

**REVISED GUIDELINES FOR NATIONAL TRUST**  
**STATE NODAL AGENCY CENTRES (SNAC)**  
**(As on 26.12.2018)**

**1. INTRODUCTION**

The National Trust is dedicated to provide protection, care and inclusion to persons with Autism, Cerebral Palsy, Mental retardation 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 running its various schemes and programmes across the country except J &K through its Registered Organisations.

For catering the need of entire life span of Divyangjan covered under the National Trust Act, the National Trust is running following Schemes -

- i) Disha (Early Intervention and School Readiness scheme for 0 to 10 years)
- ii) Vikaas (Day Care scheme for 10 + years)
- iii) Samarth (Respite Care Residential scheme)
- iv) Gharaunda (Group Home for Adults)
- v) Niramaya (Health Insurance scheme)
- vi) Prerna (Marketing Assistance scheme)
- vii) Sahyogi (Care Associates Training scheme)
- viii) Sambhav (Assistive Devices scheme)
- ix) GyanPrabha (Educational Support scheme)
- x) Badhte Kadam (Community Awareness and Innovative project scheme).

To carry out its activity efficiently across the country, the National Trust requires an agency who can act as an eyes and ears of the National Trust in all the States / UTs (except J&K) and update the National Trust regularly about the status of its schemes and programmes which are being run by the Registered Organisations in the respective states, liaison with the State Government and coordinate with the Registered Organisations.

**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 except J&K, therefore a State level representative has to be appointed in order to sustain the momentum in long run.

Also the SNAC has advantage 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 hence 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 all objectives to the best possible extent in its pilot period. In view of such good results has been modified and expanded to include more and more NGOs.

**It is therefore proposed to set up State Nodal Agency Centres in every State and UT.**

This scheme is a **modified version of earlier scheme namely State Nodal Agency Centers (SNAC).**

### **3. RESPONSIBILITIES**

#### **Mandatory responsibilities of SNACs**

##### **1. Coordination with State Governments**

- i. The SNAC should be required to 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 quarterly meeting 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 quarterly 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. Aware the Registered Organisation time to time about the 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 State Level Coordination Committee (SLCC) meeting, a prior intimation to be given to the National Trust so that a representative from the National Trust can also participate in the meeting. The Progress Report / Minutes of the meeting is to be sent to the National Trust as per proforma at **Annexure-A**.

## **2. Data / Information & Resource Centre**

1. The SNAC will be required to maintain a regular database which shall be updated regularly, relating to the beneficiaries of these four disabilities in the State in the excel sheet. SNAC will send updated data of the state with the quarterly report in Performa given at **Annexure-B**.
2. Monthly Report Performa shall be submitted to the National Trust by the SNAC giving all relevant data (**Annexure-C**).
3. 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.
4. Visiting of all Registered Organisations in their respective state and mentoring to the small NGOs.
5. Sensitization of professional groups and government officials, LLC members.

### **Desirable responsibilities**

1. Conducting of professional training programmes.
2. Inspection of NGOs, as per the instructions of the National Trust.

## **4. CATEGORIES OF SNAC**

**SNAC Category A** – Following states are categorized in SNAC ‘A’ where number of districts are more than 25 - namely Assam, Bihar, Chhattisgarh, Gujarat, Karnataka, Madhya Pradesh, Maharashtra, Odisha, Rajasthan, Tamilnadu, Telangana and Uttar Pradesh,

**SNAC Category B** – Those States / UTs where number of districts is less than 25 and up to 6 namely Andhra Pradesh, Arunachal Pradesh, Delhi, Haryana, Himachal Pradesh, Jharkhand, Kerala, Lakshadweep, Manipur, Meghalaya, Mizoram, Nagaland, Punjab, Tripura, Uttaranchal and West Bengal.

**SNAC Category C** – Those States / UTs where number of districts is up to 5 namely Andaman & Nicobar Islands, Chandigarh, Daman & Diu, Dadra & Nagar Haveli, Goa, Pondicherry, Sikkim.

Application shall be obtained from all willing Registered Organizations for appointment of SNACs in the prescribed format (**Annexure-D**). 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.

#### **4A. ELIGIBILITY CRITERIA**

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

- a. Must be a registered organization under Society Act and also registered with the National Trust.
- b. Must be registered under PwD Act.
- c. Have been in existence for more than 7 years.
- d. Should be running at least two National Trust existing schemes.
- e. Must not have been blacklisted by the State / Central Govt. / Other Govt.
- f. Have qualified and experienced staff as service providers, trainers and administrators.

#### **5. TERMS & CONDITIONS**

1. The tenure of the SNAC will be for 3 years.
2. Registered Organisation (Ros) is eligible to work as SNAC only for maximum 2 consecutive periods only, and can re-apply after the break of atleast 3 years.
3. The Trust will provide financial assistance to SNAC, in the manner provided in the scheme.
4. Separate account should be maintained showing the receipts from the TRUST and expenditure under the various heads. The expenditure should be fully supported by vouchers and bills.
5. Funds from the TRUST should be used in accordance with the approved programmes / activities only and no significant variation therefrom is permissible without prior written approval of the Trust.
6. The audited statement of accounts (in the form of receipt and payment account, Utilization Certificate), with respect to funds given by the TRUST upto 31<sup>st</sup> March shall be furnished separately to the Trust within three months of the end of the financial year. The audited accounts shall show headwise receipts and expenditure separately.
7. Subsequent instalment of funds from 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.

## 6. FUNDING PATTERN

### i. Fixed Component

#### (a) SNAC-A (*More than 25 districts*)

Sr. no.	Activities	Frequency	Frequency of Programmes	Budget (consolidated)
1	Honorarium for coordinator	Every month	Full Time	240000 (@20000/-p.m.)
2	Documentation / Reporting	2	Half yearly	5000
3	Misc.			5000
	<b>Total</b>			<b>250000</b>

#### (b) SNAC-B (*Less than 25 districts*)

Sr. no.	Activities	Frequency	Frequency of Programmes	Budget (consolidated)
1	Honorarium for coordinator	Every month	Full Time	180000 (@15000/-p.m.)
2	Documentation / Reporting	2	Half yearly	3000
3	Misc.			2000
	<b>Total</b>			<b>185000</b>

#### (c) SNAC-C (*Up to 5 districts*)

Sr. no.	Activities	Frequency	Frequency of Programmes	Budget (consolidated)
1	Honorarium for coordinator	Every month	Full Time	120000 (@10000/-p.m.)
2	Documentation / Reporting	2	Half yearly	3000
3	Misc.			2000
	<b>Total</b>			<b>125000</b>

**ii. Variable Component**

<b>Sr. no.</b>	<b>Activities</b>	<b>No. of Programmes</b>	<b>Frequency of Programmes</b>	<b>Budget (consolidated)</b>
1	Meeting of Registered Organizations/ LLCs etc./ SLCC	2	Half yearly	100000

**Total fund to each SNAC**

SNAC - A = 250000+100000 = **350000**

SNAC – B = 185000+100000 = **285000**

SNAC – C = 125000+100000 = **225000**

**7. REPORTS**

**Annexure-A** - Progress Report / Minutes of Meeting (To be enclosed with quarterly report)

**Annexure-B** - Beneficiaries Data of the State (To be enclosed with quarterly report)

**Annexure-C** - Quarterly Reporting Format (Annexure-I, II and III)

**Annexure-D** - SNAC Application Form

**Progress Report / Minutes of Meeting**

1. **Date of Meeting:**
2. **Venue:**
3. **Name of Participants:**
4. **Points Discussed:**
5. **Conclusion:**

**Annexure-B**

**Beneficiaries Data of the State**

<b>Sr. No.</b>	<b>Aadhar card No. of beneficiary</b>	<b>Name of Beneficiary</b>	<b>Date of Birth</b>	<b>Disability</b>	<b>Gender</b>	<b>Category (BPL, LIG, non-LIG)</b>	<b>Niramaya enrollment no. (if available)</b>	<b>Name of NT schemes under which getting benefit (if availing the benefit)</b>



**Monthly Reporting Format**

1.	<b>Duration</b>	Month		Year	
2.	<b>Name of RO</b>				
3.	<b>Address of RO</b>				
4.	<b>Contact person at RO</b>				
5.	<b>Phone number</b>				
6.	<b>Email ID</b>				
7.	<b>Registration</b>	Total		Registration during the month	
8.	<b>Details of the schemes</b>				
	<b>Scheme</b>	<b>Total Number of centres /Number of beneficiaries (in case of Niramaya) in the State</b>			
		Total/ Sanctioned		Increased during the month	
	<b>Disha</b>				
	<b>Vikaas</b>				
	<b>Disha-cum-Vikaas</b>				
	<b>Samarth</b>				
	<b>Gharaunda</b>				
	<b>Samarth-cum-Gharaunda</b>				
	<b>Niramaya</b>				
	<b>Prerna</b>				
	<b>BadhteKadam</b>				
	<b>Sambhav</b>				
	<b>Sahyogi</b>				
8. A	<b>First Objective –Convergence with State Government</b>				
(i)	<b>State Level Coordination Committee (SLCC) formed (Yes/No)</b>				
	If No, give reasons				
	If yes, submit the following details:				
(ii)	<b>Date of formation of the SLCC</b>				
(iii)	<b>SLCC meeting details:</b>				
	<b>Meeting date</b>	<b>Name of participants</b>	<b>Designation of participants</b>	<b>Points discussed and outcome (please type the approved minutes of meeting)</b>	

B	<b>Second Objective – Information Centre</b>				
	The data which has to be kept at the SNAC has to be collated as per format in <u>Annexure-I</u> .				
(i)	No of caregivers trained..... <b>(List as per Annexure II)</b>				
(ii)	No of Legal Guardians appointed ..... <b>(List as per Annexure III)</b>				
C	<b>Third Objective –Facilitation of LLCs</b>				
(i)	<b>Number of new LLC NGO &amp; LLC PwD members</b>				
	Number of District	Number of NGO Member		Number of PwD Member	
		Total	Increased during the month	Total	Increased during the month
	<b>(List as per Annexure IV)</b>				
(ii)	<b>Number of LLC Meetings</b>				
	Total (so far)		During the month		
	<b>(List as per Annexure V)</b>				
(iii)	<b>Number of Guardianship Application disposed off</b>				
	Number of Guardianship application disposed off till date		Number of Guardianships application disposed off during the month		
(iv)	<b>Number and Percentage of Legal Guardianship Application disposed off</b>				
	Number and Percentage of Legal Guardianship application disposed off till date		Number and Percentage of Legal Guardianship application disposed off during the month		


**Other relevant activities done by SNACs**

**Annexure I**

**(a) General information of each Registered Organization**

Sl. No	Organization Name	Name of contact person	Contact details Address, Contact No. fax no.	Email and Website	Date of expiry of registration	Name of the schemes being implemented

**Annexure II**

**Caregivers details**

Sl.	Name of the RO	Address	No. of Caregivers trained (Primary level)	No. of Caregivers trained (Advanced level)	Total no. of Care givers trained	Remarks

**Annexure III**

**Guardianship details** (Attach separate sheet, if required)

Sl.	Name of Ward	Disability	Name of guardian	Address, Contact No	Email

**Annexure IV**

**LLC NGO & PwD Member details**

Sl.	Name of Distt	Name of LLC NGO Member	Name of LLC PwD Member

**Annexure V**

**LLC NGO & PwD Member online details**

Sl.	Name of Distt	Number of meeting of LLC held (with date)

# 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.	<b>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</b>				
2.	<b>Date of expiry of registration with The National Trust</b>	DD/MM/YYYY			
3.	<b>Date of Expiry of registration under PwD Act 1995</b>	DD/MM/YYYY			
4.	<b>Registered Address of RO</b>	House No.			
		Street Name			
		Landmark			
		City			
		District			
		State			
		Pin code			
5.	<b>Whether RO is blacklisted by National Trust/ any other government ( Please tick ✓)</b>	yes		No	
6.	<b>Whether RO is blacklisted by National Trust/any other government organization as on date of submission of application form ( Please tick ✓)</b>	yes		No	
7.	<b>Whether RO has been working in the disability areas covered by the National Trust Act for at least 7 years ( Please tick ✓)</b>	yes		No	
		Name of the Account Holder			
		Bank account no.			
		Bank Name			
		Branch and State			

8.	<b>Bank details</b>	Branch Code					
		IFSC code					
9.	<b>Contact person</b>						
10.	<b>Phone number</b>						
11.	<b>Email ID</b>						
12.	<b>Premise ownership status of the RO ( Please tick √ )</b>	Owned by RO		Leased		Rented	
13.	<b>Total number of existing staff/ resources</b>						
14.	<b>Details of Existing resources/ Staff of RO</b>						
	Name	Qualification	Number of years of experience	Designation	Part time/ Full Time	Frequency of visits per week	
15.	<b>Existing Infrastructure</b>						
	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.	<b>Whether RO is receiving grants from Department of Empowerment of Persons with Disabilities (DEPwD), Ministry of Social Justice and Empowerment( Please tick √ )</b>			Yes		No	
17.	<b>Activities and projects done in the past 2 years</b>						
	<b>Name of activity</b>		<b>Brief description</b>		<b>Duration</b>	<b>Number of people reached/covered</b>	

18.	<b>Attachments</b>	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.		