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[No.1743—SSEPD-DA4-DA-0006/2021/SSEPD.]

DEPARTMENT OF SOCIAL SECURITY & EMPOWERMENT OF PERSONS WITH DISABILITIES

RESOLUTION

The 23rd February, 2021

Subject— An umbrella scheme for Rehabilitation of Cured Leprosy Persons.

1. **INTRODUCTION:** Persons, cured of Leprosy are often distanced from the society. Persons experiencing destitution of this kind live in a vicious cycle of poverty, homelessness, powerlessness, stigmatization, discrimination, exclusion and material deprivation, all of which mutually reinforce each other. The Supreme Court of India while hearing Pankaj Sinha case (2014) has issued several directions to the Union as well as the State Governments for welfare of the Cured Leprosy Persons. Social Security & Empowerment of Persons with Disabilities (SSEPD) Department, Government of Odisha seeks to create an environment that provides them equal opportunities, protection of their rights and full participation in society. The SSEPD Department, as part of an integrated initiative for Cured Leprosy Persons promotes the new umbrella scheme “**Rehabilitation of Cured Leprosy Persons**” for their protection, care and rehabilitation in a mission mode with manifold objectives.
2. **OBJECTIVES:** To ensure equitable justice for Cured Leprosy Persons, the “Rehabilitation of Cured Leprosy Persons” scheme will focus on the following broad objectives:
 - (1) Ensure equal opportunities, equity, social justice & empowerment of Cured Leprosy Persons.
 - (2) Promote voluntary action and participation of all stakeholders for ensuring effective implementation of the scheme.
 - (3) Rehabilitation of Cured Leprosy Persons and create facilities for providing appropriate rehabilitation services.

(4) Promote individual and group initiatives by Cured Leprosy Persons for employment, self-employment and other socio-educational services.

(5) Assistance to children of Cured Leprosy Persons and encourage mainstreaming of their daughters.

3. STRATEGY: For mainstreaming and actualizing their potential, following activities will be taken up:

(1) Survey and identification including issuance of required Certificates and multipurpose smart cards to them.

(2) Promote health status through health insurance and supply and fitting of mobility aids to the Cured Leprosy Persons.

(3) Facilitate education through pre and post-matric scholarship for education of their children.

(4) Provide livelihood support through skill development training, supply of self-employment kit and formation of self-help groups.

(5) Set-up Rehabilitation and Counselling Centers for facilitating rehabilitation of Cured Leprosy Persons.

(6) Sensitization of workers & activists, community awareness campaign and conduct research & documentation on leprosy.

4. PROGRAMME COMPONENTS: The scheme of protection, care and rehabilitation of Cured Leprosy Persons aims at providing comprehensive rehabilitation support to all the target groups. The scheme will have the following programme components:

(1) Survey & Identification

(2) Assistive Devices

(3) Assistance to Parents

(4) Pre & Post-Matric Scholarship

(5) Skill development training

(6) Self-employment kit

(7) Self Help Group

(8) Rehabilitation Centres

(9) Mainstreaming Award

(10) Marriage Incentives & Support

(11) Sensitization of Workers & Activists

(12) Community Awareness Campaign

(13) Research & Documentation

5. **SURVEY & IDENTIFICATION:** Formal estimation of the number of cured leprosy persons living in Odisha is yet to be conducted. The Department therefore proposes to conduct survey and identification of Cured Leprosy Persons in the State from time to time.
6. **ASSISTIVE DEVICES:** Cured Leprosy Persons who loose limbs and acquire deformities due to Leprosy and other accidental situations face difficulties in normal mobility. They require MCR shoes, wheel chairs, auxiliary crutches and other mobility and cosmetic appliances for their smooth mobility and protection from post-leprosy decay. Under this scheme provisions will be made for fitment of both fabricated and readymade appliances by network of fitment centres and DSSO offices. Rates as determined under BBSA scheme for different appliances are applicable for procurement and supply of such appliances and fitment to LCPs.
7. **ASSISTANCE TO PARENTS:**
- (1) **Need for Supportive Money:** Parents/ guardians need to be well informed in order to support their children, setting aside their discomfort and deeply held normative attitudes. Parents should be alert to the risk of the children facing bullying and other violence outside the home — in the extended family, at schools, on the playground, and support them accordingly. They also need to take cognizance of the escalation in stress and discrimination faced by children of Cured Leprosy Persons. Counselling and other mental health services that affirm the child's inferiority complexes are needed for the child as well as their parents. Support groups help parents to overcome social taboos and realize that they, as parents, are not alone. Additionally, existing for a such as the Anganwadi Centres, Self-Help Groups and Bharat Nirman Volunteers (BNVs) may be involved in awareness generation. Financial assistance will be provided to the parents of Cured Leprosy Persons in order to support such parents in successfully bringing up their children against societal intolerance, stigma, discrimination and violence. It shall also act as a feeder program for the component of pre- and post-matric scholarship.
 - (2) **Eligibility:** For purpose of claiming financial assistance, the following criteria shall apply:
 - (a) Parents are permanent domicile of Odisha.
 - (b) The age of the child is less than 18 Years.
 - (c) In case of death of the parent, supportive money will be made available to the guardian subject to production of the relevant Certificate of guardianship obtained from Competent Authority.

(3) **Extent of Assistance:** Assistance under the head will be provided to parent at the rate of Rs 1000/- (rupees one thousand only) per child per month and can be paid till the child attains the age of 18 years.

(4) **Modus of allocation/ sanction / disbursement of assistance:**

- (a) The parents desiring to avail the assistance will submit an application as given in the **Annexure A** through the Block/ ULB Administration.
- (b) The Block/ ULB Administration on receipt of such applications will verify the information given therein with reference to records available, and recommend for sanction to concerned DSSO.
- (c) On the receipt of all such recommended applications, the concerned DSSOs will scrutinize the applications and get those sanctioned from the Collector as per rules and procedures.
- (d) DSSO, as the case may be, after sanctioning the assistance, will place Block and ULB wise requirement of funds to SSEPD Department at the beginning of the financial year.
- (e) After sanction of the assistance amount, the DSSO will ensure that bank account is opened in post office or scheduled commercial bank in the name of the child jointly with father / mother/ guardian.
- (f) The District Social Security Officer (DSSO) will see that such requirement reaches him / her by the given date line.
- (g) After receipt of requirement from the DSSO, the Department will release funds in first allotment to the DSSOs & fund will be remitted to concern child directly.
- (h) After disbursement, the DSSOs will submit consolidated UCs to the Department by the 31st March with due countersignature of the Collector.
- (i) The DSSOs will make online entry of data on parents assisted including information on the children of Cured Leprosy Persons including leprosy affected persons.

8. **PRE & POST-MATRIC SCHOLARSHIP:** Financial assistance will be provided to the Cured Leprosy children and children of Cured Leprosy Persons studying at pre- and post-matriculation or post-secondary stage to enable them to complete their education. These scholarships are for studies in India only and are awarded where the applicant is studying.

- (1) **Scholarship:** Applications will be submitted in prescribed format to the DSSO with certification/ recommendation by head of the educational institutions. Eligible students will get scholarship for a maximum period of 10 months in an academic year. Students availing scholarship from either the Central or State Govt. under any other scheme shall not be considered.

- (a) Rate of scholarship

Sl. No.	Category	Rate/ PM
1	Pre-Matric (From Std. V to X)	800
2	Post-Matric (From Std. XI –XII)	1,000
3	General Graduate/ Post Graduate Courses	1,500
4	Professional Degrees/ Diplomas/ Certificates	2,000

- (b) DSSOs will scrutinize the applications and shall submit requirement of funds to the Department by end of September. After receipt of the funds DSSOs will remit the scholarship to the accounts of the students with the approval of Collector.
- (c) The scholarship required will be remitted in advance for one year in question and roll over to the next academic session.
- (d) The utilization Certificate on the expenditure shall be submitted by the DSSO along with proof of remittance with due counter signature of Collector to the Department by 28th February of each year.
- (e) Efforts should be made to utilize funds in the same year. In exigencies the undisbursed balance amount should be rolled over for next year payment and shall be utilized first.
- (2) **Conditions of Eligibility:**
- (a) The applicant is a *bona fide* resident of Odisha.
- (b) The applicant is either a child cured of leprosy or a child of a cured leprosy person.
- (c) The applicant is a regular student of recognized educational institutions.
- (d) The applicant shall have family income of not more than Rs. 2,40,000/- per annum.
- (e) The applicant is not in receipt of any financial assistance from State Govt./ Central Govt. under any other scheme.

(3) **Modus of allocation/ sanction / disbursement of scholarship:**

- (a) Application as given in the **Annexure B** will be submitted through the head of institutions immediately after taking admission.
- (b) The head of institution on receipt of such applications will verify the information given therein with reference to records available, and recommend for sanction to concerned DSSO.
- (c) On the receipt of all such recommended applications, the concerned DSSOs will scrutinize the applications and get those sanctioned from the Collector as per rules and procedures.
- (d) DSSO, as the case may be, after sanctioning the scholarship, will place Block and ULB wise requirement of funds to the Department under intimation to the Collector concerned.
- (e) After sanction of the scholarship amount, the DSSO /head of the institution will ensure that bank account is opened in the name of the candidate in case the candidate is 18 years of age or above, or a joint account in the name of father / mother/ guardian of the candidates in case the candidate is below 18 years.
- (f) The District Social Security Officer (DSSO) will see that such requirement reaches him / her by the given date line.
- (g) After receipt of requirement from the DSSO, the Department will release funds in first allotment to the DSSOs & they will remit the fund to the students directly.
- (h) After disbursement, the DSSOs will submit consolidated UCs to the Department by the 31st March with due countersignature of the Collector.
- (i) The scholarship will be payable from the month of admission up to end of the academic session including the month of examination subject to maximum of 10 months in an academic year.
- (j) For continued absence for a period not exceeding three months, the scholarship shall be paid in full, provided that the absence is on health ground. In case of continuous prolonged absence without justified reasons, the DSSO concerned shall take a decision after making an inquiry.
- (k) The DSSOs will make online entry of data on students including information on passing out from the course followed with certification.

9. SKILL DEVELOPMENT TRAINING: Skill Development, is essential for Cured Leprosy Persons to get wage/self-employment and for higher earnings, and/or

improved working conditions, such as getting formal certification for hitherto informal skills, and/or moving from informal to formal sector jobs or pursue higher education/training. Trainings will be provided to Cured Leprosy Persons to enable them to start income generating activities on their own or get gainfully employed in some sector or the other. Soft skills (which would include computer literacy, language and workplace inter-personal skills relevant for the sector/trade) will be an integral part of the skills training process and will be suitably integrated into the course modules. All Skill Development courses offered under the scheme framework will conform to the standards prescribed under National Skill Qualification Framework (NSQF). Funds under skill development in different trades under NSQF approval will be available at the rate as determined by Ministry of Skill Development and Entrepreneurship.

(1) Eligibility

- (a) A beneficiary should be a person in destitution above 18 years of age.
- (b) Beneficiaries whose parents'/ legal guardians' income from all sources including the income of the beneficiary does not exceed Rs. 2.40 lakhs annually.

- 10. SELF EMPLOYMENT:** Cured Leprosy Persons will be provided Self Employment Kits depending upon their trade requirement so that they can start their business from small scale or home-based units and earn livelihood for themselves and their families. For this purpose, such potential Cured Leprosy Persons can be identified along with the trade they are interested in pursuing and can be provided Self Employment Kits. The composition of kits and categories of kits which can be provided will be finalized in consultation with the SSEPD Dept. by the concerned DSSOs before procurement. Group endeavour for generating self-employment based individual income including production; marketing, service centres etc. can also be promoted by the beneficiaries. The projects must ensure the object of providing individual income to the members of the group. Such proposals must contain details of the activity, minimum ensured income per member etc. Projects not exceeding one time investment of Rs. 20.00 lakhs will be considered.
- 11. SELF HELP GROUP:** Group based business activity can be good option for the Cured Leprosy Persons. The SHGs duly constituted by not less than 5 members (both males & females) and registered with DSSOs will be supported with one-time assistance of Rs.50,000/- for initial activity support and start-up capital. The programme envisages providing skill upgradation, entrepreneurship development training, book keeping and accounting, knowledge of market and some basic skills about activity etc. DDRCs/

NGOs / Voluntary Agencies / Development Agencies/ ITIs and RUDSETI type institutions/ capable agencies with good track record and professional competence to successfully implement such training.

12. **REHABILITATION CENTRES:** Cured Leprosy Persons, apart from training, medical support, shelter etc. also requires emotional and psychological support, and encouragement as well as personality development training. For this purpose, rehabilitation centres will be set-up with composite service facilities including skill training in different trades, personality development, yoga, soft skills education, counselling and other services. The centres will have facilities of residential training, farming activities, and psycho-social motivation for coming out of the State of destitution and reintegration with the mainstream society. The rehabilitation centres will strive to assist the Cured Leprosy Persons for engaging them in meaningful and sustainable activities as a measure of rehabilitation and livelihood support.
13. **MAINSTREAMING AWARD:** Cured Leprosy Persons are forced to live in solitude and often found indulged in soliciting or receiving alms in a public place in humiliating conditions. The Cured Leprosy Persons in process develop psycho-social problems and even develop sense of insecurity and inferiority complexes which at times prevent them from mainstreaming. In many cases in the initial period of mainstreaming effort many of the Cured Leprosy Persons find it difficult to continue in mainstream life even after availing packages of rehabilitative services. To ensure a long-term incentive and support the Cured Leprosy Persons they are required to be awarded incentives. The Cured Leprosy Persons returning successfully to mainstream society will be recognized as a role model for others and will be awarded with cash as may be determined from time to time.
14. **MARRIAGE INCENTIVES & SUPPORT:** Cured Leprosy Persons are often forced to stay out of the social circle along with their children. These persons experiencing destitution live in a vicious cycle of poverty, powerlessness, stigmatization, discrimination, exclusion and material deprivation, all of which mutually reinforce each other. The Cured Leprosy Persons have to face the challenge in getting their daughters married to persons in mainstream social life not only due to social taboos attached to them but also due to poverty and powerlessness. Cured Leprosy Persons getting their daughters married in mainstream social life are required to be facilitated for the purpose. This component envisages supporting such parents for marriage of their daughters. The support amount for this purpose will be limited to Rs. 50,000/-.

The applicants have to apply for assistance in the prescribed form at **Annexure - C** for consideration and sanction.

15. **SENSITIZATION OF WORKERS & ACTIVISTS:** Issues concerning Cured Leprosy Persons is a cross cutting issue for many line departments and a number of officers and staff of SSEPD and other departments are involved in providing different services to the Cured Leprosy Persons. Many of employees due to lack of adequate basic knowledge and information of problems and issues faced by the Cured Leprosy Persons are unable to handle the matters. To address the issue special provision has been made to sensitize Govt. officials, NGO heads, PRI members, corporate managers and such other officials on issues relating to Cured Leprosy Persons.
16. **COMMUNITY AWARENESS:** Services and infrastructure for rehabilitation of Cured Leprosy Persons are to be promoted and institutions in Govt., NGO and even corporate sectors are to be encouraged to come forward to work for the Cured Leprosy Persons. But due to want of proper information on availability of services for them a major section of Cured Leprosy Persons is unable to take the benefit of those available services. To sensitize the Cured Leprosy Persons and their families on services, schemes and programmes available for them and educate the community at large. Under this head following activities will be admissible:
 - (a) IEC material preparation (print/ electronic)
 - (b) Organization of fairs/ festivals
 - (c) Publication of magazines/ news letters
 - (d) TV/ Radio/ Print media publicity
 - (e) Cultural shows/ street plays
 - (f) Community level meetings/ campaigns
 - (g) Posters, Hoardings, Banners
 - (h) Events for Cured Leprosy Persons (sports/cultural)
 - (i) Such other awareness activities
17. **RESEARCH & DOCUMENTATION:** Destitution is a situation of extreme vulnerability with multiple dimensions. Much can be learned about the experience of Cured Leprosy Persons by studying how they are living, socializing and advocating for their rights across different social and political conditions. Similarly, documentation on rehabilitation models and initiatives is another arena of concern. For this purpose, the Dept. proposes to support such research and documentation activities.

18. ROLES OF FIELD LEVEL FUNCTIONARIES:

(1) **ROLE OF DISTRICT ADMINISTRATION:** District Administration will coordinate and converge the programmes and schemes of the Government for promoting comprehensive rehabilitation of the Cured Leprosy Persons in the District. District Administration needs to undertake a detailed survey to identify all Cured Leprosy Persons living in the District so that an action plan to cover each person by appropriate benefits can be drawn up. Most of the problems of the Cured Leprosy Persons could be dealt with by effectively bringing them into the fold of Government schemes that already exist. However, benefits under most of the schemes are not reaching to the Cured Leprosy Persons because there is very little awareness among the implementing officers about the Cured Leprosy or even earmarked funds under various schemes for Cured Leprosy Persons. Roles may include:

- (a) Survey and identification of all Cured Leprosy Persons and creation of detailed database.
- (b) Convergence and synergy among various development schemes for Cured Leprosy Persons such as homestead land, housing, Adhaar Card, Ration Card etc. .
- (c) Facilitate enrollment of all Cured Leprosy children and children of Cured Leprosy Persons in schools, disbursement of scholarships and skill training of youths in destitution.
- (d) Health care and restoration of their physical strength by diagnosis and treatment of their diseases and promote universal health insurance coverage.
- (e) Ensure coverage of Cured Leprosy Persons in all programmes and schemes, employment and self- employment etc. and support for tool kits and CMRF assistance
- (f) Provide opportunities to all Cured Leprosy Persons for redressal of grievances, settlement of issues concerning guardianship and justice.
- (g) Training programmes can be organized on livelihood creation.
- (h) Enroll all Cured Leprosy Persons in different social security programmes and develop social identity of Cured Leprosy Persons.
- (i) Promote participation of line departments, NGOs, Red Cross and other CSR agencies in the process of rehabilitation of Cured Leprosy Persons.

(2) **ROLE OF BLOCK/ ULB ADMINISTRATION:** Block/ Urban Local Body Administration are expected to coordinate and converge the programmes and schemes of the Government for promoting comprehensive rehabilitation and due rights and opportunities for the Cured Leprosy Persons in their respective jurisdiction through:

- (1) Coverage of Cured Leprosy Persons under different schemes of poverty alleviation, housing, pension etc.
- (2) Sensitization of local leaders and PRI members on rights and issues concerning Cured Leprosy Persons.
- (3) Participation of CBOs, BNVs, and other stakeholders at the grass root level.
- (4) Survey and identification of Cured Leprosy Persons, implementation of schemes and instructions issued by the Department/ District Administration.

19. BUDGET PROVISION & UTILIZATION:

- (1) The Collector of Districts concerned should place the estimated budget requirement for respective districts well in advance to the SSEPD Department for release of funds.
- (2) Before placing requirement, Collector may assess the ground level activities and allow modifications/ changes in expenditure and in special cases programmes to meet the objectives of the scheme.
- (3) In case of NGOs the application/ request for funds shall be submitted to SSEPD Department in prescribed *pro forma* enclosed in **Annexure- D** along with supporting documents and recommendation of District Level Project Appraisal Committee (DLPAC).
- (4) Proper record of beneficiaries, the acknowledgement of receipt of appliances by them, the tender procedure followed etc. should be maintained as per government financial procedures. Utilization Certificates for the programme/ project should be sent to the Director SSEPD by 31st March of the ongoing financial year.
- (5) Similarly, the NGOs shall submit utilization Certificate (**Annexure-E**), audited statement and report cards along with such other documents as may be asked for. All soft copies must be sent to the Director, SSEPD at ssepdsec.od@nic.in within one month of completion of programme/ activity.

By Order of the Governor

BHASKAR JYOTI SARMA

Commissioner-cum-Secretary to Government

**APPLICATION FOR AWARD OF FINANCIAL ASSISTANCE TO CURED LEPROSY
PERSONS / GUARDIAN FOR THEIR CHILDREN**

1. Name of Child :
2. Date of Birth (enclose birth certificate) :
3. Caste/ Sub Caste :
4. ADHAAR Number of Child if any (enclose copy) :
5. Parent's Name :
6. Address :
7. Applicant's name & address (if applicant is other than parents) (enclose Certificate of guardianship obtained from Competent Authority) :
8. If continuing education : mention class and school name & address (enclose studentship certificate from head of the institution) :
9. Family Income per annum : (please enclose Income Certificate) :
10. Any other information : applicant wishes to provide

Affix Passport size photograph

I hereby declare that information provided above is true to the best of my knowledge and I am aware that providing wrong information will make me liable to legal action and recovery of support money amount.

Date:

Name & Signature of the applicant

Place:

Name & Signature of Parent/ Guardian

**APPLICATION FOR AWARD OF SCHOLARSHIP TO
CHILD CURED OF LEPROSY & CHILDREN OF CURED LEPROSY PERSONS**

(for education after IV standard)

1. Name of the Candidate :
2. Address :
3. Date of Birth/ Sex :
4. Father's name, :
5. Family Income per annum (please :
enclose Income Certificate)
6. Details of last examination passed :
(enclose mark sheet and certificate
thereof)
7. Course/ Class of education for :
which scholarship applied for
(academic session, duration, &
date of admission)
8. Name and address of the :
institution where course is under-
taken
9. Whether hosteller or a day scholar :
please specify
10. Details of Scholarship / Stipend / :
financial assistance being received
for the same course (if any)
11. Any other information applicant :
wishes to provide

Affix Passport size photograph duly attested by the head of the institution

I hereby declare that information provided above is true to the best of my knowledge and I am aware that providing wrong information will make me liable to legal action and recovery of scholarship amount.

Date:

Name & Signature of the applicant

Place:

Name & Signature of Parent/ Guardian

(TO BE FILLED IN BY INSTITUTION)**Recommendation of the institution**

(only one application per student is to be recommended)

1. Certified that Shri/Kum./Smt. _____ is studying course of _____ which is (please tick the relevant or specify) Elementary/ Secondary/ Higher Secondary/ Diploma / Degree / PG level study / any other (please specify _____) and is presently studying in -

(Tick whichever is applicable)

Ist Year	IInd Year	IIIrd Year	IVth Year

Total duration of the course is _____.

2. The information furnished above by the student is in order and correct as per records of the Institution.
3. The student is receiving scholarship / financial aid / stipend from _____ / not receiving any scholarship / financial aid / stipend from any other source as per records of the Institute
4. General conduct of the student is satisfactory/ unsatisfactory

(please strike out whichever is not applicable)

Signature & Name of Head of Institution / Registrar / Dean**Date:** _____**Place:** _____**Seal of the Institution**

Certified that the applicant is not receiving any financial assistance from State Government/ Central Government under any other scheme.

Place: _____**Date:** _____Signature of Block Development
Officer/ Executive Officer NAC/
Municipality

**APPLICATION FOR ASSISTANCE TO CURED LEPROSY PERSONS/
GUARDIAN FOR MARRIAGE OF DAUGHTERS**

A Details of Parents

1. Parent's Name :

(in case of guardian enclose Certificate of guardianship obtained from Competent Authority)

2. Address :

3. ADHAAR Number of parents :

(enclose copies)

B Detail of Daughter

1. Name of daughter :

2. Date of Birth (enclose birth certificate) :

3. ADHAAR Number :

(enclose copy)

4. Educational Status :

5. Employment Status :

C. Other Information

1. Name & Address of Groom with whom marriage is fixed :

2. Scheduled date of marriage :

3. Any other information applicant wishes to provide :

UNDERTAKING

- a. I hereby declare that information provided above is true to the best of my knowledge.
- b. I have not claimed benefit under this scheme earlier.
- c. I am aware that providing wrong information will make me liable to legal action and recovery of support money amount.

Date:
Place:

Name & Signature of the applicant

Name & Signature of Parent/ Guardian

Form of Application for Grant –in-Aid to NGOs/ VOs

1. Financial Year for which Grant –in- Aid Requested for :
2. Project for which Grant –in- Aid applied for (enclose detail project proposal & beneficiary list) :
3. Amount of Grant-in-Aid applied for (enclose detailed estimate) :
4. Name & complete address of managing organization (PIN Code, Phone, Fax, website, Email etc.) :
5. Date of Establishment :
6. Registration Details (Act under which registered with no. & date) (enclose copies of certificates & By-laws) :
7. If registered under FCR Act, registration number, date & validity period (Enclose copy) :
8. Registration under Income Tax Act 1961 (PAN number, 12 AA, 80G etc.) (Enclose copies) :
9. Registration under PWD Act 1995 and NTMR Act 1999 (enclose copies)/ Others (Specify) :
10. Details of Governing Body/Managing Committee of the Organization (in the format) :
11. Financial status of the organization (enclose auditor's report & balance sheet with IT return certificate for last 3 years.) :
12. Whether separate project -wise accounts have been maintained for grants sanctioned earlier? :
13. Whether principle of joint operation of Bank Accounts is being followed? :
14. Details of assets of the organization (in format) :
15. List of available professional staff with RCI registration number :

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

Sl.	Items	No. of Units	Value

Sl.	Name & Address	Qualification	RCI Registration Number

16. Activities/ programmes of the organization (please enclose latest annual report) :
17. Projects/ programmes under implementation (in format) :
18. Whether the organization is ever black listed or charge sheeted by any Authorities? If yes details thereof. :
19. Details of Bank Account (with branch address, account number, IFSC/ RTGS code etc.) :
20. Name and address of contact person with mobile & email address :
21. Utilization Certificate in respect of last year's GIA submitted or not. Enclose a copy of the same. :
22. Any other (specify) :

Sl.	Project Name	Location	Beneficiaries (category & no.)	Project cost

Date:

Signature of Secretary/ President with Seal

FORM O.G.F.R. 7 A

(See rule 172)

Form of "Utilization Certificate for the Year _____"

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

- I. (a) Unspent balance at the end of the year : Rs.
 (b) Grant received during the year of : Rs.

Quote the number and date of authorization issued by Accountant-General, Odisha. Whenever

it is dependent on such Authority and in other cases only the number and date of sanction and designation of sanctioning Authority.

(F. D. Memo. No. 30007-(144) F-, dated the 22th July, 1962)

Total : Rs.

- II. Expenditure during the year
 (i) Out of unspent Balance as in 1 (a) above : Rs.
 (ii) Out of the grant referred to in 1 (b) above : Rs.
Total : Rs.

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

2. I further certify that the expenditure of Rs..... shown as expenditure in the year has been expended solely on under my charge within the Jurisdiction of and for no other purpose and that the sum of Rs. (.....) shown as balance at the end of the year. is available for expenditure and no part or it has been diverted to other purposes.

Contd....p/2

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

Dated, the

of

Chairman/President/ Secretary

Dated, the

DISTRICT OFFICER

Dated, the

HEAD OF THE DEPARTMENT

MONTHLY PROGRESS REPORT

1.	Reporting Month	:	
2.	Programme/ Component	:	
3.	Programme Location	:	
4.	Implementing Agency	:	

Part I – Physical Progress

A	Skill Upgradation Training for Cured Leprosy Patients	Up to Last Month	Current Month	Total
1	Nos. admitted to Rehab Centre			
2	Nos. registered for training			
3	Pre-training Counselling			
4	Skill training			
5	Post training support			
6	Post training employment			
7	Post training Self-employment			
8	Post employment follow-up			
9	Others (Specify)			
B	SHGs	Up to Last Month	Current Month	Total
1	Nos. registered for SHG			
2	Number of SHGs formed			
3	No. of SHGs Opened Bank Account			
4	No. SHGs provided one time assistance			
5	Nos. covered under Skill upgradation			
6	Nos. of EDP Training Conducted			
7	Others (Specify)			
C	Others	Up to Last Month	Current Month	Total
1	Counseling Services			
2	Personality Development Training			

3	Self-Employment			
4	Self- Employment Kits			
5	Others (Specify)			
D	Community Awareness (IEC)	Up to Last Month	Current Month	Total
1	Meetings Conducted			
2	Street Plays organized			
3	Video Shows organized			
4	Events for Cured Leprosy Persons			
5	IEC material prepared			
6	Cultural shows/ competitions organized			
7	Publication if any			
8	Others (Specify)			

Part II – Special Aspects

1	Details of Notable Events	:	
2	Special Achievements	:	
3	Success Stories	:	Enclose Case History with Photograph/ Video
4	Problems, if any during	:	
5	Others (Specify)	:	

Part III – Financial Performance

A	Receipts					
Sl. No.	Approved Budget (Head Wise)	Grants			Other Sources	Grand Total
		Receipts up to Last Month	Receipts during the Month	Total Receipts		
1						
2						
3						
4						
5						
	TOTAL					

B Expenditure							
Sl. No.	Approved Budget (Head Wise)	Grants available for the Year	Expenditure			Balance Available	Remarks
			Up to Last Month	During the Month	Total Expenditure		
1							
2							
3							
4							
5							
	TOTAL						

(Signature of Authorised Signatory)

Name: _____

Designation: _____

Dated: _____

ORDER

Ordered that this Resolution be published in the Extraordinary issue of the *Odisha Gazette*.