to the DSWO/ ADSWO (WOPD). The application shall be in prescribed proforma (Form-II).

Provided that:

- i. The institutions must have completed three years from the date of establishment and duly recognized.
  - ii. The institutions established earlier to enactment of this rule may apply for recognition subject to production of sufficient proof against such establishment.
2. The DSWO/ ADSWO (WOPD) shall verify the information stated in the application and report. They may conduct an enquiry and submit a report for its approval in DLPAC. After approval in DLPAC the District Collector shall forward the application along with recommendation to the Director (WOPD). After proper scrutiny the Director (WOPD) will recommend the application to Government, subject to fulfillment of criteria as enunciated under Rule 12 of the said rules.
3. The Government if satisfied may consider approval of Grant-in-Aid to any special school/ institution from State fund or may recommend for Central Assistance.

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

**Grant-in-Aid**

14. 1. The GIA payable to an institution towards maintenance of students shall be determined by a specific resolution made by Government from time to time. The rate of GIA for residential and non-residential special schools/ institutions will be decided on case to case basis.
2. For residential schools/Institutions receiving GIA the Government will sanction onetime grant towards cost of equipment & furniture to be used by the students at a rate as decided by Government from time to time.
3. The Grant-in-Aid to special schools/institutions also includes remuneration towards teaching and non-teaching staff appointed by NGOs, through a selection process as prescribed in the Rules. The teaching and non teaching staff should have qualification in the relevant subject recognized by the Government of India/Government of Odisha.
4. The Government has to approve the posts of the special school/ institution as per the terms & conditions and yardsticks as prescribed above before sanction of Grant-in-Aid.  
Provided that the Government will constitute technical committee as and when felt necessary to design/ modify operational guidelines and yard sticks for such schools/ institutions.
5. The no. of teaching and non teaching staffs or instructors per school/institution will be as per yard stick prescribed by Govt. Provided that Government may from time to time declare equivalent course of examination for teaching/non-teaching staff.
6. The staff of the special schools/ institutions shall be paid GIA at the rates approved by the Finance Deptt., Government of Odisha considering the qualification prescribed for the posts.
7. Performance incentives:



- a) The staff will be allowed performance incentives @ two percent of basic remuneration towards performance incentives for the said year.
- b) If a school/ institution's performance fall below standard and records pass results below fifty percent GIA to the NGO shall be reduced by 3% for the year, in case the result falls below 15% the GIA shall be stopped.

Provided that performance linked deductions shall be calculated on remuneration only and shall not include maintenance cost of children, one time grant and other contingencies etc.

8. Any vacancy arising within the prescribed strength shall be reported to the DSWO of the concerned District and DSWO shall report to Director (WOPD).
9. In case of any dispute in the management or if the Government receives any serious complain, the later shall have the authority to suspend the management and may place the management of school/ institution under such other committee or as may be recommended by the Director (WOPD) or Collector of the District..

**Release of Grant-in-Aid**

15. 1. Grant-in-Aid sanctioned by the Government shall be released by the Director(WOPD);
  - (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 remuneration of staff.

Provided that the Management of the special school/ institution submits proof of transparent recruitment

procedure followed for the staffs maintained for the said posts as prescribed in the rules 16.

2. Since the submission and processing of the **renewal application may take time**, Government may release the grant for the first half year of the year prior to receipt of this application at a rate equal to the grant released in the last half year of the preceding year. If it is subsequently 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.
3. The Grant-in-Aid shall be released in two half yearly installments, the half years ending on the 30<sup>th</sup> June and the 31<sup>st</sup> December. The second half yearly installment will be released only after receipt of the audit report and the Utilization Certificate in respect of the Grant- in-Aid released in the previous year(s).
4. The Grant-in-Aid sanctioned by the Government shall be communicated to the Accountant General, Odisha with a copy to the Director (WOPD)/Collector/District Social Welfare Officer. Director (WOPD) will release the amount to the concerned institutions in shape of cheque or Bank Draft.
5. The sanction order shall specify the amount payable to each institution and funds shall be as far as possible, will be transferred to the account of the institution concerned.
6. The drawal and disbursement of the amount should be reflected in the Annual Register of Institution working for disabled children which shall be maintained by the District Social Welfare Officer/ADSWO (WOPD).
7. Government reserves the right to reduce or revise the financial assistance/ grant if the NGO receives any assistance for the same purpose from Government of India or any other source.

**Appointment of Staff in special Schools/institution**

16. 1. The staff strength of the school will be maintained as per the yardstick. Additional staff requirement arising out of opening of additional class or strength shall be approved by the Director (WOPWD). Vacancies so created due to resignation/ retirement etc. in the special schools/institution shall be reported to DSWO/ ADSWO (WOPWD).
2. The recruitment to new/ vacant posts shall be conducted through maintaining transparent procedure and by a selection committee consisting of DSWO/ ADSWO (WOPD), any other members as may be nominated by the Director and Secretary of the NGO and duly approved by the Director for welfare of PwDs, Government of Odisha.

**Withholding Grant-in-Aid**

17. 1. Before withholding the GIA of any special schools/ institutions the Director (WOPD) shall serve a show cause notice on the managing Committee of the special School/ institutions and ask for the show cause reply.
2. After consideration of the show cause reply of the managing committee and personal hearing if necessary and on recommendation of the Director (WOPD), the Government may withhold the GIA by a specific order for the following reasons or any other reason to be recorded in writing justifying the action.
- i) If a school/ institution is found to fall short of the minimum effective strength at any time the DSWO/ ADSWO (WOPD) may recommend to the Director to withhold the GIA.
  - ii) Mis-utilization in any part of the assistance received from the Government of Odisha or India funds so collected.
  - iii) Fails to comply with conditions as provided under Rule 4 &

6 of these rules as mentioned above.

- iv) Non-submission of utilization certificate for the grant received during the previous year duly certified by the Chartered Accountant.
- v) NGO is black listed by any Central /State Government Departments/ agencies.

### **Chapter -V Miscellaneous**

**Registers/record  
to be maintained  
by the Institution**

18. Each institution in receipt of grant-in-aid under these rules shall maintain the following Registers/records.

- a) Admission Register of Students
- b) Identity card of the students
- c) Cash Book
- d) Stock and Store Register
- e) Voucher Register
- f) Service records of the staff
- g) Attendance Register of staff & students
- h) Honorarium payment/acquaintance Register
- i) OGFR 7A Register
- j) Meeting Resolutions Register

**Audit  
Utilization  
Certificates**

and 19. The accounts of the grant- receiving schools institution will be audited each year by the Internal Audit Organization of the W & CD Department or by such other agency as Government may specify. The audit should, as far as possible, be completed by the 30<sup>th</sup> June. The Management should submit the utilization certificate in triplicate in Form O.G.F.R.7-A so as to reach Government by 10<sup>th</sup> of July. The department shall retain a copy of



the utilization certificate and send the other copy to the Accountant General, Odisha, who may test-check the accounts of these institutions required under Rule 172 of the Odisha General Financial Rules, Vol.-I. Failure in submission of certificate by the specified date will entail non-release of the grant during the year.

**Miscellaneous**

20. 1. The Director (WOPD), Collector of the District or any officer authorized by Government of India shall inspect any grant-receiving institution and report to government with a view to ensuring proper implementation of these rules.
2. The W & CD Department shall be the Administrative Department for the scheme and shall be competent to issue clarifications on the provisions of these rule and instructions on the administration of the scheme or on the management of any institution in the State in receipt of assistance under these rules.

ORDER - Ordered that the Resolution be published in the Odisha Gazette.

**FORM- I**  
**Form of Application for permission for establishment of new special school/ institution**  
**[See Rule 3]**

**PART – A: ABOUT THE MANAGING ORGANIZATION**

1. Name & complete address of the organization :  
intending to establish 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)  
NB: Enclose copies of certificates & Byelaws  
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) :

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

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

S. 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.	Project Title	Location	Period of implementation	Project Cost	Supported/ Aided by	Details of beneficiaries

(contd....p/2)

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

**PART -B: ABOUT THE SPECIAL SCHOOL/ INSTITUTIONS**

1. Name of Proposed Special School / institution :  
Category of children with disabilities to be covered (specify ) :
2. Proposed class wise number of Students :
3. Proposed Level of the school/ institution : Primary/ Secondary/ Higher Secondary/ other (specify)
4. List of feeder schools in case of Secondary/ Higher Secondary :
5. Proposed Date of Establishment :
6. Name and address of nearest Government Institution/ NGO providing similar facilities in the area :
7. Details of Land and building (enclose copy of ROR & up to date revenue receipt, Location map, building sketch/ photo) :
8. In case of existing building give details of space, rooms along with barrier free provision :
9. Facilities/infrastructure available at hostel :
10. 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
11. Any other information/additional documents enclosed about the school :

**Date:**

**Signature of  
Secretary/ President with Seal**

FORM- II

Form of Application for Grant –in-Aid of Special School/institution  
[ See Rule 14 ]

**PART – A: ABOUT 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)  
NB: Enclose copies of certificates & Byelaws  
h) Society/ Trust/ Company Act (Specify)  
i) FCRA 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) :

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

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

**PART –B: ABOUT THE SPECIAL 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) :

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5. Level of the school : Primary/Secondary/Higher Secondary
6. Class wise sex wise number of Students :
7. No. of Day scholar category wise sex wise :
8. No. of Hosteller category wise sex wise :
9. Enclose detailed List of students in format (Enclose :  
Medical certificates & Identity cards)

Sl.	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 Approved teaching & non-teaching staffs in format (Enclose Copy of approval)

S. No	Name and address	Educational Qualification	RCI/ Professional registration Number	Date of engagement	Honorarium per month	Remarks

- 12 Weather the school has adequate technical equipments for the CWDs? Give details in format :

Sl.	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 :

Contd.....p/3



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21 Utilization Certificate in respect of last year's GIA ;  
submitted or not. Enclose a copy of the same.

22 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 ;

Less Organization share @ 10% ;

Grant-in-Aid requested For @ 90% ;

Date:

Signature of  
Secretary/ President with Seal



ANNEXURE-'A'

GOVERNMENT OF ORISSA  
COMMUNITY DEVELOPMENT & RURAL RECONSTRUCTION  
DEPARTMENT

RESOLUTION

No. 12011—HWL-(A)-154/85

The 31st December, 1985

SUBJECT—Rules Governing Grant-in-aid to Institutions Imparting Education to Handicapped Children.

Education of physically and mentally handicapped children represents an important sector of society's effort to promote the well-being of its disabled members. This activity is largely undertaken through voluntary organisations which however are financially assisted by Government. On a review, it appeared to the State Government that the scheme of assistance should be based on well-defined norms so that adequate provision can be made in the budget in time and the managements of the concerned institutions are relieved of persistent uncertainty about the help Government would provide. The following rules, which would be deemed to have come into force on January 1, 1986 have accordingly been made by the State Government.

1. Scope of the Rules—These rules apply to institutions imparting education exclusively to blind, deaf and dumb and mentally handicapped children below eighteen (18) years of age.

2. Recognition of Institutions—(1) No institution that has not been recognized in pursuance of these rules shall be eligible for any assistance by or through the State Government.

(2) Recognition, once given, shall be deemed to continue till it is revoked by an order of the State Government. No recognition shall however be revoked unless the institution concerned is given an opportunity to show cause against the ground of the proposed revocation and its representation is considered by Government.

(3) An institution in receipt of assistance from the State Government on the date of issue of this Resolution will be deemed to have been recognized in pursuance of these rules. However, any increase in the number of students over the number on the date of issue of this Resolution shall require the approval of the Government.

(4) The management of an institution interested in securing recognition shall make an application in the form set forth in Annexure I. The application shall be in duplicate and shall be submitted to the District Social Welfare Officer who shall receive it on behalf of the Collector.

(5) The District Social Welfare Officer shall, on receipt of the application, enquire into it and submit his recommendation to the Collector. If, in the view of the Collector, the enquiry is incomplete or material facts have not been ascertained, he may either direct the District Social Welfare Officer to conduct a further enquiry or cause such enquiry through any other officer nominated by him.

(6) The Collector shall, if satisfied that the management is capable of running the institution efficiently and in accordance with these rules, recommended the application to Government.

(7) If, in the view of Government, the institution is deserving of recognition, they may grant recognition under intimation to the applicant, the Collector, the Sub-divisional Officer and the Block Development Officer concerned. The order of recognition shall specify the number of students in the institution.

(8) Where assistance is to be provided under any scheme the cost of which is partly or wholly borne by the Government of India, no recognition shall be granted by the State Government till receipt of approval of the Government of India.

3. General Conditions of Recognition—(1) No application for recognition shall be considered if there are grounds for believing that the Management—

- (a) is not a society within the meaning of the Societies Registration Act, 1860, or
- (b) discriminates, in the admission of boarders or students or in the treatment extended to them, on grounds of religion, language, caste or creed.

(2) Recognition of an institution may be withdrawn by the Government if they have reasons to believe that the Management has—

- (a) incurred either of the disqualifications referred to in sub-rule (1) or,
- (b) misutilised any part of the assistance it has received from Government or funds it has collected, or,
- (c) failed to take reasonable care of the students or maintain the premises including the hostel premises in hygienic condition and in a state of good repair, or
- (d) failed to perform any of the duties enumerated under rule 4.

✓ 4. Duties of the Management—In addition to fulfilling the conditions referred to the rule 3, the management of the institution shall :—

- (a) if a residential institution, provide reasonable accommodation to the inmates including accommodation for the kitchen, dining, studying and recreation ;
- (b) ensure general education of the students up to the standard it has undertaken to provide ;

- (c) provide reasonable facilities for vocational education and training and for recreation ;
- (d) ensure safety of the students and prevent their coming under the influence of anti-social persons ;
- (e) take proper care of students in the event of sickness ;
- (f) actually employ persons towards whose emoluments assistance is claimed and received ;
- (g) provide immediate access to the institution and facility of inspection including inspection of records and accounts by the Block Development Officer, the Sub-Divisional Officer, the District Social Welfare Officer, the Collector, the Revenue Divisional Commissioner or any officer nominated by them, officers of the Community Development & Rural Reconstruction Department and Auditors of Government ; and
- (h) maintain the accounts and records of the institution properly, and furnish reports and returns as required by the Government, the Collector, the Sub-Divisional Officer, or the Block Development Officer.

5. Scale of Grant-in-aid—(1) Unless revised by Government, the grant-in-aid payable to an Institution shall be calculated at the following rates per month per student :

Residential Institutions		
	High School	Elementary/ Middle School
	Rs.	Rs.
Food ..	90	90
Bedding, Clothes, Soap, Oil, etc. ..	15	15
Educational Expenses (both general education & vocational education, and including teachers' salaries).	30	15
Contingencies (water and electricity charges; office stationery; medicines; laundry and haircutting expenses; games & recreation; repair, maintenance and rent; emoluments of cooks and attendants; etc.	40	40
Total ..	175	160
Non-Residential Institutions		
Educational Expenses ..		15
Conveyance Expenses ( of students only) ..		20
Contingencies ..		40
Total ..		75

NOTES—(i) The scale of expenditure indicated above be varied for any item by the Management, but any increase on any item shall not entitle it to an additional grant from the Government. The provision on food, however, shall not be reduced under any circumstance.

(ii) If any other contribution is received, its receipt and utilisation shall be fully accounted for.

(2) Residential institutions receiving grant-in-aid for the first time will also receive a grant calculated at the rate of Rs. 300 (Rupees three hundred) only per student towards the cost of furniture to be used by students. This grant will be given once for all and is not renewable from year to year except for new students who may have been admitted since the last grant was given.

(3) The grant-in-aid admissible according to the above scale may be reduced on account of shortage of budget provision or existence of any other ground justifying reduction.

(4) Notwithstanding anything in the foregoing sub-rules and subject to availability of funds, Government shall be competent to sanction a special grant to any institution to meet an expenditure of emergent or non-recurring nature.

(5) In the event of receipt of any assistance from the Government of India, the assistance shall be utilised strictly for the purpose for which it is provided and in the manner indicated by the Government of India and the State Government.

6. Release of Grant-in-aid— (1) Applications for sanction of grant-in-aid for a year shall be submitted in duplicate to the District Social Welfare Officer. The application shall be in the form set forth in Annexure II. The District Social Welfare Officer shall ascertain if the facts stated in the application are correct. He may himself conduct the enquiry or entrust it to another officer. A copy of the application together with his recommendation shall be forwarded to Government.

(2) Since the submission and processing of the renewal application may take time, Government may release the grant for the first half-year of the year prior to receipt of this application at a rate equal to the grant released in the last half-year of the preceding year. If it is subsequently noticed that the amount so released exceeds the amount the institution is entitled to, the excess shall be adjusted from the grant-in-aid for second half-year.

(3) The grant-in-aid shall be released in two half-yearly instalments, the half years ending on the 30th June and the 31st December. The second half-yearly instalment will be released only if the audit report and the utilisation certificate in respect of the grant-in-aid released in the previous year have been received.

(4) The grant-in-aid sanctioned by Government shall be communicated to the Accountant-General, Orissa with a copy to the District Social Welfare Officer. The sanction order shall specify the amount payable to each institution and shall also authorise the District Social Welfare Officer to

draw the amount and disburse it to the institution concerned. On receipt of the copy of the sanction order, the District Social Welfare Officer shall prepare a bill and present it to the Treasury. The amount should be drawn in as many bank drafts as there are institutions. The authorised representative of the Management may collect the draft or the draft may be sent by registered post. The drawal and disbursement of the amount should be reflected in the general cash book. The Register of Institutions for Handicapped Children (Annexure III), if properly maintained, shall serve the purpose of the subsidiary cash book. The management should be required to send a stamped receipt acknowledging receipt of the amount.

(5) The drawal and disbursement of the amount should be reflected in the Register of Institutions for Handicapped children which shall be maintained by the District Social Welfare Officer in the form set forth in Annexure-III. It will be an annual register. Some space should be left under cols. 4 to 8 so that details of all sanctions and remittances can be entered.

7. Registers to be Maintained by the Institution—Each institution in receipt of grant-in-aid under these rules shall maintain the following Registers.

- (a) Cash Book ( Annexure-IV ).
- (b) Stock and Store Register ( Annexure-V )
- (c) Voucher Register ( Annexure-VI )
- (d) Register of Students ( Annexure-VII )

8. Audit and Utilisation Certificates—The accounts of the grant-receiving institution will be audited each year by the Internal Audit Organisation of the Community Development & Rural Reconstruction Department or by such other agency as Government may specify. The audit should, as far as possible, be completed by the 30th June. The Management should submit the utilisation certificate in duplicate in Form O. G. F. R. 7-A (see Appendix) so as to reach Government by the 10th of July. The Community Development & Rural Reconstruction Department shall retain a copy of the utilisation certificate and send the other copy to the Accountant-General, Orissa, who may test-check the accounts of these institutions where the grant-in-aid in favour of any institution exceeds Rs. 50,000 (recurring) or Rs. 1.00 lakh (non-recurring), as required under Rule 172 of the Orissa General Financial Rules, Vol.-I. Failure in submission certificate by the specified date will entail non-release of the grant during the year.

9. Miscellaneous—(1) The Collector of the district shall, on behalf of Government, be competent to inspect any grant-receiving institution and take such action as he may deem necessary with a view to ensuring proper implementation of these rules. He shall be assisted by the District Social Welfare Officer. The Collector, the District Social Welfare Officer or any officer authorised by the Collector may inspect any institution (including its records & accounts) in the district. The Collector and, with his approval, the District Social Welfare Officer may submit a special report to Government.

(2) The Sub-Divisional Officer and Block Development Officer inspect any institution provided with assistance under these rules in Sub-division or the Block, as the case may be. They shall send, where necessary, special reports to the Collector.

(3) The Revenue Divisional Commissioner may inspect any institution provided with assistance under these rules in Revenue Division.

(4) The Community Development & Rural Reconstruction Department shall be the Administrative Department for the scheme and shall be competent to issue clarifications on the provisions of these rules and instructions on the administration of the scheme or on the management of any institution in the State in receipt of assistance under these rules.

ORDER--Ordered that the Resolution be published in the *Orissa Gazette*.

By order of the Governor

R. K. RATH

Secretary to Government

No. 37197—XIV-HI-50/87-I.

No. 10404—HW-I (A)-137/87/HW.

GOVERNMENT OF ORISSA

GOVERNMENT OF ORISSA

INDUSTRIES DEPARTMENT

C. D. & R. R. DEPARTMENT

AMENDMENT TO GRANT-IN-AID RULES  
RESOLUTION

The 21st December 1987

The 23th December 1987

The State Government do hereby direct that the following amendments shall be made in the Resolution No. 14921-I., dated the 28th May 1986 of Government of Orissa in Industries Department.

SUBJECT—Rules governing Grant-in-aid to Institutions imparting Education to Handicapped Children.

AMENDMENT

1. The following shall be inserted after "(vi) Representative of I. I. D. C. O.-Member" mentioned in first sub-Para. of paragraph 2 of the said Resolution.

"(vii) Representative of Orissa Small-Scale Industries Association.

(viii) Representative of Orissa Young Entrepreneur Association.

(ix) Representative of Orissa Assembly of Small & Medium Enterprise".

2. The following sentence shall be deleted from the second sub-Para. of paragraph 2 of the said resolution.

"The Committee may invite President, District Small Industries Association to its meetings".

A set of rules for giving grant-in-aid to the institutions imparting education to handicapped children was notified, vide State Government Resolution No. 12011—HW-I (A)-154/85, dated the 31st December 1985, wherein Government were pleased to stipulate norms for grant-in-aid to voluntary organisations on maintenance of special schools for the disabled. These rules did not cover recruitment of teachers and their scales of pay, etc., which are vital for the management of the special schools. In consideration of the same, Government after careful consideration have been pleased to amend the above rules and provide as follows:—

Amendment to the Grant-in-aid Rules relating to Educational Institutions for the Handicapped students.

1. In rule 5 (1) the words "and including teacher's 'salaries' occurring against Educational Expenses" to be deleted.

2. After rule 5, a new rule 5-A to be inserted as follows:—

5. A. (1) The teachers of the institutions shall be paid salary at rates applicable to teachers of comparable rank and qualification in Government schools subject to their possessing the qualifications prescribed for the posts.

NOTE—(i) A person, who has successfully completed the Junior Educators' Course organised by or in collaboration with any National Institute established or recognised by the Government of India shall be deemed to have acquired a qualification equivalent to the Teachers' Certificate (C. T.) recognised by the Education Department.

By order of the Governor

K. C. MOHAPATRA

Joint Secretary to Government

