

**MAROON  
BOOK –  
ASHA  
SCHOOLS**

October 27

**2020**

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The Maroon Book consists of PART 1 & PART 2. Part 1 is administrative and part 2 is Curriculum. This is a revised draft copy of the Maroon book that was earlier uploaded on the AWES website. The part 2 curriculum is also uploaded on the AWES website.

**PART – 1  
(ADMINISTRATIVE)**

**REVISED DRAFT**

**MAROON BOOK**

**PART – 1 (ADMINISTRATIVE)**

## **FOREWORD**

It gives me immense pleasure to note that a long time requirement of Standardized Guidelines for ASHA Schools has achieved fruition. The differently abled children of Army Personnel deserve empathy, sympathy, care and empowerment to lead an independent, self-reliant and dignified life. Towards this end, the ASHA Schools are already doing yeomen`s service and I am sure with this MAROON BOOK, all ASHA Schools will function on similar yardsticks, with some local variations aligned to the overall MoSJE, Govt of India guidelines for the betterment of these special children.

May they be blessed.

New Delhi

2020

(Mrs Veena Naravane)  
President National AWWA

## PREFACE

I am happy to note that the Guidelines for ASHA Schools for differently abled Children of Indian Army Personnel has been worked upon and the same is ready. These special children need compassion and empowerment which the ASHA Schools are aptly undertaking over the years. The MAROON BOOK will go a long way in streamlining their functioning under the MoS JE umbrella. I wish the ASHA Schools and the Special Children `All the best' to lead a life of hope with enhanced capabilities.

New Delhi

2020

(Arvind Dutta)  
Lt Gen  
Adjutant General  
IHQ of MoD (Army)

## MESSAGE

ASHA Schools have over the years provided Succour and Life Skill Training coupled with requisite education and therapies with a view to get the differently abled children of Army Personnel out of seclusion and anonymity, to the world of light and recognition. The Maroon Book is expected to further streamline their functioning in synchronisation with the MoSJE, Govt of India directives. It gives me joy to dedicate this MAROON BOOK for the cause of the specially / differently abled children.

New Delhi

2020

(JP Mathew)  
Lt Gen  
DG DC&W  
IHQ of MoD (Army)

## MESSAGE

I am happy to note that the Guidelines for ASHA Schools for Differently Abled Children of Indian Army Personnel has been worked upon and the same is ready. These special children need compassion and empowerment which the ASHA Schools are aptly undertaking over the years. The MAROON BOOK will go a long way in streamlining their functioning under the MoS JE umbrella. I wish the ASHA Schools and the Special Children `All the best' to lead a life of hope with enhanced capabilities.

New Delhi

2020

(Ramesh Kumar Raina)  
Maj Gen (Retd)  
MD AWES

## MAROON BOOK

### GUIDELINES FOR ASHA SCHOOLS SCHOOLS FOR DIFFERENTLY ABLED CHILDREN OF INDIAN ARMY PERSONNEL

#### References:-

1. National Policy for Persons with Disabilities 2006
2. Rights of Persons with Disabilities Act 2016
3. Ministry of Social Justice and Empowerment (Ministry of Social Justice and Empowerment) – Deendayal Disabled Rehabilitation Scheme (DDRS) (Revised 2018).
4. Guidelines: Establishment and Functioning of ASHA Schools (Army welfare Society - AG Branch/ CW 5 , IHQ of MoD (Army) Letter Number B/47014/AG/Policy /AWS dated 29 Feb 2012.
5. SOP on Management of ASHA Schools (Army Welfare Society – AG Branch / CW 5, IHQ of MoD (ARMY) Letter Number B/47014/AG/AWS/GEN dated 13 Apr 2012.
6. The SOP is laid out in following Chapters: -
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  - (b) Chapter 2 : Management of Asha School.
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## PART I

### CHAPTER-1 : INTRODUCTION

#### VISION, MISSION & REGISTRATION AND OBJECTIVES

##### Background

1. Along with the evolution process of human beings, the issues of rights and awareness are gaining momentum. The awareness has in turn raised the issues of Right to Life & Liberty, of Equal Opportunity and to lead a life of respect with dignity even for the physically marginalized and disadvantaged section of the society namely - the Persons with Disabilities. The subject becomes more pronounced in the case of such disabled children and young adults, who are born differently abled. Hence, the society at large, having realized the problem, have come about in a big way to enact rules and regulations to cater to such persons and children. The Indian Army having realized, this in the right earnest had initiated appropriate processes since the year 1991, when ASHA Centers came about as Day Care Centers, for handicapped children of its personnel. The Day Care Centers generally functioned under the Army Wives Welfare Association, supported by the Local Military and Local Military Medical Authorities. Subsequently, they got formalized over a period, evolved, and synchronized their functioning with various Rules & Regulations and Enactments that came about in the process. Over a period, 37 ASHA Schools, for '**Special Children**' have started functioning in as many stations. In order to improve and coordinate their functioning, a need was felt to have standardization of ASHA Schools so that not only the Driving Regulations of Ministry of Social Justice and Empowerment and the Adjutant General's Branch Integrated Headquarter of Ministry of Defence get suitably incorporated and followed, but the Special Children get benefitted to the maximum for the efforts being put in for them to lead a life of dignity, independence and self-reliance to the maximum extent possible. **The drive for addressing the needs of Children with Special needs has been recognized in the various International and national policies, across the world. Various conventions and regulations are covered in succeeding paras.**

2. **Convention on the Rights of the Child (UN 1989).** Adopted and opened for signature, ratification and accession by General Assembly resolution 44/25 of 20 November 1989, effective from 2 September 1990, in accordance with article 49, Article 2 and Article 23 clearly state the Rights of the Children with disabilities stipulating the following:-

(a) States Parties recognize that a mentally or physically disabled child should enjoy a full and decent life, in conditions which ensure dignity, promote self-reliance and facilitate the child's active participation in the community.

(b) States Parties recognize the right of the disabled child to special care and shall encourage and ensure the extension, subject to available resources, to the eligible child and those responsible for his or her care, of assistance for which application is made and which is appropriate to the child's condition and to the circumstances of the parents or others caring for the child.

(c) Recognizing the special needs of a disabled child, assistance extended in accordance with paragraph 2 of the present article shall be provided free of charge, whenever possible, taking into account the financial resources of the parents or others caring for the child, and shall be designed to ensure that the disabled child has effective access.

(d) To and receives education, training, health care services, rehabilitation services, preparation for employment and recreation opportunities in a manner conducive to the child's achieving the fullest possible social integration and individual development, including his or her cultural and spiritual development.



**3. Convention on the Rights of Persons with Disabilities and its Optional Protocol (A/RES/61/106) Adopted on 13 December 2006**

(a) **Article 2 Definitions for the Purposes of the Present Convention.**

(i) "Communication" includes languages, display of text, Braille, tactile communication, large print, accessible multimedia as well as written, audio, plain-language, human-reader and augmentative and alternative modes, means and formats of communication, including accessible information and communication technology;

(ii) "Language" includes spoken and signed languages and other forms of non-spoken languages;

(iii) "Discrimination on the basis of disability" means any distinction, exclusion or restriction on the basis of disability which has the purpose or effect of impairing or nullifying the recognition, enjoyment or exercise, on an equal basis with others, of all human rights and fundamental freedoms in the political, economic, social, cultural, civil or any other field. It includes all forms of discrimination, including denial of reasonable accommodation;

(iv) "Reasonable accommodation" means necessary and appropriate modification and adjustments not imposing a disproportionate or undue burden, where needed in a particular case, to ensure to persons with disabilities the enjoyment or exercise on an equal basis with others of all human rights and fundamental freedoms;

(v) "Universal design" means the design of products, environments, programmes and services to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design. "Universal design" shall not exclude assistive devices for particular groups of persons with disabilities where this is needed.

(b) **Article 24 Education.**

(i) States Parties recognize the right of persons with disabilities to education. With a view to realizing this right without discrimination and on the basis of equal opportunity, States Parties shall ensure an inclusive education system at all levels and lifelong learning directed to.

(ii) The full development of human potential and sense of dignity and self-worth, and the strengthening of respect for human rights, fundamental freedoms and human diversity.

(iii) The development by persons with disabilities of their personality, talents and creativity, as well as their mental and physical abilities, to their fullest potential;

(iv) Enabling persons with disabilities to participate effectively in a free society.

(c) In realizing this right, States Parties shall ensure that:-

(i) Persons with disabilities are not excluded from the general education system on the basis of disability, and that children with disabilities are not excluded from free and compulsory primary education, or from secondary education, on the basis of disability;

(ii) Persons with disabilities can access an inclusive, quality and free primary education and secondary education on an equal basis with others in the communities in which they live;

- (iii) Reasonable accommodation of the individual's requirements is provided;
  - (iv) Persons with disabilities receive the support required, within the general education system, to facilitate their effective education;
  - (v) Effective individualized support measures are provided in environments that maximize academic and social development, consistent with the goal of full inclusion.
- (d) States parties shall enable persons with disabilities to learn life and social development skills to facilitate their full and equal participation in education and as members of the community. To this end, States Parties shall take appropriate measures, including:
- (i) Facilitating the learning of Braille, alternative script, augmentative and alternative modes, means and formats of communication and orientation and mobility skills, and facilitating peer support and mentoring;
  - (ii) Facilitating the learning of sign language and the promotion of the linguistic identity of the deaf community;
  - (iii) Ensuring that the education of persons, and in particular children, who are blind, deaf or deafblind, is delivered in the most appropriate languages and modes and means of communication for the individual, and in environments which maximize academic and social development.
- (e) In order to help ensure the realization of this right, States Parties shall take appropriate measures to employ teachers, including teachers with disabilities, who are qualified in sign language and/or Braille, and to train professionals and staff who work at all levels of education. Such training shall incorporate disability awareness and the use of appropriate augmentative and alternative modes, means and formats of communication, e educational techniques and materials to support persons with disabilities.
- (f) States Parties shall ensure that persons with disabilities are able to access general tertiary education, vocational training, adult education and lifelong learning without discrimination and on an equal basis with others. To this end, States Parties shall ensure that reasonable accommodation is provided to persons with disabilities

**4. The Rights of Persons With Disabilities Act, 2016. The Gazette of India, Ministry of Law and Justice (Legislative Department) New Delhi, The 28th December, 2016/Pausha 17, 1938 (Saka)**

**Education**

- (a) The appropriate Government and the local authorities shall endeavour that all educational institutions funded or recognised by them provide inclusive education to the children with disabilities and towards that end shall:-
- (b) Admit them without discrimination and provide education and opportunities for sports and recreation activities equally with others;
- (c) Make building, campus and various facilities accessible;
- (d) Provide reasonable accommodation according to the individual's requirements;
- (e) Provide necessary support individualised or otherwise in environments that maximise academic and social development consistent with the goal of full inclusion;

- (f) Ensure that the education to persons who are blind or deaf or both is imparted in the most appropriate languages and modes and means of communication;
- (g) Detect specific learning disabilities in children at the earliest and take suitable pedagogical and other measures to overcome them;
- (h) Monitor participation, progress in terms of attainment levels and completion of education in respect of every student with disability;
- (j) Provide transportation facilities to the children with disabilities and also the attendant of the children with disabilities having high support needs;
- (k) The appropriate Government and the local authorities shall take the following measures for the purpose of section 16, namely:-
- (l) To conduct survey of school going children in every five years for identifying children with disabilities, ascertaining their special needs and the extent to which these are being met: Provided that the first survey shall be conducted within a period of two years from the date of commencement of this Act;
- (ii) To establish adequate number of teacher training institutions;
- (iii) To train and employ teachers, including teachers with disability who re-qualified in sign language and Braille and also teachers who are trained in teaching children with intellectual disability;
- (iv) To train professionals and staff to support inclusive education at all levels of school education;
- (v) To establish adequate number of resource centres to support educational institutions at all levels of school education;
- (vi) To promote the use of appropriate augmentative and alternative modes including means and formats of communication, Braille and sign language to supplement the use of one's own speech to fulfil the daily communication needs of persons with speech, communication or language disabilities and enables them to participate and contribute to their community and society;
- (vii) To provide books, other learning materials and appropriate assistive devices to students with benchmark disabilities free of cost up to the age of eighteen years;
- (viii) To provide scholarships in appropriate cases to students with benchmark disability;
- (ix) To make suitable modifications in the curriculum and examination system to meet the needs of students with disabilities such as extra time for completion of examination paper, facility of scribe or amanuensis, exemption from second and third language courses;
- (x) To promote research to improve learning; and
- (xi) Any other measures, as may be required.

- (m) The appropriate Government and the local authorities shall take measures to promote, protect and ensure participation of persons with disabilities in adult education and continuing education programmes equally with others.

### **Establishment of ASHA Schools.**

5. The concerned formation /establishment will prepare a detail Statement of Case covering all relevant issues including numbers of affected children, financial sustainability (corpus, running expenditure etc) with recommendations of Commanders in chain up to Command HQ and will forward the same to AG's Branch/C&W 5 for consideration. Ideally there should be not more than one ASHA School in a station. All ASHA Schools are required to be registered with Ministry of Social Justice and Empowerment.

### **Vision & Mission of Asha Schools.**

6. **Vision.** To nurture the potential of every individual with Special needs towards being self-reliance through development of Life skills, social skills and skills for livelihood for a life of dignity through equal opportunities to education in safe ,supportive and caring Schools for maximum utilization , in the benefit of Children with Special Needs.

7. **Mission.** To provide the vital facilities, quality faculty, requisite finances for Special Children irrespective of their disabilities in a school environment that caters for learning through curricular adaptations, personalized support ,rehabilitation, therapy and parental involvement.

To provide schools that benefit needs of Children with Special needs by adopting Universal design of products, environments, programmes and services to be usable by all people, to the greatest extent possible for students development.

8. **Registration.** To run a Special School, for the differently abled children in India, it is essential that:-

(a) The school must be run by an appropriately named society (ideally incorporating the word ASHA) under the Registration of Societies Act 1860, of that particular state.

(b) The school be registered with Relevant Authorities as per Persons with Disability Act 1995 or the Rights of Persons With Disability Act 2016.

(c) Since these schools are monitored by Ministry of Social Justice and Empowerment for provision of the Grants in Aid, under the Deendayal Rehabilitation Scheme,these special schools will have to be registered with e-DARPAN portal of the Niti Aayog.

(d) The school also must be registered with the Directorate of Social Welfare of that state.

(e) The school be registered with National Trust for Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities Act 1999.

(f) Rules and procedure for registration will be as per respective ministry/ organization (refer websites).

(g) **Renewal of Registration of ASHA School.** OIC and Principal will ensure that prior to expiry of the registration; a case is taken up three month in advance for extension with the relevant authorities

9. **Objectives.** The objectives set about for ASHA schools should be in conformation to the objectives laid down for special schools by Ministry of Social Justice and Empowerment and the AG's Branch, IHQ of MOD (Army). They are aimed at bringing about feasible improvement in the lives of differently-abled children through acquiring

skills such as basic activities of daily living to their integration into mainstream institutions of learning and society in general. The schools are expected to cater to Intellectual Disabilities, including Autism, Cerebral Palsy Hearing/Speech Impairment, Visual Impairment, and Multiple Disabilities. Hence, the objectives of ASHA Schools would be:-

- (a) To create an enabling environment to ensure equal opportunities, equity, Social justice and empowerment of students with disabilities.
- (b) To provide educational opportunity to students upto their maximum capacity so as to improve their rehabilitation prospects into mainstream institutions.
- (c) To give special impetus for the improvement of communication and social skills of the mentally retarded child for greater independence in adult life.
- (d) To provide vocational training and occupation-oriented rehabilitation programme.
- (e) Involve parents in the training and development process of the students.
- (f) Undertake proper assessment and diagnosis of each child.
- (g) To assess the capacity of each child and place them in different groups.
- (h) To identify the psychological and therapeutic needs of the child.
- (j) To manage behavioural problems of the mentally challenged children and impart special skills to cater to the needs of students with Intellectual Disability.
- (k) Facilitate communication skills in students with hearing disabilities through sign language and also improve their speech skill.
- (l) To improve the physical efficiency of the child by providing appropriate Physiotherapy
- (m) To impart special training to students with visual disability on communication and language skills through the use of Braille equipment.
- (n) To improve the mobility skills of the students with visual disability and facilitate use of necessary aid and appliances.
- (o) To provide appliances/devices/prosthesis, so as to help the child minimise the disability and if possible overcome the same.

## CHAPTER-2

### MANAGEMENT OF ASHA SCHOOLS

#### Organisation and Composition of Apex Body to Run ASHA Schools and Functions of Office Bearers/Staff

1. **Apex & Governing Body.** It would be a policymaking and monitoring body in a station with proposed organization as under:-

- (a) Patron - senior most Army officer in station or his appointee.
- (b) Convener Army Wives Welfare Association (AWWA) - senior most Lady in Station or her Representative.
- (c) The Station Commander.
- (d) Senior most A branch staff officer of the Formation HQ, if/as located in station.
- (e) Senior most Medical Officer in station/Commandant Base Hospital/ Military Hospital.
- (f) Senior most Engineer Officer in Station (CO/ CWE/Nominated GE).
- (g) Commanding Officer of the nominated unit to support the school - Officer in Charge (OIC).

2. **School Management Committee.** To run the day to day affairs of the school. Composition as under:-

- (a) Chairperson – Convener Station AWWA.
- (b) Representative AWWA.
- (c) Officer in charge (OIC) ASHA School - Commanding officer of the nominated supporting unit.
- (d) Representative Medical - Preferably Psychiatrist/Paediatrician/ENT specialist.
- (e) Administrative Officer - Nominated officer from supporting unit.
- (f) Secretary - Principal Asha School.

3. **Tenure of the Apex Body.** The tenure of the Apex Body will be based on the duration of the stay in station for officers, principal (based on appointment to the school) and responsibility assigned by the Patron. The duration of the AWWA representation will be based on the responsibility assigned, duration of stay in station. The final discretion depends on the Patron.

4. **Functions, Powers and Charter of Duties of Apex Body (Various Officials/Staff)**

(a) **Governing Body**

- (i) Issue policies and Guidelines keeping in view the RPWD Act 2016 and MoSJE guidelines to provide appropriate support to:

(ii) Enable the children with disabilities as the beneficiaries of the programmes to support & facilitate in their development and capability enhancement towards skills for Learning and Life.

(iii) Discuss and provide facilities to make ASHA Schools a safe, child friendly ,nurturing learning space with “Reasonable accommodation” for infrastructural access , equal opportunity for participation with provisions that facilitates “communication” and promotes “Universal Design of Learning”, as best possible can be provided by the Station.

(iv) Deliberate on status check, functioning and continuous improvement of ASHA Schools in terms of Infrastructure, Finances and Grant in Aid, Service Terms & Conditions, Quality of Faculty, School Interventions, Parental Support and Medical interventions for ASHA Schools.

(v) Approve appointment of employees less non-tech/unskilled workers.

(vi) Monitor and carry out periodic review of functioning of ASHA School.

(vii) Approve yearly budget and monitor expenditure.

(viii) Consider and approve termination of employees as recommended by School Management Committee.

(ix) Meet at least once in six months or as required.

**(b) School Management Committee**

(i) Ensure the understanding and managing of the ASHA Schools with specific focus on the children as beneficiaries in accordance to the RPWD Act 2016 and MoSJE guidelines in the context of the ASHA Schools.

(ii) Oversee projection of fund requirements to Ministry of Social Justice and Empowerment and other Higher Headquarters.

(iii) Approve Budget Proposals and oversee management of other accounts. To appoint the service of a Chartered Accountant to audit the accounts every year to avoid financial irregularity.

(iv) The duties and responsibilities of the management committee includes directions over appointment, disciplinary action, staff administration and implements directions of the governing body and other relevant authorities.

(v) Approve admissions or decide on problematic cases.

(vi) Issue directions on procurement of all training and other equipment.

(vi) Order Board of Officers for enrolment/recruitment of all staff in consultation with Formation Headquarters, if located in station.

(vii) Issue show cause notice/termination order to employees for inefficiency/indiscipline or breach of Code of Conduct.

(viii) Meet on bi-monthly basis to review functioning of ASHA School.



(ix) The School Management Committee will be responsible for acquiring information and implementing amendments for improving the school processes as rules prescribed by MoSJE within the needs of the context and limitations.

(c) **Chairperson.**

(i) Advise and provide guidance to OIC, Staff/Administrative Officer, Principal and other staff whenever required for smooth running of ASHA schools.

(ii) Advise on SOPs to follow guidelines of RPWD Act 2016, Employment of Staff, Admission, Safety, Infrastructure and Administrative Matters, Resources and Budget Presentation.

(iii) Contact and motivate other ladies/experts in station for voluntary service to serve the cause of Differently abled Children.

(vi) Advice on family related aspects of the students.

(v) Interact and advice parents on social support, certification and training of beneficiaries.

(d) **Representative & Role of AWWA.** AWWA has an important role in running of ASHA Schools. Responsibility of AWWA for running of ASHA School may cover following aspects: -

(i) Free charitable service with small honorarium in ASHA Schools in whatever capacity their skills permit.

(ii) Counselling of parents of disabled children.

(iii) Rehabilitation of students.

(iv) Advice on family related aspects of the beneficiaries.

(v) Interact and advice parents on social support, certification and training of beneficiaries.

(vi) Participate in activities as advised by the Chairperson.

(vii) Assist Principal when required.

(e) **Officer in Charge ASHA School.**

(i) Ensures security and smooth running of the ASHA School.

(ii) Ensures to educate the APEX Body on the various Acts and policies related to RPWD Act 2016, MoS JE Guidelines, DDRS Guidelines (2018).

(iii) Provide all requisite administrative support.

(iv) Ensure that all guidelines for Admission are followed as given in Section IV on Admission criteria/procedures. OIC will assist the Principal for new admissions as and when required.

(v) Be overall responsible for budget preparation and get it approved by the Chairperson, Patron and the Governing Body.



(vi) Be responsible for dealing with Ministry of Social Justice and Empowerment (DDRS)/State/District Social Welfare Department Officials.

(vii) Inform management and handle Discipline cases as and when referred by the Principal **as per the rules laid**. Keep Patron and Chairperson informed of the same.

(viii) Liaison/Communicate /Correspond with Higher Headquarters for the **smooth functioning of ASHA Schools**.

**(f) Staff / Administrative Officer.**

(i) Work directly under the OIC ASHA School.

(ii) Be responsible for all administrative, logistics, building/maintenance related issues and security issues of the School.

(iii) Assist Principal with regard to all administrative aspects as and when requested/required.

(iv) Oversee account management by the Principal/accounts clerk/accountant.

(v) Assist Principal in preparation of the yearly budget of the school.

(vi) Ensures correct **and timely documentation** for Minister of Social Justice and Empowerment MoSJE (DDRS)/other grants/documentation and accounts management. Ensures that the Application for Grants in Aid is forwarded to Ministry of Social Justice and Empowerment (DDRS - through the District/State authorities) on time with **appropriate documents**, working with Principal and **keeping the Chairman informed**.

**5. Functions and Powers of the Principal.**

(a) Responsible for overall functioning of the school **in matters related to Administrative & Academic duties in the role of Leadership** to include **Safety of children, provisions for a safe & positive school environment. Following of guidelines for Admission, Appropriate academic and pedagogic processes, Skill Training of Students, Parental Support & guidance, Evaluation, Administration, Maintenance and Financial Management.**

(b) **Supervises guides and assesses the functioning of the Teaching/Technical and Non-Teaching/Non-Technical Staff in a planned and organized manner.**

(c) To follow admission guidelines and assist the parents/guardians by **explaining the admission procedure, the school processes and develops positive relationship with parents** by extending help as required. **Involves parents in the training and development process of the students.**

(d) To ab initio check nature and degree of disability of a prospective student as per criteria and his/her suitability for admission to the ASHA School. **Ensure the prerequisite requirements of the children are provided according to the identified disability of the children and as per available school facilities.**

- (e) On completion of the Admission process, guides the Teacher of his/her responsibilities and ensures the student is placed in the class appropriate to the student's capabilities and performance.
- (f) Ensures all activities of the school are conducted in an efficient and organised manner. Coordinates with Army Public Schools/Army Pre-primary Schools in station for sharing best practices, academic dialogue, professional development, attending major functions, exchange visits and holidays etc.
- (g) Ensures discipline of staff and student. No student should be verbally or physically abused by any Teaching and Non-Teaching staff, including Principal, School Management Committee.
- (h) Arranges and conduct Parents orientation session after admission. Holds Parent Teacher Meet and training in consultation with Chairman and OIC School.
- (i) Ensures correctness of all school related documents, especially those submitted by students during admission process and those pertaining to Ministry of Social Justice and Empowerment MoSJE.
- (j) Ensures that the Application for Grants in Aid is forwarded to Ministry of Social Justice and Empowerment (DDRS-through the District/State authorities) on time with appropriate documents, working with OIC and keeping the Chairman informed.
- (k) Carries out all preparations and ensures the presence of all students and staff on the date of inspection of the school by representatives of the Ministry of Social Justice and Empowerment, MoSJE. Keeps the Chairperson and OIC school informed of the same so that they are present as per protocol.
- (l) Ensures projection of requirements of the school and staff to the Management Committee/Governing Body. Prepares a budget in accordance to the same and presents to the Management Committee/Governing Body.

## 6. Asha School Appointment Committee.

- (a) **Principal.** Selection Committee for the purpose could be as under:-
  - (i) Presiding Officer:- Patron or his representative/Chairperson ASHA School or her representative.
  - (ii) Members:- (Three)
    - (aa) OIC ASHA School.
    - (ab) Medical Officer from MH (Preferably Psychiatrist).
    - (ac) Principal Station Army Public School.
- (b) **Other Teachers/Technical Staff.** The composition of selection committee will be as under:-
  - (i) Presiding officer:- Chairperson
  - (ii) Members:- (Three)
    - (aa) OIC ASHA School
    - (ab) Principal ASHA School
    - (ac) Medical Officer from MH (Preferably Psychiatrist)

(c) **Selection of Non Technical/Support Staff** The composition of selection committee will be as under:-

- (i) Presiding officer:- OIC ASHA School
- (ii) Members:- (Two)
  - (aa) Principal ASHA School.
  - (ab) Administrative officer.

**7. Asha School Advisory Committee (Admission, School Safety, Children's Safety).** Admission, School Safety, Children's Safety, School Facilities, School Academics & Training, Parental Support systems and any other matters of relevance for the School's development. The composition of School Advisory committee will be as under:-

- (a) Presiding Officer - The Station Commander.
- (b) Members: - (Nine)
  - (i) Senior most A branch staff officer of the Formation HQ, if/as located in station.
  - (ii) OIC ASHA School
  - (iii) Senior most Medical Officer in station/Commandant Base Hospital/ Military Hospital.
  - (iv) Principal ASHA School.
  - (v) Administrative officer.
  - (vi) Principal Station Army Public School.
  - (vii) Convener Army Wives Welfare Association (AWWA) - senior most lady in Station or her Representative.
  - (viii) Senior Special Educator.
  - (ix) Any Expert in Special Education in the location.

**8. ASHA School Purchase Committee.**

- (a) Presiding officer - OIC ASHA School
- (b) Members:- (Three)
  - (i) Principal ASHA School.
  - (ii) Administrative Officer.
  - (iii) Two Senior Teachers.

**9. ASHA School Monitoring & Evaluation Committee (Administrative & Academic).**

- (a) Senior most A branch staff officer of the Formation HQ, if/as located in station.

- (b) OIC ASHA School.
- (c) Principal ASHA School.
- (d) Principal Station Army Public School.
- (e) Practitioner Expert in Special Education from the location (College/ University/School of repute).

**10. School and Parent Committee.**

- (a) OIC ASHA School.
- (b) Convener Army Wives Welfare Association.
- (c) AWWA - Senior most Lady in Station or her representative.
- (d) Principal ASHA School.
- (e) Principal Station Army Public School.
- (f) Parents Representative - 2 members.

**Responsibilities and Functions of Staff**

**11. Special Educators/Teachers.**

- (a) Ensure safety of students placed under them.
- (b) Prepare Individual Education Plan (IEP) of the students and get it approved by the Principal.
- (c) Responsible for reception of students in the morning, conduct training and organise dispersal of students.
- (d) Maintain all documents in respect of students.
- (e) Ensure care and maintenance of training aids.
- (f) Bring to the notice of the Principal any problem affecting the student or the school.
- (g) Undertake any other tasks given by the Principal.

**12. Psychologist, Physiotherapist, Occupation Therapist, Audiologist, Speech Therapist, Hydrotherapist and other Technical Staff.**

- (a) Ensure safety of children placed under them and provide first aid as required.
- (b) Workout basic functional / training requirements , Physiotherapy (generally for all), Speech Therapy (for hearing & speech problems), Hydrotherapy (for Brain Paralysis, Mental Disability and Infantile Autism) and other requirements of students as per their IEP.
- (c) Carryout assessment of each student.
- (d) Assist Principal to achieve objectives of the school and take on additional tasks as allotted.

**13. Yoga, Physical Training and Music Teacher.**

- (a) Ensure safety of children placed under them and provide first aid as and when required.
- (b) Impart classes of their respective fields to the students and help them overcome their disability.
- (c) Assist Principal to achieve the objective of the school and take on any other task given by the Principal.

**14. Accountant.**

- (a) Be answerable to the OIC, Principal and Admin officer and put up documents after thorough checking.
- (b) Responsible for physical maintenance all accounts held by the ASHA School.
- (c) Responsible for physical safety of Account Books and Computer (containing account details).
- (d) Responsible for correct maintenance of all accounts.
- (e) Deposit cash in excess of specified amount in bank.
- (f) Prepare only account payee cheques, for payments above laid down limits.
- (g) Put up all accounts duly completed every month to the Principal, Administrative Officer and OIC.
- (h) Prepare all documents for audit by Chartered Account and any other designated board.
- (i) Undertake any other tasks assigned by the Principal.

**15. Clerk/Office Assistant/Data Entry Operator.**

- (a) Work under and be accountable to the Principal.
- (b) Responsible to maintain all files, registers and documents related to the school.
- (c) Responsible to hold and maintain all ICT equipment.
- (d) Initiate and keep record of all correspondence incoming and outgoing.
- (e) Responsible to assist Principal and other teachers in official correspondence.
- (a) Ensure maintenance of all ledgers held with ASHA schools.
- (b) Undertake any other work assigned by the Principal.

**16. Ayah/Attendant.**

- (a) Responsible to assist special educators /teachers in handling of students.

- (b) Assist teachers in feeding students during tiffin/ Mid-Day Meal Break.
- (c) Responsible to take students to toilets.
- (d) Responsible to assist teachers / students to change dress if they get soiled.
- (e) Responsible to clean all furniture and blackboards of the school before morning assembly.
- (f) Responsible to provide drinking water to staff and students.
- (g) Clean class rooms and toilets in the absence of Safaiwala.
- (h) Maintain high levels of personnel hygiene.
- (j) Take on additional tasks as allotted by the Principal.

**17. Safaiwala cum Peon.**

- (a) Responsible to clean all classrooms and toilets before the school starts.
- (b) Clean classroom floors if soiled by students.
- (c) Keep working on general cleanliness and maintenance of school premises.
- (d) Carryout Peon/Runner's/Despatch Rider's job and undertake any other school errands/sundry jobs as entrusted upon by the Principal both inside and outside the school.
- (e) Maintain high levels of Personnel hygiene.

**18. Cook and Helper.**

- (a) Prepare hygienic food as Mid-Day Meal for students as per menu given by Principal.
- (b) Account for ration and stores.
- (c) Carryout proper food distribution and cleaning of utensils.
- (d) Ensure high standard of personnel hygiene and get themselves medically checked every quarter.
- (e) Take on any other tasks as given by the Principal.

**19. Maintenance of Records by the ASHA Schools**

The following records of the school and respective groups/classes will be maintained by the Principal/teachers as per responsibility given to them:-

- (a) Health Cards.
- (b) IQ Reports.
- (c) Report Card.
- (d) Admission Register.
- (e) Check List.
- (f) Attendance Register.

- (g) Transfer Register.
- (h) Parents Circular note.
- (j) Parents –Teachers Meeting Register.
- (k) Staff Attendance Register.
- (l) Staff Circular Note.
- (m) School Activities Photo Album.
- (n) Visitors Book.
- (o) Record of Meetings.

## CHAPTER-3

### APPOINTMENT, QUALIFICATIONS, EMPLOYMENT SERVICE TERMS & CONDITIONS & ADMINISTRATIVE MATTERS

#### Classification of Academic (Technical) and Non Academic (Non-Technical)

1. **Terms and Definition – Technical Includes.** Technical includes (Teaching and Medical/Para- Medical Staff), Academic includes Teaching Staff (Special Educators) and Non-Technical includes (Administrative and Support) Staff.

2. **Meaning of Technical Staff.** Technical Staff means:-

(a) All members of staff employed to provide technical contributions to the achievement of the Department's corporate goals.

(b) Each of the employees of the Companies and Subsidiaries who as part of their job responsibilities are involved in product or service research, engineering, conceptualization, design, testing or similar activities.

(c) Non-administrative personnel employed to support the teaching-learning and research processes and non-academic professional medical personnel employed in a teaching hospital.

3. **Meaning of Non-Technical Staff.** Not Technical, such as not related to technique or technical skills or subject.

4. **Authorization of Technical/Non-Technical Staff.** To achieve these objectives, the school is authorized 'Technical' (Teaching and Medical/Para - Medical Staff) and 'Non-technical' (Administrative and Support) Staff as per the provisions contained in DDRS. The guidelines for employment of Technical/Non-technical Staff as per Ministry of Social Justice and Empowerment are as under:-

(a) **Technical Staff.**

Ser No	Staff	No of Beneficiaries Per Staff	Remarks
(i)	Principal	150	
(ii)	Trained Teacher, Special Educator/ Trained Graduate Teacher, Assistant Teacher )	Intellectual Disability (two Multiple Disabilities/ Eight Mentally retarded)/ Eight Hearing Impaired/ Eight - Fifteen Visually Impaired /Four Cerebral Palsy	General ratio of Special Educator, Trained Graduate Teacher, Assistant Teacher in cases of Intellectual Disability, Hearing & Speech Impaired would be - 1:2:2 for 50 beneficiaries.
( iii)	Medical Doctor/ specialists	150	Part time basis with one mandatory visit per week.
(iv)	Psychologist	-do-	Part time basis with two mandatory visits per week



(v)	Occupational Therapist	-do-	- do -
(vi)	Speech Therapist/ Audiologist	-do-	-do -
(vii)	Physiotherapist	do-	-do-
(viii)	Hydrotherapist	-do-	Part time basis with three mandatory visits per week
(ix)	Two yoga/ PT/ Music etc,	-do-	-do-

(b) **Non - Technical Staff.**

Ser No	Non-Teaching Staff	No of beneficiaries per Non-teaching staff
(i)	Accountant	150
(ii)	Office Asst cum Typist/ Data Entry Operator	-do-
(iii)	Cook	-do-
(iv)	Cook cum Helper	-do-
(v)	Safaiwala cum peon	-do-
(vi)	Ayah/Attendant	One for 15 Intellectual Disability, One for 50 HI & VI and One for Five CP beneficiary.

**Note:-** Above mentioned scale of authorisation is to be used as guidelines for providing minimum basic staff only. Management retains the right to hire staff as per requirement felt to run the school including hiring of full time staff instead of part time staff or vice versa. Adhoc hiring for a period of three months may be resorted to, with the approval of Patron, against existing vacancy, as a stop gap arrangement, till the time regular selection process is completed. Reservation would be provided to SC/ST category as per Government norms.

**5. Honorarium and Qualification for Academic (Technical) and Non Academic (Non-Technical)**

(a) **Honorarium.** The basic tenet of service in an ASHA School is voluntary engagement and any reference to adherence to qualifications laid down by the Ministry of Social Justice and Empowerment/DDRS is not to be construed in any way as the basis to claim equivalent remuneration paid elsewhere. Employees of ASHA Schools will be paid monthly and fixed consolidated '**Honorarium**', as approved by the Management Committee keeping a parity with the Ministry of Social Justice and Empowerment/DDRS scales, during the period of their engagement with the school. He/She will not be entitled to any other monetary benefits such as increments, gratuity, pension or any allowances. **Keeping in view the inflation and to attract quality, the Management Committee may consider developing a Honorarium /Incentive Allowance matrix for Teachers /Staff who have been working on contractual basis for a period of more than two years.**

(b) **Qualification.** The qualifications prescribed hence under are desirable and minimum. These should be read and interpreted with reference to qualifications recognized by the RCI. In case teachers and therapists with requisite qualification cannot be found locally, the Patron may review the qualification in an appropriate manner in keeping with the requirements of the school. Honorarium and Qualifications for various appointments are given below:-

**(DDRS 2018 ANNEXURE XIII)**

<b>Ser No</b>	<b>Appointment/Post with Honorarium as per Ministry of Social Justice and Empowerment</b>	<b>Qualification</b>
(a)	Principal (Rs 20500/-)  (Needs to be discussed in experience)	Post Graduate or Graduate plus Bed (General): BEd in Special Education with 4 years experience or Diploma in Spl Education with 6 years experience or BRS graduates with 5 years experience. M Ed in relevant special education field with 2 years experience or BEd in SplEdn with 4 yrs experience or Diploma in Spl Edn with 6 yrs experience or BRS Graduates with 5 yrs experience.
(b)	Special Teacher (Rs 17250/-)	Graduate or graduate with B.Ed General: B.Ed in Special Education with no experience/2 yrs experience or Diploma in Special Education with 1-3 years' experience or BRS Graduates with one year experience.
(c)	Trained Graduate Teacher (Rs 14500/-)	Graduate or Graduate with B.Ed General): B.Ed in Special Educator with no experience or Diploma in Special Education with one year experience or BRS graduates.
(d)	Assistant Teacher (Rs 9500/-)	Graduate or Matric or 10 + 2 (General) Dip in Special Education with no experience for Graduates or Dip in Spl Education with 1 year experience for Matric and 10+2 B.Ed in Special Education with no experience for graduates or D Ed in special education with 1 year experience for Matric and 10+2.
(e)	Medical Doctor (Rs 850 /- per visit) Psychologist (Rs 850 /- per visi )  Occupational Therapist ( Rs 850 per visit )  Hydrotherapist (Rs 850 /- per visit) Speech Therapist (Rs 850/- per visit)	MD or PG Diploma in area of Specialization.  M Phil in Clinical Psychology / M Phil in Rehabilitation Psychology or PG in Clinical Psychology with 2 years experience.  Graduate from Recognized University with adequate knowledge of the specific work area.  -do-
(f)	Braille Instructor (Rs 850 per visit)  Physiotherapist (Rs 850/- per visit)  Sign language Instructor (Rs 850 per visit)	-do-  -do-  -do-

(g)	Yoga / PT / Music Teacher (Rs 9500/-)	Diploma in related field.
(h)	Accountant (Rs 8750/-)	B.Com from Recognized University and preferably 2 yrs experience.
(j)	Office Assistant cum Typist / Data Entry Operator (Rs 8750/-)	Graduate from Recognized University or 10+ 2 with Diploma Course.
(k)	Cook (Rs 6250/-)	Experience in cooking.
(l)	Helper (Rs 6250/-)	Class 8
(m)	Sweeper cum Peon (Rs 2500/-)	Class 8
(n)	Ayah / Attendant (Rs 6250/-)	Class 8

These are basic rates and the honorarium should not be below these rates, however the schools have to be realistic and fix honorarium keeping in mind inflation and cost of living for a dignified livelihood.

(c) **Security Deposit.** All technical (teaching) and non-teaching staff will be required to keep one month's honorarium as Security Deposit. This would be deducted in three instalments.

6. **Procedure for Appointment of Principal, Special Educators and Other Staff:-** On release of vacancy in ASHA School, wide publicity will be given through Station/Unit Orders and local newspapers for calling of applications. The composition of selection committees will be as under:-

(a) **Principal.** Selection Committee for the purpose will be as under:-

(i) Presiding Officer- Patron or his representative/Chairperson ASHA School or her representative.

(ii) Members:- ( Three)

(aa) OIC ASHA School

(ab) Medical Officer from MH (Preferably Psychiatrist)

(ac) Principal Station Army Public School.

(b) **Other Teachers/Technical Staff:-** The composition of selection committee will be as under:-

(i) Presiding officer - Chairperson

(ii) Members:- (Three)

(aa) OIC ASHA School

(ab) Principal ASHA School

(ac) Medical Officer from MH (Preferably Psychiatrist)

(c) **Non Technical / Support Staff**

(i) Presiding officer - OIC ASHA School

(ii) Members - Principal ASHA School

- Administrative Officer of Asha School

**Note.** The board proceedings completed in all respect will be sent to Patron for approval. On receipt of approval of Patron, Contract Deed will be signed between the School Management Committee and the selected candidate prior appointment. After legal vetting of the Deed, selected candidates will be asked to join the duties. Principal and teaching staff will give minimum one month notice before leaving/ resigning from the job.

**7. Staff Employment & Service Terms and Conditions. The following will be complied with:-**

- (a) The teacher shall be appointed on **contract basis** for the period of school academic session with effect from 01<sup>st</sup> April to 31<sup>st</sup> March next year.
- (b) Nature of service being voluntary, all categories of staff will only be paid an **Honorarium** and no other allowances / gratuity etc.
- (c) He/She will be required to produce the under mentioned documents at the time:-
  - (i) Educational qualifications and Experience Certificates in original and attested photocopies of the same for school records.
  - (ii) A Medical Certificate from a registered medical practitioner/ authorized medical officer.
  - (iii) 'No Objection Certificate' from previous employer, if already in any government/state or private job.
  - (iv) An undertaking of commitment to the job in the school for the contracted period of his/her employment.
- (d) He/She will be initially on probation for a period of three months from the date of his/her appointment, during which he/she will not be entitled to paid leave of any kind except on account of personal health emergency or extreme compassionate grounds. He/She will be allowed to continue his/her services in the school after the specified probation period, till the end of the current academic session provided his/her services are found satisfactory by the Principal. The same will be informed in writing by the Principal to OIC and Chairperson, School Management Committee.
- (e) His/her services can be terminated by giving one month advance notice, in writing or payment of one month's Honorarium in lieu, at the discretion of the Management Committee. Similarly, the teacher will be required to give minimum one month's advance notice, in writing in case he/she wishes to resign. In the absence of one month's advance notice he/she will be liable to payment of one month's salary.
- (f) His/her services can be terminated by the school without giving any advance notice in the under mentioned eventualities:-
- (g) If the school management is satisfied that he/she is unfit for reasons of ill health or any serious sickness for the efficient discharge of his/her assigned duties in the school. Such decision by the school management shall be final and conclusively binding on him/her.

(i) If he/she is found guilty of any insubordination, incompetence, moral turpitude, indiscipline, inefficiency, misconduct or any breach specified terms and conditions of his/her employment in the school.

(h) His/her services in the school will be strictly governed by the rules and regulations of the school and the decision pertaining to their applicability will rest with the school management and shall be final and binding.

8. **CONFIRMATIONS : DISCUSSION POINT.** A letter of confirmation will be given to the teacher on being appointed on contractual terms.

9. **Annual Performance Appraisal (APA)**

(a) The APA shall be maintained for every employee for appraisal. It shall cover objective assessment of performance of the work (duties and responsibilities) assigned to the Academic Staff (Teacher) and Technical Staff during the academic year.

(b) The APA shall be placed in safe custody by the Principal & OIC and shown to the teacher.

10. **No of Working Days/Teaching/Duty Hours:-**

(a) The total number of working days will be 200 to 220, counted from 1<sup>st</sup> April to 31<sup>st</sup> March of next year excluding Saturdays and Sundays.

(b) Yearly vacations and holidays notified by Government of India (all National Holidays and Restricted Holidays) will be observed as non-working days as per the Academic Calendar.

(c) Special Holidays will be declared at the discretion of the School Management.

(d) The school will function from 0830h to 1330h (Monday to Friday), but Teacher will be required to arrive half an hour early and leave half an hour later keeping in view safety and security of special children.

(e) Every Teacher will contribute and commit to a minimum of 25-30 instructional hours per week considering school working timings from 0830 hrs to 1330 hrs per day. Besides this a number of hours will be devoted by the Teacher to develop Individualized Educational Plans for each child based on his/her disability.

11. **Code of Conduct**

(a) **Code of Conduct for Technical Staff/Teachers of ASHA Schools:-**

(i) A person who chooses teaching as a career, especially in ASHA School, meant for physically and mentally challenged children, assumes the obligation to conduct himself/herself, at all times, in accordance to the highest standards of the teaching profession aiming at quality and excellence in his/her work and conduct, setting an example which will command the respect of the pupils, the parents and colleagues.

(ii) Teaching, in its true sense, is not mere instruction but influence. The teachers' duty is to communicate to help special children to grow to their

fullest stature and unfold their personality. The following points are, therefore, laid down for guidance of the teachers of the ASHA School:-

- (aa) Instill in the minds of the special children, entrusted to his/her care, love of the motherland.
- (ab) Inculcate in the minds of his/her students that he is a normal child.
- (ac) Organise and promote all school activities which foster a feeling of universal brotherhood among the students.
- (ad) Promote tolerance for all religions among his students.
- (ae) Aim at bringing the special child to mainstream of the society.
- (af) Be on the alert to ensure that the students do not hurt themselves.
- (ag) Co-operate with, and secure the co-operation of other person, in all activities, which aim at the improvement of moral, mental and physical wellbeing of the students.
- (ah) Be sympathetic and helpful particularly to absolute needy.
- (aj) Be temperate and sober in his/her habits. He/she should scrupulously refrain from chewing betel leaves, smoking, drinking alcohol, taking drugs and such other undesirable habits in the presence of students and within the precincts of the school.
- (ak) Abide by the rules and regulations of the school and show due respect to the constituted authority, diligently carrying out instructions issued to him / her by the superior authority.

**Note:** - The above rules of conduct will apply mutatis mutandis to the members of technical staff as well as Principals of ASHA Schools

- (iii) Be impartial, sympathetic and helpful to all learners.
- (iv) Principal and staff should be above board in his/her personal conduct. He/She should:-
  - (aa) Have an exemplary moral character, be punctual and dress in a dignified manner.
  - (ab) Be temperate and sober in his/her habits. He/she should scrupulously refrain from chewing betel leaves, smoking, drinking alcohol, taking drugs and such other undesirable habits in the presence of students and within the precincts of the school.
  - (ac) Consider School property and funds as if placed in trust with him/her and shall exercise the same prudence and care, as he/she would do in respect of his/her own property or funds.
  - (ad) Promote dignity and solidarity of his/her profession and be polite and courteous towards parents and guardians.

(ae) Abide by the rules and regulations of the school and show due respect to the constituted authority, diligently carrying out instructions issued to him/her by the superior authority.

(af) Perform all the duties assigned to him/her efficiently and diligently to the best of his/her ability and devote his/her whole time to the assigned duties in the school.

(ag) Not give any talk on the radio or TV or publish any statement or document either in his own name or anonymously, pseudonymous or in the name of any other person, with regard to the functioning, policies or any activities of ASHA School.

(ah) Except with the previous sanction of the competent authority, ask for, or accept contribution to, or otherwise associate with the raising of any funds or other collections in cash or in kind in pursuance of any object, whatsoever.

(aj) Strictly adhere to the 'Code of Conduct' prescribed for the teachers of the school.

(v) **Teaching / Technical Staff Must Not:-**

(aa) Indulge in or encourage any form of malpractices in any form.

(ab) Engage himself/herself in any commercial activity or as a selling agent/ canvasser for any publicity firm or trader in school campus. He / She will not engage directly or indirectly in any Trade, business or occupation during the period of his/her engagement in the school.

(ac) Bring their domestic problems to School.

(ad) Accept or permit any member of his/her family or any other person acting on his/her behalf to accept any form of gift from any pupil, parent or any person with whom he/she has come into contact by virtue of his/ her position in the school.

(ae) Indulge in activities including political activities, which may instigate thoughts of forming unions or groups, Or Organise meeting in the school except where he/she is required or permitted by the Principal/authorities concerned of the school to do so. (Such indulgence will be strictly dealt with by the School Management Committee and such members will be expelled without any prior).

(af) Discriminate against any student on the ground of gender, caste, creed, language, religion and place of origin, social and cultural background.

(ag) Organise meeting in the school except where he/she is required or permitted by the Principal/ authorities concerned of the school to do so.

(ah) Propagate through his/her teaching lesson or otherwise, communal or sectarian outlook or incite or allow any student to indulge in communal and sectarian activities.

(aj) Not absence (except in case of accident or serious sickness certified by a Civilian surgeon/authorised medical officer) absent himself/herself from his/her assigned duties in the school without having obtained the prior permission of the Principal or an authorized officer of the Management Committee.

(ak) While being present in the school absents himself/herself (except with the prior permission of the Principal) from the class which he/she is required to attend.

(al) Behave or encourage or incite any person, including student, teacher or other employee to behave in rowdy or disorderly manner in the school premises, cause damage to school property.

(am) Be guilty of misbehaviour or cruelty towards any parent, guardian, student, teacher or other employee of the school.

(an) Carry out monetary transactions with the pupils and parents and/or exploit his/her school influence for personal ends.

(ao) Not take home any office key or almirah, cupboards, table drawer or any other office keys or whatever nature, office seals, rubber stamps and so on under any circumstances. The office keys will be deposited at close of the school at the designated place.

(ap) No employee shall use the ASHA School name or properties for his/ her own purpose or benefit.

(aq) For any organized function/ activities on Sunday / holiday, the presence of principal or person nominated will be essential and no extra allowances for this will be allowed.

(b) **Code of Conduct for All.** The under mentioned code of conduct will be observed by all employees of ASHA Schools:-

(i) Every employee will submit himself/ herself to the orders of the 'Appointing Authority' and officer under whom he/she may from time to time be placed by the 'Appointing Authority' or any officer acting on his/her behalf and will at all times obey the rules lawfully prescribed by the 'Appointing Authority' regarding the duties to be performed by the employee.

(ii) The employee will employ himself/ herself efficiently and diligently to the best of his/ her ability in the appointment for which he/she is selected. He/she will not engage directly or indirectly in any other trade, business or occupation. The employee will not indulge in political/trade union activities. He/she will not discriminate students on grounds of gender, caste, creed, religion and region.

(iii) He/she will not absent himself/her from said duties without reasonable cause and without having first obtained permission from the Principal.

(c) The following acts/omission relating thereto will amount to constituting misconduct on the part of employee/staff:-

(i) Two or more instances of absence without leave or lack of punctuality.



- (ii) Insubordination to a superior employee/officer.
- (iii) Undertaking illegal activities like gambling/immoral activities.
- (iv) Contravention of any provision of these rules or other orders/instructions issued from time to time by the employer.
- (v) Any act/omission, which constitutes an offence under any law for the time being in force in the country.

12. **Termination and Cessation of Service.** The following rules will be applied on the subject:-

- (a) The service of an employee will stand terminated on expiry of his/her contractual period of employment.
- (b) The services of an employee shall be terminated by the 'Appointing Authority' or any authorized person on his/her behalf in case it is found that the employee is unsuitable for retention before the completion of the probationary period. No notice or reason whatsoever is required to be assigned before terminating the service of any such employee.
- (c) If an employee absent himself/herself from duty without previous sanction of leave or does not satisfactorily explain his/ her absence within 10 days of such absence, his/her services will be deemed to have been terminated from the first day of his/ her absence. The 'Appointing Authority' shall be competent to forfeit any sum due to the employee on account of his/her pay and allowances equivalent to the period of notice.
- (d) **In the advent of the closing down of the ASHA School, or abolition of post, the employed staff will be given two months' notice in advance or two months salary in lieu of the notice period.**
- (e) In the event of misconduct on the part of an employee, or of a breach of any of the terms and conditions herein specified, the 'Appointing Authority' at any time, dispense with his/her services without notice. The order of the 'Appointing Authority' dispensing with his/her services shall be subject to an appeal before the 'Appellate Authority'.

13. **Punishments.**

- (a) The employee shall be subjected to the following punishment (s) for breach of above mentioned Code of Conduct:-
  - (i) Censure.
  - (ii) Penal Recovery, to make good the loss/damage to any property deductible from the honorarium.
  - (iii) Termination of services.
- (b) The decision of the **Patron**, based on the advice rendered by the hair person, Principal and the OIC with regard to Technical (Teaching Staff) and that of the **OIC** duly advised by the Principal and Administrative Officer for Non-technical (Administrative Staff) will be **final**.
- (c) Termination of services of a contractual employee in accordance with the terms and condition of his/her employment shall not amount to punishment within the meaning of these clauses.

14. **Handing Over of Charge.**

(a) An employee shall, on completion of his employment or before proceeding on leave, at any time during his employment, as and when called upon by 'Appointing Authority' of the ASHA School, will hand over charge or duties to the person specifically nominated by Principal/ Chairperson of the ASHA School.

(b) An employee failing to comply with the rules and any orders given by authorised person rules above shall be deemed to have acted in breach of the Rules/ Orders, and the Competent Authority shall be at liberty to initiate such action as required under the terms and conditions of laws.

15. **Leave Rules and Types of Leave.** Leave is matter of privilege and cannot be claimed as a right. The employees will be governed by following:-

(a) The school will observe holidays as per the holidays notified by the local military authorities. However the teachers may be called by the management for a period of 07 days during the long vacation holidays for preparation of curriculum of next academic session.

(b) Principal will ensure that not more than one teacher is absent on leave at any given time.

(c) Leave can only be availed after it has been sanctioned except in case of emergency or sudden illness in which case, the teacher may inform the Principal / Secretary telephonically. Leave application will be submitted at the earliest along with medical certificate (from MBBS doctor/ Ayurveda / Homeopath). Leave register will be maintained by Principal. It will be put up to OIC School once a month.

(d) In case of vacation or holidays falling in sequence, attendance of Principal and all staff on last day of the school or first day of re-opening of school is mandatory, failing which the honorarium for entire period of absence of vacation will be deducted.

(e) No staff will be entitled to any paid leave during the initial probation of three months except for health emergency/extreme compassionate grounds.

(f) Leave can neither be encashed nor carried forward to next academic session if the teacher is re- contracted for the same.

(g) All leave availed in excess of the leave entitled will be considered as leave without pay and accordingly pay will be deducted.

(h) The entitlement of leave will be as under:-

(i) **Casual Leave (CL).** Total 10 days in a year. One half day CL is permitted every month. Two half days leave will constitute one full day. Except in exceptional circumstances, not more than three consecutive days CL is permitted. Employees will be permitted to suffix or prefix a Sunday/ Gazetted holiday with CL. Sunday/Gazetted holidays falling within CL period will not be counted towards CL.

(ii) **Maternity Leave.** In view of the nature of ASHA School terms of engagement and that the service is expected to be offered to differently abled students on voluntary basis, Maternity Leave may be granted for 90

days only including Sundays/holidays /vacations. It may commence four weeks prior to the Expected Date of Delivery. Employees will be given three months honorarium during the maternity leave. Maternity Leave will be applicable to those who have completed probation and rendered 80 days qualifying service (including authorized absence/holidays). It will be permitted up to two children only. A notice of 30 days must be given to the school by the employee to enable hiring of substitute teacher.

(iii) **Medical Leave.** Medical Leave up to maximum of 12 days may be granted, with **half honorarium** on production of proper medical certificate from Registered Medical Practitioner (MBBS / Ayurveda / Homeopath).

(iv) **Extra Ordinary Leave.** If the entire leave entitlement has been used, the Chairperson ASHA School may grant leave without honorarium, in special circumstances (extreme compassionate grounds) for a maximum of 20 days.

(j) **Leave Sanctioning Authority**

(i) **Principal.**

(aa) Up to 02 days - By OIC with information to Chairperson.

(ab) More than 02 days-by Chairperson on recommendations of OIC.

(ii) **For Staff and Others**

(aa) Upto 02 days -By Principal with information to the OIC.

(ab) More than 02 days - by OIC with information to the Chairperson.

(k) Sample leave application is att as **Appx 'B'**. Lve will be applied min two working days in adv.

**16. Contractual Service** The employment of a teacher in the school for any duration, in no way, shall give him/her any right to claim for absorption as regular teacher in the school or seek equal scale of pay for jobs as per similar qualification as applicable to other government bodies during the currency of his/her contract employment period or anytime in future.

**17. Resignation.** All employees shall have right to resign subject to following rules:-

(a) Principal and teaching staff will have to render minimum one month notice before leaving/resigning from the job.

(b) The resignation submitted by an employee will be accepted within a week's time from the date of its receipt.

(c) On acceptance of resignation the resigner shall get clearance and obtain procure a Clearance Certificate from the School.

(d) An Experience Certificate will be given to the resigner by the Principal on clearance of all dues and settlement of salary dues.

**18. Sexual Harrasment.** Every stakeholder in the school will be sensitised to the POCSO Act 2012 and Sexual Harassment women at workplace (Prevention Prohibition

and Redressal) Act 2013 at the beginning of the academic session or on joining the school.

19. **Student's Safety.** The School shall ensure that all safety norms are followed in the school. All facilities related to Fire, Electricity, Water, Fencing of the area, wirings, Security cameras will be regularly checked to ensure all safety and precaution measures are taken with responsibility. In case of any mishap/natural disaster the school Principal and staff will ensure that the students are rescued on priority. The School authorities and the parents will be informed immediately.

**In-Service Training.** It is mandatory for the Special Educators to undergo CRE- Continuous Rehabilitation Education Programmes conducted by the RCI. The details of the CRE programmes are available on the RCI website to gain the credit points. Trainings for ASHA School Educators will also attend the trainings conducted at Faculty Development. The same would be undertaken at the HQ AWES in the Faculty Development and Research Centre.

20. **Other Issues**

(a) **Personal File.** A personal file should be opened for every employee that joins the ASHA School. The personal file of every employee should contain the following:-

- (i) Application for appointment to the post.
- (ii) Attested photostat copies of educational degrees, marks sheets, experience certificates and training certificates.
- (iii) Certificate of medical fitness.
- (iv) Copy of the appointment letter with terms and conditions of service offered.
- (v) Deed/ Agreement signed between employee and school management.
- (vi) Character Certificate.

(b) **Age Limit.** The maximum age limit for principal, teaching and non-teaching staff is 55 years. No one above 55 years of age will be employed in ASHA School. This will be checked at the time of renewal of contract. This aspect will be mentioned and commented upon in the performance appraisal. The management may relax this in exception in cases considering the aspect of physical/ capability to handle special children, motivational level etc.

(c) **Term Break Holidays.** The date of term break for the staff may not be the same as for the students. The date of term break for the entire staff would be decided by the Chairperson of Management Committee in consultation with the Principal Asha School, depending on administrative constraints /requirements of the school.

(d) **Grievances.** He/She will communicate grievances in writing, if any, with regard to his/her employment and services in the school to the OIC, through the Principal, whose decision will be final and binding. He/she will not take recourse to any court of law on the subject matter.

## CHAPTER-4

### ADMISSION CRITERIA/PROCEDURE AND POST ADMISSION GUIDELINES

1. **Basic Considerations.** Ideally, endeavour be made to accommodate all children, as far as possible in mainstream schools, in keeping with the philosophy of Inclusive education. Only those children, who are not **educable** and opined so by relevant **medical authorities**, are to be considered for admission in ASHA Schools. The decision of the Management Committee in this regard will be final. The following guidelines will be followed:-

(a) The students to be admitted to ASHA School should be within the age group as per the guidelines laid down by Ministry of Social Justice and Empowerment. However, depending on their physical abilities, mental state and violence quotient, the Executive Committee may consider relaxation on the upper age limit.

(b) Children of the serving Army personnel will be given preference for admission over those of ex-servicemen, other service personnel and Civilians. Any change to aforesaid and special cases, if any, may be considered only after approval of the Governing Body.

(c) The disability of the beneficiary should be specified and clearly spelt out by the psychologist and/or authorised medical practitioner for consideration by the Management Committee. If the student is coming from another ASHA School, the common assessment records should be used as a guideline to assess the child. **A qualified clinical psychologist will aid school authorities** during the admission process.

(d) The children must undergo medical examination by a specialist in the specific disability and relevant certificates be taken within one month of admission. **AADHAR card for all students is a mandatory** requirement for availing Government grants.

(e) Full time enrolled students should be able to perform own toilet functions and movements with minimal assistance from an attendant. Students who are not toilet trained but educable may be given admission **provided** their parent/guardian or some attendant hired by them attend to the child while he/she is in the school.

(f) Students who are unable to sit down, have multiple disabilities or have psychiatric disorders or who need a constant attendant may use ASHA School therapy facilities on a precondition that mothers/attendants sent by parents would attend to the child for the whole duration in the school.

(g) Students who need continuous nursing/attendants will not be admitted as full time students. Such a child may be given access to therapy facilities with a parent/attendant with full time assistance. Such children may be referred to as **External Users**.

(h) In addition to laid down eligibility and selection procedure, certain peculiar conditions for admission, to minimise practical problems in the school will be as follows:-

(i) The student should not have behavioural problems, which are harmful to self or others.

(ii) The student should not be suffering from any infectious disease.

(iii) Whenever possible psychiatrist's opinion will be obtained on specific behavioural problems and suitability for admission. **The decision of Patron will be final.**

2. **Admission Procedure.** The process including actions by the school and parents will be as under:-

(a) **Process by School.** The admission may be made once a year, ideally to match the admissions at the beginning of an academic session in other schools. However, one consideration will be given to the transferable nature of the service. The Admission Committee will comprise of a Doctor, a Psychiatrist and Principal to diagnose and take decisions regarding admission of each child brought to the school. However, the committee may co-opt specialists in ENT, Orthopaedics etc as required.

(b) **Action by Parents.** All parents seeking admission for their children will be required to bring the child to the school for assessment of their suitability for admission. After screening as stated above, following acceptance of the candidate, an **Application form (Appendix M)** and a **Medical examination protocol (Appendix N)** will be issued to the parents who will then be required to submit the completed application form and medical examination protocol along with all necessary fees.

(c) In case a child is not found fit for admission, the Principal will forward the application to the Chairperson for final decision.

(d) Admission will be granted to a child, based on submission of following documents:-

(i) Admission Form duly completed in all respects.

(ii) Movement Order in case of Defence personnel/Civilians paid from Defence estimates; in case of Civilian, identity proof and address proof is required.

(iii) Photographs of the student.

(iv) Medical Report / Disability Certificate, if already obtained or else submitted within one month of admission.

(v) Aadhar Card.

(vi) Indemnity Bond (duly filled and signed by the parents/guardians).

(e) Transfer case from other ASHA Schools will be admitted on reporting.

3. **Advisory Committee on Admission.** There will be an Advisory Committee consisting of the following:-

(a) Chairperson of Management Committee.

(b) Psychiatrist.

(c) Principal ASHA School.

**Note:-** The Advisory Committee may meet at least once in a month to review the progress made by the each case and advise the parents and students accordingly.

4. **Priority for Admission** Priority for admission in ASHA School, subject to availability of seats, would be as follows:-

- (a) Children of Serving Army personnel including DSC (ex Army), Army widows, and TA personnel with minimum of 5 years of embodied service.
- (b) Children of Former Army personnel retired/invalidated out on medical grounds with pension and DSC personnel with pension from DSC.
- (c) Children of Serving Air force, Navy and Coast guard personnel.
- (d) Children of former (Retired / Invalidated) Air Force, Navy and Coast Guard personnel.
- (e) Children of ex-Army personnel who left with 10 years service and not categorized as ESM.
- (f) Children of Civilians paid out of Defence Estimates, Central Armed Police Forces (CAPF) including Assam Rifles, MES, GREF and TA (when not embodied).
- (g) Grand children of serving / retired Army personnel.
- (h) Children of concerned State Government employees where ASHA School is located.
- (j) Children of other civilians.

5. **Intake** The intake will be defined by the following:-

- (a) School's Capacity-It will be depend upon the availability of infrastructure.
- (b) Age - Children falling in specified age group will only be admitted. (Dispensation for special cases will be obtained from the Chairperson/Patron).
- (c) **Category** As per priority of admissions. Seats may be offered to dependents of Ex-Serviceman and Civilian. Admission to wards of civilians will be opened on availability of vacancy.
- (d) **Disability** As ASHA School is to serve as an Assessment Centre, all types of children requiring special care will be assessed by a team of specialists i.e. Orthopaedic, Paediatrician, Psychiatrist, Physiotherapist, Ophthalmologist, Prosthetics and Speech Therapist. Parents would then be advised about the programme most suited to the child. Children having only orthopaedic problem will not be enrolled in this school, instead they will be encouraged to join normal schools.

6. **Admission of Disabled Dependents of Civilians.** Generally about 10% seats may be offered to wards of civilians. However, the Management Committee, based on infrastructure available and financial viability, will decide the number of such students as per priority given out.

7. **Admission Criteria for the Students.** Following criteria will be adopted for admission of students:-

- (a) The students should be in the age group of 5 to 18 years. However depending on the physical abilities, mental state and violence quotient, the Managing Committee may decide on the upper age limit of the child.
- (b) The disability of the candidate seeking admission should specified/certified by an authorised medical practitioner as per relevant government guidelines.



(c) The student should be able to perform own toilet activities and movements with minimal assistance or no assistance from an attendant. Children who are unable to sit or suffering from psychiatric disorders or who need a constant attendant may be admitted to ASHA Schools on the condition that their mothers/ attendants would bring the child to school for a shorter duration (1-2 hrs) and give exercises/ trg to their own child as guided by the physiotherapist.

(d) To remain eligible for admission children must undergo medical examination by a specialist in the specific disability within one month of admission.

(e) Child must be in possession of Disability Certificate and Aadhar Card at the time of admission.

(f) ASHA Schools will cater for following disabilities:-

(i) Intellectual Disability.

(ii) Hearing & Speech Impairment.

(iii) Visual Impairment.

(iv) Cerebral Palsy.

(v) Multiple Disabilities.

## **8. Action Post Approval of Admission**

(a) On **final approval** by the Management Committee, the parent/guardian of the child seeking admission will be intimated, confirming the admission.

(b) After admission of a child is confirmed, the parent /guardian along with the child is required to meet the Principal for counseling within **seven** days of intimation.

(c) The General Education/Individual Education/Training Plan of the child will be discussed with the parents. The plan will include functional academics and home & skill based program as well as community orientation and communication skills.

(d) Parents must **learn** to exercise their child, as guided by the physiotherapist. Parent/caretakers can come in their own vehicle for therapy or they may use the school bus facility after due approval.

**9. Service Facilitation Charges.** Parents of the students at ASHA School are required to pay **Monthly Service** Facilitation Charges as under ( Authority AWES/AG Branch Letter Number B/47014/AG/Policy/AWS dated 20 Dec 2017):-

(a) Officers - Rs 3200/- pm

(b) JCOs - Rs 2800/-pm

(c) OR - Rs 2500/-pm

(d) Ex Servicemen - Rs 500/- pm

(e) Civilians - Rs 800/- to 3200/- pm (Depending on equivalence of official position Army personnel for Civilians paid from Defence Service Estimates and service financial status of other Civilian parents)



**10. Security Deposits.** A **refundable security**, equal to **two months Facilitation Charges** will be deposited at the time of admission, which will be refunded when the child is taken out from the school.

**11. Guidelines for Parents** Post admission, the parents/guardians are required to follow the under mentioned guidelines to enable the school to impart effective learning and counselling:-

(a) Parents should **reinforce** the child's learning and physical exercise regularly at home.

(b) Parents should ensure that they **do not send their children** to school if the child **is suffering from any infectious disease**.

(c) Ensure that their child carries own meals and water to the school. However, schools may consider providing some form of mid-day meals based on prevalent norms.

(d) Parents will be **present** for their child's hydrotherapy sessions.

(e) Any **absence** of the student for more than one week will have to be supported by a medical certificate from an authorized medical practitioner. In case of prolonged absence, the application should reach the school within seven days, duly indicating the cause and anticipated duration of absence, failing which the admission of the student will be liable cancellation. In case there is continued absence for a period of ONE month without any intimation to management, child's name will be considered for striking off after necessary approval of the management.

(f) If Service Facilitation Charges are not paid by the due date, a late fee of Rs. 10/- (Rupees ten only) per day will be charged. In case of non-receipt of fee for a period of two months continuously, students name will be considered for striking off after necessary approval of the management.

**12. Leave for Students.** Leave for students will be sanctioned by the Principal. It will be limited to seven days in a month.

## CHAPTER-5

### GROUPING - ACTIVITIES, THERAPIES AND CELEBRATIONS

1. **Grouping Through Initial Assessment and Training Focus** Immediately on grant of admission, the student would be assessed by the Special Educator of the school, psychologist, Occupational Therapist, Pediatrician, ENT Specialist and physiotherapist apart from any other relevant experts. On the basis of this Initial **Assessment**, the student will be **grouped** into one of the following based on his/her age, ability and severity of problem:-

- (a) Care Group/Pre-primary.
- (b) Primary.
- (c) Secondary.
- (d) Pre-vocational Group.
- (e) Vocational Group.
- (f) Academics (For Hearing Impaired/Visually Impaired or any other suitable students).

2. **Initial Assessment**. Based on the **Initial Assessment**, an **Individual Education Plan (IEP)** will be prepared by the Special Educator, which primarily covers the requirement of the student on a regular basis as required by the curriculum. The IEP includes long term treatment or intervention for the child to enable him / her to achieve maximum potential.

3. **Groups**. It is **difficult** to achieve total homogeneity in the grouping of differently-abled/ mentally-challenged children. However, groups can be formed **based on the skills, ability level and mental age of the child**. The training for each of the five groups is focused differently to achieve the desired results. Care Group would get merged with the Pre-primary and Vocational Group would automatically be the next stage after Pre-vocational stage. The focus areas for each group are given below:-

- (a) **Care group /Pre-primary Level**. Pre-primary level should have **separate** sections for the severely retarded children. The training for children belonging to these two categories is **focused** on helping the students acquire simple self-help skills like brushing their teeth, toilet training, dressing, bathing, feeding and language. Personal grooming, social skills and pre-academics should be focus areas.
- (b) **Primary level**. This is an extension of Pre-primary level. Those children who achieve 80% of the skill at the Pre-primary level will be eligible for this level. The curriculum at this level will include personnel adequacy skills, functional academics and social competence. Children with mental age of 7 to 9 years fit in these groups.
- (c) **Secondary level**. At this level, the skills developed at Primary level are further strengthened and emphasis is placed on relevant functional academics, vocational skills and social skills necessary for daily living such as time and money concepts, reading sign boards and survival words, signing and independent travel skills which form important components of the curriculum.
- (d) **Pre-Vocational/Vocational Group**. Here **emphasis** will be on working skills, social competence, vocational aptitude and capability of the child would be kept in mind while planning for this level. Work routine, discipline, good manners and personnel skills such as appropriate grooming, shaving and menstrual

hygiene would comprise the main curriculum. Skills such as money transaction and time will be strengthened at this age. The children belonging to this group are trained on craft work like knitting, flower making, making of greeting cards and wrapping papers etc.

(e) **Vocational Group**. Children above the age of **16 years** will be admitted in this group for making them vocationally purposeful. The **Vocational Training** is aimed at introducing the children to different vocations like Shawl Weaving, Paper Bag Making, Masala Grinding, Candle Making, Embroidery, basic carpentry etc to enable them in learning a vocation which can make them self-reliant. Under this training, the items prepared by the students may be marketed in retail outlets and the Family Welfare Organisation (FWO) set ups.

(f) **Academics Group**. The children of this group **learn** language, cognitive skills, academics and extracurricular activities in a more structured form like dance, art, craft etc .It is possible that moderately retarded child may not learn any formal academics in primary or secondary levels but may learn social competence, communication and work skills effectively. Association of suitable students from this group may be explored with National Institute of Open Schooling (NIOS).

4. **Duration**. The school shall be run exclusively for **day scholars** and no hostel facilities will be provided. The **Curriculum and Pedagogy** shall be based on the pattern of **National Institutes For Disabled Persons** aimed at providing a capsule of **five years** duration which therapy, education, vocational training, sports, excursion, cultural activity for all types of special children. The students having specific disability like Mental Retardation (MR), Hearing Impairment (HI)/Visual Impairment (VI), Multiple Disability, Orthopedically handicapped and other disabilities may be provided education/therapy for a duration of **seven years** in addition to providing the five year capsule for all types of disabilities, depending on circumstances. The school should optimally utilize the facilities available in other Government/ Non-Government institutions for the special children of ASHA School by maintaining close liaison with such institutions.

5. **Training** In general, training will be centered on the guidelines of Ministry of Social Justice and Empowerment MoSJE and the RCI apart from medical guidelines for any specific student. Basic concepts are as under the training programme is recommended to be structured on the following lines:-

(a) **Self Help Skill**. The first step towards independence/empowerment is to be able to look after one-self. The child should become capable to dress-up, keep himself/herself clean, be able to feed himself/herself etc. Normally it is presumed that by the time a child is admitted to mainstream schools at the age of three years , he/she is toilet trained and can do the above at their own, but severely handicapped children may have to be trained.

(b) **Learning Communication Skills**. The next step is to communicate with others for one's needs so as to interact in the process of learning. The hearing impaired are likely to benefit the most in this area.

(c) **Education**. As per the capabilities of a child, some form of academic training will be imparted to children, which will be beneficial in vocational areas also.

(d) Educational Toys, and handling of electronic gadgets to improve **manual dexterity**, to develop coordination and concentration. **Improving physical health**, muscular strength and stamina by specific therapy for the relevant student and regulated exercises for all.

(e) As the final step in training, **vocational** training will be imparted to all in a workshop setting, shopping complex, cottage industries etc, depending upon the

aptitude as well as physical limitations of each student .The aim being to make the individual self-reliant to the extent possible.

## 6. **Type of Therapies**

(a) **Physiotherapy.** The physically challenged students should be made to undergo relevant physiotherapy supervised by a trained physiotherapist.

(b) **Speech Therapy.** The hearing and speech impaired students shall be provided speech therapy on a regular basis on relevant equipment.

(c) **Hydrotherapy.** Where facilities are available, the students with Brain Paralysis, Mental Disability and Infantile Autism shall undergo hydrotherapy under a trained Hydro-therapist. Hydrotherapy for students in a large pool will be supervised by respective parents.

(d) **Pet / Equine / Bird Association Therapy.** One of the most entertaining and educative therapy which students may undergo regularly is the Pet Association Therapy, which acquaints the children with friendly animals & birds and could include Equine-therapy, Dog-therapy, Bird and Rabbit-therapy.

(e) **Yoga.** Yoga should be taught every week to the students of the School by Instructors who are formally qualified in Yoga Course. The Yoga classes for boys and girls may be conducted separately, if so required.

7. **Integration Programme.** The students from ASHA Schools are required to be taken on outdoor visits to the neighbouring schools like the Army Public School and Kendriya Vidyalaya. These visits should be conducted on weekly basis to integrate these children with their counterparts studying in the mainstream schools. This would help in building an understanding of an inclusive society amongst the students.

8. **Community Involvement Programme.** A Community Involvement Programme (maybe coupled with a meal) could be organised for school students every year by local Regimental Centers/Formations/Units on rotation basis. Activities like origami, card making, vegetable painting etc with special children during the community involvement programme may be considered with the help of volunteers.

## 9. **Examination and Promotion**

(a) **Examination Assessment Schedule.** The examination / assessment schedule for relevant students (NIOS schedules apart)of ASHA School, will be as under:-

- |       |                          |   |                       |
|-------|--------------------------|---|-----------------------|
| (i)   | First Term (Jul to Sep)  | - | First Week of October |
| (ii)  | Second Term (Oct to Dec) | - | First week of January |
| (iii) | Third Term (Jan to Mar)  | - | First week of March   |

(b) **Promotion of Children.** Based on the above mentioned grouping system, when a child records 80% success in a given group as expected criteria, he/she may be promoted to the next level.

10. **Discharge for Livelihood.** At Pre-vocational level, if a student meets 50% independence, he/she may be considered for appropriate vocational training and placement outside the school. At this point, parents should be explained about the strength of the child and the possible job he/she will be able to perform successfully. The existing vocational training centre at various places close to the school will be of great help in this regard.

11. **Parent-Teacher Meetings.** Synergistic participation of both, parents and teachers is very important for development of a special child. For all round development of the child, it is essential for the teachers to know a child's interest, habits, attitudes, abilities, strengths and weaknesses and for that the teacher needs feedback. On the other hand, the parents need to be aware of the child's activities at school i.e. whether child had any behavioural problems, child's IEP, therapeutic programme, how to achieve or carry out certain goals etc. They also require information on many co-curricular activities going on in the school. Thus a continuous interaction has to be maintained between the school and the home for the exchange of essential information. Schools should have formalized guidelines for a regular parent-teacher interaction. Parent-Teacher Meetings are to be organised in a structured manner, as per following:

- (a) Formal Parent-Teacher Meetings are to be organized once in **quarter**; ideally on last working day of the month.
- (b) Parents are to be informed through a circular by the Principal, well in advance.
- (c) Parents are to meet Teachers/Special Educators in respective classrooms.
- (d) Parents are to be advised by the class teacher to meet concerned therapist. This should be decided between the Therapist and Class Teacher in advance. Agenda points, to be discussed with each parent, are to be prepared will in advance. Responsibility to conduct a successful and fruitful meeting is with the therapist and the class teacher. Registers are to be maintained by Class Teacher and Therapists to keep a record of each meeting, including the points discussed.
- (e) In addition to the formal once a quarter meeting, an individual meeting is to be organized at the request of parent/class teacher/therapist. Such meeting is to be held on any working day, as per time fixed by Principal.
- (f) The parents are to be given access to class room environment of Special Educators and Therapists in a manner, which is unobtrusive and conducive.
- (g) Formal Parent-Teacher Meetings are to be utilised as an opportunity among parents and teachers to share views/experiences in the field of special education. The Principal is to organize periodic talks by experts on the subject for the benefit of parents on such occasions.
- (h) Parents who are working in the field of medicine and Special Education may be integrated with school's efforts on purely voluntary basis.
- (j) Regular counselling shall be provided to the parents to educate them on handling their child and also on ways and methods to cope up with the resultant stress.
- (k) The **suggestions** emerging from Parent-Teacher Meetings will be put up to OIC by Principal within two working days. The OIC shall forward the register to the Chairperson ASHA School with his remarks for further directions and follow-up action by the concerned.

12. **Role of the Special Educators/Therapists in Parent-Teacher Meetings.** The Special Educators/Therapists shall to convey the following as well as extend assistance to the parents during the meeting:-

- (a) Activities of their ward (s) in the school.
- (b) IEP of the child.
- (c) Help the parents learn the methods to achieve goals of IEP.
- (d) Help the parents realize the specific problems and weakness of their ward.
- (e) Educate parents on means to rectify such problems.

13. **Transfer.** On transfer to other ASHA School, medical and other documents of the student will be handed over to the parents of the student.

14. **Joint Celebration of School Functions and Festivals with Mainstream Schools**

- (a) **Celebrations.** Festivals, school functions and common classes like PT, model exhibition, music, dance etc be planned jointly with local APSs as often as possible. Apart from above, Independence Day, Republic Day and the following important days be celebrated by the school which may be attended by the senior officers, ladies and civilian dignitaries: -
- (b) **Foundation Day.** School Foundation Day annually as per relevant date.
- (c) **Children's Day** Every year on 14<sup>th</sup> November.
- (d) **World Disabled Day.** On 03 Dec every year. (ASHA Schools may also participate in the district/state level programs).
- (e) **Annual Sports Day.** Annual/Sports Day function of the school will be organized, preferably along with the local APS and prizes will be distributed to the students.
- (f) **Picnics.** Picnic will be organized every year by the school to places of tourist interest in and around the location which could also be attended by the parents of the students.
- (g) **Birthday Celebrations.** The birthdays of all students may be celebrated in an appropriate manner.
- (g) **World Environment Day.** 05th Jun every year.
- (h) **International Day of Yoga** 21st Jun every year.

## **CHAPTER-6**

### **FINANCIAL ISSUES**

1. **General.** ASHA Schools are expected to be established and run out of local resources of the Formation. ASHA Schools with requisite number of students or more and having run for two years, after registration, may apply for grants from the Ministry of Social Justice and Empowerment (MoSJE). Any shortfalls after the grants will have to be made up through grants by local formation / higher HQs. Delay in receipt of grants from the MoSJE must also be catered for by the Management Committee by ensuring adequate reserves.

#### **Financial Management of ASHA School.**

2. During the month of December every year, an Annual Budget Outlay would be prepared calculating the current year's income/ expenditure and next year's forecast income/expenditure. The same has to be approved by the Governing Body, so that income/expenditure for the coming year could be planned and undertaken. The following are source of income of ASHA School.

(a) **Funds from Adjutant General's Branch , IHQ of MoD (Army), HQ Commands and Higher HQs.** Money from this Fund would be utilized initially to pay honorarium to teaching and non - teaching staff and meet other operating expenses till grants from the MoSJE /DDRS are received. It may also be utilized to pay additional honorarium to staff as incentive over and above the MoSJE/DDRS stipulations, if decided upon by the Governing Body. Honorarium of staff employed in addition to MoSJE guidelines and not being paid by them may also be paid from these funds.

(b) **Grant-in-Aid (GIA) from MoSJE as per the DDRS.**

(i) MoSJE releases (GIA) to such schools every year, according to its norms. Mainly, the GIA consist of honorarium of staff, contingencies including stationary, conveyance allowance of students and staff, expenditure on food items, purchase of special equipment, purchase of sports items etc.

(ii) Online proposal for the GIA to be forwarded every year to MoSJE, followed by a set of documents through Social Welfare Division, of the concerned district and state.

(iii) As per directions of the MoSJE, a separate account is to be maintained for its accounting.

(c) **Facility Charges from Beneficiaries.** To meet additional training/ administration related expenditure, some service charges by the students would have to be planned in terms of 'Facility Charges'. Facility charges may be paid on monthly/quarterly basis, as decided.

#### **Methodology of Accounting**

3. **Types of Accounts.** The ASHA School will maintain following Accounts, which will be operated under the arrangement of the Management Committee:-

(a) MoSJE /DDRS GIA Fund Account.

(b) ASHA School Fund Account.

4. **Ministry of Social Justice and Empowerment Fund Account/ DDRS GIA Fund Account.** This acct will be maintained as under:-

- (a) Ideally, be maintained in SBI or a Public Sector Bank.
- (b) Format of Account Book will be as per DDRS.
- (c) Double entry system/any other given system of accounting to be adopted.
- (d) This account will be used for receipt of MoSJE/DDRS grant and its expenditure under various heads as per the guidelines given by MoSJE/DDRS.
- (e) At the end of the year, MoSJE/DDRS accounts will have zero balance.

5. Following will be ensured:-

(a) On receipt of the grant from MoSJE/DDRS, the same will be distributed in various heads of the account book.

(d) The head "**Miscellaneous**" in the MoSJE Account Book will consist of Sub-heads which have less money and received less frequently. These are as under:-

- (i) Books & Stationery.
- (ii) Seminar/Workshop/Rural Camp.
- (iii) Computer.
- (iv) Sport Equipment/Toys & Play equipment.
- (v) Contingencies.
- (vi) Medicine & Library charges.
- (vii) Utensils/Kitchen equipment.

(d) The following documents will be maintained:-

- (i) MoSJE Cash Book.
- (ii) Pass Book
- (iii) Cheque Book.
- (iv) Cheque Issue Register.
- (v) RV & PV File.

6. **ASHA School Account.** Ideally, this account will also be maintained in a Public Sector Bank. The following procedure will be followed to maintain ASHA School Account:-

(a) Double Entry /Tally System of account to be followed.

(b) The financial assistance, when received from AGs Branch, IHQ of MoD (Army), AWWA and specified as 'Corpus' will be taken on charge in General Fund and then converted to FD under 'Corpus Fund FD' Head.

(c) The following documents will be maintained:-

- (i) ASHA School Account Cash Book.
- (ii) Pass Book



- (iii) Cheque Book
- (iv) Cheque Issue Register. Sanction Register.
- (v) IAFA-175.
- (vi) RV & PV File.

7. Payment for any additional incentive/ facility to students/staff otherwise not given by MoSJE will be paid from this Account.

8. **Enhancement of Corpus.** The ASHA School would be required to build up a Corpus to meet operational / other expenses. This corpus may be built up by ASHA School as under:-

- (a) Appropriating part of financial assistance from various HQ, and those which are received specifically as **Corpus** only.
- (b) Reinvesting 25% of Corpus Fund FD interest.

9. **Financial Powers.** The financial powers of various functionaries will be as given below:-

<b><u>Appointment</u></b>	<b><u>One Transaction</u></b>	<b><u>Per Month</u></b>
Principal	Rs. 5000.00	Rs 15000.00
OIC ASHA School	Rs. 25000.00	Rs 1.5Lakh

**Note:** 1. Anything beyond above would be approved by the Chairperson and Patron.

2. **Non budgeted financial powers would be 50% of the above amounts.**

10. **Power to Write Off Losses.** As under:- (**Anything beyond** have to be referred to higher authorities in chain with supporting documents).

(a) **OIC** Not due to Theft , Fraud or Gross Neglect- Rs 2000.Due to theft, Fraud or Gross Neglect – NIL.

(b) **Patron** (Brigadier Rank) Not due to Theft, Fraud or Gross Neglect- Rs 50000. Due to theft, Fraud or Gross Neglect - Rs 2000.

11. **Expenditure.** Accountant will be responsible for handling cash, both income and expenditure. All bills of expenditure received will be submitted on Noting Sheet for reimbursement. Physical checking of the items would be carried out by Principal/ Adm Officer/relevant staff. The details of some regular expenditure are as under:-

(a) **Likely Monthly Expenditure.**

- (i) Payment of Honorarium and incentive to Teaching/Non-teaching staff.
- (ii) Mid-Day Food/Meal items.
- (iii) Conveyance expenditure of Staff and Students.
- (iv) Stationery and special equipments.

(v) Fuel for School Bus and Generator.

(vi) Miscellaneous items.

(b) **Miscellaneous Expenditure / Petty Cash** A sum as decided by the management per month, will be provided to the school in advance to meet the expenditure on minor repairs (uptoRs500 only), maintenance items (Chuna, geru, paint etc), birds/ fish food, purchase of items for art & craft (clothes, beads, foam etc) and other miscellaneous items.

(c) **Expenditure on Celebration of Festivals.** Various festivals are being celebrated at the School. Expenditure on these festivals will be re-imbursed after approval on Noting by Principal.

## 12 **Other Expenditure.**

(a) **Incentives to Staff.** Incentive to the Civilian Staff of the school on the occasion of Teachers Day and festivals, as decided by management committee.

(b) **Improvement of Amenities.** Various items are purchased, as and when required for improvement of the ASHA School. All items purchased will be checked by OIC/Adm Officer and Principal, as relevant.

(c) **Expenditure for Major Repair/ Replacement.** As per the direction of management committee

13 **Operation of the Accounts.** MoSJE and ASHA School Account will be operated in Joint names of the OIC School and the Principal.

14. **Annual Budget** The Annual Budget for the next financial year will be prepared by the Principal in consultation with the OIC School and presented to the Chairperson and Patron for approval. This exercise should be completed by 31 December of the current year.

## **Recurring/Non-recurring Expenditure**

15. Salary Bills of the staff will be prepared by the school accountant/clerk, checked, verified and signed by the Principal and fwd to the OIC ASHA School, who in turn will check and approve payments to staff by due date. Strict adherence to the other recurring & non-recurring Expenditure Code heads as per MoSJE guidelines will be ensured.

16. **Mode of Payment**All payments will be made either by Cheque or Cash (only up to Rs 1000) and will be supported by a written sanction of competent authority.

17. **Documents Related to Accounts** A separate register will be maintained to account for Non-expendable / Expendable stores purchased out of ASHA School Fund. A copy of CRV will also be maintained. No item will be written off without the recommendations of board of offrs and approval of the Patron.

18. **Local Purchase.** All items will be purchased through "Purchase Committee" constituted by the OIC ASHA School. Proper financial procedure, as per existing regulations, will be followed for all purchases.

19. Except for purchases falling in the purview of Petty Cash, prior sanction (verbal/ written) of the Chairperson or/OIC ASHA School, as appropriate, will be obtained on Noting Sheet for any other item (budgeted or non-budgeted) required for the school.

## **Processing of Noting / Minute Sheets and Maintenance of Accounts.**

20. Noting Sheet will be initiated by the Principal and follow the channel of OIC ASHA School, Chairperson and Patron. All documentation to follow the Unit/Formation 'A' channels.

21. The Principal ASHA School along with the Administrative Officer would be responsible for maintenance of account, FDs and cheques. The Fixed Deposit receipts and cheque books/passbooks will be kept in custody of the Principal. The cheques for payment will be countersigned by OIC School. The account will be perused by the Patron on Quarterly basis.

22. No cheque will be signed unless the Noting Sheet has been duly approved. All Minute Sheets, Cheque Issue Register and other documents will be kept ready, updated and in safe custody. The Principal and school accountant/clerk will be responsible and answerable for all documents and registers.

23. **Purchase of Stationery.** A Board of Teachers of ASHA School will purchase stationery after detailed market survey. Board proceedings submitted by the board will be countersigned by Principal and fwd to OIC for seeking approval. A Stationery Register will be maintained with receipt and expenditure details.

24. **Purchase of Expendables** Expendables purchased will be duly accounted for. A register will be maintained for expendables showing details of receipt and expenditure.

## **Procurement of Stores/Items and their Accounting**

25. OIC will be responsible for undertaking market survey and purchase of training materials at competitive rates. Material required for training of recurring nature may be purchased for a quarter, at a time, after taking approval of Patron on Noting.

26. All training items/stores will be taken on ledger charge in the Training Stores Property Ledger. Expendable stores will be charged off quarterly.

## **Maintenance of Property Records/Ledgers**

27. Ledgers of MoSJE Fund property and ASHA School Fund are to be maintained separately. All property items purchased, received as gifts or loan etc will be accounted for in separate property ledgers. Value of items purchased will be written on the ledger page. In case of gift stores, assessed value will be entered on the ledger page. The annual stock taking and conditioning of the property will be by the order of the Patron through a Board of Officers. After approval of the board proceedings, property value in the cash ledger will be adjusted. The Accountant of ASHA School is responsible to maintain the requisite ledgers. The property ledgers will be checked by the Principal and signed by him/her quarterly.

## 28. **Audit**

(a) OIC ASHA School will get MoSJE Fund audited by the Chartered Accountant annually. MoSJE Fund account is liable to be inspected by MoSJE authorities at any time.

(b) The ASHA School Accts will be audited by the Station Board of Officers every quarter and by Chartered Accountant, if required.

## CHAPTER-7

### MISCELLANEOUS

1. **Channel of Corresponding/Reporting.** Guidelines for carrying out official correspondence/ reporting are as under:-

(a) The official mail will follow the channel of Principal - Adm Officer (if required) - OIC - Chairperson Patron.

(b) At times letters from AGs Branch/MoSJE /Central AWWA may be received directly by the ASHA School / Unit nominated to support, without any information/ copy to Welfare Complex/A Branch of intermediate HQs. The concerned ASHA School/Unit nominated will ensure that copies of all such letters are fwd to relevant authorities under a proper covering letter within 48 hours.

2. **Claiming of Children Education Allowance.** The fees of ASHA School are being claimed by Defence personnel under the scheme of CEA and reimbursement can be availed by Government servants up to maximum of two children. Reimbursement will be applicable for expenditure on the education of school going children only. In view of CEA available to serving person including Defence Civilian, no exemption of fees, whatsoever, will be given to such person who have upto two children in ASHA School. Case for exemption of fees of third child can however be processed and will be considered on merit. This amount, if exempted will be paid from QD to School Fund.

3. **Fee Concession.** It may be considered on case to case basis and on merit in case of the following:-

(a) Wards of ESM (not entitled CEA).

(b) Children of Staff of ASHA School.

(c) **Orphan.** 100% fee waiver on humanitarian grounds.

4. **Administration and Technical Inspection.** ASHA Schools are small outfits which are generally closely monitored. However, annual Adm and Tech Insp of the school if required, may be carried out by the team detailed by the Patron/higher HQs. In that case, appropriate guidelines may have to be given out by the authorities to avoid interference in functioning and training/therapy interruptions.

5. **Administrative Support.** A Unit will be nominated by the Patron to provide administrative support to the ASHA School. The following administrative staff may be provided to the school:-

(a) Administrative Officer

(b) Estate JCO

(c) Multitask NCO

6. **School Timing.** Timings for the students and staff will be as under:-

(a) Non-Technical Staff - 0800h to 1400h

(b) Technical Staff - 0845h to 1345h

(c) Students - 0900h to 1330h

**Note:-** The teachers must be in school 15 minutes before and after the prescribed timings to ensure necessary class room arrangements and plan the daily activities of each student. The teachers will leave the school only after ensuring that the students have left for their home by the pre- arranged conveyances.

7. **School Uniform.** As under:-

(a) **Boys.**

(i) **Summer.** Maroon Trousers, Maroon and White checked full sleeves shirt, Black shoes with/without laces and white/grey socks.

(ii) **Winter.** Maroon Trousers, Maroon and White checked full sleeves shirt, Maroon pullover, Black shoes with / without laces and white/grey socks.

(b) **Girls.**

(i) **Summer.** Maroon tunic/skirt, Maroon and White checked full sleeves shirt, and Black shoes without laces and white/grey stockings.

OR

Salwar kameez for girls above 10 yrs.

(Maroon & White checked Kameez, Maroon salwar with Maroon dupatta)

(ii) **Winter.** Same as above along with Maroon Pullover.

8. **Books.** Only the Hearing Impaired (HI) children may procure books, based on relevant syllabus.

9. **Maintenance of Records.** The following records of the School and respective groups/classes will be maintained by the Principal / teachers, as per responsibility given to them:-

- (a) Health Cards
- (b) IQ Reports
- (c) Report Card
- (d) Admission Register
- (e) Check List
- (f) Attendance Register
- (g) Transfer Register
- (h) Parents Circular Note
- (j) Parents –Teachers Meeting Register
- (k) Staff Attendance Register
- (m) Staff Circular Note
- (m) School activities photo album
- (n) Visitor's Book
- (o) Record of Meetings

10. **Library.** The ASHA School is expected to establish a small library to include books on care of handicapped children, Video/Audio information material of all ASHA schools across the country for the benefit of those moving to other places and any other relevant knowledge material. These will be procured under the guidance of Principal.
11. **Security and Fire Fighting.** It will be the responsibility of Unit supporting the School. The Unit will formulate a SOP on the subject and make necessary arrangements as per SOP.
12. **Maintenance of Area.** The maintenance of the area of the school and buildings will be the responsibility of the Unit providing administrative support.
13. **Utilisation of Government Infrastructure.** Existing rules/regulations will be strictly adhered to as far as Government Infrastructure/ creation of new infrastructure is concerned especially in terms of buildings.
14. **Yearly Review.** An annual Principal's Meet will be conducted to carry out in-house review of activities at Command Level.
15. **Teacher Empowerment.**
16. **Web Portal Information.** The location and facilities available in all ASHA Schools, including details of students, may be considered for hosting on Central AWWA portal as well as in the portals being managed at HQ Command.
17. **Disbandment.** Situation may occur when running of ASHA Schools may become unviable due to lack of clientele / merger. In such situations, HQ Comds will have final authority to decide on the matters and order closure under intimation to IHQ of MoD (Army)/ AG's Branch/ C&W Dte/ C&W 5. Every care will be taken to avoid any legal implication arising out of such decision.
18. **Reports and Returns.**—These will be kept to bare minimum to reduce unnecessary staff work. Details in this regard may be given out by the Controlling HQs. However, some Reports and Returns which will be rendered are as under:-
  - (a) **Monthly Reports.** Monthly report regarding strength of Staff, Students and activities of ASHA School to controlling Formation.
  - (b) **Quarterly Reports.** Details of Funds, Staff and Students to HQ Commands on 5<sup>th</sup> of Apr, Jul, Oct and Dec every quarter.
  - (c) **Yearly Reports.**
    - (i) Online proposal for Grant-in-Aid by MoSJE/DDRS to District Social Welfare Authorities.
    - (ii) Utilisation Certificate to be forwarded by each Organization/ Institution at end of each financial year to MoSJE authorities as per Format in DDRS.
    - (iii) Information Brochure of the school to be forwarded to AG Branch/C&W Dte/C&W 5, and HQ Command by 20<sup>th</sup> Jun every year.
19. **Posting of Personnel.** As far as possible, personnel having differently abled children should be posted in places where ASHA Schools exist. If such pers are to move on field posting, priority to be given to them for allotment of suitable accommodation in the Selected Place of Residence. MS Branch and the Record Offices have been issued guidelines in this regard.

20. **Conclusion.** A formal establishment, catering to the needs of specially abled Children of the Army Personnel, would go a long way in ushering major changes in their lives. The guidelines given in this Standard Operating Procedure are general in nature. Depending on local conditions and requirements, Local Military Authorities would be required to formulate detailed SOPs in consultations with AWWA and same may be implemented with the approval of the HQ Command concerned.

**Appendix 'A' Refers  
to Para 2 of Chapter 6**

**CONDITIONS OF ELIGIBILITY OF PROGRAMME IMPLEMENTING AGENCIES**

1. The following categories of organisation shall be eligible for applying for financial assistance under this scheme:-

- (a) Organisation registered under the Societies Registration Act, 1860 (XXI of 1860), or any relevant Act of the State/Union Territory, or
- (b) A Trust registered under the Indian Trust Act, 1882 or any other similar Act for the time being in force.

**Note:-** All organisation implementing the scheme will henceforth be called Programme Implementing Agencies (PIAs)

2. Registration should have been in force for at least 2 years at the time of applying for grant under this scheme.

3. The PIAs seeking Grant-in-Aid under the scheme must register themselves in the NITI Aayog portal (NGO-Darpan) and obtain Unique ID of NGO- Darpan before applying for Grant under the scheme.

4. Every organisation seeking Grant-in-Aid must be registered either under erstwhile Persons with Disabilities Act, 1995 or Rights of Persons with Disabilities Act, 2016.

5. An organisation specified in Para 1 (a) (b) and (c) should have the following characteristics:-

- (a) It should have a managing body with its powers, duties and responsibilities clearly defined and laid down in Memorandum of Association.
- (b) It should have resources, facilities and experience for undertaking the programme.
- (c) It should not be run for profit to any individual or a body of individuals.

**Note:-** The conditions related to category of organisation and period of existence as mentioned in para 1 and 2 above respectively can be relaxed by the Secretary, Department of Empowerment of Persons with Disabilities in consultation with Financial Advisor, in exceptional cases, for reasons to be recorded in writing.



**PROCEDURE FOR APPLICATION AND SANCTION: NEW PROJECTS**

1. The organisation desirous of receiving Grant-in-Aid under DDRS shall apply on the online portal of the Department (e-Anudaan) ( [www.ngograntsje.gov.in](http://www.ngograntsje.gov.in)) and forward the complete proposal to District Social Welfare Officer.
2. The following documents shall be uploaded on the e-Anudaan portal:-
  - (a) A certified copy of the registration certificate under Societies Registration Act 1860 or Trust Deed or Certificate of Incorporation (whichever is application).
  - (b) A certified copy of the registration certificate under Persons with Disabilities Act, 1995 / Rights of Persons with Disabilities Act 2016.
  - (c) A copy of Memorandum of Association and rules, regulation/by-laws indicating aims and objectives of the organisation.
  - (d) Audited Accounts of the organisation for the last two years. The accounts shall comprise of:-
    - (i) Income & Expenditure Statement.
    - (ii) Receipt and Payment Statement.
    - (iii) Balance Sheet.
    - (iv) Auditors Report.
  - (e) List of staff/ employees (in prescribed Performa as per Annexure-II).
  - (f) Copy of their qualification certificate.
  - (g) List of beneficiaries of the current year (in prescribed Performa as per Annexure-III)
  - (h) Disability Certificate in respect of all beneficiaries.
  - (j) Activity / Annual Report of the organisation for the previous two years.
  - (k) Budget estimates for the project for current year with detailed justification for various cost items.
    - (l) Rural area certificate obtained from Revenue Department of the State Government (if project is running in rural area).
    - (m) List of Managing Committee of the organisation with date of their appointment and tenure.
    - (n) Agreement Bond on a non-judicial stamp paper of Rs 20/- (as in Annexure-IX).
    - (o) Bank Authorization Letter (NEFT mandate form) as per Annexure-X.
    - (p) Rent Agreement attested by Notary Public (in case the project in rented premises).
3. The District Social Welfare Officer of the concerned district shall conduct a physical inspection of the organisation and record its recommendation in the portal (e-

Anudaan) and submit to the concerned Department of State Government/UT Administration looking after empowerment of persons with disabilities.

4. The Department of State Government/UT Administration shall examine the proposal, record its recommendation and forward the recommended proposals to the Department of Empowerment of Persons with Disabilities through online portal. The recommendations of the State Government/UTs would remain valid only for the year in which recommendation has been received. The States/UTs should endeavour to give preference to proposals from service deficient areas.

5. Every PIA seeking Grant-in-Aid must apply online for the same, irrespective of the fact they have received the Grant or not.

6. All new proposals received with recommendation of State Government /UT Administration will be considered by a Screening Committee in the Department of Empowerment of Persons with Disabilities. The recommendations, of the Screening Committee would remain valid till the end of financial year subsequent to the year of consideration. For example, a recommendation of the Screening Committee made during 2017-18, shall be valid upto 31 Mar 2019.

7. Those cases that have been recommended by the Screening Committee would be given grant for the complete financial year, irrespective of the date of sanction keeping in view the recommendations of the State Government/State Commissioners. The parameters used for calculating the grant would be same as that in ongoing cases.

**PROCEDURE FOR APPLICATION AND SANCTION: ONGOING PROJECTS**

1. The organisation desirous of receiving Grant-in-Aid under DDRS shall apply on the online portal of the Department (e-Anudaan) ( [www.ngograntsje.gov.in](http://www.ngograntsje.gov.in)) and forward the complete proposal to District Social Welfare Officer.
2. The organisation shall upload the following documents on the e-Anudaan portal:-
  - (a) A certified copy of the registration certificate under Societies Registration Act 1860 or Trust Deed or Certificate of Incorporation (whichever is applicable).
  - (b) A certified copy of the registration certificate under erstwhile Persons with Disabilities Act, 1995 / Rights of Persons with Disabilities Act 2016.
  - (c) A copy of Memorandum of Association and rules, regulation/ by-laws indicating aims and objectives of the organisation.
  - (d) Audited Accounts of the organisation for the last two years. The accounts shall comprise of:-
    - (i) Income & Expenditure Statement.
    - (ii) Receipt and Payment Statement.
    - (iii) Balance Sheet.
    - (iv) Auditors Report.
  - (e) Consolidated audited accounts for the organisation as a whole for previous year. The account shall comprise of:-
    - (i) Income & Expenditure Statement.
    - (ii) Receipt and Payment Statement.
    - (iii) Balance Sheet.
    - (iv) Auditors Report.
  - (f) Audited, item-wise / post-wise expenditure statement for the previous year in prescribed format ( as per Annexure-VI) duly ink signed by the Chartered Account and countersigned by authorized person of the organisation.
  - (g) Utilisation Certificate in respect of grants released in the previous year in prescribed format (as per Annexure- I)
  - (h) List of staff/ employees (in prescribed Performa as per Annexure-II).
  - (j) Copy of their qualification certificate.
  - (k) List of beneficiaries of the current year (in prescribed Performa as per Annexure-III).
  - (l) Disability Certificate in respect of all beneficiaries.
  - (m) Activity / Annual report of the organisation for the previous two years.

- (n) Budget estimates for the project for current year with detailed justification for various cost items.
- (n) Rural area certificate obtained from Revenue Department of the State Government ( if project is running in rural area).
- (o) List of Managing Committee of the organisation with date of their appointment and tenure.
- (p) Agreement Bond on a Non-judicial Stamp Paper R 20/- (as in Annexure-IX).
- (q) Bank Authorization letter (NEFT mandate form) as per Annexure-X.
- (r) Rent Agreement attested by Notary Public (in case the project in rented premises).

3. The District Social Welfare Officer of the concerned district shall conduct a physical inspection of the organisation and record its recommendation in the portal ( e-Anudaan) and submit to the concerned Department of State Government/ UT Administration looking after empowerment of persons with disabilities.

4. The Department of State Government/ UT Administration shall examine the proposal, record its recommendation and forward the recommended proposals to the Department of Empowerment of Persons with Disabilities through online portal.

5. If the State Government / UT administration does not decide on the proposal within 60 days, Department of Empowerment of Persons with Disabilities can decide on the proposal on the basis of Inspection Report submitted by the Inspecting Officer for NGOs receiving Grant-in-Aid under the scheme.

6. The continuing cases are dealt with, in three ways:-

- (a) Those cases that have been recommended by the State Government.
- (b) Those cases which have not yet been recommended but organisation has applied for grant on the 'e-Anudaan' portal.
- (c) 'Time-barred' and 'discontinued cases'.

7. The documents required to process the grant in all these cases are same and are listed as under:-

- (a) Those cases that have been recommended by the State Government.
  - (i) It will be mandatory to have Inspection Report along with the recommendation of State Government.
  - (ii) In respect of States / UTs whose recommendations have been received, no grant will be released where Utilization Certificate of more than one year is pending.
  - (iii) Quantum of grant for this case would be either 75% or 100%.
    - (aa) "75% in those cases where complete proof of expenditure already incurred has not been submitted by the organisation.
    - (ab) "100% in those cases where complete proof of expenditure, already incurred has been submitted by the organisation.
- (b) Those cases which have not yet been recommended but organisation has applied for grant on the 'e-Anudaan' portal.

(i) PIAs which have won the relevant National Awards in the Institutional category of the schemes being run by this Department and to the NGOs which have been getting the grant regularly for the last three years or more will be eligible to receive advance for the ongoing financial year. This, however, does confer any right on the organization to claim advance.

(ii) The quantum of grant for advance cases would be 75% of the previous year grant, subject to the conditions laid down by General Financial Rules, 2017.

(iii) The second installment will be considered only after the receipt of satisfactory recommendation of the State Government. In case a State Government/ UT decides not to recommend the case of any such NGO/VO to the Department, it will be requested to give specific reasons for not recommending such a case after giving due opportunity for the party to be heard. The grant of such NGO/VO released as 1<sup>st</sup> installment will be recovered with penal interest.

(c) 'Time barred' and 'discontinued cases'.

(i) These cases would have to be dealt with in accordance with provisions of Rule 230 (15) of General Financial Rules, 2017 amended from time to time by Ministry of Finance.

(ii) These case will be dealt with in following two ways:-

(aa) In those cases where performance was found satisfactory and the NGOs had completed the required formalities in time but due to systemic deficiencies of Central or State Government, the grant could not be released, the arrears up to 24 months from the date of sanction may be released as per provisions in GFRs subject to revival of these case by the Secretary (Department of Empowerment of Persons with Disabilities), mentioning the date of revival.

(ab) In case of those projects where due to unsatisfactory performance as reflected in the Inspection Reports the Grant-in-Aid was discontinued, its revival after improvement in working to the satisfaction of the Department can be treated as fresh case. The revival of Grant-in-Aid will be calculated for complete financial year in which revival is obtained. Such type of cases need not be placed before the Screening Committee.

**DEED OF CONTRACT / AGREEMENT FOR STAFF**

**WHEREAS**, there exists a requirement to arrange for a \_\_\_\_ (Appointment) \_\_\_\_ in ASHA School, \_\_\_\_\_ located at \_\_\_\_\_ managed by \_\_\_\_\_ from its 'ASHA School Fund'.

**FURTHER WHEREAS**, \_\_\_\_ (Name of the Applicant) \_\_\_\_ S/O, W/O \_\_\_\_\_ resident of \_\_\_\_ (Address) \_\_\_\_ Date of Birth \_\_\_\_ is willing to undertake above duties in a contractual manner for a total honorarium of Rs \_\_\_\_ (Rupees in words only) per month or Rs \_\_\_\_ (Rupees in words only) per visit, for a duration of 11 months only commencing from \_\_\_\_ (Date) \_\_\_\_ till \_\_\_\_ (Date) \_\_\_\_.

**AND WHEREAS**, it is hereby agreed and decided as under that:-

- (a) the duties to be performed by \_\_\_\_ (Name) \_\_\_\_ are purely contractual in nature.
- (b) the said contract is being signed by \_\_\_\_ (Name of OIC) \_\_\_\_ in the capacity of OIC Management Committee, ASHA School, \_\_\_\_\_ .
- (c) the said honorarium is proposed to be paid as per Deendayal Disabled Rehabilitation Scheme.
- (d) the said , \_\_\_\_ (Name) \_\_\_\_ understands that the contract is purely temporary and does not confer the status of a regular employee.
- (e) the said duties do not pertain to any vacant or regular post and is purely for a welfare purpose on a voluntary basis.
- (f) in case the said , \_\_\_\_ (Name) \_\_\_\_ wants to quit the job he / she can resign after giving one month notice in advance.
- (g) in case the services of said , \_\_\_\_ (Name) \_\_\_\_ are found unsatisfactory / below the desired standards, he / she can be asked to resign after giving one month notice in advance.
- (h) in case of any report of proven misconduct on the part of said \_\_\_\_ (Name) \_\_\_\_, the Patron of Governing Body can terminate the services of the said \_\_\_\_ (Name) \_\_\_\_, without giving any notice.

Signed at ASHA School, \_\_\_\_\_, on this \_\_\_\_st/th day of \_\_\_\_ (Month) \_\_\_\_ 2020.

**Signed by**

1. \_\_\_\_\_  
( \_\_\_\_\_ (Name of the Applicant) \_\_\_\_\_ )  
Full Address of the Applicant

2. \_\_\_\_\_  
( \_\_\_\_\_ (Name of OIC) \_\_\_\_\_ )  
ASHA School  
\_\_\_\_\_

**Witnesses :-**

1. \_\_\_\_\_  
( Full Name and Address )

2. \_\_\_\_\_  
( Full Name and Address )

ASHA SCHOOL \_\_\_\_\_

## FORM OF AGREEMENT FOR HONORARY SERVICE

This agreement is made and executed on this \_\_\_\_\_ day of 20.... at ..... between management, ASHA School through its Officer in Charge, here-in-after called the first party (management) and \_\_\_\_\_ here-in-after called the second party (candidate).

### **DECLARATION OF ACCEPTANCE OF THE TERMS AND CONDITIONS OF CONTRACTUAL APPOINTMENT BY \_\_\_\_\_ (SECOND PARTY)**

Whereas \_\_\_\_\_ S/O, D/O, W/O \_\_\_\_\_ resident of \_\_\_\_\_ aged \_\_\_\_\_ years is willing to undertake the duties on contractual manner for an Honorarium of Rs \_\_\_\_\_ per month wef \_\_\_\_\_ till \_\_\_\_\_, i.e. for a period of 11 months only.

Whereas, it is hereby agreed and decided as under:-

#### **Terms of Employment.**

1. The service conditions of the second party will be governed by the Rules and Regulations of ASHA School, ----- as amended from time to time which is in the form of Bye Laws. Second Party agrees to read the rules and regulations of ASHA School, ----- and agrees to abide by the rules framed by the first party, which shall be read and signed by second party at the time of agreement.
2. The second party has agreed to render his/her voluntary service for a cause to promote persons with disabilities. This appointment will in no way render regularization on job with the first party. The renewal of contract of the second party will be based on the past performance, conduct, discipline, knowledge and suitability. This assessment will be done alongwith inviting fresh applications from other candidates for the vacancy generated on the lapse of second party's contract. The renewal of contract shall be sanctioned by the Patron, Governing Body/ Chairperson / OIC Management Committee. The intimation, in writing will be sent for the renewal of the contract to the said second party, in case of non receipt of the same, the contract of the second party will be deemed to be terminated and he/she will no longer be on the rolls of the school.
3. The second party has agreed to support the cause of special education needs for differently abled children who are the students of ASHA School, \_\_\_\_The first party agrees to support the special needs by giving education aids/materials.
4. The second party has agreed to perform the duties of representing the school in the form of programmes / conferences / seminars / workshops / academic interactions / visits / performances inside / outside the school premises during or beyond the school hours and working days. First party agrees to provide supportive mechanisms for the said programmes / conferences / seminars / workshops / academic interactions / visits / performances inside / outside the school premises.
5. The first party shall not be in any way responsible for any liability towards his/her previous employer, if any.



## **Termination.**

6. The second party has agreed that his / her services can be terminated by giving one month notice / one month honorarium in lieu of the notice by the President, Management Committee. In case, the second party is desirous to leave / resign the services, then he / she has to serve one month notice in advance to this effect or shall forego one month honorarium.

7. The second party agrees to leave the school only on acceptance of his / her resignation by the competent authority. If the second party resign from the service during academic session and / or leave the service without acceptance of his / her resignation by the competent authority, the former's complete honorarium for that month of absence will be stand forfeit irrespective of the amount of days he/she would have rendered service in that month.

8. The second party has further agreed that his / her services may be terminated by the first party without assigning any reason, in case if it is found that he / she is involved in any offence as per law of the land or breach of discipline or if found that his / her performance / services are not satisfactory or services not required any more by the first party by issuing a Show Cause Notice to the second party. In case no reply to Show Cause Notice is submitted by second party within a period of 15 days of receipt / dispatch of the Show Cause Notice, the first party shall take an ex-parte decision & terminate the services of the second party forthwith without any payment of the honorarium.

9. The second party agrees that his/her appointment is made on the basis of information given by him/her in his/her application for employment at the time of interview. In case any information given by the second party is found false or incorrect, the appointment of the second party will be deemed void abinitio and will be liable for termination without any notice or honorarium in lieu of notice.

10. If the second party is found absent from duty for a continuous period of five days without obtaining prior permission from the Management Committee/ Principal or if the second party over stays on leave without first getting it sanctioned, the services of the second party shall be deemed to have been terminated from first day of his or her absence with no notice to the second party.

## **Honorarium**

11. The second party will be paid an honorarium for his/her voluntary service rendered to the ASHA School, \_\_\_\_\_. The amount as given out by MINISTRY OF SOCIAL JUSTICE AND EMPOWERMENT / DDRS will be the relevant factor while fixing the honorarium .The deciding authority for the honorarium would be the management at appropriate level i.e. for non-teaching staff, the OIC and for teaching staff, Chairperson on / OIC Management Committee respectively. No separate allowance in the form of TA / DA, HRA, transport allowance, medical reimbursement etc will be admissible.

## **Leave Rules.**

12. Leave is a privilege and not a matter of right. Leave has to be sanctioned by competent authority before it is availed. No accumulation of leave or LTC shall be admissible. The general entitlement of leave will be as under:-

- (a) 10 days in an Academic year.
- (b) Medical leave will be maximum 12 days on half pay. It is permissible after submission of medical documents from a Registered Medical Practitioner along with supporting documents. The sanction of medical leave is subject to confirmation on verification by the first party, as deemed fit.

13. The second party will not be on leave on last day/ first day, before closing / after opening of long break/vacation in ASHA School. In case the second party still absents itself, the leave will be deducted against their authorized leave apart from the necessary disciplinary action, as deemed fit.

14. The second party should be coming to school on time. Three days of late arrival (till 15 minutes) to school within a month will be construed as a half pay leave.

15. The second party can take a prefix/suffix with leave and any holiday falling in the middle of the availing leave; will not be counted towards the said availing leave by the second party. Example:-

- (a) If Wednesday is a holiday, the second party wants to apply the leave for Tuesday to Thursday, then two days of leave will be deducted against his/her leave account i.e. for Tuesday and Thursday.

- (b) If Wednesday is a holiday, the second party can take leave with Wednesday as prefix and Saturday/Sunday as suffix and can proceed on two days of leave of Thursday and Friday.

### **Code of Conduct**

16. The second party shall be subjected to medical examination from time to time, as notified by the first party.

17. The second party shall observe the normal working hours as directed by the first party from time to time.

18. The second party has agreed to abide by the instructions given by the first party from time to time, including the work inside the school premises.

19. Second party shall obey orders of the first party, passed from time to time in managing the day to day performance of his / her duties.

20. The second party will not enter into any monetary transactions with any student or his/her parent/guardians and shall not misuse his/her position as a teacher/staff for his/her personal gains.

21. The second party shall not practice or incite any student to practice casteism, communalism, untouchability or cause/incite any other person to cause any damage to the property of the school, either movable or immovable. He/ She will not behave or encourage or incite any student, teacher or any of the other staff to behave in a disorderly manner in the premises of the school or outside in connection with any matter connected with school.

22. The second party is not expected to be negligent in correcting class work or home work done by the students.

23. The second party will be responsible for the safe custody of attendance register, books, and other articles entrusted to him/her and in case of any damage, or loss, the Principal/Head of the School will have the right to make good the same from his/her honorarium besides taking disciplinary action as deemed fit or proper.

24. The second party's address / e - mail address and phone number, as indicated in his/her application for appointment, shall be deemed to be correct for sending any communication to him/her. Every communication addressed to the second party at the given address / e-mail / phone number shall be deemed to have been served upon him/her. In case there is any change in his/her residential address, he/she will intimate the same, in writing, to the Management Committee within three days from date of such change of address recorded.

**Conclusion.**

25. All efforts must be made to contribute and improve the quality of life of special students and their parents in the social interest/organizational interest. This will always be maintained and upheld.

26. Whereas in consideration of declaration / undertaking mentioned above by the second party, the first party has agreed to engage him / her as \_\_\_\_\_ on volunteer basis.

\_\_\_\_\_  
Signed by: Candidate

Date:

\_\_\_\_\_  
Signed by: Chairperson/OIC Management  
Committee  
For Chairperson

Date:

Witness No 1 \_\_\_\_\_

Date:

Witness No 2 \_\_\_\_\_

Date:

**CONTRACTUAL APPOINTMENT ON CONSOLIDATED PAY FOR FIXED TERM  
FOR PRINCIPAL**

1. The Management Committee of ASHA School is pleased to appoint you as **Principal** ASHA School for a fixed term of **eleven months** from \_\_\_\_\_ to \_\_\_\_\_. Your contractual service in ASHA School will stand terminated automatically at the end of your contractual period. The employment will be subject to continued good conduct and performance during period of contract.
2. You will be paid consolidated honorarium of Rs ----- per month. No other financial grants, assistance, facilities, perks and allowances will be admissible to you. You will not be entitled to any gratuity or terminal benefits, what so ever.
3. **Your service conditions will be governed by the rules and regulations laid down in the Standing Operating Procedure (SOP) of ASHA School.** You will study the rules and regulations contained in the SOP and render a certificate that you have read the rules and regulations contained in the SOP of ASHA School and would abide by the same.
4. **Working Hours.** The school will function from 0800h to 1330h (Monday to Friday), but you as Principal are required to arrive half an hour before and leave half an hour later, keeping in view safety and security of special children.
5. It will be mandatory on your part to keep a security deposit equivalent to one month's consolidated honorarium with the school. The security deposit will be refunded to you without interest after eleven months of service or earlier at the time of your leaving the school.
6. You will be eligible for a **leave of absence up to ten days** during the contractual period with prior written sanction of Officer in Charge (OIC) ASHA School. Leave will be eligible only after serving for one month. If you take more than entitled leave, the honorarium for absence will be deducted accordingly.
7. You will abide by the instructions given to you by Management Committee from time to time.
8. **No notice will be given for termination of your service on completion of your contractual period.** Your contractual service can be terminated by the School Management Committee anytime by giving you one month notice or one month's consolidated honorarium, as compensation in lieu. Likewise you may resign from your contractual employment by giving one month's notice, should you decide to resign.
9. Your services may be terminated due to any of the following reasons:-
  - (a) Professional incompetence or misconduct or any act of moral turpitude.
  - (b) Unsatisfactory performance of duty.
  - (c) Arrest or conviction by a court of law for any offence.
  - (d) Absence from duty beyond 30 days without permission, including ten days period of leave.

- (e) Prolonged or habitual absence from duty without prior permission of the competent authority, even if prolonged absence is due to medical illness.
- (f) Breach/violation of any provision of the agreement.
- (g) Closing down of ASHA School due to any reason.
- (h) Any other ground warranting removal.
- (j) Indulging in any malpractices, unethical practice, financial misappropriation, misuse of property or any administrative misconduct.

10. You will conduct yourself in a professional manner with highest ethical and moral standards. You shall handle all accounts, stores and other assets with adequate care and shall be responsible for any loss/damage caused by lack of care, negligence or recklessness on your part and will not indulge in any malpractices, unethical practice financial misappropriation, misuses of property or any administrative misconduct.

11. Your appointment has been made on the basis of certificates/degrees/information given by you to the school. In case your certificates/degrees are found to be fake and/or the information given by you is found to be false at any time, your services would be terminated without notice.

12. You will clear all dues and take No-dues Certificate before expiry/termination of your contract. The security deposit will not be refunded, in case you fail to obtain no dues certificate.

\_\_\_\_\_  
Indl Signature

\_\_\_\_\_  
OIC Signature

**CONTRACTUAL APPOINTMENT ON CONSOLIDATED PAY FOR FIXED TERM  
FOR SPECIAL EDUCATOR**

1. The Management Committee of ASHA School is pleased to appoint you as **Special Educator** in ASHA School on contractual basis for **eleven months** from \_\_\_\_\_ to \_\_\_\_\_. Your contractual service in ASHA School will stand terminated automatically at the end of your contractual period. The employment will be subject to continued good conduct and performance during period of contract.

2. **No notice will be given for termination of your service on completion of your contractual period.** Your contractual service can be terminated by the School Management Committee by giving you one month notice or one month's honorarium, as compensation in lieu. Likewise you may resign from your contractual employment by giving one month's notice. Your pay of one month will be forfeited if you fail to give one month's notice, should you decide to resign.

3. **Honorarium.**

(a) You will be paid Honorarium of Rs \_\_\_\_\_ as per Ministry of Social Justice and Empowerment every month

(b) No other financial grants, assistance, facilities, perks and allowances will be admissible to you. You will not be entitled to any gratuity or terminal benefits what so ever.

4. **Working Hours.** The school will function from 0800h to 1330h (Monday to Friday), but you as Teacher are required to arrive half an hour before and leave half an hour later keeping in view safety and security of special children.

5. It will be mandatory on your part to keep a security deposit equivalent to one month honorarium with the school. The security deposit will be refunded to you without interest after eleven months of service or earlier at the time of your leaving the school.

6. You will be eligible for a **leave of absence upto 10 days** during the contractual period with prior written sanction of Officer in Charge (OIC) ASHA School. Leave will be eligible only after serving for one month. If you take more than entitled leave, the honorarium for absence will be deducted accordingly.

7. You will abide by the instructions given to you by Management Committee from time to time.

8. Your services may be terminated due to any of the following reasons, for which an opportunity to show cause will be afforded to you only once and next time leading to automatic termination of services:-

- (a) Professional incompetence or misconduct or any act of moral turpitude.
- (b) Unsatisfactory performance of duty.
- (c) Arrest or conviction by a court of law for any offence.

- (d) Absence from duty beyond 30 days without permission. (30 days to include 10 days of leave authorised to you)
- (e) Prolonged or habitual absence from duty without prior permission of the competent authority, even if prolonged absence is due to medical illness.
- (f) Breach/violation of any provision of the agreement.
- (g) Closing down of ASHA School due to any reason.
- (h) Any other ground warranting removal, as deemed fit by the Management Committee.

9. Your appointment has been made on the basis of certificates/degrees/information given by you to the school. In case your certificates/degrees are found to be fake and or the information given by you is found to be false at any time, your services would be terminated without notice.

10. You shall always perform duties under the directions and supervision of Principal and OIC ASHA School and carry out the assignment and duties, as detailed in charter of duties issued by the Principal from time to time.

11. You will conduct yourself in a professional manner with highest ethical, and moral standards. You shall handle all stores and other assets with adequate care and shall be responsible for any loss/damage caused by lack of care, negligence or recklessness on your part and will not indulge in any malpractices, unethical practice financial misappropriation, misuse of property or any administrative misconduct.

12. You will clear all dues and take No-dues Certificate before expiry/termination of your contract. The security deposit will not be refunded, in case you fail to obtain no dues certificate.

\_\_\_\_\_  
Indl Signature

\_\_\_\_\_  
OIC Signature

**CONTRACTUAL APPOINTMENT ON CONSOLIDATED PAY FOR FIXED TERM  
FOR TRAINED TEACHER**

1. The Management Committee of ASHA School is pleased to appoint you as **Trained Graduate Teacher** in ASHA School on contractual basis of **eleven months** from \_\_\_\_\_ to \_\_\_\_\_. Your contractual service in ASHA School will stand terminated automatically at the end of your contractual period. The employment will be subject to continued good conduct and performance during period of contract.
2. **No notice will be given for termination of your service on completion of your contractual period.** Your contractual service can be terminated by the School Management Committee by giving you one month notice or one month's honorarium, as compensation in lieu. Likewise, you may resign from your contractual employment by giving one month's notice. Your honorarium of one month will be forfeited if you fail to give one month's notice, should you decide to resign.
3. **Honorarium.**
  - (a) You will be paid an honorarium of Rs\_\_\_\_\_ every months per Ministry of Social Justice and Empowerment.
  - (b) No other financial grants, assistance, facilities, perks and allowances will be admissible to you. You will not be entitled to any gratuity or terminal benefits what so ever.
4. **Working Hours.** The school will function from 0830h to 1330h (Monday to Friday), but you as Teacher are required to arrive half an hour before and leave half an hour later keeping in view safety and security of special children.
5. It will be mandatory on your part to keep a security deposit equivalent to one month consolidated honorarium with the school. The security deposit will be refunded to you without interest after eleven months of service or earlier at the time of your leaving the school.
6. You will be eligible for **leave of absence up to 10 days** during the contractual period with prior written sanction of Officer in Charge (OIC) ASHA School. Leave will be eligible only after serving for one month. If you take more than entitled leave, the honorarium for absence will be deducted accordingly.
7. You will abide by the instructions given to you by Management Committee from time to time.
8. Your services may be terminated due to any of the following reasons for which an opportunity to show cause will be afforded to you only once and next time leading to automatic termination of services:-
  - (a) Professional incompetence or misconduct or any act of moral turpitude.
  - (b) Unsatisfactory performance of duty.
  - (c) Arrest or conviction by a court of law for any offence.



- (d) Absence from duty beyond 30 days without permission (30 days to include 10 days of leave authorised to you)
- (e) Prolonged or habitual absence from duty without prior permission of the competent authority, even if prolonged absence is due to medical illness.
- (f) Breach/violation of any provision of the agreement.
- (g) Closing down of ASHA School due to any reason.
- (h) Any other ground warranting removal deemed fit by the Management Committee.

9. Your appointment has been made on the basis of certificates/degrees/information given by you to the school. In case your certificates/degrees are found to be fake and the information given by you is found to be false at any time, your services would be terminated without notice.

10. You shall always perform duties under the directions and supervision of Principal and OIC ASHA School and carry out the assignment and duties, as detailed in charter of duties issued by the Principal from time to time.

11. You will conduct yourself in a professional manner with highest ethical, and moral standards. You shall handle all stores and other assets with adequate care and shall be responsible for any loss/damage caused by lack of care, negligence or recklessness on your part and will not indulge in any malpractices, unethical practice financial misappropriation, misuse of property or any administrative misconduct.

12. You will clear all dues and take No-dues Certificate before expiry/termination of your contract. The security deposit will not be refunded, in case you fail to obtain no dues certificate.

\_\_\_\_\_  
Indl Signature

\_\_\_\_\_  
OIC

**SAMPLE APPOINTMENT LETTER OF ADMINISTRATIVE /CLERICALSTAFF ON  
PROBATION / CONTRACTUAL BASIC**

Headquarters  
Command (OL)  
Pin - -----  
C/o 56 APO

600004/AS/Gen/ /Br

-----/----/2020

Smt /Shri \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPOINTMENT LETTER**

1. Ref your application dated \_\_\_\_\_ and interview held on \_\_\_\_\_.
2. You are hereby appointed as \_\_\_\_\_ in ASHA School, \_\_\_\_\_ purely on Adhoc/ Contractual basis from \_\_\_\_\_ to \_\_\_\_\_ for the period of eleven months on a honorarium of Rs \_\_\_\_\_/per month, subject to signing of contract before the date of joining.
3. You are required to report to the school on \_\_\_\_\_ to sign the copy of the contract.

( \_\_\_\_\_ )  
Col  
OIC, ASHA School  
for Chairperson

**CONTRACTUAL APPOINTMENT ON CONSOLIDATED HONORARIUM FOR FIXED**  
**TERMFOR AYAH AND HOUSEKEEPING STAFF**

1. The Management Committee of ASHA School, ----- is pleased to appoint you as **Ayah** on contract from \_\_\_\_\_ to \_\_\_\_\_ for eleven months on consolidated honorarium of Rs. -----/- (all inclusive) per month.
2. Your contractual service in ASHA School, ----- will stand terminated automatically at the end of contractual period. No notice would be required to be given for termination of your service on completion of your contract period.
3. Your contractual service can be terminated by the School Management Committee by giving you one month notice or one month honorarium in lieu of notice. Likewise you may resign from your contractual employment by giving one month's notice or one month honorarium in lieu of notice.
4. **Timings.** 0715h to 1430h (Monday to Friday).
5. You will be eligible for a **leave of absence upto10**days during the contractual period with prior written sanction of Officer in Charge (OIC) ASHA School. Leave will be eligible only after serving for one month. If you take more than entitled leave, the honorarium for absence will be deducted accordingly.
6. You will abide by the instructions given to you by the Principal and Management Committee.
7. It will be mandatory on your part to keep a security deposit equivalent to one month consolidated honorarium with the school. The same will be deducted in three instalments in first three months of the contract. The security deposit will be refunded to you without interest after completion of contract period or earlier, at the time of your leaving the school.
8. Your appointment has been made on the basis of police verification Letter No \_\_\_\_\_ dated \_\_\_\_\_ given by you to the school. In case information given by you is found to be false at any time, your service would be terminated without notice.
9. In the event of any pecuniary loss or damage to the school occasioned by you due to disregard or failure to comply with any requirement, order or departmental instructions or from any neglect whatsoever on your part, you shall be liable to deductions from your honorarium to make good the loss or damage (s) or any part thereof, the amount of which shall be fixed by the Management Committee of the school.
10. Your services may be terminated due to any of the following reasons for which an opportunity to show cause will be afforded to you only once and next time leading to automatic termination of services:-
  - (a) Professional incompetence or misconduct or any act of moral turpitude.
  - (b) Unsatisfactory performance of duty.

- (c) Arrest or conviction by a court of law for any offence.
- (d) Absence from duty beyond 30 days without permission (30 days to include 10 days of leave authorised to you)
- (e) Prolonged or habitual absence from duty without prior permission of the competent authority, even if prolonged absence is due to medical illness.
- (f) Breach/violation of any provision of the agreement.
- (g) Closing down of ASHA School due to any reason.
- (h) Any other ground, warranting removal deemed fit by the Management Committee.

11. You shall always perform duties under the directions and supervision of Principal and OIC ASHA School or their representative and carry out the assignment and duties as detailed in charter of duties issued by the Principal from time to time.

12. You will clear all dues and take No-dues Certificate before expiry/termination of your contract. The security deposit will not be refunded in case you fail to obtain No-dues Certificate.

---

Indl Signature

---

OIC Signature

**SAMPLE CERTIFICATE: READING SOP OF THE ASHA SCHOOL, PUNE**

1. I, \_\_\_\_\_ hereby certify that I have read the Rule Book and all SOPs of ASHA School, \_\_\_\_\_.
2. I shall abide by the terms and conditions as stated in the Rule Book and SOP.
3. In case of any dispute, I will abide by the decision of the Chairman of the School.

Date:

(Signature of the Indl)

**COUNTERSIGNED BY PRINCIPAL**

**SAMPLE OF PERFORMANCE REPORT ON PROBATIONERS/CONTRACTUAL  
STAFF**

**PERFORMANCE APPRAISAL: STAFF**

1. Name \_\_\_\_\_
2. Designation \_\_\_\_\_
3. Qualification (Current) \_\_\_\_\_
4. Teaching Performance: (To be assessed as Excellent/Very Good/Good/Satisfactory).
  - (a) Knowledge of the Subject. :
  - (b) Preparation of The subject. :
  - (c) Class Participation. :
  - (d) Comprehension by the Students. :
  - (e) Class Overall Performance. :
  - (f) Class Discipline. :
  - (g) Communication Skills. :
5. Team Spirit :- ( To be written briefly)
  - (a) Compatibility.
  - (b) Executes assigned task. :
  - (c) Additional responsibility. :
6. Dedication. :
7. Sincerity. :
8. Punctuality.
9. Guidance/ Supervision of students and parents :
10. Parents Comments. :
11. Pen Picture. :
12. Recommendations for renewal of contract. :

Date: 2020

Signature of Principal

**RECOMMENDATION OF OIC**

**RECOMMENDATION OF DIR**

**APPROVAL OF CHAIRMAN**

**ADMISSION FORM**

**ASHA SCHOOL**

Please fill in BLOCK CAPITAL

Full Name and Address of Child \_\_\_\_\_

Date and place of Birth \_\_\_\_\_

Admission Number \_\_\_\_\_ Date of admission \_\_\_\_\_

Nationality \_\_\_\_\_ Sex \_\_\_\_\_ Type of Disability \_\_\_\_\_

Caste/Religion \_\_\_\_\_ Tele/Mobile No( Both parents ) \_\_\_\_\_  
\_\_\_\_\_

Name and address of:-

Father \_\_\_\_\_

Mother \_\_\_\_\_

Occupation \_\_\_\_\_ Income \_\_\_\_\_ (Supported by proof)

Are parents alive (Yes/No) \_\_\_\_\_

Next of Kin (Name & Add with Tele No) \_\_\_\_\_  
\_\_\_\_\_

Mother Tongue \_\_\_\_\_ other languages spoken \_\_\_\_\_

Any particular skill or interest \_\_\_\_\_

Particulars of work done up to the time of disability \_\_\_\_\_

Aadhar Card No of child \_\_\_\_\_

I agree to pay School Facilitation Charges, Security Deposit or any other fee levied by the management committee. I understand that my child is eligible to remain a student of the school up to age of 18 yrs only or earlier if anytime found ineligible by the Management Committee on account of wrong info at the time of admission regarding medical condition of child etc. I understand my child will be automatically removed from the school if the Facilitation Charges are not paid for three months or my child is absent from the school for 30 days during the academic year.

(Signature of Parents / Guardian)

(Signature of Principal)

Date:

**ASHA SCHOOL MEDICAL EXAMINATION PROTOCOL**

1. **Aim.** The protocol contained hereunder will aim at the following:-
  - (a) The medical assessment concerning the special and residual abilities must be as comprehensive as possible.
  - (b) Enable Governing Body/ Adm Staff in making decision on the admission of children who are likely to be benefited from the special trg/education in ASHA School for 2-3 years in the station.
  
2. **Initial Medical Assessment.**
  - (a) The Initial Medical Assessment must be carried out in detail. Senior Specialist/ Therapists shall objectively record their assessment in the form. The medical disciplines which have direct bearing on the education and learning skills of the child shall be in the assessment. A Senior Specialist (Pediatrics) having sufficient experience in developmental pediatrics and in the handicaps shall be the Chief Medical Coordinator of the assessment team which will consist of following specialists and therapist:-
    - (i) **Specialist.** ENT, Ophthalmology, Paediatrics, Psychology, Neurology and Clinical Physiotherapy.
    - (ii) **Therapist.** Speech and Physiotherapy.
  - (b) Appropriate referral of the child to other institutions / depts, may be made for evaluation, as deemed necessary.
  - (c) Proposed specimen of Initial Medical Assessment form is attached as Annex-1.
  
3. **Period Medical Examination:-** Periodic Medical Examination will be conducted once in a year to assess the progress of general health specials conditions, as recorded in the initial assessment form.
  
4. **Special Case Conference:-** Special Case Conference, at the request of educational staff shall be held to discuss problem cases. In the conference, the class teacher shall present the case, the Principal, the Chief Medical Coordinator and rep of adm shall be present. Other specialist from concerned discipline, therapist, social worker and educationist may be invited for consultation. The discussion shall lead to decisions which are in the interest of the child.
  
5. **Issue of Medical Certificates:** - Medical Certificates regarding any special child and those concerning posting/accn of parents/guardian will be provided form the Dept of Pediatrics Command Hospitals, on request. These will be issued on the basis of initial assessment form duly completed in all respects.



REQUEST TO MEDICAL AUTHORITIES FOR MEDICAL EXAMINATION

BLANK

**GUIDELINES AND NORMS OF THE MINISTRY OF SOCIAL JUSTICE AND  
EMPOWERMENT (MINISTRY OF SOCIAL JUSTICE AND EMPOWERMENT) FOR  
GRANTS FROM THE MINISTRY**

1. The School should be registered under 'The Person on with Disabilities Act 1995 Section 52 or any relevant Act of the State / Union Territory.
2. It should have a legally constituted Managing Body.
3. It should have been functioning for at least two years from the date of registration.
4. The School should have formulated a Memorandum of Association / Bye Laws.
5. The Accounts of the School are required to be maintained properly and separately, and audited by CA annually. The Accts are open to a test check by the Controller and Auditor General of India.
6. The School shall be open to inspection by an officer of the MINISTRY OF SOCIAL JUSTICE AND EMPOWERMENT or the State Government or any other person on authorized by them.
7. Quantum of support can be maximum up to 90% of the expenditure per annum as per the Budget estimate of the School.
8. Budget estimate should be prepared as per scales lay down by the Ministry.
9. Grant is released in one installment. Application duly completed in all respect should be submitted by ASHA School in time as per the guidelines of MINISTRY OF SOCIAL JUSTICE AND EMPOWERMENT. From the year 2007-08 procedure for approval and release of grant-in-aids under Deendayal Disabled Rehabilitation Scheme is stipulated in GOI, As revised Scheme effective wef 01 Apr 2009 vide letter No nil dated 09 Dec 2009. The copy of the aforesaid letter will be retained by OIC ASHA School, Principal and Accounts Officer for strict compliance and further necessary action.
10. Fixed Honorarium is required to be paid to the employees instead of salary out of which 90% is paid by the Ministry. The amount of the honorarium will be enhanced by 10% of the amount released in the previous year. The Honorarium has to be as authorized for various posts by the Ministry.
11. The School should have adequate number of beneficiaries.

**LIST OF DOCUMENTS: GRANT-IN-AID Ministry of Social Justice and Empowerment**  
**- DDRS**

1. Projection of estimate of expenditure for Grant-in-Aid will be **made online** to Ministry of Social Justice and Empowerment through Social and Welfare Officer, Zila Parishad, \_\_\_\_\_. The applications (Form 1 & Form 2 for the first & second installments to be released by MINISTRY OF SOCIAL JUSTICE AND EMPOWERMENT – given as Annexure III) will be prepared as per the MINISTRY OF SOCIAL JUSTICE AND EMPOWERMENT format and consist of the following documents:-

- (a) Application.
- (b) Registration Certificate.
- (c) Details of the Managing/Executive committee.
- (d) Staff List (Clearly indicating date of appt, qualification and experience).
- (e) List of beneficiaries (Clearly indicating date of birth, date of admission, disability category and time spend in school).
- (f) Total budget estimate (as per sample given in Annexure 1).
- (g) List of Assets (Acquired from the Grant-in-Aid).
- (h) Annual report of the previous year.
- (j) Statement of Accounts.
  - (i) Payment and receipt statement.
  - (ii) Income and Expenditure statement.
  - (iii) Balance sheet.
- (k) Item wise break up of expenditure.
- (l) Utilization certificate.
- (m) Resolution Form.
- (n) Indemnity Bond.
- (o) Authorization letter for sending grant-in-aid.
- (p) Pre-stamped receipt.

**SUB: INITIAL MEDICAL EXAMINATION FOR ADMISSION TO ASHA**

1. Initial medical assessment form in respect of new entrance to ASHA School is to be completed before final admission is granted. You are requested to completed one concerned portion in respect of .....

.....

.....

2. Your co-operation is solicited to provide better to special children.

Date:

**ASHA SCHOOL SPECIALLY ABLED CHILDREN ASSESSMENT FORM**

1. **General Information**

- (a) Name of Child .....
- (b) Gender.....Date of Birth.....Place of Birth..... Age .....
- (c) Blood Group ..... Mother Tongue..... Religion/Caste .....
- (d) Particulars of Parents/ Guardians  
No ..... Rank ..... Name .....
- Address .....
- (e) Family Particulars:-
- (i) Father: Age ..... Education ..... Occupation ..... Income ...
- (ii) Mather: Age .....Education ..... Occupation ..... Income .....
- (iii) Particulars of Brothers & Sisters  
No of Brothers ..... No of Sisters.....  
Alive ..... Alive.....  
Dead ..... Dead.....  
(if dead cause of death) (If dead, cause of death)  
Normal ..... Normal .....
- Mar / Spastic ..... Mar/Spastic .....
- (iv) Place in Family.....
- (v) Type of family (Joint/Nuclear).....
- (vii) Family history of fits/mental disorder .....abnormality/Mental illness.
- (f) Diagnosis: The child is special in following areas.  
(i) Vision..... (ii) Hearing.....  
(iii) Speech and Language... (iv) Motor Function.....  
(v) Physical Health..... (vi) Behaviour and Emotional  
Development.....  
(vii) Intelligence ..... (viii) Ability to Care himself/herself .....

2. **BIRTH HISTORY**

- (a) Mother Health During Pregnancy : Good/Fair/Poor
- (b) Antenatal Check-up : Regular/Irregular
- (c) Any Disease During Pregnancy : .....
- (d) Any Complication : .....
- (e) Drugs Taken During Pregnancy : .....
- (f) X-Ray (done if any) : .....
- (g) Any Physical or Psychological Illness : .....
- (h) Duration of Pregnancy : .....
- (j) Place of Delivery : .....
- (k) **Natal**
- (i) Type of Delivery (Normal/Forceps/LSCS) .....
- (ii) Assisted Breach/ Prolonged Labour .....
- (iii) Indication of Emergency Caesarean, if any .....
- (iv) Any Other Complication During Delivery .....

(l) **Pre-Natal**

- (i) Cry At Birth Immediately .....
- (ii) Agar Score if known .....
- (iii) Weight at Birth .....
- (iv) Birth Injury .....
- (v) Any Postnatal Problems .....
- (vi) Reason for Special Care if any .....

3. **NEO-NATAL HISTORY**

- (a) Breast Feeding Established at ..... hours
- (b) Bottle Feeding, if any..... Age .....
- (c) History of Jaundice .....
- (d) High Fever .....
- (e) Convulsions .....
- (f) Hospitalization Due to Illness .....
- (g) Mental Deprivation, if any.....

4. **Immunization**

- (a) BCG ..... (b) Polio .....
- (c) DTP..... (d) Measles .....
- (e) Other (Specify).....

5. **Nutritional History**

- (a) Breast Feeding till age..... (b) Weaning Food at age.....
- (c) Solids at Age..... (d) Present diet : Normal/Special

6. **Milestones of Development**

- (a) Social Smile (b) Head Control
- (c) Recognition (d) Sitting
- (e) Crawling (f) Pincer Grip
- (g) Speeding (h) Walking
- (j) Laughing (k) Mama, Dada
- (l) Two words (d) Three words sentences

7. **Schooling History**

- Normal
- Special Training/Education
- No School

8. **Physical Examination**

- (a) Standards achieved .....
- (b) Reasons for termination .....
- (c) Date ..... Age ..... Weight .....
- (d) Height Head circumference.....

- 9. Physical examination.....
- 10. General Examination .....

(Signature of Medical Officer)  
Name in BLOCK letters

## Identification Data

Name : Date :  
Age : Reg. No.  
Sex :  
Education :  
Occupation :

## Demographic Data

Father's Name: Education: Occupation:  
Mother's Name: Education: Occupation:  
Socio-Economic Status/Income  
Address & Tel. No. : Contact: Permanent:

Case work up done by:

Presenting Complaints:

Previous Consultations:

Personal History (Prenatal, Natal & Post-Natal)

Pedigree Chart:

Family History (MR/MI/EPILEPSY/TB/Hypertension/Alcohol/Smoking/Diabetes/  
other disabilities) :

### **Developmental Milestones:**

Social Smile (6 Weeks)

Ulnar Grasp (3-5 Months)

Head Control (4 Months)

Sitting with Support (4 Months)

Rolling Over (5-7 Months)

Palmar Grasp (5-7 Months)

Sitting without Support (6-7 Months)

Babbling (8 Months)

Crawling (8-10 Months)

Pincer Grasps (9-12 Months)

School History (if applicable):

Behavior Problems, if any:

Painting Gestures (9-12 Months)

Standing with Support (11 Months)

Standing without Support (12 Months)

Walking with Support (12 Months)

First Words (1 Year)

Walking without Support (14 Months)

Two work Phrases (2 Years)

Sentences (2 Years)

Toilet Control (3-4 Years)

**Medical Examination**

Height :                      Weight:                      Head Circumference:  
General Examination:  
Chest:                      CVS                      Eye                      Ear

**Abdomen**

CNS                                              Motor                                              Sensory  
Tone  
Provisional Diagnosis:  
Investigation done & Advised                                              Treatment

(Consultant)

**Psychological Examination**

Tests Administered :  
Physical Appearance:  
Attention & Concentration:  
Motivation:  
Emotion/Affect:  
Language:  
Test Findings:  
Interpretation:  
Recommendation:

(Consultant)

**Special Educational Assessment**

Motor:  
Self Help:  
Communication:  
Cognitive & Academics:  
Socialization:  
Vocational:  
Recommendations:

(Consultant)

**Occupational/Physiotherapy Assessment**

(Consultant)

**Social Worker's Assessment**

(Consultant)



## Follow-Up

### Speech and Language Assessment

1. Speech Production Mechanism
2. Language used at Home
3. Speech and Language Development
4. Phonemical Concepts
5. Morphological concepts
6. Syntactic Concepts
7. Semantic Concepts
8. Pragmatic Concepts
9. Articulatory Inventory
10. Summary
11. Associated problem

(Consultant)

## Physiotherapy Assessment Form

Name : \_\_\_\_\_ Date : \_\_\_\_\_  
Age : \_\_\_\_\_ Sex : \_\_\_\_\_  
Diagnosis: \_\_\_\_\_ Physiotherapy No. : \_\_\_\_\_  
Associated Handicaps: \_\_\_\_\_ NIMH No. : \_\_\_\_\_  
History of fits: \_\_\_\_\_

1. Neuromotor evaluation
  - Spontaneous posture
  - Basic tone and postural patterns
  - (a) Include tone at rest and on spasticity:
    - Hypertonia
    - Hypotonic
    - Fluctuating tone
  - (b) Spontaneous mobility
2. Motor Development
  - (a) Prone
  - (b) Supine
  - (d) Rolling
  - (e) Sitting
  - (f) Crawling
  - (g) Standing
  - (h) Walking
3. Personating Reflex Activity present in Posture Described:
  - (a) Any spontaneous primitive/pathological/reflexes observed during general assessment (not to be tested specifically)
  - (b) Sucking
  - (c) Roofing
  - (d) Moro's
  - (e) Balance
  - (f) Flexor withdrawal
  - (g) Extensor trust
  - (h) Crossed extensor
  - (j) ATNR
  - (k) Arm
  - (l) Legs
  - (m) STNR
  - (n) TLR
  - (o) Associated Reaction
4. Head righting: Retraction of head, neck:
  - (a) Trunk, moved
  - (b) Forward
  - (c) Backward
  - (d) Sideward
5. Shoulder Stability: Retraction or Protraction of Shoulder:
  - (a) Upper Limb Function:
  - (b) Ability to use Upper Limb for Rising
  - (c) Bilateral upper limb functions
  - (d) Unilateral Upper Limb Functions
  - (e) Eye - Hand Co-ordination

6. Describe position and nature of tone of legs: (e.g. Extensor and Adductor Hypertonus)

- (a)
  - (i) In Flexion
  - (ii) In Extension
  - (iii) Rolling: Describe how he does it.
    - (a) To right
    - (b) To left
- (b) Pulled to sitting  
Describe head, grasp and leg position.
- (c) Prone: Describe whether
  - (i) Absence of protective side turning of head
  - (ii) Flexorhypertonus of shoulder and neck
  - (iii) Flexorhypertonus of arms
  - (iv) Extensorhypertonus of legs
  - (v) Flexorhypertonus of legs
- (d) Sitting
  - (i) Describe spine: Position of head: leg position and hip position
  - (ii) Balance in this posture
  - (iii) Protective extension of arms
    - (aa) Forward
    - (ab) Sideward
    - (ac) Backward
- (e) Head righting - trunk moved
  - (i) Backward
  - (ii) Sideward
  - (iii) Forward
- (f) Standing or held standing calipers  
Describe predominating postural tone position of head spine hips and legs
  - (i) Describe leg positions
  - (ii) Extensor or flexor by portions
  - (iii) Weight bearing
  - (iv) Balance reactions
  - (v) Threatening contractures
- (g) Postural Reaction
  - (i) Rising reaction
  - (ii) Equilibrium reaction
  - (iii) Prone
  - (iv) Supine
  - (v) Sitting
  - (vi) Kneeling
  - (vii) Standing
  - (viii) Walking

- (h) Abilities
  - (i) Functional grasp (fine motor)
    - Right :
    - Left :
  - (ii) Sensory Symptoms
    - (aa) Visual
    - (ab) Auditory
    - (ac) Tactile
    - (ad) Manipulation

## SPEECH AND LANGUAGE ASSESSMENT FORMS

Name \_\_\_\_\_ AGE/SEX \_\_\_\_\_ Date \_\_\_\_\_  
REGN. NO. \_\_\_\_\_

1. Complaints

- (a) Significant history
- (b) Treatment attempted so far

2. Language Input Aspects

- (a) Language Exposed to
- (b) Number of Models Available
- (c) Model-child Interaction :
  - Quantity :
  - Quality:
  - Any other information:

3. Basic Aspects (Appendix-3)

- (a) Speech Mechanism:
 

Structure:	Normal/Abnormal
Functions:	Normal/Abnormal
- (b) Hearing:
 

Hearing loss :	Suspected/not suspected
Discrimination ability	
Auditory closure	
- (c) Other Sensory Modalities:
- (d) Motor Aspects

4. Developmental data

- (a) Preword development
  - (i) Reflexive utterances (0-3 months)
  - (ii) Babbling (3-8 months)
  - (iii) Jargon (8-10 months)
- (b) First work (12 months - 1 ½ yrs)
- (c) Phrases (2 yrs – 2 ½ yrs)
- (d) Sentence level (3 yrs)

5. Speech Aspects

**(a) Voice:**

- |               |        |            |        |         |
|---------------|--------|------------|--------|---------|
| (i) Pitch     | Normal | Monotonous | High   | Law     |
| (ii) Loudness | Normal | Loud       | Soft   |         |
| (iii) Quality | Normal | Nasal      | Hoarse | Breathy |

**(b) Fluency:-**

Applicable / Not applicable

- (i) Disfluency type
  - (aa) Word repetitions
  - (ab) Word prolongation
  - (ac) Other types of blocks, if any
  - (ad) Number of blocks for 100 words
- (c) Articulation/Phonological aspects (Appendix-4)

## 6 Language Aspects

- (a) Screening using **Language Assessment Tool (LAT)**
  - (i) Delay Present / absent
  - (ii) Receptive level : \_\_\_\_\_ in months/years
  - (iii) Expressive level : \_\_\_\_\_ in months/years
- (b) Communicative functions predominantly seen (Appendix-5)
- (c) Comprehension and expression at various language structures (Appendix-6)
  - (i) Pre-word level
    - (aa) Nominals
    - (ab) Action Words
    - (ac) Noun Modifications
    - (ad) Verb Modifiers
    - (ae) Connecting Words
    - (af) Semantic Intentions
  - (ii) Early Sentences
  - (iii) Sentence Types
  - (iv) Grammatical Morphemes
  - (v) Usage of language
    - (aa) Mode of Expression - Verbal / Non-verbal
    - (ab) Conversational Skills
  - (vi) Gestures

## 7. Play Development (Object Play)

- (a) Length of Play Session
- (b) Stages
  - (i) Exploratory Play (0-9 months)
  - (ii) Relational Play (9-12 months)
  - (iii) Self Pretend (12-13 months)
  - (iv) Decentered / Simple Pretend Play (12-18 months)
  - (v) Sequence pretend (3 years)
    - (aa) Same Actions
    - (ab) Same Theme
    - (ac) Imaginary

## 8. Clinical Impression

## 9. Speech & Language Intervention Program

Supervisor

Signature

**FIM**

	<b><u>Self Care</u></b>	<b><u>Admission</u></b>	<b><u>Discharge</u></b>	<b><u>Change</u></b>
1.	Eating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Grooming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Bathing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Dress Upper Body	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Dress Lower Body	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Toileting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sphincter Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Bladder Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Bowel Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Transfers (mobility)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Bed/Chair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Toilet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Tub/Shower	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Locomotion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Walk/wheelchair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Comprehension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Expression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Social cognition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	Social interaction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	Problem solving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	Memory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. Total Assistance
2. Maximal Assistance
3. Moderate Assistance
4. Minimal Contract Assistance
5. Supervision
6. Modified Independence (assistive device)

## VOCATIONAL PROFILE

1. Name :
2. Father's Name :
3. Reg. No. :
4. Date of Birth :
5. Level of Mental Retardation:
6. Marital Status :
7. Father's name Occupation & Address :
8. **General Skills – Readiness**
  - (a) Personal Skills :
  - (b) Social Competency and Communication Skills :
  - (c) Mobility and Hand Functioning :
  - (d) Functional academic Level :
  - (e) Safety and independent Travel :
  - (f) Associated conditions :
9. **Specific Skills**
  - (a) Training received :
    - (i) Normal School :
    - (ii) Special School :
    - (ii) Vocational Training :
10. Description of daily routines (from getting up in the morning till going to sleep in the night)
11. Experiences in Employment:
  - (a) Domestic Works :
  - b) If Employed, where what Type of work? Salary :
  - (c) If Discontinued from Employment, why? :
12. **Possibilities of Employment:**
  - (a) In what type of employment Family members involved :
  - (b) Potential Employment Opportunities in the Neighborhood :
  - (c) Possibilities of self-Employment :
  - (d) What type of work the cases want to do? :
  - (e) What type of employment the parents expect for their child? :
  - (f) What type of support the parent expect for employment of their child:
  - (g) Financial Position :
13. **Areas in which Guidance Required** :
14. Description of "Ideal" employment situation (This is a composite, narrative description based on input of applicant, parents, employer and date from profile)

Date :

Compiled By:



## JOB – ANALYSIS

Job Site :

Job Title :

- 
1. Core Work Routines:
  2. Episodic Work Routines:
  3. Work Behaviour:
  4. Work Related Skills:
  5. Job Requirements:
  6. Work Site Consideration:
  7. Training Consideration:
  8. Work Schedule:
  9. Job Description:
  10. Equipment / Materials:
  11. Adaptive Devices:
  12. Other Necessary Information:
  13. Training Procedures:
  14. Reinforcements:
  15. Follow Ups:

Date :

Prepared By:

## JOB ANALYSIS - EVALUATION SHEET

Site :

Title :

Name of Trainee :

<b>S.No</b>	<b>Activity</b>	<b>Date</b>	<b>Remarks</b>
<b>1</b>	<b>Core Work Routine</b>		
<b>2</b>	Episodic Work Routine		
<b>3</b>	Work Behaviour		
<b>4</b>	Work Related Skills		

**PERIODICAL EVALUATION FORM**

Age \_\_\_\_\_ SEX \_\_\_\_\_ CLASS \_\_\_\_\_

Date of Admission \_\_\_\_\_

Associated Condition \_\_\_\_\_

Referral if any

Identification Marks \_\_\_\_\_

\_\_\_\_\_

Name of The Parent / Guardian \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TEL:

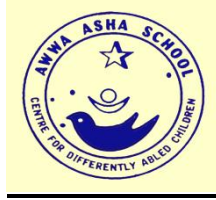
RES:

OFF:

Request Numbers:

No of Skills	Date	Periodical Evaluation	Remarks
Core Work Routines			
Episodic Work Routines			
Work Behaviour			
Work Related Skills			

**ASHA SCHOOL, -----**



**PROGRESS REPORT**

Name :

Class:

Year :

## A WORK TO PARENTS

1. This progress report is designed primarily to report the progress of student both qualitatively and quantitatively in Personal, Social, Academic, Occupational and Recreational/Leisure time areas. However, scoring in the area of recreation is done based on grading (A, B, C, D, E,) and the keys are provided for the grades.
2. The progress report will be sent to the parents for their perusal and signature at the end of I Term, II Term and III Term. Please ensure that the same is returned on the reopening day after holidays.
3. Your attention is specially invited to the graphical representation given at the end which describes the term wise progress in different areas shown in different colours.
4. Please note that the promotion of your child to the next class depends on achieving 80% activities in a given level.

## PERFORMANCE SCORES

---

	Areas of Training	No. of activities	Entry Level	First Term	Second Term	Third Term
--	-------------------	-------------------	-------------	------------	-------------	------------

---

1. Personal
2. Social
3. Academic
4. Occupational

---

### Total Scores

(a) No. of working days:

(b) No. of days present :

(c) No of days absent :

---

	Recreational	Entry	First	Second	Third
*	Grade	Level	Term	Term	Term
	Not Participated	Participated (date)	Selected in Preliminary	Selected in Final	Prize details

Very Special Arts

Special Olympics

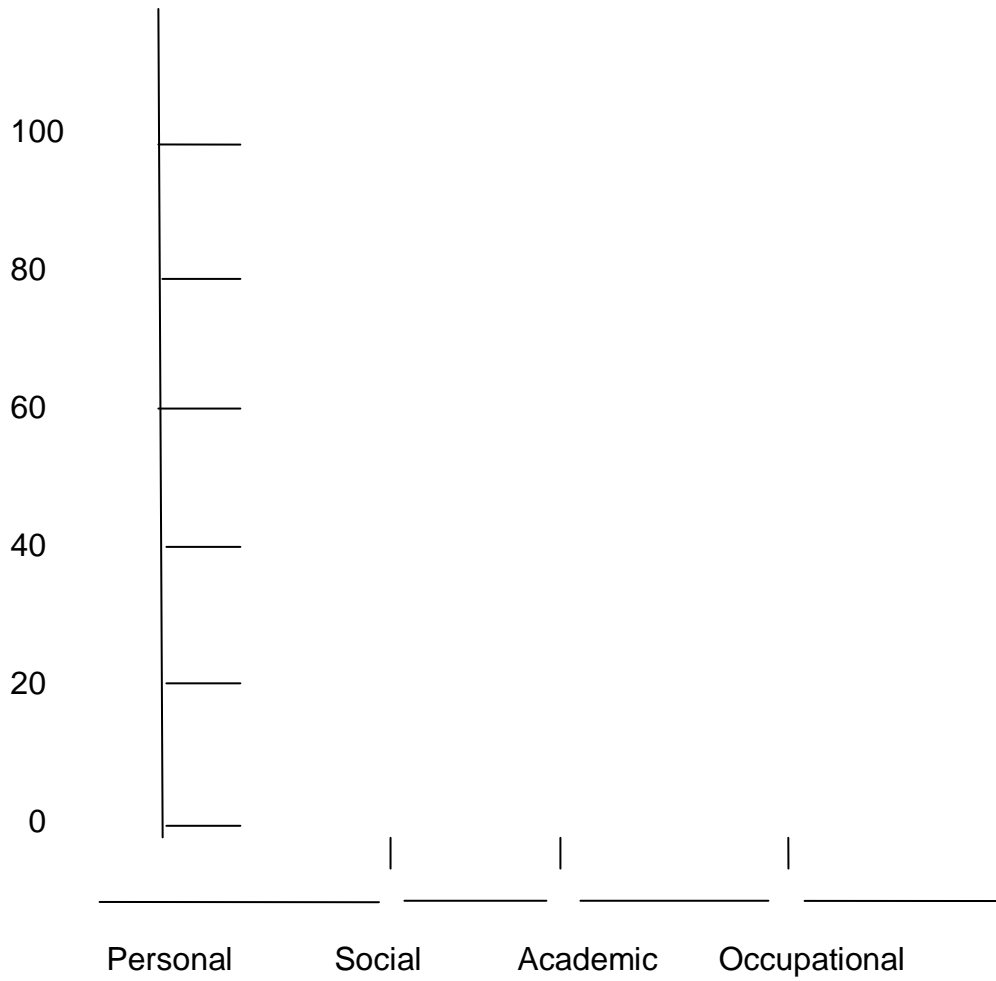
Any other

\* Grades: A = Takes initiative and participates effectively,  
 B = Participates effectively when initiated, C = Involves self but not  
 Aware of rules / does not co-operate, D = Observes with interest,  
 E = Not interested (indifferent) F = No opportunity / Not exposed.

---

PROMOTED / TO CONTINUE IN SAME CLASS

GRAPHICAL PRESENTATION OF PERFORMANCE SCORE



Key:

Entry -  White

I Term -  Red

II Term -  Blue

III Term -  Green

Narrate briefly the student's current level of function in each area highlighting the emerging skills.

Personal : Entry:

I Term:

II Term:

III Term:

Social: Entry:

I Term:

II Term:

III Term:

Academics:Entry:

I Term:

II Term:

III Term:

Occupational: Entry:

I Term:

II Term:

III Term:

Recreational: Entry:

I Term:

II Term:

III Term:



Teacher's Remarks:

Entry:

I Term:

II Term:

III Term:

Signature:

I Term: \_\_\_\_\_

II Term \_\_\_\_\_

III term: \_\_\_\_\_

(Parent)

(Class Teacher)

(Principal)

## **CONDITIONS OF ELIGIBILITY OF PROGRAMME IMPLEMENTING AGENCIES**

1. The following categories of organisation shall be eligible for applying for financial assistance under this scheme:-

(a) Organisation registered under the Societies Registration Act, 1860 (XXI of 1860), or any relevant Act of the State/ Union Territory:, or

(b) A Trust registered under the Indian Trust Act, 1882 or any other similar Act for the time being in force: or

**Note** :- All organisation implementing the scheme will hence forth be called Programme Implementing Agencies (PIAs)

2. Further, the registration should have been in force for at least 2 years at the time of applying for grant under this scheme.

3. The PIAs seeking Grant-in-Aid under the scheme must register themselves in the NITI Aayog portal ( NGO- Darpan) portal and obtain Unique ID of NGO- Darpan before applying for Grant under the scheme.

4. Every organisation seeking Grant-in-Aid must be registered either under erstwhile Persons with Disabilities Act, 1995 or Rights of Persons with Disabilities Act, 2016.

5. An organisation specified in Para 1 ( a), (b) and (c) should have the following characteristics:-

(i) It should have a managing body with its powers, duties and responsibilities clearly defined and laid down in Memorandum of Association.

(ii) It should have resources, facilities and experience for undertaking the programme.

(iii) It should not be run for profit to any individual or a body of individuals.

**Note** :- The conditions related to category of organisation and period of existence as mentioned in para 1 and 2 above respectively can be relaxed by the Secretary, Department of Empowerment of Persons with Disabilities in consultation with Financial Advisor, in exceptional cases, for reasons to be recorded in writing.

## **PROCEDURE FOR APPLICATION AND SANCTION: NEW PROJECTS**

1. The organisation desirous of receiving Grant-in-Aid under DDRS shall apply on the online portal of the Department (e-Anudaan) ( [www.ngograntsje.gov.in](http://www.ngograntsje.gov.in)) and forward the complete proposal to District Social Welfare Officer.
2. The organisation shall upload the following documents on the e-Anudaan portal:-
  - (a) A certified copy of the registration certificate under Societies Registration Act 1860 or Trust Deed or Certificate of Incorporation (whichever is application).
  - (b) A certified copy of the registration certificate under Persons with Disabilities Act, 1995 / Rights of Persons with Disabilities Act 2016.
  - (c) A copy of Memorandum of Association and rules, regulation/ by-laws indicating aims and objectives of the organisation.
  - (d) Audited Accounts of the organisation for the last two years. The accounts shall comprise of (i) Income & Expenditure Statement (ii) Receipt and Payment Statement (iii) Balance Sheet (iv) Auditors Report.
  - (e) List of staff/ employees (in prescribed Performa as per Annexure-II).
  - (f) Copy of their qualification certificate.
  - (g) List of beneficiaries of the current year (in prescribed Performa as per Annexure-III)
  - (h) Disability Certificate in respect of all beneficiaries.
  - (j) Activity / Annual report of the organisation for the previous two years.
  - (k) Budget estimates for the project for current year with detailed justification for various cost items.
  - (l) Rural area certificate obtained from Revenue Department of the State Government ( if project is running in rural area).
  - (m) List of Managing Committee of the organisation with date of their appointment and tenure.
  - (n) Agreement bond on a non-judicial stamp paper Rs 20/- (as in Annexure-IX).
  - (o) Bank authorization letter (NEFT mandate form) as shown in Annexure-X)
  - (p) Rent agreement attested by notary public (in case the project in rented premises).
3. The District Social Welfare Officer of the concerned district shall conduct a physical inspection of the organisation and record its recommendation in the portal ( e-Anudaan) and submit to the concerned Department of State Government/ UT Administration looking after empowerment of persons with disabilities.
4. The Department of State Government/ UT Administration shall examine the proposal, record its recommendation and forward the recommended proposals to the Department of Empowerment of Persons with Disabilities through online portal. The recommendations of the State Government/ UTs would remain valid only for the year in which recommendation has been received. The States/ UTs should endeavour to give preference to proposals from service deficient areas.

5. Every PIA seeking Grant-in-Aid must apply online for the same irrespective of the fact they have received the Grant or not.
6. All new proposals received with recommendation of State Government / UT Administration will be considered by a Screening Committee in the Department of Empowerment of Persons with Disabilities. The recommendation of the Screening Committee would remain valid till the end of financial year subsequent to the year of consideration. For example, a recommendation of the Screening Committee made during 2017-18, shall be valid upto 31 Mar 2019.
7. Those cases that have been recommended by the Screening Committee would be given grant for the complete financial year irrespective of the date of sanction keeping in view the recommendations of the State Government / State Commissioners. The parameters used for calculating the grant would be same as that in ongoing cases.

## **PROCEDURE FOR APPLICATION AND SANCTION: ONGOING PROJECTS**

1. The organisation desirous of receiving Grant-in-Aid under DDRS shall apply on the online portal of the Department (e-Anudaan) ( [www.ngograntsje.gov.in](http://www.ngograntsje.gov.in)) and forward the complete proposal to District Social Welfare Officer.
2. The organisation shall upload the following documents on the e-Anudaan portal:-
  - (a) A certified copy of the registration certificate under Societies Registration Act 1860 or Trust Deed or Certificate of Incorporation (whichever is application).
  - (b) A certified copy of the registration certificate under erstwhile Persons with Disabilities Act, 1995 / Rights of Persons with Disabilities Act 2016.
  - (c) A copy of Memorandum of Association and rules, regulation/ by-laws indicating aims and objectives of the organisation.
  - (d) Audited Accounts of the organisation for the last years. The accounts shall comprise of (i) Income & Expenditure Statement (ii) Receipt and Payment Statement ( iii) Balance Sheet (iv) Auditors Report.
  - (e) Consolidated audited accounts for the organisation as a whole for previous year. The account shall comprise of (i) Income & Expenditure Statement (ii) Receipt and Payment Statement ( iii) Balance Sheet (iv) Auditors Report.
  - (f) Audited item-wise / post wise expenditure statement for the previous year in prescribed format ( as per Annexure-VI) duly ink signed by the chartered account and countersigned by authorized person of the organisation.
  - (g) Utilisation certificate in respect of grants released in the previous year in prescribed format (as per Annexure- I)
  - (h) List of staff/ employees (in prescribed Performa as per Annexure-II).
  - (j) Copy of their qualification certificate.
  - (k) List of beneficiaries of the current year (in prescribed Performa as per Annexure-III.
  - (l) Disability Certificate in respect of all beneficiaries.
  - (m) Activity / Annual report of the organisation for the previous two years.
  - (n) Budget estimates for the project for current year with detailed justification for various cost items.
  - (n) Rural area certificate obtained from Revenue Department of the State Government (if project is running in rural area).
  - (o) List of Managing Committee of the organisation with date of their appointment and tenure.
  - (p) Agreement bond on a non-judicial stamp paper Rs 20/- (as in Annexure-IX).
  - (q) Bank authorization letter (NEFT mandate form) as shown in Annexure-X)
  - (r) Rent agreement attested by notary public ( in case the project in rented premises).
3. The District Social Welfare Officer of the concerned district shall conduct a physical inspection of the organisation and record its recommendation in the portal ( e-

Anudaan) and submit to the concerned Department of State Government/ UT Administration looking after empowerment of persons with disabilities.

4. The Department of State Government/ UT Administration shall examine the proposal, record its recommendation and forward the recommended proposals to the Department of Empowerment of Persons with Disabilities through online portal.

5. If the State Government / UT administration does not decide on the proposal within 60 days, Department of Empowerment of Persons with Disabilities can decide on the proposal on the basis of inspection report submitted by the inspecting officer for NGOs receiving Grant-in-Aid under the scheme.

6. The continuing cases are dealt with in three ways:-

(a) Those cases that have been recommended by the State Government.

(b) Those cases which have not yet been recommended but organisation has applied for grant on the 'e-Anudaan' portal.

(c) 'Time barred' and 'discontinued cases'.

7. The documents required to process the grant in all these cases are same and are listed as under:-

(a) Those cases that have been recommended by the State Government.

(i) It will be mandatory to have inspection report along with the recommendation of State Government.

(ii) In respect of States / UTs whose recommendations have been received, no grant will be released where utilization certificate of more than one year is pending.

(i) Quantum of grant for these case would be either 75% or 100%.

"75 % in those cases where complete proof of expenditure already incurred has not been submitted by the organisation."

"100% in those cases complete proof of expenditure already incurred is submitted by the organisation".

(b) Those cases which have not yet been recommended but organisation has applied for grant on the 'e-Anudaan' portal.

(i) PIAs which have won the relevant National Awards in the Institutional category of the schemes being run by this Department and to the NGOs which have been getting the grant regularly for the last three years or more will be eligible to receive advance for the ongoing financial year. This, however, does confer any right on the organization to claim advance.

(ii) The quantum of grant for advance cases would be 75% of the previous year grant subject to the conditions laid down by General Financial Rules, 2017.

(ii) The second instalment will be considered only after the receipt of satisfactory recommendation of the State Government. In case a State Government/ UT decides not to recommend the case of any such NGO/VO to the Department, it will be requested to give specific reasons for not recommending such a case after giving due opportunity for the party to be

heard. The grant of such NGO/VO released as 1<sup>st</sup> installment will be recovered with penal interest.

(c) 'Time barred' and 'discontinued cases'.

(i) These cases would have to be dealt with in accordance with provisions of Rule 230 (15) of General Financial Rules, 2017 amended time to time by Ministry of Finance.

(ii) These case would have to dealt with following two ways:-

(aa) In those cases where performance was found satisfactory and the NGOs had completed the required formalities in time but due to systemic deficiencies of Central or State Government, the grant could not be released, the arrears upto 24 months from the date of sanction may be released as per provisions in GFRs subject to revival of these case by the Secretary (Department of Empowerment of Persons with Disabilities), mentioning the date of revival.

(ab) In case of those projects where due to unsatisfactory performance as reflected in the inspection reports the Grant-in-Aid was discontinued, its revival after improvement in working to the satisfaction of the Department can be treated as fresh case. The revival of Grant-in-Aid will be calculated for complete financial year in which revival is obtained. Such type of cases need not be placed before the Screening Committee.

**SAMPLE WILLINGNES CERTIFICATE OF APPOINTEE WILLINGNESS CERTIFICATE**

1. I -----am willing to be appointed as a -----  
--- on contractual basis at the ASHA School, Pune.
2. I will uphold the dignity of the appointment and strive to uphold the name of the School.
3. I shall abide by the terms of contract of the appointment.
4. I will follow the terms and conditions as laid down in the SOP of ASHA School Pune and other instructions as laid down by the school management from time to time.
5. In case of any dispute, I shall abide by the decision of the Chairman of the school.

Date :

\_\_\_\_\_  
(Sig of Indl)

Date :

\_\_\_\_\_  
(Sig of Principal)

**COUNTERSIGNED**