The National Trust

Scheme Guidelines

"Empowering Abilities, Creating Trust"

Sambhav

Aids and Assistive Devices

The National Trust

for the welfare of Persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities

Department of Empowerment of Persons with Disabilities

Ministry of Social Justice & Empowerment, Govt. of India

16-B, Bada Bazar Road, Old Rajinder Nagar, New Delhi-110 060 Ph: 011-43187878, Fax: 43187880

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Prologue

"…….to take india's development journey to newer heights, we seek your support, blessings and active participation."

Source: www.pmindia.gov.in
Message of Hon'ble PM Sh. Narendra Modi on 26th May 2014

(Prime Minister of India)

Generally, PwDs are not aware about the aids and assistive devices useful for them. The purpose of this scheme is to provide information about aids and assistive devices. Major cities of India will start these centres and demonstrate these aids and assistive devices.

Hon'ble Minister of
Social Justice & Empowerment

- Thaawar Chand Gehlot

It is generally believed that PwDs can lead a better life if suitable aids and appliances are provided to them, or the items they use is modified as per their requirement. For this purpose, a wide range of assistive devices and technologies are available for these persons at national and international level. But, there is a lack of knowledge about these types of assistive devices and technologies which will be kept for display and information under Sambhav Centre.

Hon'ble Minister of State for
Social Justice & Empowerment

- Krishan Pal Gurjar

Persons with disabilities face many challenges in their life due to their impairment. Assistive devices compensate their impairment and enhance their mobility, communication and hence enable them performing their daily activities smoothly. The scheme also displays a model living room, kitchen and washroom etc which are user friendly and accessible to PwDs.

Hon'ble Minister of State for
Social Justice & Empowerment

- Vijay Sampla

Sambhav is a resource centre for assistive devices and technologies made for Persons with Disabilities. Persons with Disabilities can lead a better life if appropriate assistive devices are given to them. Under the scheme, one Sambhav Centre will be set up in each city of the country with a population greater than 5 million (as per the 2011 census). Provision for display and demonstration of these devices will also be made in these centres.

Secretary, DEPwD
and Chairperson of the Board of the National Trust

- Lov Verma, IAS

The National Trust (NT) has been set up to discharge two basic duties – legal and welfare. Legal duties are discharged through Local Level Committees and providing Legal Guardianships. Welfare duty is discharged through the Schemes. Earlier schemes did not work well as found in the impact evaluation. There was need to revamp old schemes, devise new schemes and also change the financing pattern. Registered Organizations were not keen in taking advantage of our schemes. NT could spend only Rs. 4.31cr. per year (average) on the schemes which was inadequate. Now NT shall be spending approximately Rs. 45.00 cr. every year. These 10 schemes have been developed after conducting 6 regional workshops at Delhi, Kolkata, Guwahati, Mumbai, Bengaluru and Lucknow; getting feedback through questionnaires; visiting scheme centres/ROs; discussing 4 times in the Board and a presentation in AGM. This kind of wide consultation has made these schemes inclusive, viable and pragmatic. The effort of developing online Scheme Management System(SMS) as part of "Digital India" is going to make NT working transparent and accountable. I am thankful to Hon'ble Ministers, the Chairperson, the Board Trustees, NICSI, NIC, PricewaterhouseCoopers and all ROs for their valuable inputs and guidance. I hope these schemes will go a long way in improving the quality of life of persons with Autism, Cerebral Palsy, Mental Retardation & Multiple Disabilities.

- C.K. Khaitan, IAS
Joint Secretary & CEO of the National Trust

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Abbreviations

Abbreviation	Description
APL	Above Poverty Line
ADL	Activities of Daily Living
BPL	Below Poverty Line
DD	Demand Draft
DC	District Collector/Deputy Commissioner
DM	District Magistrate
IT Return	Income Tax Return
KPI	Key Performance Indicators
LG	Legal Guardianship
LLC	Local Level Committee
LIG	Low Income Group
Above LIG	People above the Low Income Group Limit
NGO	Non-Government Organisation
OPE	Out of pocket expenses
PwD	Persons with Autism, Cerebral palsy, Mental Retardation and Multiple Disabilities
PwD Act 1995	Persons with Disabilities Act 1995
RO	Registered Organisation
RCI	Rehabilitation Council of India
SE	Special Education
SNAC	State Nodal Agency Centre
NT	The National Trust

Description of Terms

Term	Description
Low Income Group	BPL limit set by the state + additional 50% of BPL Limit of the concerned state/competent authority
Legal Guardian	Guardian appointed by the Local Level Committee as per the "The National Trust Act 1999"
Disabilities covered under the National Trust Act	Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities
Finance Department	Internal Finance/ Accounts Division of the National Trust

Disclaimer

- The National Trust reserves the right to modify the objective, scheme description and/or any other details specific to the scheme at any point of time without notification.
- It is the responsibility of the RO to achieve the objectives of the scheme via the support of the National Trust and by their own resources.
- RO can avail multiple schemes from the National Trust and can also open up multiple centres for running different schemes.
- ROs are expected to strictly adhere to all the timelines mentioned in each step of the process. However, in case of any failure in doing so, the National Trust reserves the right to reconsider the further action to be taken, provided the RO submits a reasonable explanation for the delay.
- The National Trust reserves the right to evaluate the scheme once in every 3 years
- The National Trust reserves the right to discontinue, postpone or withhold sanction of the scheme considering the availability of finances.
- The scheme shall be governed and construed in accordance with the laws of India and shall be subject to the exclusive jurisdiction of the courts of New Delhi only.
- The system of registration by any organisation of persons with disabilities, any organisation of parents of persons with disabilities or a voluntary organisation has been defined in the National Trust. It is mandatory for the organisations of persons with disabilities, organisations of parents of persons with disabilities and voluntary organisations to register with the National Trust for availing scheme/funding from the National Trust. However, it has been decided that the registration of organisation of persons with disabilities, organisations of parents of persons with disabilities and voluntary organisations with National Trust will remain valid till six months of the last date of their registration under the PwD Act, 1995. After this particular date, the registration will stand cancelled. However, it has been decided to continue the scheme/funding for the whole current financial year in the interest of the persons with disabilities. No funding will be extended/renewed/given after the end of financial year, if the organisation of persons with disabilities, organisation of parents of persons with disabilities and voluntary organisations do not get certificate under the PwD Act, 1995.
- If scheme benefits/funding has been obtainded from the National Trust on the basis of forged/ false documents, the concerned R.O. shall be blacklisted for three years after giving an oppourtunity of being heard.

1 Sambhav
Aids and Assistive Devices

1.1 Objective

This is a scheme to setup additional resource centres, one each in each city of the country (apart from Delhi where there is currently a Sambhav centre) with population greater than 5 million(As per 2011 census), to collate and collect the Aids, software and other form of assistive devices developed with a provision of display and demonstration of the devices. The scheme also includes maintaining information, pertaining to aids and assistive devices present at Sambhav centre, on the National Trust website.

1.2 Scheme Description

This scheme aims at setting up of one Sambhav Centre in each city of India with population greater than 5 million(As per 2011 census). The Registered Organization (RO) should provide the minimum facilities in each Sambhav Centre as mentioned below:

I. Sambhav Resource Centre

These centres aim to provide information and easy access to devices, appliances, aids, software etc. for betterment and empowerment of PwDs of the National Trust disabilities. There shall also be provision of display and demonstration of the devices to the concerned stakeholders. The centre should construct a bedroom, kitchen, bathroom set up which is disabled friendly and uses the assistive devices which are useful and improve the quality of life of the people.

A page on the National Trust website for Sambhav will also be developed which will showcase and provide information about the aids and assistive devices. Research shall be encouraged at these centres.For example, research related to use and utilities of the assistive devices for Persons with Disabilities, research related to development of new assistive devices etc.

II. Aids and assistive devices

Each of the Sambhav centres will showcase aids and assistive devices for the PwDs (Persons with Disabilities) under the National Trust Act. A reference list of aids and assistive devices, including the cost shall be displayed in the centre. The list of assistive devices should also include learning kits, aids related to mobility and communication etc. The cost of any new aids or assistive devices added to the centre (even if it has been imported) will be reimbursed to the centre as per the financial limit determined by the National Trust.

III. Staffing

One resource person (Manager Coordination) at a managerial level is to be appointed by the RO who will report to the National Trust on a daily basis and whose salary will also be paid by the National Trust as part of monthly recurring cost. In addition, RO shall appoint at least 2 staff

members – one for daily operations and maintenance and one for demonstration of the devices and organize visits. The expenses of 2 staff members have to be borne by the RO.

The resource person (Manager Coordination) appointed at the Sambhav centre along with operating and maintaining the Sambhav centre, shall be involved in coordinating with research agencies and educational institutes working in the area of the four disabilities covered under the National Trust. It is the responsibility of the staff members and Manager Coordination of Sambhav Centre to perform following activities among others:

- Organize visits of research and educational institutes and other ROs to the centre.
- Ensure increase in the number of visitors at the Sambhav Centre.
- Help the PwDs, ROs and PwD families to procure the devices displayed in the centre.
- Proactively reach out to PwDs, ROs and PwDs families in the area to inform about the Centre and also invite them to visit the Centre.

The frequency or schedule of the staff is to be followed as below:

S. No.	Category	Number of staff	Frequency or Minimum number of visits required per month
I.	Manager Coordination	1	All working days
II.	Staff Members	2	All working days

IV. Infrastructure facilities

The centre should be disabled friendly and should have the basic office equipment such as a personal computer, stationary, scanner etc. to easily interact with the National Trust and carry on other required office work.

1.3 Funding Pattern

The National Trust will provide funding to the Sambhav Centre under the following heads:

I. Setup Cost

This is a non-recurring one-time cost that would be provided to RO initially to setup the Sambhav Centre. A two month period will be provided to the RO for setting up the Sambhav Centre. The funds will be disbursed in stages as mentioned below:

A. **STAGE I.**Initially, the National Trust will provide 50% of the funds for the office set-up, exhibition, furniture and procurement of the devices. RO shall also demonstrate disabled friendly bedroom, bathroom and kitchen etc. at the Centre.

B. **STAGE II.** At the end of the second month of setup,RO is to provide the set up completion report after which a physical verification of the centre will be done by official of SNAC(State Nodal Agency Centre) /LLC (Local Level Committee) / the National Trust /Government

official/Social welfare dept./DC(District Collector) /DM (District Magistrate) officials. Proof of purchase of all the devices procured in STAGE I and STAGE II will be provided by the RO to the National Trust. After due verification, the rest of the 50% of the funds shall be provided.

***Please note that the total amount provided (for STAGE I and II combined) for setting up each Sambhav Centre shall not be greater than Rs.10,00,000/-.**

I. Monthly Recurring Cost

The National Trust shall pay monthly recurring cost to run and conduct activities at the Sambhav Centre. This also includes salary to be paid to the Manager Coordination of Sambhav Centre.

II. Reimbursement for new devices added to the centre each year

After completing the first year of operations, the cost of any new aids and devices added to the centre will be reimbursed to the centre as per the actual value with a maximum financial limit as mentioned in the table below.

Funds allocated under each of the above mentioned head is as follows:

S. No.	Funding Head	Amount (in Rs.)	Frequency of funds disbursement
I.	Setup Cost	Rs.10,00,000/- to be disbursed in 2 stages: **STAGE I**: Total amount to be disbursed is Rs. 5,00,000/-. **STAGE II**:Reimbursement of funds against the actual cost incurred for purchase of devices *Please Note: Maximum amount paid in Stage I and II combined will not be more than Rs.10,00,000.*	One time STAGE I – On approval of Sambhav application STAGE II – On completion of setup period, 60 days (2 months) from start of setup period
II.	Monthly Recurring Cost	Rs. 40,000/- per month* **This includes Rs.20,000 for the remuneration of Manager Coordination. Rest of the amount shall include rent, electricity, water charges, office expenses etc.*	To be paid bi-annually
III.	Reimbursement for new devices added to the centre each year	On actuals with a maximum limit of Rs.3,20,000/- per annum	Annually

1.4 Eligibility Criteria

This section specifies the eligibility criteria for RO to apply for opening a Sambhav Centre.

I. Eligibility criteria for RO

RO should fulfil all of the following eligibility criteria to enrol for Sambhav scheme:

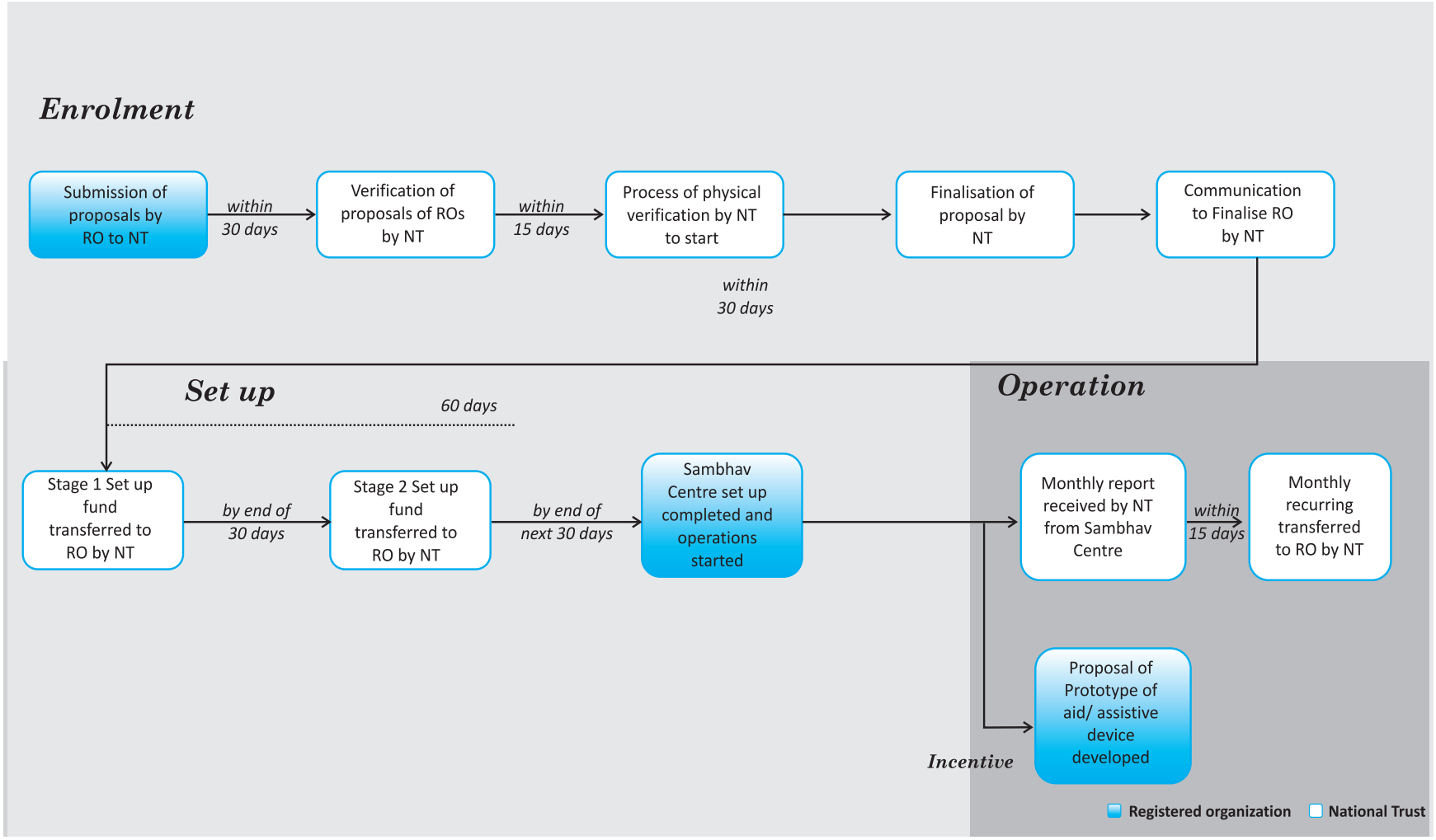
S. No.	Eligibility Criteria	Required Documents
1.	Applicant should be registered with the National Trust	Valid Registration certificate Under the National Trust Act
2.	Applicant should be registered under the PwD Act on the date of submission of scheme enrolment form	Registration proof/ certificate
3.	Proposed location for the Sambhav Centre should be in a city/area with population greater than 5 million (As per 2011 census)	Address Proof of the proposed location
4.	At least 2 of the 3 proposed personnel to be deployed in the Sambhav Centre i.e. Manager and 2 staff members should have minimum 2 years of experience of working with PwDs under the National Trust Act	Undertaking by the RO detailing the work
5.	Proposed location to have a minimum area of at least 800 sq.ft available solely for the setup and use of the Sambhav Centre	Undertaking by the RO detailing the area along with the location.
6.	RO should not be blacklisted by the National Trust/ any other government organization on the date of submission of scheme enrolment form	Declaration by the RO
7.	RO should have minimum 2 years of experience of working with Persons with Disabilities (PwD) with at least one year experience in one of the four disabilities under the National Trust Act	Declaration by the RO detailing the experience

1.5 Process

This section describes the processes that should be followed for the following purposes with respect to Sambhav scheme:

1. RO enrolling for the Sambhav scheme.
2. Fund disbursement for all three categories (Set up cost, monthly recurring and addition of new devices)
3. Reporting and monitoring of Sambhav Centre by the National Trust

Following figure depicts the complete process flow for Sambhav scheme:



Note that the ROs are expected to strictly adhere to all the timelines mentioned in each step of the process. However, in case of any failure in doing so, the National Trust reserves the right to reconsider the further action to be taken, provided the RO submits a reasonable explanation for the delay.

1.5.1 RO Enrolment (first approval) process

RO enrolment process defines the steps to be followed while applying for opening a Sambhav Centre for the first time. It also details out the required information and documents at each step and timelines for various activities wherever applicable.

STEP 1. The National Trust shall invite applications from ROs to open Sambhav Centre.

STEP 2. The NGO registered with the National Trust logs in to the National Trust website.

STEP 3. The application form has to be submitted online along with the application fees of INR 1000. The RO is to submit the application/proposal along with the required documents within **30 days of issue** of the invitation by the National Trust.

RO to send the application form and follow the procedure as per steps below:

- Fill up the Sambhav application form online and upload the scanned documents as required*.
- Submit the duly filled in form on the National Trust portal.
- Pay the application fee online.
- Send the print out of the duly filled in application form along with a copy of the supporting documents to the National Trust via post/courier.

Note: Documents received without application fee details shall not be entertained.

***Following documents have to be submitted by RO for enrolment purpose:**

1. Documents fulfilling the eligibility criteria.
2. Address Proof of the proposed property: Title deed/Ownership certificate/lease deed/ Rent agreement of the RO/ Declaration from the owner that they would provide the property for the Sambhav Centre.
3. Declaration by RO regarding current setup listing out the following:
   a. Existing facilities and infrastructure.
   b. Current set of activities being undertaken.
   c. Staffing including qualification and experience.
4. Scheme proposal including :
   a. Details of the property.
   b. Proposed aids and appliances .
   c. Details of proposed resources/staffing at the end of set up period (2 months) along with remuneration – It is clarified that following is the staffing pattern for Sambhav Centre : One resource person (Manager Coordination) and minimum two resources to be appointed by the RO. The salary of Manager Coordination will be borne by the National Trust while the salary of the 2 resources is to be borne by RO. If need arises, RO can appoint one Supervisor, Aya(s) and other Staff at its own cost. Details to be provied thereof in the form.
   d. Details of available/proposed Disabled friendly provisions (accessible premises, accessible toilets, furniture and fixtures).

Note: If more than one application is received in one city, the selection of RO will be done on the basis of work experience of the RO, commitment of minimum no. of visitors per year, better location of the premises, Schemes that are being run currently by the RO and whether the proposed premises is owned or on lease.

STEP 4. After the National Trust receives the application form and the documents, these are verified and then physical verification is initiated.

STEP 5. Physical verification of the RO, proposed Sambhav Centre and submitted documents shall be done by official of SNAC/LLC/the National Trust /Government/ Social welfare dept./ DC/DM.

STEP 6. The final decision on the application/proposal is taken after completing all necessary formalities and processes. Based on the Physical verification report, if the RO meets scheme criteria and requirements, the application is approved. In case there is any discrepancy, RO is accordingly informed.

STEP 7. Selection of the RO and Communication to RO by the National Trust shall be done within 60 days of the issue of the invitation by the National Trust, i.e. 30 days from the last day of application.

STEP 8. A scheme undertaking is signed with the RO selected in each city. A scheme ID is created for the RO and the confirmation for the same is communicated to RO.

STEP 9. A starter kit/handbook is being prepared containing the complete details of the Sambhav scheme is also handed over to the RO by the National Trust.

STEP 10. The National Trust to begin the fund disbursement process for providing setup cost to the ROs.

1.5.2 Fund disbursement process

Fund disbursement for Sambhav Centre shall take place for three categories of cost as mentioned before. In this section, we have listed down processes for fund disbursement for all three cost categories. Please note that each RO should maintain a separate account of funds received from the National Trust under Sambhav scheme in appropriate ledgers, clearly mentioning the amounts received, amount spent and balance at hand.

1.5.2.1 Fund disbursement of Initial Setup Cost

This process is initiated by the National Trust after enrolment approval of Scheme to RO. Once the National Trust has approved the application for the Sambhav centre, initial set up amount in the three stages as mentioned below shall be disbursed.

Funds to be disbursed at STAGE I

The first stage of funds should be transferred within 15 days of approval of the RO by the National Trust. This is a non-recurring one-time cost that would be provided to RO initially to setup the Sambhav Centre. A two month period will be provided to the RO for setting up the Sambhav Centre.

STEP 1. The National Trust will first provide the funds for the office supplies, set up of disability provisions (bedroom, bathroom, kitchen etc.) and for the initial procurement of the devices as mentioned in funding pattern section.

STEP 2. The National Trust scheme in-charge to send instructions to its internal finance department.

STEP 3. Internal Finance department of the National Trust will transfer funds to RO via NEFT or RTGS (No cash disbursement is allowed).

STEP 4. Transaction confirmation will be sent to the concerned official.

STEP 5. Transaction confirmation to be sent to the concerned RO by concerned official.

STEP 6. Record of the details of funds transfer to be maintained by the internal finance department of the National Trust.

STEP 7. If the funds are not disbursed within the stipulated time period, RO can escalate the issue as per Escalation matrix either through website or by calling the concerned officer on his or her office number.

Funds disbursement at STAGE II

Stage II fund disbursement shall begin once the setup of Sambhav Centre is completed. RO shall follow the steps mentioned below:

STEP 1. RO to initiate the second stage of disbursal of funds by providing the documents as mentioned below at the end of the second month of setup (marked as setup completion):

Documents to be submitted for disbursal of funds at STAGE II:

a) Setup completion report including start date of operation.
b) Setup completion certificate to be provided by official of SNAC/LLC chairperson/ the National Trust/State Government / Social welfare dept./DC/DM officials after physical verification.
c) Proof of purchase of devices purchased in STAGE I and STAGE II.
d) List of the staff to be employed at the Sambhav Centre along with following documents:
    a. Offer / joining letter
    b. Identity proof of the staff
    c. Details of the remuneration of the staff

STEP 2. The National Trust scheme in-charge to verify documents and then send instructions to its internal finance department.

STEP 3. Internal Finance department of the National Trust will transfer funds to RO via NEFT or RTGS. Cash disbursement is not allowed.

STEP 4. Transaction confirmation will be sent to the concerned official.

STEP 5. Transaction confirmation to be sent to the concerned RO by concerned official.

STEP 6. Record of the details of funds transfer to be maintained by internal finance department of the National Trust.

STEP 7. If the funds are not disbursed within the stipulated time period, RO can escalate the issue as per Escalation matrix either through website or by calling the concerned officer on his or her office number.

1.5.2.2 Fund disbursement for Monthly recurring cost

This process defines process for fund disbursement for monthly recurring cost every 6 months after the setup period is over (setup period is 2 months).

STEP 1. RO to provide the 6 Monthly reports which shall include the details as mentioned below for release of the monthly recurring funds.

Documents required to be submitted by RO for release of monthly recurring at the Sambhav centre are:

a) Fund request form containing details about the funds to be disbursed for the month under consideration as per the scheme

b) **Sambhav Monthly Report**: RO to provide details of activity like

- Employee details – name, age , gender
- Attendance record of the employees
- Number of days the centre was open
- List of visitors
- List of ROs and PwDs contacted

c) In case there is a change in the employees, employee details to be provided as follows:

a. Offer / joining letter
b. Identity proof of the staff
c. Details of the remuneration of the staff

STEP 2. Once the National Trust has verified the documents, the monthly recurring amount shall be disbursed within 15 days of receipt of the documents from RO.

STEP 3. The National Trust to send instructions to its internal finance department.

STEP 4. Internal finance department of the National Trust to transfer funds to RO via NEFT or RTGS preferably. Cash disbursement is not allowed.

STEP 5. Transaction confirmation to be sent to the concerned official.

STEP 6. Transaction confirmation to be sent to the concerned RO by concerned official.

STEP 7. Record of the details of funds transfer to be maintained by internal finance department of the National Trust.

STEP 8. If the funds are not disbursed within the stipulated time period, RO can escalate the issue as per Escalation matrix either through website or by calling the concerned officer on his or her office number.

1.5.2.3 Reimbursement for new devices added to the centre each year

After completing the first year of operations from the start date, the cost of any new aids and devices added to the centre will be reimbursed to the centre as per the actual value. (Activity can be repeated each year at the end of the year)

STEP 1. In case any new aid, device etc. is added to the centre, RO is to initiate the process of reimbursement by providing the documents as mentioned below:

Documents required to be submitted by RO for release of amount for new device are:

a) Receipt of purchase

b) Details of Product including usefulness of the product along with the supporting documents, applicability for the disabilities catered by the National Trust and benefits envisaged.

STEP 2. The National Trust to verify the documents and determine value to be reimbursed.

STEP 3. The National Trust to send instructions to its internal finance department.

STEP 4. Internal finance department of The National Trust to transfer funds to RO via NEFT or RTGS. Cash disbursement is not allowed.

STEP 5. Transaction confirmation to be sent to the concerned official.

STEP 6. Transaction confirmation to be sent to the concerned RO by concerned official.

STEP 7. Record of the details of funds transfer to be maintained by internal finance department of the National Trust.

STEP 9. If the funds are not disbursed within the stipulated time period, RO can escalate the issue as per Escalation matrix either through website or by calling the concerned officer on his or her office number.

1.5.3 Monitoring mechanism

Monitoring of Sambhav Centre shall be done twice a year i.e. after every six months, in October and in March. Sambhav Centre should submit Sambhav Action Docket at end of October and March every year.

Sambhav Action Docket includes following documents:

a) Sambhav Action Report consists of:
- Statement of Expenditure
- Performance Report (based on KPIs) & Supporting Docs
- Achievements or activities that can be highlighted(if any) specific to each scheme enrolled for
- Annual Report of RO which is to be submitted yearly
- List of visitors

b) Proposed Action plan for next 6 months
- Any upcoming/planned events

c) Feedback/Suggestions
- Both scheme wise and in general

d) Minimum 500 word report on how the RO is collecting information regarding new devices, contacting research institutes and innovative methods of disseminating information by the RO besides the demo at the centre.

a) The ROs are expected to provide timely submission of the above mentioned documents to the National Trust. The maximum time limit allowed to send the docket would be between (1st April – 10th May) and (1st Oct-10th Nov) of every year.

b) In case of any failure in the submission of the same, the National Trust would send reminders to ROs on an interval of every 40 days, 20 days and 15 days respectively (a maximum of 3 times).

c) In such a scenario, further funds would be put on hold till the National Trust receives the documents. In case of failure in the same for 3 consecutive times, matter would be presented to Joint Secretary & Sanction committee on further actions to be taken.

d) In the case where RO sends the documents to the National Trust before 3 warnings, funds would be disbursed as per periodic cycle, along with funds on hold.

e) After the National Trust receives the Sambhav Action Docket, the documents are analysed and verified.

f) The National Trust is also expected to provide support and suggestions on the Proposed Action plan.

Key Performance Indicators

The monitoring mechanism of Sambhav Centres is based on some Key Performance Indicators (KPI). Sambhav Centres are expected to work on the areas mentioned as KPIs along with usual day to day activities. If Sambhav Centres are not achieving the KPI targets, the National Trust can mentor and guide them in the correct direction.

Below are the KPIs and respective targets for Sambhav scheme:

KPI Name	KPI Weightage	KPI Description	Target	Documents required
1. Increased number of visitors	50%	The total number of visitors of each Sambhav centre each year.	There should be a minimum of 20% increase in the total number of visitors each year.	• Declaration by RO mentioning the Centre wise list of visitors
2. Organising visits to the centre	50%	The Sambhav centre should invite local ROs and other educational/ medical institutes to visit the Sambhav Centre.	The centre should invite atleast 20 ROs, 20 Educational institutes(schools, colleges, etc.) and 10 Medical institutes (hospitals, clinics etc.) to visit each year	• Declaration by RO with details of the visits organised

The Sambhav Centre is expected to achieve atleast 50% of the KPIs. In case of failure by the Sambhav Centre in achieving the same, the National Trust reserves the right to reconsider the funding to be provided for the Sambhav Centre, provided the RO submits a reasonable explanation for the same.

Grievance redressal system

In case the RO faces any issues with regards to the scheme, the RO can either login the issue in the Grievance redressal system in the website or can contact the concerned official or JS&CEO of the National Trust on the office phone number.

Escalation Matrix

If any time limit as mentioned in this document is exceeded by the National Trust, then the RO can escalate it to the JS&CEO of the National Trust. If the matter is not closed within a reasonable amount of time by the JS&CEO of the National Trust, RO can further escalate the matter to the Chairperson of the Board of the National Trust.

BASIC CRITERIA FOR REGISTRATION FOR THE SCHEME

1.	Registered Name (at the State/ by the competent authority) of Association of Persons with disabilities OR Association of Parents of persons with Disabilities OR Voluntary Organisation	
2.	Date of expiry of registration with The National Trust	
3.	Date of Expiry of registration of the NGO under PwD Act 1995	
4.	Registered Address of RO	House No. Street Name Landmark District State Pin code
5.	Whether the name and registered address is same as the Name and address registered with the bank	Yes ☐ No ☐
6.	If No, Name and address registered with the bank	Name House No. Street Name Landmark District State Pin code

7.	Whether RO is blacklisted by the National Trust/ any other Government Organization as on date of submission of application form	Yes ☐	No ☐
8.	Bank details	Name of the Account Holder	
		Bank Account No.	
		Bank Name	
		Branch and State	
		Branch Code	
		IFSC Code	

9. Contact Person

10. Mobile no of Contact Person

11. E-mail Id

Sambhav Application Form for Enrolment of ROs

ABOUT REGISTERED ORGANIZATION (RO)

1.	Name of RO		
2.	Address of RO	House No.	
		Street Name	
		Landmark	
		District and State	
		Pin code	
3.	Point of contact at the RO	Name	
		Contact Number (Mobile)	
		Email ID	
		Designation/ Position at RO	
4.	Date of registration with the National Trust	Date	Month / Year
	Date of Expiry of registration with the National Trust	Date	Month / Year
	Have you attached the registration proof?	Yes ☐	No ☐
5.	Is the RO registered under PwD Act 1995	Yes ☐	No ☐
	Date of Registration of the NGO under PwD Act 1995	Date	Month / Year
	Date of Expiry of registration of the NGO under PwD Act 1995	Date	Month / Year
	Have you attached the proof of registration under PwD Act 1995?	Yes ☐	No ☐

6.	Is the RO blacklisted by the National Trust/any other Government Organization as on date of submission of application form	Yes ☐	No ☐	
7.	Website of RO			
8.	Bank details	Name of the Account Holder		
		Bank account no.		
		Bank Name		
		Branch		
		IFSC code		
9.	Application Fees payment details	**If online payment is done:** Reference number (URN number)		
		If payment is done through-Demand Draft / DD No.		
		DD Date		
		Amount (in INR)		

10. ABOUT PROPOSED SAMBHAV CENTRE

a.	Name of Proposed Sambhav Centre			
b.	Address of proposed Sambhav Centre	House No.		
		Street Name		
		Landmark		
		District and State		
		Pin code		
c.	Population of city as per Census 2011			
d.	Ownership status of the proposed Sambhav property	Owned by RO	Leased	Rented
e.	Area of proposed Sambhav property			

11. Proposal information

a) **Proposed resources/ Staff**

Name	Qualifications	Part Time/ Full Time	Frequency of visits per week	Number of years of experience	Designation for which he/she has been considered	Remuneration

b) Existing Infrastructure& Facilities

Type of infrastructure provisions	Activities to be carried out in each room and facilities available	Brief description	Area/ size

c) Disability provisions/ facilities for PwDs

Type of provision	Brief description	Number of Provisions
Accessible premises		
Accessible toilets		
Furniture		
Fixtures		
Others		

d) Proposed aids and appliances

	Type of Aid and appliance	Disability for which it is useful	Brief Description of the product Quantity required

e)	Attachments	i. The National Trust Registration certificate ii. PwD Act 1995 Registration proof/ certificate iii. Address Proof: Ownership Documents or Lease deed iv. Undertaking by the RO detailing the work and experience of staff v. Undertaking by the RO detailing the area of proposed center along with the location. vi. Blacklisting Declaration by the RO vii. Self-Declaration by RO regarding current setup listing out the following: • Existing facilities and infrastructure • Current set of activities being undertaken • Staffing including qualification and experience viii. Proof of payment of Application fees ix. Physical verification certificate of RO and the proposed Sambhav Centre site verified by any one of office of DC, DM, Social Welfare Officer, Tahsildar, the National Trust officials. x. Declaration from the owner that they would provide the property for the Sambhav Centre

Signature and Stamp

Name

Date

Place

Reimbursement form for new devices - Sambhav

1.	Claim for the month of	Month and Year
2.	Name of RO	
3.	Sambhav Scheme ID	

ABOUT SAMBHAV CENTRE

1.	Name of Sambhav Centre	

2. Details of Product

Product name	Disability for which it will be useful	Benefits envisaged	Quantity	Cost per unit	Recommended By

3.	**Total Fund requested**	**In INR**
		In words

* The National Trust reserves the right to disburse the amount as calculated by its internal records for each scheme

4.	Attachments	i.	Receipt of purchase
		ii.	Details of products including usefulness of the product along with supporting documents, source of product, applicability for the disabilities catered by the National Trust and benefits envisage

Signature

Name

Designation

Date

Place

Fund Request form for Stage II - Sambhav

1. Claim for the month of Month and Year

2. Name of RO

3. Sambhav Scheme ID

ABOUT SAMBHAV CENTRE

1. Name of Sambhav Centre

2. Start date of operation

3. Details of Employee

Name	Age	Gender	Designation	Date of joining	Remuneration	Part time/ Full time	Frequency of visits per week

4. Devices Purchased

Name	Cost	Source	Disability for which it is useful

5.	Funds requested		
	Number of new devices added	Cost Incurred	Total amount
	* The National Trust reserves the right to disburse the amount as calculated by its internal records for each scheme		
6.	Attachments	i. Setup completion report including start date of operation ii. Setup completion certificate to be provided by any one of SNAC, LLC, NT officials, Govt. officials (Social welfare officials),DC/DM after physical verification. iii. Proof of purchase of devices purchased in STAGE I and STAGE II iv. List of the staff to be employed at the Sambhav Centre along with following documents: - Offer/ joining letter - Identity proof of the staff - Details of the remuneration of the staff	

Signature

Name

Date

Place

Physical Verification Form - Sambhav

I, (Name of verifying official), (Designation), (Department), verify the details as below :

1.	Date of verification	
2.	Name of requesting RO	
3.	Point of contact at the RO	Name
		Contact Number
		Email ID
		Designation/ Position at RO
4.	Registered address of the RO	
5.	Name of scheme against which verification is being carried out	
6.	Address of proposed center	
7.	Status of the proposed center	Leased / Rented / Owned by RO/ Other
8.	Period for which the property is available on rent/ lease	
9.	Level at which center is located	Ground floor / 1st floor/ 2nd floor / Other
10.	Availability of lift/ ramp	
11.	Number of Halls	
12.	Number of Rooms	

13. Comments

Signature of official

Name

Designation

Department

Mobile number

Location

Monthly Fund Request form - Sambhav

1.	Claim for the month of	Month and Year
2.	Name of RO	
3.	Sambhav Scheme ID	

ABOUT SAMBHAV CENTRE

1.	Name of Sambhav Centre	
2.	**Fund requested**	

Remuneration of Manager	Rent	Electricity expenses	Other expenses	Total requested

* The National Trust reserves the right to disburse the amount as calculated by its internal records for each scheme

3.	Number of days the centre was open	
4.	Number of visitors along with period considered	
5.	Number of ROs and PwDs contacted along with period	
6.	Details of Employee	

Name	Age	Gender	Designation	Date of joining	Remuneration	Part time/ Full time	Frequency of visits per week

7.	**Attachments**	**Documents to be submitted** i. List of visitors including name, contact details and date of visit. ii. List of ROs and PwDs contacted iii. Attendance record of the employees iv. In case of there is a change in the employees, - Offer/ joining letter - Identity proof of the staff - Details of the remuneration of the staff

*The ROs are required to keep records of all the documents of the employees working with them. The National Trust reserves the right to ask the ROs in case of any requirement or to conduct audits or checks at the RO centre for the same.

Signature

Name

Date

Place

Sambhav Monitoring Docket

ABOUT REGISTERED ORGANIZATION (RO)

1.	Name of RO		
2.	Name of Sambhav Centre		
3.	Address of Sambhav center	House No.	
		Street Name	
		Landmark	
		District and State	
		Pin code	
4.	Total number of visitors		
5.	**Sambhav Action Report**		
a)	Details of expenses	Total expense incurred	
		Period	
b)	Performance		

KPI name	**Description**	**RO achievement**
i. Increased number of visitors	The total number of visitors of each Sambhav centre each year.	
	The total number of visitors from RO each year.	
	The total number of visitors from Educational institutions each year.	
	The total number of visitors from Medical institutions each year.	
ii. Organising visits to the centre	Number of ROs, educational institutes and medical institutes invited to visit the Sambhav Centre.	

c)	Achievements or activities that can be highlighted (if any) specific to the scheme for eg. Number of PwDs who adopted the devices, success stories etc.	
6.	**Proposed Action Plan for next 6 months**	
a)	Upcoming/planned events	
b)	Additional activities planned	
7.	Feedback/Suggestions (Both scheme related and in general)	
8.	Attachments	i. Detailed statement of expenditure of Sambhav center ii. Documents to support performance as per KPI iii. List of visitors iv. Annual Report of RO (to be submitted once in an year in April-March cycle) v. Audited account details of the year to be submitted (only once after 6 months of receipt of the same) vi. Minimum 500 word report on how the RO is collecting information regarding new devices, contacting research institutes and innovative methods of disseminating information by the RO besides the demo at the centre

Signature

Name

Date