

The Calcutta Gazette

Extraordinary
Published by Authority

ASADHA 26]

SATURDAY, JULY 17, 1999

[SAKA 1921

PART I. – Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL

DEPARTMENT OF SOCIAL WELFARE NOTIFICATION

No. 2101-SW/1A-14/97. – 8th July, 1999. – In exercise of the power conferred by sub-sections (1) and (2) of section 73 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996), the governor is pleased hereby to make the following rules:-

RULES CHAPTER I Preliminary

- Short Title and Commencement.** – (1) These rules may be called the West Bengal Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Rules, 1999.
(2) They shall come into force on the date of their publication in the **Official Gazette**.
- Definitions:-** In these rules, unless the context otherwise requires –
 - “Act” means the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996);
 - “State Government” means the Government of West Bengal;
 - “Chairperson” means a Chairperson appointed under the Act;
 - “Member” means a Member appointed under the Act;
 - “Member-Secretary” means a Member-Secretary appointed under the Act;
 - “State Co-ordination Committee” means a State Co-ordination Committee constituted under the Act;
 - “State Executive Committee” means a State Executive Committee constituted under the Act;
 - “Notification” means a notification published in the Official Gazette;
 - “Commissioner” means a Commissioner appointed under the Act;

- “Competent Authority” means a Competent Authority appointed under the Act;
- “Year” means the financial year commencing on the first day of April;
- “Legislative Assembly” means the West Bengal Legislative Assembly;
- “Non-Official Member” means a Member not in employment under Government or Government Undertaking establishment.

CHAPTER II

Guidelines for evaluation and assessment of various disabilities.

- The general guidance for evaluation and assessment of various disabilities issued by the Government of India in the Ministry of Welfare vide their No. 4-2/83-HW.III, dated the 6th August 1986 and as may be amended from time to time, shall be followed for evaluation of various disabilities specified in section 2(b), (e), (l), (n), (o), (q), (r), (t) and (u) of the Act.
- Authorities to give disability certificate** – (1) A Disability Certificate shall be issued by a medical Board which shall consist of not less than two members out of which one shall act as the Chairperson and another shall be a specialist for assessment on the particular kind of disability, as the case may be.
(2) However, for grant of a Disability Certificate in favour of a person suffering from Multiple Disability, such certificate shall not be granted unless the same is signed by a specialist in each field of Disability the applicant is suffering from.
- The Superintendents of all Govt. Medical College Hospitals, of all District Hospitals, of all Sub-Divisional Hospitals and the Block Medical Officer of Health or his equivalent at the Block level shall act as the Chairpersons of such Medical Boards and shall include as another member of the Boards such specialist Govt. Doctor as may be required. In case of non-availability of such a

specialist Doctor at any level, the CMOH of the District concerned shall arrange to depute a specialist(s) as may be required to the place where such non-availability has occurred.

(4) Each Medical Board as referred to sub-rule (3) shall sit at least twice a week so as to ensure that the persons with Disability get the maximum possible benefit and advantage.

5. Medical Board – (1) The Medical Board shall, after the examination, give a permanent disability certificate in cases of such permanent disabilities where there are no chances of variation in the degree of disability.

(2) The Medical Board shall indicate the period of validity in the certificate, in cases where there is any chance of variation in the degree of disability.

(3) No refusal of disability certificate shall be made unless an opportunity is given to the applicant of being heard.

(4) On representation by the applicant, the Medical Board may review its decision having regard to all the facts and circumstances of the case and pass such order in the matter as it thinks fit.

6. Identity Card – (1) Each person with disability shall be entitled to receive an Identity Card to be issued by appropriate authority. –

(a) In Calcutta such appropriate authority shall be the competent authority declared under the Act, or the Director, Social Welfare or his equivalent or any Officer authorized by the competent authority or by the Director of Social Welfare or by his equivalent or an Officer authorized by him, as the case may be.

(b) In the districts, such appropriate authority shall be the District Social Welfare Officer or the District Programme Officer.

(2) The Identity Card shall be issued to a person with disability on the basis of the Disability Certificate issued by a Medical Board.

(3) Such Identity Card, Disability Certificate referred to in sub-rule (2) shall entitle a person with disability to receive facilities, concessions and benefits admissible under the schemes of the Government or non-Government Organizations.

(4) Production of the Identity Card duly issued in favour of a person with disability shall alone entitle him / her to claim railway concessions / facilities, similar concessions in the case of Tram, Bus or other mode of transport owned by Government / Government Undertaking or Corporation / private organizations without having to furnish any other certificate from any other authority.

(5) An Identity Card once issued shall remain valid for a period of ten years with effect from the date of issue and shall have to be renewed within six months.

7. Appellate Medical Board – (1) The state Government shall appoint an Appellate Medical Board (herein after referred to as the Board) to adjudicate any dispute regarding recognizing any person as a person with disability under the Act or any dispute regarding the percentage of any disability as certified by a medical authority.

(2) The Board shall consist of the following members to be nominated by the State Government:-

(a) a retired member of the West Bengal Higher Judicial Service who shall be the Chairman of the Board; and

(b) two retired members of the West Bengal Medical Education Service, of the West Bengal Health Service, in the rank of Joint Secretary to the Government of West Bengal.

(3) A member of the Board shall hold office for a period of two years from the date of constitution of the Board.

(4) The members of the Board shall be entitled to such sitting fee, traveling allowance and daily allowance as the State Government may, by order, determine from time to time.

(5) A member of the Board may, on the expiry of the term of his office as such member, be re-nominated to the Board.

(6) The Board shall regulate its own procedure for the transaction of business of the Board.

(7) Every dispute shall be finally decided by the Board within a period of three months from the date of filing an application of adjudication thereof.

CHAPTER III

The State Co-ordination Committee

8. Membership Roll – The Member Secretary shall keep a record of names of members and their addresses.

9. Change of Address – If a member changes his address, he shall notify his new address to the Member-Secretary, who shall thereupon enter his new address, in the official records (but if he fails to notify his new address, the address in the official records shall for all purposes be treated as his correct address).

10. Daily and Traveling Allowance – (1) Non-official members of the State Co-ordination Committee, resident in Calcutta or Salt Lake, shall be paid a sitting fee of rupees seventy five per day for each day of the actual meetings of the State Co-ordination Committee.

(2) Non-official members' of the State Co-ordination Committee, not resident in Calcutta or Salt Lake, shall be paid daily and traveling allowances for each day of the meeting at the rate of admissible to an officer of the State Government drawing pay of rupees five thousand and one

hundred and above provided that a non-official member will not be allowed to draw both daily allowance and sitting fee for the same day and also may not be allowed to perform journey by air without prior approval of the Government in the Finance Department :

Provided that in case of a Member of State Legislative Assembly, who is also a member of the State Co-ordination Committee, the said daily and traveling allowances shall be paid at the rates admissible to him as Member of Legislative Assembly, when the Legislature is not in session and on production of a certificate by the Member that he has not drawn any such allowance for the same journey and halts from any other government source.

(3) An official member of the State Co-ordination Committee shall be paid daily and traveling allowances, at the rates admissible under the relevant rules of the respective government under whom he is serving on production of a certificate by him that he has not drawn any such allowance for the same journey and halts from any other government source.

11. **Notice of Meetings** – (1) The meetings of the State Co-ordination Committee shall ordinarily be held in Calcutta on such dates as may be fixed by the Chairperson :

Provided that it shall met at least once in every six months.

(2) The Chairperson shall, upon the written request of not less than ten members of the State Co-ordination Committee, call a special meeting of the Committee.

(3) Fifteen clear days' notice of an ordinary meeting and five clear days' notice of a special meeting specifying the time and the place at which such meeting is to be held and the business to be transacted thereat, shall be given by Member-Secretary to the members.

(4) Notice of a meeting may be given to the members by delivering the same by messenger or sending it by registered post to his last known place of residence or business or in such other manner as the chairperson may, in the circumstances of the case, think fit.

(5) No member shall be entitled to bring forward for the consideration of the meeting any matter of which he has not given ten clear days' notice to the Member-Secretary, unless the Chairpersons, in his discretion, permits him to do so.

(6) (a) The State Co-ordination Committee may adjourn its meetings from day to day or to any particular day.

(b) Where a meeting of the State Co-ordination Committee is adjourned from day to day, notice of

such adjourned meeting shall be given to the members available at the place where the meeting which is adjourned is held by messenger and it shall not be necessary to give notice of the adjourned meeting to other members.

© Where a meeting of the State Co-ordination Committee is adjourned not from day to day but from the day on which the meeting is to be held to another date, notice of such meeting shall be given to all the members as provided in sub-rule (4) of this rule.

12. **Presiding Officer** – The Chairperson shall preside at every meeting of the Board at which he is present, and in his absence, the members present shall elect one of the members to preside at that meeting.

13. **Quorum** – (1) One-third of the total members shall form the quorum for any meeting.

(2) If at any time fixed for any meeting or during the course of any meeting less than one-third of the total members are present, the Chairperson may adjourn the meeting to such hours on the following or on some other future date as he may fix.

(3) No quorum shall be necessary for the adjourned meeting.

(4) No matter which had not been on the agenda of the ordinary or the special meeting, as the case may be, shall be discussed at adjourned meeting.

(5) (a) Where a meeting of the State Co-ordination Committee is adjourned under sub-rule (2) above for want of quorum to the following day, notice of such adjourned meeting shall be given to the members available at the place where the meeting which is adjourned is held either by telephone or by special messenger and it shall not be necessary to give notice of the adjourned meeting to other members.

(b) Where a meeting of the State Co-ordination Committee is adjourned under sub-rule (2) above for want of quorum not to the following date with sufficient gap, notice of such adjourned meeting shall be given to all the members as provided in sub-rule (4) of rule 11.

14. **Minutes** – (1) Record shall be kept of the names of members who attend the meeting and of the proceedings at the meeting in a book to be maintained for that purpose by the Member-Secretary.

(2) The minutes of the previous meeting shall be read at the beginning of the every succeeding meeting, and shall be confirmed and signed by the presiding officer at such meeting.

(3) The proceedings shall be open to inspection by any member at the office of the Member-Secretary during office hours.

15. **Maintaining order at meeting** – The Presiding

Officer shall maintain order at the meeting.

16. **Business to be transacted at meeting** – Except with the permission of the presiding officer, no business which is not entered in the agenda or of which notice has not been given by a member under sub-rule (5) of rule 11 shall be transacted at any meeting.

17. (1) At any meeting business shall be transacted in the order in which it is entered in the agenda, unless otherwise resolved in the meeting with the permission of the Presiding Officer.

(2) Either at the beginning of the meeting or after the conclusion of the debate on a motion during the meeting, the presiding officer or a member may suggest a change in the order of business as entered in the agenda and if the Chairperson agrees, such a change shall take place.

18. **Decision by majority** – All questions considered at a meeting of the Committee shall be decided by a majority of votes of the members present and voting and in the event of equality of votes, the Chairperson or in the absence of the Chairperson the member presiding at the meeting, as the case may be, shall have a second or casting vote.

19. **No proceedings to be invalid due to vacancy or any defect** – No proceeding of the State Coordination Committee shall be invalid by reasons of existence of any vacancy or any defect in the constitution of the Committee.

CHAPTER IV

The State Executive Committee

20. **Daily and Traveling Allowances** – (1) Non-official members of the State Executive Committee, resident at State Headquarters, shall be paid a sitting fee of rupees seventy five per day for each day of the actual meetings of the State Executive Committee.

(2) Non-official members of the State Executive Committee, not resident at State Headquarters, shall be paid daily and traveling allowances for each day of journey at the rate admissible to an officer of the State Government drawing pay of rupees five thousand and one hundred and above provided that a non-official member will not be allowed to draw both daily allowance and sitting fee for the same day and also may not be allowed to perform journey by air without prior approval of the Government in the Finance Department.

(3) Official members of the State Executive Committee shall be paid daily and traveling allowances, at the rates admissible under the relevant rules of this Government under whom he is serving on production of a certificate by him that he has not drawn any such allowance for the same journey and halts from any other government

source.

21. **Notice of Meetings** – (1) The meetings of the State Executive Committee shall ordinarily be held at the State Headquarters, on such dates as may be fixed by the Chairperson :

Provided that it shall meet at least once in every three months.

(2) The Chairperson shall, upon the written request of not less than ten members of the State Executive Committee, call a special meeting of the State Executive Committee.

(3) Fifteen clear days' notice of an ordinary meeting and five clear days' notice of a special meeting specifying the time and the place at which such meeting is to be held and the business to be transacted thereat, shall be given by the Member-Secretary to the members.

(4) Notice of a meeting may be given to the members by delivering the same by messenger or sending it by registered post to his last known place of residence or business or in such other manner as the Chairperson may, in the circumstances of the case, think fit.

(5) No member shall be entitled to bring forward for the consideration of the meeting any matter of which he has not given ten clear days' notice to the Member-Secretary, unless the Chairperson in his discretion, permits him to do so.

(6) (a) The State Executive Committee may adjourn its meeting from day to day or to any particular day.

(b) Where a meeting of the State Executive Committee is adjourned from day to day, notice of such adjourned meeting shall be given to the members available at the place where the meeting which is adjourned if held, either by telephone or by special messenger and it shall not be necessary to give notice of the adjourned meeting to other members.

© Where a meeting of the State Executive Committee is adjourned not from day to day but from the day on which the meeting is to be held to another date, notice of such meeting shall be given to all the members as provided in sub-rule (4) of this rule.

22. **Presiding Officer** – The Chairperson shall preside at every meeting of the Board at which he is present, and in his absence, the members present shall elect one of the members to preside at that meeting.

23. **Quorum** – (1) One-third of the total members shall form the quorum for any meeting.

(2) If at any time fixed for any meeting or during the course of any meeting less than one-third of the total members are present, the Chairperson may adjourn the meeting to such hours on the following

or on some other future date as he may fix.

(3) No quorum shall be necessary for the adjourned meeting.

(4) No matter which had not been on the agenda of the ordinary or the special meeting, as the case may be, shall be discussed at such adjourned meeting.

(5) (a) Where a meeting of the State Executive Committee is adjourned under sub-rule (2) above for want of quorum to the following day, notice of such adjourned meeting shall be given to the members available at the place where the meeting which is adjourned is held either by telephone or by special messenger and it shall not be necessary to give notice of the adjourned meeting to other members.

(b) Where a meeting of the State Executive Committee is adjourned under sub-rule (2) above for want of quorum not to the following date with sufficient gap, notice of such adjourned meeting shall be given to all the members as provided in sub-rule (4) of rule 21.

24. **Minutes** – (1) Record shall be kept of the names of members who attend the meeting and of the proceedings at the meeting in a book to be maintained for that purpose by the Member Secretary.

(2) The minutes of the previous meeting shall be read at the beginning of the every succeeding meeting and shall be confirmed and signed by the presiding officer at such meeting.

(3) The proceedings shall be open to inspection by any member at the office of the Member-Secretary during office hours.

25. **Maintaining order at meeting** – The presiding officer shall maintain order at the meeting.

26. **Business to be transacted at meeting** – Except with the permission of the presiding officer, no business which is not entered in the agenda or of which notice has not been given by a member under sub-rule (5) of rule 21, shall be transacted at any meeting.

27. (1) At any meeting business shall be transacted in the order in which it is entered in the agenda.

(2) Either at the beginning of the meeting or after the conclusion of the debate on a motion during the meeting, the presiding officer of a member may suggest a change in the order of business as business as entered in the agenda and if the Chairperson agrees, such a change shall take place.

28. **Decision by majority** – All questions considered at a meeting of the Committee shall be decided by a majority of votes of the members present and voting and in the event of equality of votes, the Chairperson or in the absence of Chairperson, the member presiding at the meeting, as the case may be, shall have a second or casting

vote.

29. **No proceeding to be invalid due to vacancy or any defect** – No proceeding of the State Executive Committee shall be invalid merely by reasons of existence of any vacancy, in or any defect in the constitution of the Committee.

30. **Manner and purpose of Association of Persons with State Executive Committee** – The State Executive Committee may invite any person to participate in the deliberations of its meetings, whose assistance or advice, is considered useful in performing any of its function under the Act :

Provided that the State Executive Committee shall not associate any person without the prior approval of the State Government if the period of association exceeds four months.

31. **Fee for the Associated person** – (1) If the person associated with the State Executive Committee under rule 30 happens to be a non-official member either resident or not resident at the State Headquarter, he shall be entitled to get sitting fee, Traveling Allowance and Daily Allowance at the same rate and in the same manner as in the case of non-official member of the State Executive Committee in which he is so associated.

(2) If such person is a government servant, or an employee in a Government Undertaking, he shall be entitled to traveling and daily allowances at the rates admissible under the relevant rules applicable to him on production of a certificate by him that he has not drawn any such allowance for the same journey and halts from any other Government source.

32. **Tours by associated person** – The associated person may, with the prior approval of the Chairperson undertake tours within the country for the performance of the duties entrusted to him by the State Executive Committee and in respect of such tours, he shall be entitled to traveling and daily allowances at the rates admissible to an officer of the State Government drawing pay of rupees five thousand and one hundred and above provided that the associated person may not be allowed to perform journey by air.

33. **Associated Person not to disclose any information** – The associated person shall not disclose any information either given by the State Executive Committee or obtained during the performance of the duties assigned to him either from the State Executive Committee or otherwise to any person other than the State Executive Committee without the written permission of the Chairperson of the Committee.

34. **Duties and functions of the associated person** – The associated person shall discharge such duties and perform such functions as are assigned to him,

by the State Executive Committee.

CHAPTER V

Employment

35. **Computation of vacancies** – For the purpose of computation of vacancies for persons with disabilities in Group A, B, C and D posts, the procedure laid down in the Labor Department's Government order No. 500(100)-Emp/IM-43/94, dated 7th October 1997 (as reproduced Annexure "A" to the sub-rules) for computation of vacancies in Group "C" and "D" posts shall be applicable Mutatis mutandis for computation of vacancies in Group A and B posts also.

36. Notification of vacancies to the Special Employment Exchange – (1) The following vacancies shall be notified to the Special Employment Exchanges, namely –

(a) Vacancies in posts of a technical and scientific nature occurring in establishments in respect of which the State Government is the appropriate Government under the Act shall be notified to such Special Employment Exchanges as may be specified by the State Government by notification in the official gazette, in this behalf.

(b) Vacancies which an employer may desire to be circulated to the Special Employment Exchanges outside the State or Union Territory in which the establishment is situated, shall be notified to such Special Employment Exchanges as may be specified by the State Government by notification in the Official Gazette, in this behalf. A copy of the notification of vacancies shall be sent to the concerned vocational Rehabilitation Centre for Handicapped.

(2) Vacancies other than those specified in sub-rule (1) shall be notified to the local Special Employment Exchange concerned. A copy of the notification of vacancies shall also be sent to the concerned Vocational Rehabilitation Centre for Handicapped.

37. **Form and manner of notification of vacancies** – The vacancies shall be notified in writing to the appropriate Special Employment Exchange and the following particulars shall be furnished where practicable, in respect of each type of vacancy, namely :

(1) Name and address of the employer ;

(2) Telephone number of the employer, if any ;

(3) Nature of vacancy –

(a) Type of workers required (Designation) ;

(b) (i) Description of duties ;

(ii) Physical requirements (i.e. job involves visual accuracy, frequent movement / walking, continuous long hours sitting, etc.);

© Qualifications required –

(i) Essential,

(ii) Desirable ;

(d) Age limits, if any ;

(e) Whether women are eligible?

(4) **Number of vacancies** –

Orthopaedically Visually Hearing

Handicapped Handicapped Handicapped

(a) Regular

(b) Temporary

(5) Pay and allowances ;

(6) Place of work (name of town / village and district in which it is situated) ;

(7) Probable date by which the vacancy will be filled.

(8) Particulars regarding interview / test of applicants –

(a) Date of Interview / test ;

(b) Time of interview / test ;

© Place of interview / test ;

(d) Designation and address of the person to whom applicants should report.

(9) **Any other relevant information** – The vacancies shall be re-notified in writing to the concerned Special Employment Exchange if there is any change in the particulars already furnished to the Special Employment Exchange and Vocational Rehabilitation Centre for Handicapped under sub-rule (1) of rule 36.

38. Time limit for the notification of vacancies – (1) Vacancies, required to be notified to the local Special Employment Exchange, shall be notified at least thirty days before the date on which applicants will be interviewed or tested where interviews or tests are held or the date on which vacancies are intended to be filed, if no interviews or tests are held.

(2) Vacancies, required to be notified to the Special Employment Exchange notified under sub-rule (1) of rule 36 shall be notified at least three weeks before the date on which applicants will be interviewed or tested where interviews or tests are held or the date on which vacancies are intended to be filled if no interviews / tests are held.

(3) An employer shall furnish to the concerned Special Employment Exchange, the results of selection within fifteen days from the date of selection.

39. **Submission of Return** – (1) An employer shall furnish to the local Special Employment Exchange quarterly returns in Form-I, and biennial returns in Form-II, as may be amended from time to time.

(2) Quarterly returns shall be furnished within thirty days of the due dates, namely, 31st March, 30th June, 30th September and 31st December.

(3) Biennial returns shall be furnished within thirty days of the due date as notified in the Official

Gazette.

40. Form in which record to be kept by an employer – An employer shall maintain the record of employees with disabilities in Form-III, as may be amended from time to time.

CHAPTER VI

Recognition of Institutions for persons with Disabilities or severe Disabilities

41. **The form of Application** – Every application of a certificate of registration shall be made in Form-IV.

42. **Order refusing to give Grant Certificate** – The competent authority may, after giving the applicant reasonable opportunity of being heard, make an order refusing to grant a certificate. Such order will contain specific reasons for refusal to grant such a certificate and shall be communicated to the applicant through registered post.

43. **Validity of Certificate of Registration** – A certificate of registration granted under section 52 shall, unless revoked under section 53, remain in force for a period of three years.

44. **Appeal** – A person aggrieved by the order of the Competent Authority refusing to grant a certificate or revoking a certificate may, within a period of thirty days, prefer an appeal to that Government against such refusal or revocation :

Provided that the said Government may entertain an appeal after the expiry of the said period of thirty days, if it is satisfied that there was sufficient cause for not filling it within that period.

CHAPTER VII

Commissioner for Persons with Disabilities

45. **Procedure to be followed by Commissioner** – (1) A complaint containing the following particulars shall be presented by the complainant in person or by his agent to the Commissioner of persons with disabilities or be sent by registered post addressed to the commissioner :-

(a) The name, description and the address of the complainant ;

(b) The name, description and the address of the opposite party or parties, as the case may be, so far as they can be ascertained ;

(c) The facts relating to complaint and when and where it arose ;

(d) Documents in support of the allegations contained in the complaint ;

(e) The relief which the complainant claims.

(2) The Commissioner on receipt of a complaint shall refer a copy of the complaint to the opposite party / parties mentioned in the complaint directing him to give his version of the case within a period of thirty days or such extended period not exceeding fifteen days as may be granted by the Commissioner.

(3) On the date of hearing or any other date to which hearing could be adjourned, it shall be obligatory on the parties or their agents to appear before the Commissioner.

(4) Where the complainant or his agent fails to appear before the Commissioner on such days, the Commissioner may in his discretion either dismiss the complaint on default or decide on merits.

(5) Where the opposite party or his agent fails to appear on the date of hearing, the Commissioner may take such necessary action under section 63 of the Act as he deems fit for summoning and enforcing the attendance of the opposite party.

(6) The Commissioner may dispose of the complaint ex parte, if necessary.

(7) The Commissioner may on such terms as he deems fit and at any stage of the proceedings, adjourn the hearing of the complaint.

(8) The complaint shall be decided, as far as possible, within a period of three months from the date of notice received by the opposite party.

46. (1) **Salary and Allowances of the Commissioner** – The Commissioner for Persons with Disabilities, West Bengal shall be entitled to salary, allowances and other perquisites as are available to the Secretary to the State Government.

(2) **Appointment of other Officers and employees of Commissioner's Office** – Other Officers and employees of the Office of the Commissioner for Disabilities, West Bengal shall be appointed as per Recruitment Rules to be framed separately for this purpose.

47. **Submission of Report to the State Government** – The Commissioner shall submit report to the State Government on the implementation of the Act under Section 61(d) of the Act at the interval of six months in such a manner that at least two reports are sent in one financial year.

48. **Submission of Annual Report** – The Commissioner shall as soon as possible, after the end of the financial year but not later than the 30th day of September in the next year ensuing prepare and submit to the State Government an annual report giving true and faithful account of his activities during the said financial year.

In particular, the annual report referred to in sub-rule (1) shall contain information in respect of each of the following matters, namely : -

(a) Names of officers / staff of his office and chart showing the organizational set up ;

(b) The functions which the Commissioner has been empowered under sections 61 and 62 of the Act and the highlights of the performance in this regard ;

(c) The main recommendation made by the

Commissioner ;

(d) Progress made in implementation of the Act
District wise ;

(e) Any other matter deemed appropriate for
inclusion by the Commissioner or prescribed by the
State Government from time to time.

By order of the Governor,
MANJULA GUPTA,
Principal Secy. To the Govt. of West Bengal

FORM IV
(See rule 41)

(Application form for Certificate of Registration regarding Recognition of Institutions for Persons with Disabilities.

1. Name of the Applicant Organisation :
2. Address and Phone Number :
3. Applicant is :
 - (a) An Organisation registered under the Societies Registration Act, 1860 (Act XXI of 1860) :
 - (b) A Public Trust registered under any law for the time being in Force :
 - (c) Indian Red Cross Society or its Branches :
 - (d) Company registered under Section 25 of the Companies Act, 1956 :
 - (e) Any other organization (details of registration with the name of the Act) which may be recognized by the Ministry for the purpose of this Scheme (Details of registration with the name of the Act) :
4. Date of establishment of the organization :
5. Nature of the organization (please indicate precisely whether it is Educational or training institution or a workshop for the blind, the Deaf and dumb, the orthopaedically handicapped or mentally Retarded persons, etc.) :
6. Brief history of the organization and of its objects and activities :
7. Whether recognized by the State Government :
8. Whether the organization is of an All India Character, If so, Give the nature of its All India activities :
9. Whether located in its own/rented building :
10. Present number of disabled beneficiaries :
11. Likely dates of commencement and completion of project :
12. Whether the project is likely to be assisted by some other official Or non-official source :
13. Whether necessary land for the proposed building is available, if so, Give details. (please indicate the location of the plot and enclose Permission certificate of construction from the competent authority, etc) :
14.
 - (a) Whether trained staff and other suitable facilities for undertaking The project are available, if so, give details :
 - (b) In case new staff is to be appointed, give details of the qualifications, academic, professional and experience prescribed for the purpose :
 - (c) Number of employees working in the organization :
15. List of papers/statements to be attached :
 - (a) prospectus or a brief descriptive note giving aims and objectives/ activities of the organization; :
 - (b) Constitution of the Organisation; :
 - (c) Constitution of the Board of Management with particulars of each Member; :
 - (d) Latest available annual report; :
 - (e) Income and Expenditure accounts, and Receipt and Payment accounts duly audited by a Chartered Accountant or a Government auditor for the last two years for the organization as whole); :
 - (f) A statement giving details (year, purpose, amounts, etc.) of assistance received during the last five years from the central/State Government, Central Social Welfare Board, Local Bodies or any other quasi-Government Institution including requests made thereof :

to any one of those or any other Organisation for the projects under consideration or for any other project;

- (g) A statement giving item-wise and year-wise details of estimated :
recurring and non-recurring expenditure on the project;
 - (h) A copy each of the plan of the proposed building (rough sketch :
giving broad indication of the building to be constructed and area
to be covered) and estimated cost of construction;
 - (i) A statement indicating the equipments, apparatus, furniture, library:
books, etc. (by number of details whichever is possible) already
available; and separately a statement indicating the above items
purchased year-wise with financial assistance from the Ministry
of Welfare; and
 - (j) Details budget estimate of the organization as a whole exhibiting :
the estimated receipts and expenditure during the year for which
grant sought for.
16. List of additional papers, if any :
17. List of additional information, if any :

Dated :

Signature of the Head of the Institution
With seal