



## OFFICE OF THE U.E.E MISSION

1<sup>st</sup> Floor, Near Estate Branch, Department of Education

District North, Lucknow Road, Delhi – 110054

Ph: 23812072, 23810503, E-mail: spd\_delhi@rediffmail.com

No. F. 26/DDE (IEB)/Admn.Cell/2019/ 3764-3774

Date: 22.12.2020

### CIRCULAR

Every year the identification and assessment camp (Medical Assessment Camp) is being organized under Inclusive Education – Samagra Shiksha for identification of Children with Special Needs (CWSN) who need aids and appliances. Based on the recommendation of the specialists, aids & appliances are being distributed to them.

This year Assessment camp for children with disabilities studying in Pre School to Class XII in the schools of DOE, MCD, NDMC, DCB, DOE Aided, MCD Aided, NDMC Aided is proposed to be organized between 16<sup>th</sup> January and 31<sup>st</sup> January 2021. This camp shall be organized in the collaboration of ALIMCO by following the standard operating procedure (SOP) for organization of assessment camp prepared by ALIMCO, MSJ&E, Gov. of India (copy of SOP is given at **Annexure-I**).

#### **Criteria for participation:**

1. Students with disabilities belonging to the categories of Low Vision (LV), Cerebral Palsy (CP), Hearing Impairment (HI), Loco motor Disability (LD), Multiple Disability (in case of Multiple Disability the CWSN should have at least one from HI/CP/LV/LD) of Pre-School to Class XII are to attend the Assessment camps.
2. In case of children with other disabilities, if any of the said disabilities is present as associated disability, they shall also attend the assessment camp.
3. Children who have already been given aids & appliances in the earlier Distribution camps need not to be sent to the current camp unless the appliances given earlier are not usable anymore or has any other problem related to appliances.

In this regard, as a first step for effective planning of camps, all the concerned HOS of the DOE, MCD, NDMC, DCB, DOE Aided, MCD Aided, NDMC Aided schools are directed to take No Objection Certificate (NOC) from parents of Children with Disabilities (who fulfill above criteria) with regard to participation in the assessment camp. The HOS concerned shall submit the list of children with disabilities who shall participate in the camps along with copy of NOC to concerned District Coordinator (IE) **latest by 31.12.2020**. Further District Coordinator (IE) shall submit the disability wise number of CWSN who may attend camps to Inclusive Education Branch latest by 02.01.2021 through DDE (District) concerned.

This issues with the prior approval of the competent authority.

(RAMACHANDRA SHINGARE)  
JOINT DIRECTOR OF EDUCATION (IE)

**Copy to:-**

1. Chairperson, NDMC, Palika Kendra, Parliament Street, New Delhi with request to issue necessary direction to HOSs for collecting NOC and submission of data
2. Director of Education, South MCD, Dr. S.P.M. Civic Centre, Minto Road, New Delhi – 100 002 with request to issue necessary direction to HOSs for collecting NOC and submission of data
3. Director of Education, East MCD, 419, Udyog Sadan, Patparganj Industrial Area, New Delhi – 110 092 with request to issue necessary direction to HOSs for collecting NOC and submission of data
4. Director of Education, North MCD, 15th Floor, Dr. SPM Civic Centre, Minto Road, New Delhi with request to issue necessary direction to HOSs for collecting NOC and submission of data
5. CEO, Delhi Cantonment Board, Sadar bazaar, Delhi Cantt., Delhi - 10 with request to issue necessary direction to HOSs for collecting NOC and submission of data
6. DDE (SS), Directorate of Education, GNCTD
7. P.S to Pr. Secretary (Education), GNCTD
8. P.S. to Director (Education), Directorate of Education, GNCTD
9. P.A. to SPD, Samagra Shiksha, GNCTD
10. P.A. to JDE (IEB), Directorate of Education, GNCTD
11. OS (IT) for uplinking
12. Guard File.

(RAMACHANDRA SHINGARE)  
JOINT DIRECTOR OF EDUCATION (IE)

# **Standard Operating Procedure (SOP) for Conducting Assessment Camps under ADIP Scheme**

**(Special Arrangements in View of Pandemic Covid-19 Outbreak)**

## **Part – 1 : Assessment Camps**



**ALIMCO**



**Department of Disability Affairs  
Ministry of Social Justice & Empowerment  
Government of India**

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## **INTRODUCTION**

In this era where social distancing is predominant requirement for any kind of social gathering, conducting assessment / distribution camps in the ways as done traditionally is no longer viable & rational. It would be prudent to create an avenue for the Divyangjans & Sr. Citizens where they can register themselves without coming in to close contact with others. Therefore, a fresh way of registration of beneficiaries is proposed, where potential beneficiaries may register themselves under ADIP & RVY Schemes any day & time at the nearest Common Service Centres near to the place of their residence. With this way, only bonafide beneficiaries will be provided with the aids and assistive devices after due assessment.

## **OBJECTIVE**

To create a hassle-free system whereby any Persons with disabilities or Sr. Citizen may register himself/herself for availing benefit of Scheme of DPEwD & Deptt. of SJE, Ministry of Social Justice & Empowerment, Govt. of India.

- a. Providing opportunity of registering themselves to avail the benefit of getting free assistive devices under the Schemes of the Government.
- b. Generating data of potential beneficiaries at district before conducting assessment camp to maximize resource utilization.
- c. To minimise the error of duplication of beneficiaries with the linkage of Aadhar number.

## **STANDARD OPERATION PROCEDURE**

A block diagram of SOP is attached at Annexure – I

### **Preparatory Stage**

Step - 1 To establish communication with District Administration to communicate about the new way of registration under ADIP & RVY Schemes through CSCs (Common Service Centres), for which an MOU is going to be signed between ALIMCO and **CSC e-Governance Services India Limited**, after due approval of the Board of Directors of ALIMCO. The information about new system of registration will also be disseminated among public in general through all possible means of communications including local &

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Under Ministry of Social Justice & Empowerment, Government of India

G.T. Road, Kanpur (Uttar Pradesh) - 209217, Web: www.alimco.in.

national media (print as well as electronic), social media, machinery of district administration (DM/DSWO/DHWO/BDOs/VDOs/Village Secretary/Asha Workers etc), local public representatives (MPs/MLAs/Gram Pradhans etc), NGOs/Voluntary Organizations, etc CSCs will also do local awareness about the schemes of ALIMCO and registration through CSCs.

Step – 2 Design and Development of requisite application forms and domain specific inputs. Information and training of CSC operators, VLEs and supervisors for correct capturing and feeding of beneficiary data and data base management including uploading of beneficiaries details as per the requirement of ADIP and RVY Schemes. Trial and debugging the trial and corrections if any. Submission of system readiness to undertake assessment activity.

## **Implementation Stage**

### Stage –I: Beneficiary Registration

Step – 1 Aspiring persons (Divyangjans / Sr. Citizens) will visit nearest Common Service Centre located at 3.50 Lakhs places all over the country with required documents as per the Schemes for registration. Operator at CSC will register the person on online portal by capturing photograph, Name, Age, Block/District of residence and other demographic details, details of the Aadhar Card, if available, & upload of ID proof, Valid Disability Certificate & Income proof in PDF/JPG/other format.

- a. Possession of Aadhar (to avoid duplicity) and active mobile number is mandatory for the registration. In case the Aadhar card is not available with beneficiary, the application for the same shall also be filled in and the registration number shall be generated simultaneously.
- b. Aadhar number of the beneficiary should be masked in reports available on public domain
- c. On successful submission of application, an acknowledgement slip will be provided to the beneficiary.

- d. The documents submitted by the beneficiaries i.e. Income Certificate, Disability Certificate and Photograph shall be uploaded by the CSC on ALIMCO portal.

Step - 2

Documents uploaded on the portal will be checked & verified by ALIMCO rehabilitation experts of HQ and representative of Marketing Department to find out the eligibility of beneficiaries for getting the aids & appliances as per the scheme. On scrutiny of the documents of the beneficiaries following action will be taken by the Corporation:-

- a. In case the documents are found to be acceptable in terms of the criteria laid down in the scheme, a SMS will be sent to beneficiary to confirm successful registration;
- b. Else, regret SMS to the beneficiaries will be sent with the predefined reasons for unacceptability of the registration. Some of the reasons for unacceptability may be:-
- i. Disability certificate not valid
  - ii. Disability not covered under the scheme
  - iii. Income certificate not valid
  - iv. Document not attached

Stage -II: Pre Assessment

Step – 1

Once a sizable number of beneficiaries registered & uploaded on the ALIMCO portal, request will be made to the concerned District Magistrate / Collector for providing date & venue for clinical assessment of the registered beneficiaries. The assessment camps will be organized cluster / block wise depending upon number of beneficiaries registered in each cluster / block.

Step-2

Once assessment camp dates & venues decided for clinical assessment, the registered beneficiaries shall be informed about the assessment camp through SMS, phone calls, newspaper add VLE of CSC, various machineries of District Administration (BDO/ADO/Gram Pradhan/ Asha Worker etc.) & local public representatives. Cluster / block wise list will be provided to District Administration & other stakeholders, enabling targeted publicity of the assessment camp.

### Stage –III: Assessment Camp

Step – 1 In consideration of variable factors like total number of beneficiaries to assess for various aid & assistive devices in a cluster / block vis-a-vis the resource & infrastructure available including availability of light, sitting arrangement as per the norms of social distancing beneficiaries will be called in batches. District Administration will be requested to provide basic infrastructure at camp venue like space, electricity, drinking water, public utility for beneficiaries etc.

Step – 2 Checking & verification of beneficiaries will be done at the entry gate itself. Only bonafide beneficiaries & their attendants will be allowed to enter the premises of the assessment camp to ensure necessary social distancing. (Amid the COVID-19 era, thermal scanning, face masks & sanitizers will be provided to beneficiaries & their attendants by the corporation. The team of rehabilitation experts & staff of the Corporation, who are going to work as front line worker in the camp, will be equipped with complete protective gears like N-95masks, PPE-kits, hand gloves & sanitizers. Any person found to be symptomatic will not be allowed to enter the premises).

Step – 3 On finalization of dates for cluster / Block level assessment camps, ALIMCO (including concerned centre / regional office) shall depute required number of P&Os professional (and Professionals / Technicians from ALIMCO authorized fabricating agency for taking measurements and cast for fitment of Prosthetic and Orthotic ; as the case may be and where deputed) / Audiologist depending upon the number of places to be covered & number of beneficiaries to be assessed. For assessment camps of RVY beneficiaries, besides P&O experts / Audiologist deputed by ALIMCO, CMO of concerned district shall also nominate medical officers / specialist (Ophthalmologist for eyes, ENT physician for hearing impairment & a general Physician / Surgeon / Orthopaedic) as per the order of District Magistrate / Collector of the district. The details of such experts team members (ALIMCO & district welfare department) shall be notified / convey on a letter issued by ALIMCO to all concerned.

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CSC operator / VLE shall invariably be associated & present during the assessment camp to update & upload the details & types of aids / devices prescribed to registered beneficiaries.

Step – 4      Assessment of the Divyangjans & Sr. Citizens will be done by ALIMCO's Authorised rehabilitation experts for the suitable aids & appliances depending on their disability / infirmity. An acknowledgement slip will be provided to beneficiary & duplicate copy will be got counter signed by beneficiary and would be kept for ALIMCO's records.

#### Stage –IV: Post Assessment Camp

Step –1      Cluster /Block wise list of beneficiaries will be provided to District Administration.

Step – 2      Financial summary indicating the date, venue, NOB and value-wise details to be sent to HQ for onward submission to Ministry for approval of distribution camps.

Step-3      Uploading of Beneficiary Data\* for Assessment Done in the Corporation website so as to be visible for public viewing in the dashboard.

\* this should include all essential data in a tabulated format and include information like

- Date of assessment camp
- Place of Assessment ( Village/town/City/ Block/Tehsil or subdivision/ District / State or UT)
- Beneficiary details ( name /father/mother/spouse name/ Age/ DoB/ Complete Address/ Sex( Male/Female/Transgender)/ Cast( SC<ST<OBC<Others)/ Adhar Number ( Masked)/
- Type & percentage of disability ( For ADIP )
- Types(s) and numbers of Appliances Prescribed
- Unit cost and Total cost of appliances prescribed.

**BLOCK DIAGRAM of SOP**



