

Guidelines of State Nodal Agency Centres (SNACs) of National Trust

1. INTRODUCTION

The National Trust is dedicated to providing protection, care and inclusiveness to persons with Autism, Cerebral Palsy, Intellectual Disability and Multiple Disabilities within or close to their own communities. Social, financial, emotional and physical security of a comprehensive nature is the ultimate goal of the National Trust. To fulfill these objectives the National Trust is set up to discharge two basic duties- legal and welfare. Legal duties are discharged through Local Level Committees (LLCs) constituted under Chairmanship of District Collectors / District Magistrates for providing Legal Guardianship to Divyangjan covered under the National Trust Act. Welfare duties are discharged through schemes and activities implemented through Registered Organizations (ROs).

For catering to the needs of entire life span of Divyangjan covered under the National Trust Act, the National Trust is implementing Day Care, Residential Care and Health Insurance scheme.

To carry out its activities efficiently across the country, the National Trust requires an agency which can act as eyes and ears of the National Trust in all the States / UTs and update the National Trust regularly about the status of its schemes and programmes which are being run by the Registered Organizations in the respective states, liaison with the State Governments and coordinate with the Registered Organizations.

2. JUSTIFICATION

The National Trust itself has very limited staff and infrastructure. However, the National Trust has to fulfill its objectives and to broaden its sphere of working in every State and UT. Hence, a State level representative has to be appointed in order to sustain the momentum in long run.

Also the SNAC has advantages of Local language, local goodwill, infrastructure, technical personnel, space, equipments and strong linkages with the State govt. and with the local media. Therefore, for the National Trust, the SNAC strategy of multiplicative effect has yielded huge results.

The scheme has social objectives and has emphasis on convergence, documentation, mentoring and activating the Local Level Committees. Since the scheme has been successful in the past, it can be expanded to include more and more NGOs which will result in social yield in terms of better care for target groups and opportunities for families of disabled persons to cope better with the stress and anxiety.

This is a unique scheme and had been successful in the implementation of its objectives to the best possible extent. Therefore, it has been decided to modify and expand this to include more and more NGOs.

3. RESPONSIBILITIES

Mandatory responsibilities of SNACs

3.1.1. Coordination with the State Governments

- i. The SNAC should create awareness in the State with government functionaries about National Trust and its activities. SNAC shall coordinate with the Chief Secretary of the State and conduct half yearly State Level Coordination Committee (SLCC) meetings with Secretaries of Social Welfare, Rural Development, Education, Labour, Urban Development, Health & Family Welfare and Women & Child Development Department, etc. and submit the details of the meetings in their monthly report.
- ii. Create synergy between National Trust and State Govt. Schemes.
- iii. To coordinate and liaison with different State authorities and officials for ensuring convergence with various State & Central scheme and programmes for PwDs.
- iv. To work as vibrant “Knowledge Centres” for disability related information, best practices, research and development and other issues of state. Create awareness in the Registered Organizations from time to time about the Central / State Govt. initiatives / schemes for the welfare of Divyangjan.
- v. To work for sensitization & awareness generation in the community and empowerment of Divyangjan.
- vi. Before conducting the SLCC meetings, a prior intimation should be given to the National Trust so that a representative from the National Trust can also participate in the meetings.

3.1.2 Data / Information & Resource Centre

- i. Monthly Report Performa shall be submitted to the National Trust by the SNAC giving all relevant data **Annexure-A**.
- ii. Facilitation of LLCs – SNACs shall liaison with all members of the LLCs and their legal guardians. They will encourage activities for creating awareness in LLCs.
- iii. Visiting all Registered Organizations in their respective state and mentoring to the small NGOs.
- iv. Sensitization of professional groups and government officials, LLC members.

Desirable responsibilities

- i. Conducting professional training programmers.
- ii. Inspection of NGOs, as per the instructions of the National Trust.

4. **CATEGORIES OF SNAC**

SNAC Category A – States are categorized in SNAC ‘A’ where number of districts are more than 25, namely, Andhra Pradesh, Assam, Bihar, Chhattisgarh, Gujarat, Karnataka, Madhya Pradesh, Maharashtra, Odisha, Rajasthan, Tamil Nadu, Telangana and Uttar Pradesh.

SNAC Category B – Those States / UTs where number of districts is from 6 to 25, namely, Arunachal Pradesh, Delhi, Haryana, Himachal Pradesh, J&K, Jharkhand, Kerala, Manipur, Meghalaya, Mizoram, Nagaland, Punjab, Sikkim, Tripura, Uttarakhand and West Bengal.

SNAC Category C – Those States / UTs where number of districts is from 1 to 5, namely, Andaman & Nicobar Islands, Chandigarh, Daman & Diu, Dadra & Nagar Haveli, Goa, Ladakh, Lakshadweep and Pondicherry.

Applications shall be obtained from all willing Registered Organizations for appointment of SNACs in the prescribed format (**Annexure-B**). Selection shall be done on the basis of work done by each organization, size of the organization and infrastructure available with the organization. The final criteria for selection shall be taken by a Selection Committee to be chaired by Chairperson, National Trust.

5. **ELIGIBILITY CRITERIA**

The Criteria for selection of a lead NGO / SNAC – one in each State / UT shall be –

- i. Must be a registered organization under Society Act for atleast 7 years and also registered with the National Trust for atleast 3 years. No experience for existence required in smaller States/UTs where the number of Registered Organizations (ROs) is less than 5.
- ii. Must be registered under RPwD Act.
- iii. The RO must be running at least Niramaya Health Insurance scheme.
- iv. Must not have been blacklisted by the State / Central Govt. / UT Govt.
- v. Have qualified and experienced staff as service providers, trainers and administrators.
- vi. Registered Organization (ROs) are eligible to work as SNAC only for maximum 2 consecutive periods only, and can re-apply after a break of at least 3 years.

The Criteria for selection of SNAC Coordinator –

- vii. Should be having at least a Bachelor’s Degree.
- viii. Should have Knowledge of Basic Computer operations.
- ix. Should having a good knowledge of DEPwD schemes, UDID card, National Trust schemes and State Government schemes.
- x. Should be proficient in Hindi / Regional language and English.
- xi. Should be having good communication skills.

6. TERMS & CONDITIONS

- i. The tenure of the SNAC will be for 3 years.
- ii. Registered Organization (ROs) is eligible to work as SNAC only for a maximum of 2 consecutive periods, and can re-apply after a break of at least 3 years.
- iii. If SNAC Coordinator is the staff of the Registered Organization, then he/she will draw honorarium from National Trust only and not from the RO.
- iv. The SNAC Coordinator should not be a Governing Member of the RO or any blood relation or spouse of a Governing Body Member of the Registered Organization.
- v. The National Trust will provide financial assistance to SNAC, in the manner provided in the scheme.
- vi. SNAC should be having good infrastructure.
- vii. SNAC should not be having any sort of dispute with National Trust. There should not be any pending settlements / disputes with National Trust.
- viii. A separate account should be maintained showing the receipts from the National Trust and expenditure under the various heads. The expenditure should be fully supported by vouchers and bills.
- ix. Funds from the National Trust should be used in accordance with the approved programmers / activities only and no significant variation there from is permissible without prior written approval of the Trust.
- x. The audited statement of accounts (in the form of receipt and payment account, Utilization Certificate), with respect to funds given by the National Trust upto 31st March shall be furnished separately to the Trust within three months of the end of the financial year. The audited accounts shall show head wise receipts and expenditure separately.
- xi. Subsequent installment of funds from National Trust shall be released only after receiving the proper narrative report of the actual activities and considering the statement of accounts/expenditure incurred under the heads in respect of the earlier installments, if any.

7. FUNDING PATTERN

i. Fixed Component

(a) SNAC-A (*States with more than 25 districts*)

Sr. no.	Activities	Frequency	Frequency of Programmes	Annual Budget (consolidated)
1	Honorarium for coordinator	Every month	Full Time	240,000 (@20,000/-p.m.)
2	Documentation / Reporting	2	Half yearly	5,000
3	Misc.			5,000
	Total			250,000

(b) SNAC-B (States with 6 to 25 districts)

Sr. no.	Activities	Frequency	Frequency of Programmes	Annual Budget (consolidated)
1	Honorarium for coordinator	Every month	Full Time	180,000 (@15,000/-p.m.)
2	Documentation / Reporting	2	Half yearly	3,000
3	Misc.			2,000
	Total			185,000

(c) SNAC-C (States/UT with 1 to 5 districts)

Sr. no.	Activities	Frequency	Frequency of Programmes	Annual Budget (consolidated)
1	Honorarium for coordinator	Every month	Full Time	120,000 (@10,000/-p.m.)
2	Documentation / Reporting	2	Half yearly	3,000
3	Misc.			2,000
	Total			125,000

ii. Variable Component

S. No.	Activities	Topic of Meeting	Budget (consolidated)
1	Virtual/ Physical Meeting of Registered Organizations/ LLCs/ SLCCs (Monthly basis)	Promotion of Legal Guardianship and Niramaya scheme To educate all ROs on use of Scheme Management system of National Trust To educate ROs regarding UDID enrolment of beneficiaries To evaluate program in respect of implementation of schemes (if any) and issues of Local Level Committee/ Appointment of Legal Guardians	25,000
2	Enrolment/ Renewal under Niramaya- Health Insurance Scheme	Make all ROs capable of enrolling beneficiaries Minimum 50 enrolment by each RO in each policy year	25,000
3	Promotion of NGO in uncovered district	Focus on NGO registration in uncovered district	25,000

4	Full constitution of Local Level Committee (LLC)	Every district in the state must have mandatory NGO and PwD Member in LLC	25,000
		Total	100,000

Total fund to each SNAC

SNAC - A = 250000+100000 = Rs.350,000

SNAC – B = 185000+100000 = Rs. 285,000

SNAC – C = 125000+100000 = Rs. 225,000

(i) Appointment of SNAC & its Coordinator will be on the basis of submission of application with desired documents followed by video interview in which infrastructure and activities of the organization will be seen.

(ii) Appointment of exclusive SNAC coordinator is mandatory who will liaison with National Trust on daily basis.

(iii) For appointment of SNAC, preference will be given to ROs who are doing good work, are not running any scheme of the National Trust except Niramaya (which will give them time to function as SNAC) and are situated within 200 kms of capital city.

(iv) An orientation session with SNAC coordinator to be conducted by National Trust after selection.

(v) Regular training of SNAC coordinators will be given by National Trust on virtual basis.

(vi) Monthly virtual meetings to be organized by National Trust with SNAC coordinators.

Monthly Reporting Format

1.	Duration	Month		Year		
2.	Name of RO					
3.	Address of RO					
4.	Contact person at RO					
5.	Phone number					
6.	Email ID					
7	Registration	Total		Registration during the month		
8. A	First Objective – Convergence with State Government					
(i)	State Level Coordination Committee (SLCC) formed (Yes/No)					
	If No, give reasons					
	If yes, submit the following details:					
(ii)	Date of formation of the SLCC					
(iii)	SLCC meeting details:					
	Meeting date		Name of participants	Designation of participants	Points discussed and outcome (please type the approved minutes of meeting)	
B	Second Objective – Information Centre					
(i)	Number of LLC NGO & LLC PwD Members – Full constitution of LLC					
	S. No.	District	NGO Member	PwD Member	Action taken	
(ii)	Meeting with Registered Organizations (ROs)					
	S. No.	Date	Mode of Meeting (Virtual/ Physical)	No. of ROs in State	No. of ROs attended	Topic/ issue discussed
(iii)	Enrolment/ Renewal under Niramaya- Health Insurance Scheme					
	S. No.	No. of ROs	No. of Enrolment done during the month	No. of Renewal done during the month	Remark (if any)	
(iv)	Promotion of NGO in uncovered district					
	S. No.	Name of uncovered district	Action taken for promotion of NGO registration			

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)*

SNAC APPLICATION FORM

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	DD/MM/YYYY			
3.	Date of Expiry of registration under RPwD Act 2016	DD/MM/YYYY			
4.	Registered Address of RO	House No.			
		Street Name			
		Landmark			
		City			
		District			
		State			
5.	Whether RO is blacklisted by National Trust/ any other government (Please tick ✓)	yes		No	
6.	Whether RO is blacklisted by National Trust/any other government organization as on date of submission of application form (Please tick ✓)	yes		No	
7.	Whether RO has been working in the disability areas covered by the National Trust Act for at least 7 years (Please tick ✓)	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.	Phone number				

11.	Email ID						
12.	Premise ownership status of the RO (Please tick ✓)	Owned by RO		Leased		Rented	
13.	Total number of existing staff/ resources						
14.	Details of Existing resources/ Staff of RO						
	Name	Qualification	Number of years of experience	Designation	Part time/ Full Time	Frequency of visits per week	
15.	Existing Infrastructure						
	Type of infrastructure provisions	Activities carried out in each room	Brief description		Number of beneficiaries		
	Activity/Vocational Room						
	Recreational Room						
	Medical or Assessment Room (with therapeutical aids & appliances)						
	Lodging						
	Bathroom						
	Kitchen						
	Office						
	Other						
16.	Whether RO is receiving grants from Department of Empowerment of Persons with Disabilities (DEPWD), Ministry of Social Justice and Empowerment(Please tick ✓)			Yes		No	
17	Activities and projects done in the past 2 years						
	Name of activity	Brief description			Duration	Number of people reached/covered	
18.	Attachments	i). National Trust Registration certificate ii). PwD Act 1995 Registration proof/ certificate iii). Proof that the RO is a legally Constituted Body not running for profit to any individual and body of individuals.					