

OPERATIONAL GUIDELINES OF NULM FOR INNOVATIVE & SPECIAL PROJECTS (I&SP)

Introduction

1. In keeping with the mission's need to learn from, support and inculcate innovative initiatives, the National Urban Livelihoods Mission (NULM) will promote novel approaches in the form of innovative and special projects. The objective of projects under this component will be to implement a time-bound programme to demonstrate an approach that is likely to have wide implications for sustaining urban poverty alleviation efforts

2. A project taken up under this component may include pioneering approaches, innovations to strategies under NULM, or catalysing efforts in geographical areas where these have not been undertaken before. These projects may also include activities not possible to address through the normal course of NULM implementation. Further, special projects to address livelihood issues of most vulnerable sections like physically-challenged, rag pickers, domestic workers, rickshaw pullers, sanitation workers and other such vulnerable groups may also be taken up.

3. Innovative / special projects may be undertaken on a partnership mode involving CBOs, NGOs, semi-government Organisations, private sector, industry associations, government departments/ agencies, urban local bodies, national/state/city resource centres or international organisations.

4. The proposals for Innovative & Special Projects must be situated in the cities covered by NULM.

Project Proposal

5. Government departments / agencies, urban local bodies, and registered bodies such as CBOs, NGOs, semi-government organisations, the private sector, industry associations, educational and/or research institutions, and national / state / city resource centres may propose projects under this component to the State/UT Government / SULM in the prescribed format at Annexure I with an advance copy of the proposal to the National Mission Directorate, NULM

6. The State Government / SULM will examine the proposal in terms of profile and experience of the agency proposing the project, justification and feasibility of the project, funding details, modalities for implementation, time schedule for completion etc., and send their recommendations/comments along with the proposal to the National Mission Directorate, NULM.

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7. The consent of the State Government / ULB or any other agency who will be required to maintain the assets, or sustain the project after the project period is required to be produced at the time of recommending the project to the National Mission Directorate, NULM.

8. All proposals received from the State Government / SULM will also be screened by the National Mission Directorate, NULM. For projects requiring professional appraisal, the National Mission Directorate, NULM may engage an agency for this purpose, and the cost of appraisal will be paid to such agency out of the A&OE funds under NULM.

Sanction of Projects

9. The project proposals recommended by the State/UT Governments/SULM will be considered by the **Project Approval Committee (PAC)**, constituted by the Ministry of HUPA for approval of the projects. The PAC, at the time of sanction of the project, will also prescribe the time schedule within which the project will be completed. However, this may be revised taking into account unforeseen factors or other such circumstances by the National Mission Directorate, NULM.

10. The composition of the Project Approval Committee (PAC) will be as follows:

S. No.	Designation	Membership
10.1.	Secretary, M/o HUPA	Chairperson
10.2.	Joint Secretary i/c of NULM, M/o HUPA	Member
10.3.	Joint Secretary & Financial Advisor, M/o HUPA	Member
10.4.	Joint Secretary(JNNURM & RAY), M/o HUPA	Member
10.5.	Mission Director(s), SULM of the concerned states which have submitted proposals under I&SP component	Member(s)
10.6.	Any other person(s) invited by the Chairperson	Member(s)
10.7.	Director / Dy. Secretary i/c of NULM, M/o HUPA	Member-Convenor

11. Representatives of the agencies proposing projects may be called to make presentations or provide clarifications at the meetings of the PAC, if considered necessary.

12. The PAC may also invite technical experts and the appraisal agency as attendees to the meetings to provide inputs on the proposals received under this component.

Funding Pattern

13. Under NULM, up to five (5) percent of the total Central Funds will be used for **Special & Innovative Projects**. This component will be centrally administered and no

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state share will be required for the projects sanctioned under this component. The funding support for a project under this component will depend on the nature of projects and will not be subject to the funding norms under other existing components of NULM.

14. On approval of the project by the PAC, the National Mission Directorate, NULM will release the funds to the State Government / SULM for onward release to the implementing agency. The Funds will be released to the State/UT Government/SULM in appropriate number of installments as approved by the PAC. Second and subsequent installments will be released only after submission of Utilization Certificate for at least 75% of the funds already released.

15. A bi-partite agreement will be signed for the implementation of the project between the concerned State Government (SULM) and the agency undertaking the project. This agreement must have clear project outputs and deliverables, and must clearly indicate payment milestones. A sample agreement is given at **Annexure II**; this may be modified to suit the context of the project approved.

16. The SULM will be required to maintain a separate account for funds released under this component. As funds released to the State/UT Governments/SULM under this component are meant for particular projects, therefore the release of Grants-in-Aid to States for implementation of other components of NULM will not depend on the utilisation of funds released for projects under I&SP component.

17. Audit of the approved I&SP project is required to be carried by an Auditor (Chartered Accountant) appointed for the purpose. The audit may preferably be done through a Chartered Accountant empanelled by the CAG or the Income Tax Department.

18. The interest amount accrued on the deposits of the I&SP Project funds in Banks at State and Implementing Agency levels shall be treated as part of the Project funds and shall be utilized on Project activities only. Accordingly, the interest earned on funds should be shown separately and should be added to the available funds while claiming subsequent installments.

Monitoring & Evaluation

19. The implementing agencies shall report quarterly progress in formats prescribed from time-to-time, indicating achievements and any key issues in implementation. Whenever the outcome of the projects is in terms of coverage of

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beneficiaries, the number of women beneficiaries should be separately reflected in the project proposal and progress reports.

20. On completion of the project, the implementing agency shall submit a report on the implementation, learning and suggestions for scaling-up and incorporation of the learning into NULM State Government and NULM Mission Directorate.

21. Normally, project proposals will have a provision of evaluation by a professional agency on completion of the project. The cost of evaluation will be incorporated in the project cost itself. However, for the purpose of evaluation of these projects, the National Mission Directorate, NULM may also engage a separate agency if needed and the cost of evaluation will be paid to the selected agency from out of A&OE funds under NULM.

FORMAT FOR THE SUBMISSION OF PROPOSALS

PART I: PROJECT SUMMARY

1. Name of the Project:
2. Name of the city and state in which this project will be implemented:
3. Project Objectives:
4. Project period:
5. Background of the project & features which make it special / innovative:
[include here the justification for why the project is being proposed as innovative or special project]
6. Details of the target beneficiaries to be covered by this project:
 - a. Total number of beneficiaries to be covered:
 - b. Profile of the beneficiaries: *[these may be SCs, STs, minorities, female-headed households, persons with disabilities, the destitute, migrant labourers, and especially vulnerable occupational groups such as street vendors, rag pickers, domestic workers, beggars, construction workers, etc.]*

PART II: IMPLEMENTING AGENCY DETAILS*

7. Name of the Implementing Agency:
8. Name & Contact details of the Representative, Implementing Agency:
9. Legal status of the Implementing Agency:
[e.g. registration status and details]
10. Last 3 years audited financial statements (in annexure):
11. Bank details of the Implementing Agency to which funds are to be released:
12. Experience of the agency in implementation of similar projects:
*[*include a detailed profile of the implementing agency in annexure to the proposal]*

PART III: PROJECT IMPLEMENTATION & MONITORING DETAILS

13. Project Strategy: *[Specify here the manner in which the project will achieve the goals and key outcomes proposed]*
14. Key outcomes of the project:
[specify here the expected benefits / impact of the project in terms of indicators such as increased reach of social mobilization, increase in income of the target group, increased retention in jobs of the target group, sustainability of enterprise of the target group, increased reach of credit facilities to the target group, increase in efficiency (time and cost), , etc.]
15. Role of partner agencies (if any):
[this could include line departments, NGOs and any other stakeholder institution – clearly indicate their responsibilities and their impact on the project]
16. Modalities for implementation of the project:
[describe here how various inputs such as technical inputs, raw materials, infrastructure development, marketing, training, etc., will be secured and managed]
17. Benchmark survey for indicators on the basis of which the project would be implemented, monitored and evaluated
18. Quarter-wise Action Plan / Milestones for implementation:

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19. Consent of the State Government / ULB / Other relevant agency who will be required to maintain assets / sustain the project after completion of the project:

PART IV: FUNDING DETAILS

20. Estimated total project cost:

[Please include in an annexure to this, a detailed budget statement indicating all (sub-) components of the project. Separate details of capital expenditure, funding of machinery and equipment, construction costs and HR costs as applicable must be included.]

21. Per capita cost for beneficiaries being covered:

22. Economic viability of the project (where applicable):

[include the report in annexure to the proposal where applicable]

23. Whether partial funding for this proposal is being sought from other sources?

If yes, kindly provide details:

24. Whether the project, or part thereof, has been submitted to any other agency?

If yes, the results thereof. If the project or its part has/had been rejected, the reasons should be indicated clearly.

[If the project is partially being funded by another agency, then a letter certifying that funding has been received / is likely to be received. If not, then a self-attestation by the agency that additional funds are not being sought and will not be sought for the project]

25. Funding milestones proposed:

Installment No.	Installment %	Installment Amount	Milestones against which installment is to be released	Expected date of completion of milestone
(1)	(2)	(3)	(4)	(5)

PART V: PROJECT LEARNINGS

26. Expected project learnings to be recommended to NULM:

[include here key lessons that the project would like to demonstrate to NULM and features from the project that can be recommended for inclusion after the project completion]

27. Likely issues in scaling-up the project to the rest of the country and how the project seeks to overcome this:

28. Describe how the project will be taken-up on a longer-term basis by the city and state:

[include here details of the partnership with ULB and state governments and expected commitments including funding support required to sustain the project in the long-run].

29. How capital assets used are to be disposed off after the project completion:

SAMPLE BI-PARTITE AGREEMENT FOR PROJECTS UNDER I&SP
COMPONENT OF NULM

Memorandum of Agreement (MoA)

Between

The State Government of _____
Through _____ (SULM)

And

Agency) (Implementing

**OPERATIONAL GUIDELINES OF NULM FOR INNOVATIVE & SPECIAL
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This agreement is signed on the _____th day of _____(month), of the Year Two Thousand and _____, between the following parties:

State Urban Livelihood Mission (SULM), Government of _____, (which expression shall, unless repugnant to the context of its meaning thereof, include its successors, nominees and assignees), located at _____(address), which has the mandate of implementing and expediting Central, State and local sector schemes pertaining to urban development, local self government, housing and urban poverty alleviation, including the National Urban Livelihoods Mission in the state of _____, hereafter referred to as the **FirstParty**;

AND

_____, (which expression shall, unless repugnant to the context of its meaning thereof, include its successors, nominees and assignees), located at _____(address). *<Include a brief one paragraph description of the implementing agency here>*, hereafter referred to as the **SecondParty**;

The First Party and Second Party shall collectively be known as "**Parties**" to this agreement.

WHEREAS the **First Party** is responsible for implementation of the National Urban Livelihoods Mission in the state of _____, in accordance with the requirements of the National Mission Directorate, National Urban Livelihoods Mission (NULM), Ministry of Housing & Urban Poverty Alleviation, Government of India;

AND WHEREAS the **Second Party** with expertise in the areas of _____ and _____ proposes the project to be implemented under the Innovative & Special Projects Component of the National Urban Livelihoods Mission (NULM) in the city(ies) of _____ in the state of _____;

AND WHEREAS the **Parties** agree that the activities shall be undertaken without discrimination – direct or indirect, because of, but not limited to, caste, race, ethnicity, religion or creed, status of nationality, political belief, gender, or handicapped status.

NOW THEREFORE, on the basis of mutual trust and in the spirit of mutual cooperation the parties have entered into this present Agreement.

1. **DEFINITIONS:** For the purpose of this Agreement, the following definitions shall apply:

1.1. "NULM" shall mean the National Urban Livelihoods Mission;

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- 1.2. "NULM Mission Directorate" shall mean the implementation arm of NULM of the Government of India located within the Ministry of Housing and Urban Poverty Alleviation;
- 1.3. "Project Approval Committee" or "PAC" shall refer to the committee constituted under the Innovative & Special Projects (I&SP) component of NULM with the mandate to approve I&SP projects and recommend their sanction to NULM;
- 1.4. "SULM, _____" shall mean the nodal office for implementation of NULM by the State Government of _____ located within the _____, Government of _____;
- 1.5. "Implementing Agency" shall refer to the institution / agency responsible for implementing the project under the Innovative & Special Projects component of NULM and within the terms of this agreement, also referred to as the Second Party;
- 1.6. "Project" shall refer to the proposal approved by the PAC under the Innovative & Special Projects component of NULM;
- 1.7. "Expenditure" shall mean the sum of disbursements made and valid outstanding obligations incurred in respect of goods and services rendered;
- 1.8. "Assets" shall mean cash, supplies including physical assets such as constructions or purchased machinery and equipment purchased by the Second Party in the course of and with the funds of this Project;
- 1.9. "To advance" shall mean a transfer of Assets, the accounting of which must be rendered by the Second Party at a later date, as herein agreed upon between the Parties;
- 1.10. "Income" shall mean the interest on Project funds and all revenue derived from the use or sale of capital equipment, and from items purchased with funds provided by the First Party, or from revenues generated from Project outputs;
- 1.11. "Site" or "Sites" shall mean the city or cities where the Project will be implemented and agreed upon in the context of this Agreement;
- 1.12. "Reporting Quarter" shall mean a period of three (3) Reporting Months for which progress has to be reported through quarterly progress reports;
- 1.13. "Fiscal Year" shall refer to the period between 1st April of the first year and 31st March of the year immediately thereafter the first year;
- 1.14. (any other definitions pertinent to the context of the proposal)

2. PROJECT:

- 2.1. The Second Party, shall develop a detailed results-based framework for the Project subject to the terms and conditions mentioned in this agreement and Terms of Reference (ToR) attached as **Annexure I**;
- 2.2. The result-based framework shall be developed within _____ days of signing of this Agreement and approved by the SULM, _____, within _____ calendar month(s) of submission. This framework shall be used to implement and monitor the project;

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- 2.3. The Project will be implemented in the following sites:
2.3.1. (list the city / cities where the project will be implemented here)
- 2.4. The Project will be implemented by the Second Party in the sites mentioned in this Agreement;
- 2.5. The Second Party shall undertake, as per the conditions of this Agreement, the complete responsibility for the successful commissioning and implementation of the Project;
- 2.6. The Second Party shall designate its representative to act as a Focal Point of the Project, in consultation with the SULM, _____, who shall act as the overall coordinator of the Project and assume primary responsibility for all aspects of it;
- 2.7. The Second Party may be called upon by the NULM Mission Directorate and / or SULM, _____ for meetings at their respective Headquarters to discuss the progress of the Project and make presentations thereon;
- 3. DURATION:**
- 3.1. This Agreement shall come into effect on _____ (OR the date of signature of this agreement by all Parties) and shall be valid for a period of _____ month(s).
- 3.2. This Agreement may be extended by mutual consent of all Parties in writing.
- 4. PAYMENTS:**
- 4.1. A total of Rs. _____ (Rupees _____ only) shall be paid to the Second Party by the First Party.
- 4.2. The payment will be made as per the following schedule:
- | Installment No. | Milestones | % Payment | Amount
(Rs. in Lakh / '000s) |
|-----------------|------------|-----------|---------------------------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
- 4.3. The First Party shall ensure that payment of second and subsequent installments will be made subject to utilization of at least 75% of the payment released earlier and achievement of the milestones as explained in above table. The Second Party shall provide all necessary documentation, including Utilization Certificates, in the formats specified by the First Party as supporting proof of this fact.
- 4.4. The Second Party shall ensure that the funds provided are used for the purpose for which they were given and should not be mixed with other funds.

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- 4.5. In the event of a breach regarding the terms and conditions of this Agreement, the First Party shall be entitled to withhold subsequent installments;

5. GENERAL PROVISIONS:

- 5.1. The Second Party shall implement the Project under this Agreement with due diligence and efficacy and with due regard to the judicious use of funds;
- 5.2. The Second Party shall act at all times so as to protect and not be in conflict with the interests of the First Party;
- 5.3. The First Party undertakes no responsibilities in respect of life, health, accident, travel or any other insurance coverage which may be necessary or desirable for the purpose of this Agreement or personnel performing services under this Agreement;
- 5.4. The Second Party shall be solely liable for the claims by the other parties arising from the negligent acts of the Second Party to admission in the course of implementing this Agreement and under no circumstances shall the First Party be held liable for such claims by other parties.
- 5.5. In the event that the Second Party defaults on the deliverables, the First Party shall be entitled to recover the funds advanced to the Second Party as per extant rules;

6. RECORD, INFORMATION AND REPORTS:

- 6.1. The Second Party shall keep accurate and up-to-date records and documents in respect of all expenditures incurred with the funds made available to it under this Agreement;
- 6.2. The Second Party shall ensure that all expenditure made is in conformity with the provisions of this Agreement and for each disbursement, adequate supporting documentation shall be maintained, including original invoices, bills, and receipts pertinent to the transaction;
- 6.3. The Second Party shall maintain a record of all Income and Assets generated under the project and make this record available to the other Parties of this Agreement on a demand basis;
- 6.4. The Second Party shall compile, furnish and make available to the First Party, any reasonable request in respect of the information and reports of services undertaken in the course of implementation of the Project by the Second Party;
- 6.5. Upon completion of the Project or Termination of the Agreement, the Second Party shall maintain all Project-related records for a period of at least four (4) years from the termination of the Agreement or completion of the Project, unless otherwise agreed upon between the Parties;
- 6.6. The Project will be monitored at the state level by the SULM, _____. The Second Party will be required to submit duly filled quarterly progress reports to the SULM in formats prescribed by the SULM, _____ no later than _____ calendar days after the end of the Reporting Quarter;

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- 6.7. On completion of the Project, the Second Party will be expected to submit a Project Completion Report no later than _____ calendar month after termination of the project. Inter alia, this report will cover:
 - 6.7.1. Achievements against the result-based framework of the Project;
 - 6.7.2. Impact assessment of the Project on the lives of the intended beneficiaries, including, where applicable, details of the improvement of their livelihood opportunities;
 - 6.7.3. Key learnings from implementation of the Project;
 - 6.7.4. Suggestions for sustainability of the Project in the Site(s) mentioned in this Agreement;
 - 6.7.5. Suggestions for scaling-up the initiative;
 - 6.7.6. Recommendations for inclusion of the initiative within the wider policy and programme implementation of NULM;
 - 6.7.7. Audited statement of funds released for the project;
 - 6.8. The Project will be monitored at the national level by the NULM Mission Directorate. The First Party will be required to submit duly filled quarterly progress reports to the NULM Mission Directorate in the prescribed format no later than 15 calendar days after the end of the Reporting Quarter;
 - 6.9. The Parties agree that all records, information and reports generated by the Second Party in the course of implementing this Agreement will be the Intellectual Property of the NULM Mission Directorate and the permission to use any such material generated must be confirmed in writing by the NULM Mission Directorate;
 - 6.10. The Second Party agrees to indemnify the NULM Mission Directorate and the First Party against all claims and damages for any infringement of any Intellectual Property Rights while providing their services under the activities covered under this Agreement;
- 7. TERMINATION OF THIS AGREEMENT:**
- 7.1. This Agreement shall be deemed to be "Terminated" if the duration of the Agreement has ended without further extension of the period of the Agreement or if any of the Parties have terminated the agreement by mutual consent in writing subject to paragraph 7.2 of this Agreement;
 - 7.2. If the Second Party terminates the Agreement in writing prior to the completion of the duration of the Agreement, the Agreement will be deemed to be "Terminated" only upon subsequent written confirmation of the same by the First Party
 - 7.3. Upon such termination, the Second Party shall submit to the First Party all records, information and reports specified in Section 6 of this Agreement
 - 7.4. None of the Parties to this Agreement shall be held responsible for non-fulfilment of their obligations under this Agreement due to the exigencies of one or more of **Force Majeure** events such as, but not limited to Floods, Earthquakes, Strikes, Lockouts, Epidemics, and Riots, provided that on the occurrence and cessation of such an event(s), the affected Parties shall give

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PROJECTS**

notice in writing to the other Parties within ____ calendar days of the occurrence and cessation of such an event(s). In such an event(s), the Parties will be expected to re-negotiate the timelines of this Agreement and agree upon the revised timelines in writing.

8. **DISPUTE:** This Agreement shall be governed by the Laws of the _____. In respect of all matters arising out of or relating to this Agreement, the courts at _____ shall have exclusive jurisdiction

IN WITNESS THEREOF the representatives of the Parties to this Agreement being fully authorised have hereunto signed in their respective names and have executed these present this _____th day of _____(month), _____(year).

AUTHORISED SIGNATORIES

For an on behalf of the State Government of _____

Through _____ (SULM), **as
the First Party**

Name: _____

Designation: _____

For an on behalf of _____
(The Implementing Agency),

as the Second Party

Name: _____

Designation: _____

In the presence of the following two witnesses

Witness 1 signature: _____

Name: _____

Designation: _____

Witness 2 signature: _____

Name: _____

Designation: _____

ANNEXURE 1: Include here the Terms of Reference of the Project

রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ
 “ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক নং

তারিখ

From : Director, SUDA &
 Mission Director, WBSULM

To : Secretary,
 1. Sahara Health & Education Society
 F4/42, Defence Park, Moynagarh, kol-700141
 2. Peoples participation
 Rail Gate -9 North, Dankuni , Hoogly
 3. Tiljala Society for Human & Education Development
 28A SYED Amir Ali Avenue, 3rd floor ,Kolkata-17

Subject :- Meeting for presentation of Innovative and special project under NULM Component

Sir/Madam,

We have received a proposal from your organization on Innovative and Special Project (I&SP) under National Urban Livelihood Mission.

A meeting has been convened with all such organization to present their proposal on 06.06.2017 at SUDA conference hall at 2 PM. All organizations are requested to attend the meeting with PowerPoint Presentation (maximum 15 minutes duration) to present during the meeting.

Yours faithfully,

Director, SUDA
 &
 Mission Director, WBSULM

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com

Account Section : 2358 6408

From : Director, SUDA &
Mission Director, WBSULM

To : Secretary,

1. Sahara Health & Education Society
F4/42, Defence Park, Moynagarh, kol-700141
2. Peoples participation
Rail Gate -9 North, Dankuni , Hoogly
3. Tiljala Society for Human & Education Development
28A SYED Amir Ali Avenue, 3rd floor , Kolkata-17

Subject :- Meeting for presentation of Innovative and special project under NULM Component

Sir/Madam,

We have received a proposal from your organization on Innovative and Special Project (I&SP) under National Urban Livelihood Mission.

A meeting has been convened with all such organization to present their proposal on 00.05.2017 at SUDA conference hall at 2 PM. All organizations are requested to attend the meeting with PowerPoint Presentation (maximum 15 minutes duration) to present during the meeting.

Yours faithfully,

Director, SUDA
&
Mission Director, WBSULM

রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ
 “ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

SUDA-85/2014 / ৩৫৭

22.02.2016

ক্রমিক নং

তারিখ

From : Director, SUDA

To : The Manager,
 State Bank of India,
 Salt Lake City, Kolkata - 700 091.

**Sub : Electronic Transfer of Fund debiting this office
 Current Account No. 34061121921.**

Innovative & Special Projects under NULM

Sir,

You are requested to kindly arrange for electronic transfer of funds as per details given below debiting the amounts from this office Current Account No. **34061121921** lying with your branch in respect of **Innovative & Special Projects under NULM.**

Sl. No.	Name of Payee	Amount (In Rs.)	Payees' Bank Details
01	Indian Institute of Cerebral Palsy	4,16,250/-	ICICI Bank Taratala A/C No. 128401000055 IFS Code. ICIC0001286
	TOTAL	4,16,250/-	
(Rupees Four Lakh Sixteen Thousand Two Hundred Fifty only)			

(M. Chatterjee)
 Joint Secretary
 M.A.Department, GOWB



(M.N.Pradhan)
 Director
 SUDA

1.1/ce
 22.02.16

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com

Account Section : 2358 6408

রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ
 “ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

SUDA-85/2014 / 357

ক্রমিক নং

22.02.2016

তারিখ

From : Director, SUDA

To : The Manager,
 State Bank of India,
 Salt Lake City, Kolkata - 700 091.

**Sub : Electronic Transfer of Fund debiting this office
 Current Account No. 34061121921.**

Innovative & Special Projects under NULM

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	TOTAL	4,16,250/-	
(Rupees Four Lakh Sixteen Thousand Two Hundred Fifty only)			

(M. Chatterjee)

Joint Secretary

M.A.Department, GOWB

(M.N.Pradhan)

Director

SUDA

22.02.16

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com

Account Section : 2358 6408



INDIAN INSTITUTE OF CEREBRAL PALSY

ESTD. 1974

P 35/1, Taratolla Road, Kolkata 700 088. Phone 2401 3488/0240/2347/2348
E mail: mail@iicpindia.org, Website: www.iicpindia.org

Patron:
His Excellency, Governor of West Bengal, Shri Keshari Nath Tripathi

Recipient of:
National Award for Best Institute for Disability - 2004

IICP/Projects/ NULM/2016

19 February, 2016

Shri M. K Rano
Joint Director
State Urban Development Authority
ILGUS Bhavan
HC Block
Sector III, Salt Lake
Kolkata

Dear Shri Rano

Ref: Project on Skill Development in Persons with Disability – a project by Indian Institute of Cerebral Palsy under the Innovative and Special Projects Component of NULM in collaboration with SULM (WBSULM/I & SP/2015/001)

I write with reference to your email dated 16 February. I was on leave thus the delay in responding to your request. With reference to the MOU signed on 30 November 2015 between Indian Institute of Cerebral Palsy (IICP), Kolkata and Mission Director, SULM West Bengal, I am happy to report that the work on the project in accordance with the approved activity plan has commenced and the milestones for the release of the 1st installment funds have been completed (see appended table and enclosed report).

The bank details are enclosed. I write to formally request the release of the 1st installment funds so that the training may commence.

With kind regards
Yours sincerely

Dr Reena Sen
Executive Director

Encls: As stated - 3 documents



ESTD. 1974

INDIAN INSTITUTE OF CEREBRAL PALSY

P 35/1, Taratolla Road, Kolkata 700 088. Phone 2401 3488/0240/2347/2348
E mail: mail@iicpindia.org, Website: www.iicpindia.org

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IICP/Projects/ NULM/2016

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HC Block
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Yours sincerely

Dr Reena Sen
Executive Director

Encls: As stated - 3 documents

Bank Account details for Fund transfer to IICP Account :

For transfer of fund in Indian Currency (₹)

Name of the Recipient : Indian Institute of Cerebral Palsy

Name of the Bank : ICICI Bank

Branch Name : Taratola Branch

Branch Address : P- 43 Taratola Road
Kolkata – 700 088

Account No : 128401000055

IFSC Code : ICIC0001286

MICR Code : 700229050

Installment No.	Milestones	% Payment	Amount (In Rs.)
Year-1			
Installment-1	Signing of Agreement with SUDA	-	-
	Visits to slums and to clients for procuring orders as per written records - DONE	0.57%	5000/-
	15 Trainee identification (Batch-I) - DONE	33.95%	2,96,250/-
	training of trainees, disbursement of stipends to the trainees for travel – Scheduled after receipt of funds		
	Completion of documentation including needs assessment and Procurement of Assistive devices for batch 1 (ASSESSMENTS IN PROGRESS)	6.88%	60,000/-
	Total	41.4%	3,61,250/-

Update of the work done till February 20th, 2016 for the SUDA project

During the month of January and February, 2016, 23 trainees have been identified for the SUDA project by ILCP in collaboration with its partner organisations. Families have been explained about the duration and type of training they would undergo. The list of Persons with Disabilities who have been identified is given below; **11 of these have been assessed and their names are marked in red.** Assessment will be conducted for all identified candidates.

List of trainees for SUDA project -2016 (1st year)

Sl.No	Name & address of the PWDs	Contact Number	Age	Sex	Type of Disability	Contact organization/ person
1	Tabasum Ara D/o Shamsad Ara 258 Nur Ali Basti, Santoshpur Kolkata 700066	9163427701/ 9748174016	22 yrs	F	Learning disability	Society for Indian Children's Welfare (SICW)
2	Parveen Khatoun C/O Abdul Amin H 125/G Shyamalal Lane Kolkata 700024	8017927376/ 7278691281	23 yrs.	F	Cerebral Palsy	Tomorrow's Foundation (TF)
3	Musarraff Hussain S/o Sakila Banu J 103, Gosia Lane Ram Nagar, Garden Reach Kolkata 700024	8420902031/ 7044316422	19 yrs.	M	Orthopaedically Handicapped	Tomorrow's Foundation (TF)
4	Biswajit Das S/o Gopal Das 1/H/11 Ramesh Dutta Street Kolkata 700006	9163906391	20 yrs.	M	Down's Syndrome	Ramakrishna Mission (RKM)
5	Supriti Ghosh D/o Partha Ghosh 107/1/E Tollygunj Road Kolkata 700026	9836183238	22 yrs.	F	Orthopaedically Handicapped	Tomorrow's Foundation (TF)
6	Sunita Ghosh M/o Supriti Ghosh 107/1/E Tollygunj Road Kolkata 700026		45 yrs	F	None	Tomorrow's Foundation (TF)
7	Pampi Roy C/o Kajal Biswas	9674492426	24 yrs.	F	Intellectual disability	Society for Indian Children's Welfare (SICW)

Sl.No	Name & address	Contact Number	Age	Sex	Diagnosis	Contact organization/ person
	Kolkata 700103					
19	Arbind Kr. Shaw C/o S.P. Shaw 19A Chetla Road Kolkata 700027	9163073953	20 yrs	M	MR	Rabi, IICP staff
20	Animesh Mukherjee c/o Pradip Mukherjee 19/E H/12 Goa Bagan street Kolkata 700006	8697849394	19 yrs	M	MR	Ramakrishna Mission (RKM)

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ

“ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

SUDA- 85/2014/ 348

ক্রমিক নং

19.02.2016

তারিখ

From: Director, SUDA &
Mission Director, WBSULM

To : Executive Director,
Institute of Cerebral Palsy
35/1 Taratala Road
Kolkata- 700 088

Sub: Approval of your project proposal under I&SP component of NULM

Sir,

We are pleased to inform you that Ministry of Housing & Urban Poverty Alleviation, GoI vide their letter No.K-14015/2/2015-UPA/FTS-12300 dated 29.12.2015 has communicated that the project proposal for Rs.8,72,500/- submitted by you under I&SP component of NULM has been sanctioned. As per your activity plan and estimated fund requirement, a sum of Rs.4,16,250/- has been released by the Ministry as 1st installment. The same is being processed for release from this end at an early date.

Yours faithfully,

WT
Director, SUDA
&

Mission Director, WBSULM

SUDA- 85/2014/ 348 /1

Copy for information to:-

Joint Secretary to Govt. of India, Ministry of Housing & Urban Poverty Alleviation

WT
Director, SUDA
&

Mission Director, WBSULM

No.K-14015/2/2015-UPA/ FTS - 12300
Government of India
Ministry of Housing & Urban Poverty Alleviation
(Urban Poverty Alleviation Division)

Nirman Bhawan, New Delhi.
Dated: 29th December, 2015.

To

The Pay & Accounts Officer (Sect.),
Ministry of Urban Development,
Nirman Bhawan, New Delhi.

Subject : Sanction of Innovative & Special Projects to be implemented by the State Government of West Bengal under National Urban Livelihoods Mission (NULM) during 2015 – 2016 – Reg.

Sir,

I am directed to convey the sanction of the President of India of a Innovative Project namely, Skill Development for Sustainable Income Generation, West Bengal under National Urban Livelihoods Mission (NULM) at a cost of **Rs. 8,72,500/- (Rupees Eight Lakh and Seventy Two Thousand Five Hundred only)** to be implemented by the State Urban Livelihoods Mission (SULM), Government of Wes Bengal during the year 2015-16, in the following manner:

Years	Milestones	Funds to be released (in Rs.)
Year 1:	47.70% to be released on approval of Project after signing the MoA between SULM and Indian Institute of Cerebral Palsy (IICP).	4,16,250
Year 2:	52.30% to be released in the beginning of Year 2 and on successfully achieving deliverables in Year 1.	4,56,250
TOTAL		8,72,500

2. Accordingly, the first installment of **Rs. 4,16,250/- (Rupees Four Lakh and Sixteen Thousand and Two Fifty only)** is hereby released to **State Urban Livelihoods Mission (SULM), Government of West Bengal**. The release of Grants-in-aid is governed by the following terms & conditions:-

- (i) The project will be completed in 2 years from the issue of this Government Sanction Letter. There will be no revision in the cost of the project.
- (ii) The funds will be utilized for implementation of the innovative project namely, Skill Development for Sustainable Income Generation, West Bengal as per the activity plan approved by the Project Approval Committee (PAC) of the Ministry of Housing and Urban Poverty Alleviation.
- (iii) If SULM, West Bengal does not utilize the amount for the purpose for which it is given, they will have to refund the same along with interest as per provision of GFR.

A. Anand

- (iv) The release of funds shall be subject to the milestones as per the approved activity plan.
- (v) SULM, West Bengal will submit Quarterly Progress Report (QPRs) of the project to this Ministry.
- (vi) The State Urban Livelihoods Mission (SULM), West Bengal will furnish the utilization certificate in respect of each installment as per the provisions of GFR-2005 and it will also furnish a consolidated UC in respect of the full amount of the grant after completion of the project.
- (vii) The next installment would be released on utilization of atleast 75% of the previous fund release, which would further be subject to the provisions of the rules 212(1) of GFRs, 2005 regarding submission of Utilization Certificates duly certified and stamped by the competent authority of SULM, West Bengal and achieving the milestone as per the approved activity plan.

3. The expenditure involved is debitale as under Major Head – 3475 – Other General Economic Services, Minor Head-00.108-Urban Oriented Employment Programme -05- National Urban Livelihoods Mission (NULM) 05.02- Special & Innovative Projects – 31 – Grants-in-aid (General) under Demand No. 58 for the year 2015-2016 of the Ministry of Housing & Urban Poverty Alleviation.

4. The amount of **Rs. 4,16,250/- (Rupees Four Lakh and Sixteen Thousand and Two Fifty only)** may be paid through e-payment, details as under:-

Bank Name & Details	: State Bank of India, DB-2, Sector-1, <u>Salt Lake City, Kolkata - 700064</u>
Bank A/c No	: 34061121921
Bank IFSC Code	: SBIN0001612
MICR Code	: 700002145

5. The Drawing and Disbursing officer of the Ministry of Urban Development will prepare bill for e-payment in favor of the payee as mentioned in para-1 above.

6. This issues with the concurrence of Finance Division vide their Diary No. **540/US(IFD)/FD/15 Dated 17.12.2015.**

7. This Sanction has been registered at Sl.No. **31** of the Sanction Register of UPA Section for the year 2015-16.

Yours faithfully,

A. Mittal
(Archana Mittal)
Director (UPA-I)

Tele. 011- 2306 2127

Copy to:-

- (1) Principal Secretary, Municipal Administration, 1st Floor Writers Building, Kolkata – 700001.
- (2) Director, State Urban Development Agency, H Block, Sector 3 Salt Lake, ILGUS Bhavan, Bidhan Nagar, Kolkata – 700106.
- (3) Accountant General of the West Bengal, Kolkata – 700106
- (4) The Principal Director of Audit, Economic & Service Ministries, AGCR Building, I.P.Estate, New Delhi-110 002.
- (5) Drawing & Disbursement Officer, M/o Urban Development, Section Officer (Admn II), Nirman Bhawan, New Delhi.
- (6) Finance Division, Ministry of HUPA, Nirman Bhawan, New Delhi.
- (7) Budget Section, Ministry of HUPA, Nirman Bhawan, New Delhi.
- (8) Guard File/Sanction Folder.

sd/-
(Archana Mittal)
Director (UPA-I)
Tele. 011- 2306 2127

[Click here to enable desktop notifications to](#)

Fwd: Letter regarding I&SP project of IICP, Kolkata under NULM

Starred

Sent Mail

Drafts (8)

More

Reena Sen

----- Forwarded message ----- From: Reena Sen <sen.reena@gmail.com>

Reena Sen

Dear Mr Sinha This is very helpful as now there should be a delay in the

Reena Sen <sen.reena@gmail.com>

to Asis, me, ANJALI, Amit

Mr M.K. Rano
Jt Director
SUDA

Dear Mr Rano

I am writing to find out about the status of our grant. My colleague Asis Ghose
hear you were unwell and hope you are better now. We have been receiving
seriously embarrassed about the stalemate.

I would make an earnest request for SUDA to release the funds for the first
Mr Sinha, so the work on this project may commence.

Regards
Dr Sen

[Click here to Reply, Reply to all, or Forward](#)

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Nirman Bhawan, New Delhi.

Dated: 29th December, 2015.

To

The Pay & Accounts Officer (Sect.),
Ministry of Urban Development,
Nirman Bhawan, New Delhi.

Subject : Sanction of Innovative & Special Projects to be implemented by the State Government of West Bengal under National Urban Livelihoods Mission (NULM) during 2015 – 2016 – Reg.

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(Archana Mittal)
Director (UPA-I)

Tele. 011- 2306 2127

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- (3) Accountant General of the West Bengal, Kolkata – 700106
- (4) The Principal Director of Audit, Economic & Service Ministries, AGCR Building, I.P.Estate, New Delhi-110 002.
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- (6) Finance Division, Ministry of HUPA, Nirman Bhawan, New Delhi.
- (7) Budget Section, Ministry of HUPA, Nirman Bhawan, New Delhi.
- (8) Guard File/Sanction Folder.

Sd/-

(Archana Mittal)

Director (UPA-I)

Tele. 011- 2306 2127

SP SECH BHAWAN 70009D
EW910675452IN
Counter No:1,UP-Code:16
To: A MITIAL.

FROM: BHAWAN, PIN: 110011
From: SUDA, KOL 106
Int: 145 for a/c.

Am: 40.00 : 01/12/2015 : 13:34

Taxes: Rs. 5.00 (Trade on www.indiapost.gov.in)



SP SECH BHAWAN 70009D
EW910675320IN
Counter No:1,UP-Code:16
To: D K AGARWAL.

FROM: BHAWAN, PIN: 110011
From: SUDA, KOL 106
Int: 145 for a/c.

Am: 53.00 : 01/12/2015 : 13:34

Taxes: Rs. 8.00 (Trade on www.indiapost.gov.in)



Passed for Payment Rs. 100/-

(Rupees One hundred

eight only)

Only to be debited towards Postal Charges

Finance Officer &
Ex-Officio Joint Director, Finance
STATE URBAN DEVELOPMENT AGENCY

1/12
01.12.15

সুডা

SUDA

রাজ্য নগর উন্নয়ন সংস্থা
STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ
“ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক নংSUDA-85/2014/...1626

তারিখ30.11.2015.....

From : Director, SUDA &
Mission Director, WBSULM

To : Shri B.K.Agarwal,
Joint Secretary to the Government of India,
Ministry of Housing & Urban Poverty Alleviation
Nirman Bhavan,
New Delhi – 110 011.

Sub: Memorandum of Agreement (MoA) signed between Indian Institute of Cerebral Palsy
and Mission Director SULM, West Bengal.

Ref : - Your office No K-14015/1/2015-UPA/FTS-12299.

Sir,

In pursuance of your letter mentioned above attached please find here with the original copy
of Memorandum of Agreement (MoA) signed between Indian Institute of Cerebral Palsy and
Mission Director SULM, West Bengal for your kind perusal and taking further necessary action from
your end.

Yours faithfully,

WT 30/11/15
Director, SUDA

&

Mission Director, WBSULM

SUDA-85/2014/ 1626/1(2)

30 .11.2015

Copy for information to:

1. Ms Archana Mittal, Director (UPA), Ministry of Housing and Urban Poverty
Alleviation, Govt. of India Nirman Bhavan, New Delhi.
2. Executive Director, Indian Institute of Cerebral Palsy.

*Recd De copy mof
By Hand Rakib Dargi
21/12/15*

WT 30/11/15
Director, SUDA

&

Mission Director, WBSULM

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com

রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ
 “ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক নং ...SUDA-85/2014/.....

তারিখ ...11.2015.....

From : Director, SUDA &
 Mission Director, WBSULM

To : Shri B.K.Agarwal,
 Joint Secretary to the Government of India,
 Ministry of Housing & Urban Poverty Alleviation
 Nirman Bhavan,
 New Delhi – 110 011.

Draft

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Yours faithfully,



Director, SUDA

&

Mission Director, WBSULM

SUDA-85/2014/

.11.2015

Copy for information to:

1. Ms Archana Mittal, ~~IAS~~, Director (UPA), Ministry of Housing and Urban Poverty
 Alleviation, Nirman Bhavan, New Delhi.

2. Executive Director, Indian Institute of Cerebral Palsy

Director, SUDA

&

Mission Director, WBSULM

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com

Account Section : 2358 6408



पश्चिमबङ्ग पश्चिम बंगाल WEST BENGAL

U 999715

Memorandum of Agreement (MoA)

Between

West Bengal State Urban Livelihoods Mission

And


Indian Institute of Cerebral Palsy (IICP)

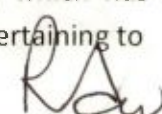
For implementation of the Project titled, 'Skill Development for Sustainable Income Generation, West Bengal' under Innovative & Special Projects (I&SP) of National Urban Livelihoods Mission (NULM)

AGREEMENT NUMBER : WBSULM/I&SP/2015/001

This agreement is signed on the 23rd day of November, 2015 between the following parties:

West Bengal State Urban Livelihoods Mission (WBSULM), (which expression shall, unless repugnant to the context of its meaning thereof, include its successors, nominees and assignees), located at ILGUS Bhawan, HC Block, Sector III, Salt Lake City, Kolkata -700106, which has the mandate of implementing and expediting Central, State and local sector schemes pertaining to


**MISSION DIRECTOR
WBSULM**


**Executive Director
INDIAN INSTITUTE OF CEREBRAL PALSY**

H102 17 NOV 2015

No. in
S. S. Smt.
Address
P. S.
Vendor

INDIAN INSTITUTE OF CEREBRAL PALSY
P- 35/1, Taratala Road,
KOLKATA-700088

Santosh Kr. Dey
ALIPUR POLICE COURT
Kolkata 27

urban development, local self government, housing and urban poverty alleviation, including the National Urban Livelihoods Mission in the State of West Bengal, hereafter referred to as the **First Party**;

AND

Indian Institute of Cerebral Palsy (IICP), (which expression shall, unless repugnant to the context of its meaning thereof, include its successors, nominees and assignees), located at P-35/1, Taratala Road, Kolkata - 700 088, is a national award winning NGO that offers multi-disciplinary services for persons with disability particularly cerebral palsy and training and capacity building initiatives for all groups related to the disability and development sector since 40 years, hereafter referred to as the **Second Party**;

The First Party and Second Party shall collectively be known as "**Parties**" to this agreement.

WHEREAS the **First Party** is responsible for implementation of the National Urban Livelihoods Mission in the State of **West Bengal**, in accordance with the requirements of the National Mission Directorate, National Urban Livelihoods Mission (NULM), Ministry of Housing & Urban Poverty Alleviation, Government of India;

AND WHEREAS the **Second Party** with expertise in the areas of multi-disciplinary services for persons with disability particularly cerebral palsy and training & capacity building initiatives for all groups related to the disability and development sector proposes the project to be implemented under the Innovative & Special Projects Component of the National Urban Livelihoods Mission (NULM) in the city of **Kolkata** in the State of West Bengal;

AND WHEREAS the **Parties** agree that the activities shall be undertaken without discrimination – direct or indirect, because of, but not limited to caste, race, ethnicity, religion or creed, status of nationality, political belief, gender, or handicapped status.

NOW THEREFORE, on the basis of mutual trust and in the spirit of mutual cooperation the parties have entered into this present Agreement.

1. **DEFINITIONS:** For the purpose of this Agreement, the following definitions shall apply:

- 1.1. "NULM" shall mean the National Urban Livelihoods Mission;
- 1.2. "NULM Mission Directorate" shall mean the implementation arm of NULM of the Government of India located within the Ministry of Housing and Urban Poverty Alleviation;
- 1.3. "Project Approval Committee" or "PAC" shall refer to the committee constituted under the Innovative & Special Projects (I&SP) component of NULM with the mandate to approve I&SP projects and recommend their sanction to NULM;
- 1.4. "West Bengal State Urban Livelihoods Mission (WBSULM)" shall mean the nodal office for implementation of NULM by the State Government of West Bengal located within the State Urban Development Agency (SUDA), Municipal Affairs Department, Government of West Bengal;



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- 1.5. "Implementing Agency" shall refer to the institution / agency responsible for implementing the project under the Innovative & Special Projects component of NULM and within the terms of this agreement, also referred to as the Second Party;
- 1.6. "Project" shall refer to the proposal approved by the PAC under the Innovative & Special Projects component of NULM;
- 1.7. "Expenditure" shall mean the sum of disbursements made and valid outstanding obligations incurred in respect of goods and services rendered;
- 1.8. "Assets" shall mean cash, supplies including physical assets such as constructions or purchased machinery and equipment purchased by the Second Party in the course of and with the funds of this Project;
- 1.9. "To advance" shall mean a transfer of Assets, the accounting of which must be rendered by the Second Party at a later date, as herein agreed upon between the Parties;
- 1.10. "Income" shall mean the interest on Project funds and all revenue derived from the use or sale of capital equipment, and from items purchased with funds provided by the First Party, or from revenues generated from Project outputs;
- 1.11. "Site" or "Sites" shall mean the city or cities where the Project will be implemented and agreed upon in the context of this Agreement;
- 1.12. "Reporting Quarter" shall mean a period of three (3) Reporting Months for which progress has to be reported through quarterly progress reports;
- 1.13. "Fiscal Year" shall refer to the period between 1st April of the first year and 31st March of the year immediately thereafter the first year;

2. PROJECT:

- 2.1. The Second Party, shall develop a detailed results-based framework for the Project subject to the terms and conditions mentioned in this agreement and Terms of Reference (ToR) attached as **Annexure I**;
- 2.2. The result-based framework shall be developed within 15 days of signing of this Agreement and approved by the WBSULM, within 15 days of submission. This framework shall be used to implement and monitor the project;
- 2.3. The Project will be implemented in Kolkata
- 2.4. The Project will be implemented by the Second Party in the sites mentioned in this Agreement;
- 2.5. The Second Party shall undertake, as per the conditions of this Agreement, the complete responsibility for the successful commissioning and implementation of the Project;
- 2.6. The Second Party shall designate its representative to act as a Nodal Person of the Project, in consultation with the WBSULM, who shall act as the overall coordinator of the Project and assume primary responsibility for all aspects of it;
- 2.7. The Second Party may be called upon by the NULM Mission Directorate and / or WBSULM for meetings at their respective Headquarters to discuss the progress of the Project and make presentations thereon;

3. DURATION :

- 3.1. This Agreement shall come into effect on 1st day of December, 2015 and shall be valid for a period of **Twenty four (24) months**.
- 3.2. This Agreement may be extended by mutual consent of all Parties in writing.



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4. **PAYMENTS :**

4.1. A total of Rs. **8,72,500 (Rupees Eight Lakh Seventy Two Thousand and Five Hundred only)** shall be paid to the Second Party by the First Party.

4.2. The payment will be made as per the following schedule:

Installment No.	Milestones	% Payment	Amount (In Rs.)
Year-1			
Installment-1	Signing of Agreement with SUDA	-	-
	Visits to slums and to clients for procuring orders as per written records	0.57%	5000/-
	15 Trainee identification (Batch-I) completed, training of trainees, disbursement of stipends to the trainees for travel	33.95%	2,96,250/-
	Completion of documentation including needs assessment and Procurement of Assistive devices for batch-I	6.88%	60,000/-
	Total	41.4%	3,61,250/-
Installment-2	Post training mentoring and disbursement of seed capital for batch-I	6.3%	55,000/-
	Total disbursement in 1st Year	47.70%	4,16,250/-
Year-2			
Installment-3	Post training mentoring batch-I trainees	2.30%	20,000/-
	Visits to slums and to clients for procuring Orders	0.57%	5,000/-
	15 Trainee identification (Batch-II) completed, training of trainees, disbursement of stipends to the trainees for travel	33.95%	2,96,250/-
	Completion of documentation including needs assessment and Procurement of Assistive devices for batch-II	6.88%	60,000/-
	Total	43.7%	3,81,250/-
Installment-4	Tracking EMI payment for Batch-1 and disbursement of seed capital for batch-II	5.73%	50,000/-
Installment-5	Post training mentoring of batch-I & II trainees.	2.87%	25,000/-
	Total disbursement in 2nd Year	52.30%	4,56,250/-
	Grand Total	100%	8,72,500/-

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- 4.3. The First Party shall ensure that payment of second and subsequent installments will be made subject to utilization of at least 75% of the payment released earlier and achievement of the milestones as explained in above table. The Second Party shall provide all necessary documentation, including Utilization Certificates, in the formats specified by the First Party as supporting proof of this fact.
- 4.4. The Second Party shall ensure that the funds provided are used for the purpose for which they were given and should not be mixed with other funds.
- 4.5. In the event of a breach regarding the terms and conditions of this Agreement, the First Party shall be entitled to withhold subsequent installments;
- 4.6. The interest amount accrued on the deposits of this Project fund in Bank at any Party level shall be treated as part of the Project fund and shall be utilized on Project activities only. Accordingly, the interest earned on funds should be shown separately and should be added to the available funds while claiming subsequent installments.

5. GENERAL PROVISIONS:

- 5.1. The Second Party shall implement the Project under this Agreement with due diligence and efficacy and with due regard to the judicious use of funds;
- 5.2. The Second Party shall act at all times so as to protect and not be in conflict with the interests of the First Party;
- 5.3. The First Party undertakes no responsibilities in respect of life, health, accident, travel or any other insurance coverage which may be necessary or desirable for the purpose of this Agreement or personnel performing services under this Agreement;
- 5.4. The Second Party shall be solely liable for the claims by the other parties arising from the negligent acts of the Second Party to admission in the course of implementing this Agreement and under no circumstances shall the First Party be held liable for such claims by other parties.
- 5.5. In the event that the Second Party defaults on the deliverables, the First Party shall be entitled to recover the funds advanced to the Second Party as per extant rules;

6. RECORD, INFORMATION AND REPORTS:

- 6.1. The Second Party shall keep accurate and up-to-date records and documents in respect of all expenditures incurred with the funds made available to it under this Agreement;
- 6.2. The Second Party shall ensure that all expenditure made is in conformity with the provisions of this Agreement and for each disbursement, adequate supporting documentation shall be maintained, including photographs, original invoices, bills, and receipts pertinent to the transaction;
- 6.3. The Second Party shall maintain a record of all Income and Assets generated under the project and make this record available to the other Parties of this Agreement on a demand basis;
- 6.4. The Second Party shall compile, furnish and make available to the First Party, any reasonable request in respect of the information and reports of services undertaken in the course of implementation of the Project by the Second Party;
- 6.5. Upon completion of the Project or Termination of the Agreement, the Second Party shall maintain all Project-related records for a period of at least four (4) years from the termination of the Agreement or completion of the Project;



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- 6.6. The Project will be monitored at the State level by the WBSULM. The Second Party will be required to submit duly filled quarterly progress reports to the WBSULM in formats prescribed by the WBSULM no later than seven (7) calendar days after the end of the Reporting Quarter;
- 6.7. On completion of the Project, the Second Party will be expected to submit a Project Completion Report no later than one (1) calendar month after termination of the project. Inter alia, this report will cover:
- 6.7.1. Achievements against the result-based framework of the Project;
 - 6.7.2. Impact assessment of the Project on the lives of the intended beneficiaries, including, where applicable, details of the improvement of their livelihood opportunities;
 - 6.7.3. Key learnings from implementation of the Project;
 - 6.7.4. Suggestions for sustainability of the Project in the Site mentioned in this Agreement;
 - 6.7.5. Suggestions for scaling-up the initiative;
 - 6.7.6. Recommendations for inclusion of the initiative within the wider policy and programme implementation of NULM;
 - 6.7.7. Audited statement of funds released for the project;
- 6.8. The Project will be monitored at the national level by the NULM Mission Directorate. The First Party will be required to submit duly filled quarterly progress reports to the NULM Mission Directorate in the prescribed format no later than 15 calendar days after the end of the Reporting Quarter;
- 6.9. The Parties agree that all records, information and reports generated by the Second Party in the course of implementing this Agreement will be the Intellectual Property of the NULM Mission Directorate and the permission to use any such material generated must be confirmed in writing by the NULM Mission Directorate;
- 6.10. The Second Party agrees to indemnify the NULM Mission Directorate and the First Party against all claims and damages for any infringement of any Intellectual Property Rights while providing their services under the activities covered under this Agreement;

7. **TERMINATION OF THIS AGREEMENT:**

- 7.1. This Agreement shall be deemed to be "Terminated" if the duration of the Agreement has ended without further extension of the period of the Agreement or if any of the Parties have terminated the agreement by mutual consent in writing subject to paragraph 7.2 of this Agreement;
- 7.2. If the Second Party terminates the Agreement in writing prior to the completion of the duration of the Agreement, the Agreement will be deemed to be "Terminated" only upon subsequent written confirmation of the same by the First Party
- 7.3. Upon such termination, the Second Party shall submit to the First Party all records, information and reports specified in Section 6 of this Agreement
- 7.4. None of the Parties to this Agreement shall be held responsible for non-fulfilment of their obligations under this Agreement due to the exigencies of one or more of **Force Majeure** events such as, but not limited to Floods, Earthquakes, Strikes, Lockouts, Epidemics, and Riots, provided that on the occurrence and cessation of such an event(s), the affected Parties shall give notice in writing to the other Parties within fifteen (15) calendar days of the occurrence and cessation of such an event(s). In such an event(s), the Parties will be expected to re-negotiate the timelines of this Agreement and agree upon the revised timelines in writing.

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8. **DISPUTE:** This Agreement shall be governed by the Laws of the India/West Bengal. In respect of all matters arising out of or relating to this Agreement, the courts at Kolkata shall have exclusive jurisdiction

IN WITNESS THEREOF the representatives of the Parties to this Agreement being fully authorized have hereunto signed in their respective names and have executed these present this 23rd day of November, 2015.

AUTHORSIED SIGNATORIES

For an on behalf of the State Government of West Bengal

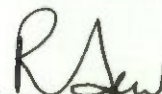
Through **West Bengal State Urban Livelihoods Mission (WBSULM), as the First Party**


Name: M. N. Pradhan (IAS)
Designation: State Mission Director, WBSULM,
Director, SUDA & ex-officio Additional
Secretary, Municipal Affairs Department,
Government of West Bengal

Seal:


MISSION DIRECTOR
WBSULM

For an on behalf of Indian Institute of Cerebral Palsy (IICP), *as the Second Party*

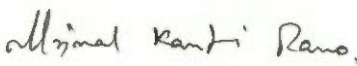

Name: Dr. Reena Sen
Designation: Executive Director, Indian Institute of
Cerebral Palsy

Seal:




In the presence of the following two witnesses

Witness 1 **MRINAL KANTI RANO**

Signature: 

Name : M. K. Rano, WBCS (Exe.)
Designation: Joint Director, SUDA
Seal:

Witness 2 **Asis Kumar Ghosh**

Signature: 

Name : Asis Kumar Ghosh
Designation: Deputy Director
Seal:



ANNEXURE 1: The Project Details including Terms of Reference

ANNEXURE – 1

Title of the Project: Skill Development for Sustainable Income Generation

Project Period: two years

About Indian Institute of Cerebral Palsy (IICP): The Implementing Agency (2nd Party)

1. BACKGROUND INFORMATION

Indian Institute of Cerebral Palsy (IICP) is a national award winning NGO that offers multi-disciplinary services for persons with disability particularly cerebral palsy and training and capacity building initiatives for all groups related to the disability and development sector. IICP's 40th year of service to the disability sector across the country commencing on 18 November 2014. IICP is the Recipient of Govt. of India (Ministry of Social Justice and Empowerment) National Award - 'Best Institute for Disability' 2004 and its Patron is HE The Governor of West Bengal

Regn. No: S/14532

FCRA Regn: 147120171

Registered Address: 35/1 Taratala Road, Kolkata 700088

Email: mail@iicpindia.org

Phone: (033) 2401-3337 (D), (033) 2401-0240/3488/2347 (PBX)

Fax: (033) 2401-4177

Website: www.iicpindia.org

PAN : AABTS5469G

Donor Exemption from

Income Tax : Under Section 80G

Name of Bank : ICICI Bank

Name of Branch : Taratala Road

Branch Code : 1286

Bank Address : P 43 Taratala Road, Kolkata, 700088

Bank Account Number : 128401000055

Nature of Accounts : Savings

MICR No. : 700229050

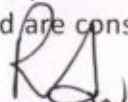
IFCS Code : ICIC0001286

Bank Phone No. : 3364501685

1.1 History, Mission and Vision

Indian Institute of Cerebral Palsy (IICP), a charitable (voluntary) organization, registered under the Societies Registration Act, has been offering specialized, comprehensive services for children and adults with Cerebral Palsy (CP) since 1974. It started as the West Bengal Spastics Society and was housed in temporary military barracks; in 1985 it moved to its custom made building on land provided on long lease, by the Kolkata Port Trust. Later it was called the Spastics Society of Eastern India (SSEI) reflecting its role as a catalyst for similar services in the region. In 1999, the Indian Institute of Cerebral Palsy (IICP) replaced SSEI to symbolize the national impact of the organization's activities.

IICP's **mission** is to work for equal rights and opportunities for persons with disabilities, particularly CP, and its **vision** is to facilitate an inclusive society in which diversity is valued, persons with disability are treated with respect, have full access to their constitutional rights and are consulted in all matters pertaining to their life.


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1.2 Focus of IICP's work

IICP's main focus is on the removal of barriers that prevent persons with CP and other neuro-motor disabilities of all ages from participating in all aspects of life and gaining access to human rights – the same as any other citizen of India.

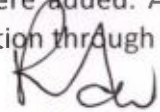
Cerebral Palsy is a developmental disability. Persons with CP have irreversible multiple disabilities due to brain damage that occurs before or during birth or in the early years of their life. This leads to difficulties in balance and coordination and often, other associated problems - speech and communication, learning, epilepsy, sensory loss. There is no cure but with intervention, access and opportunities children and adults with cerebral palsy can live a full and enriched life and participate actively in their family, community and society.

Some salient points:

- a) Over the years, IICP's services have been opened to other disabilities. The Early Intervention Clinic for infants aged 0-2 years includes all developmental disabilities; the Vocational Training Centre offers trade related training to adults with CP, intellectual disability, mild autism, low vision and hearing impairment. Community Based Services in partnership with other NGOs offer advice and guidance to persons with disability regardless of the type of disability or the age.
- b) In a 'reverse inclusion' approach the School Services includes children without disabilities from deprived economic backgrounds and the Vocational Training Centre's trade related training in catering, computers, printing and tea packing targets 70% adults with disability and 30% adults from deprived economic backgrounds.
- c) IICP has been working in Kolkata slums with the support of donors through an urban CBR project since 2000. At present IICP works in 79 sites in 67 Kolkata Municipal Corporation wards in partnership with NGOs providing direct services to persons with disability and their families, training to the field level workers and family members and creating awareness regarding their rights in the community. Partners comprise well respected NGOs including Ramakrishna Mission Lok Siksha Parishad, Narendrapur.
- d) A large number of adults with disability from under-served urban areas and low income homes have availed of vocational training programmes in IICP.

1.3 Vocational Training in IICP

- 1992: IICP set up its Vocational Training Centre. A market survey led to the formulation of trade related training in printing, catering and computers. Courses of four-six months duration in computer applications were offered in collaboration with Jadavpur University.
- 2009: Training in tea packing was started with the support of a tea company and with a small group of 8 trainees with varying degrees of disability and 3 mothers of children with cerebral palsy from very poor homes. Small stipends are paid and at present the team is packing tea for 4 tea companies including Andrew Yule and Co. and Goodricke Group Ltd.
- 2010: With the support of the Sir Dorabji Tata and Allied Trusts a three-year programme for 'Vocational training for Empowerment and Employment' commenced. The training syllabi for printing, catering and computer applications were structured into modular programmes and specific modules on employability and social skills and advocacy were added. A new course on Office Assistance in two modules was added. Continuing Education through IICP's



National Institute of Open Schooling Unit for adults pursuing vocational training and others solely focused on formal education was an integral part of the project.

- 2012: A partnership was forged with Enable India to focus on employment and training of trainers on Employability skills was conducted. Social skills and employability training was also conducted in collaboration with a Soft Skill consulting company, Mind-Tree.
- 2013: A two day training on Rural Livelihoods and interface with the National Rural Livelihoods Mission (NRLM) was conducted by Samir Ghosh, Social Analyst and Consultant, NRLM for the IICP Community Based Rehabilitation team, other IICP professionals and partners working in rural areas.
- 2014: The second three-year cycle of the Vocational Training for Employment and Empowerment supported by the SDTT and Allied Trusts commenced on 1 August.
- The above project that has commenced on 1 August includes a survey to identify markets and prospects for employment.

Details of the Project: Skill Development for Sustainable Income Generation

2. PROPOSED BENEFICIARIES, PROPOSAL CONCEPT AND PERCEIVED OUTCOMES

2.1. Proposed Beneficiaries 30 adults – approximately 70% of total number of trainees with disability (21); 30% without disabilities (9)

2.2 Proposal Concept

Objectives

1. The urban poor with a major focus on persons with disability will be trained in the Vocational Training Centre of IICP on:
 - a) Making paper bags and other packages of eco-friendly material (recycled fiber, paper, jute)
 - b) Packing tea: Two –pronged approach:
 - i) Trainees will be learning how to pack tea outsourced from tea companies, so no sales-related skills are involved in training.
 - ii) Trainees will be packing tea with a view to selling the packets so they will need input on sales, accounts, budgets and allied skills.
 - iii) Trainees with disability will comprise men and women with cerebral palsy, mild autism, specific learning difficulties, intellectual disabilities, low vision and hearing impairment; trainees with no disabilities will comprise family members or associates from the same neighbourhood who will support the trainee with disability.
2. A survey, referred to earlier (that will be conducted to identify markets for products, opportunities to do outsourced work and prospective open employment) will inform the identification of markets for this project.
3. Subsequent to the completion of training, IICP will issue certificates of completion.
4. The setting up of a family run or individual enterprise will be facilitated with support from IICP trainers for one-year to procure orders for packets of tea/paper bags/ other packages.


Executive Director

Support will be steadily and gradually faded out over the second year after completion of training.

5. A minimum of 2 self-help groups/group enterprises of 5 trainees and others who will act as facilitators per group will be formed with support from IICP trainers for one-year to procure a market for packets of tea/paper bags/ other packages. Support will be steadily and gradually faded out over the second year after completion of training.
6. Seed money will be used to support deserving family-run or individual enterprise/self-help groups to form the initial 'kitty'/ group enterprises to gain a kick-start; the monies will be returned after a specified period of time - with no interest. A committee will be set up to screen applications for seed money, make the selections and monitor the utilization.
7. Opportunities for formal education in IICP's National Institute of Open Schooling Unit will be provided for all those who wish to continue or take up study alongside vocational training.

Indicators of Achievement

Project Duration: 2 years

Year 1

- a) Meetings in low income housing areas and urban slums in will be conducted in partnership with IICP's community services partner NGOs to identify families with adults aged over 18 years - from low income groups and belonging to the below poverty line category; this would involve links with ASHA and ICDS workers
- b) Family based intervention and assessment of needs will lead to the selection of 15 trainees in consultation with the partner NGO and key resource persons in the community and KMC, pre-course interviews, functional assessments and provision of aids and appliances as required for trainees with physical disabilities/low vision/hearing impairment. A plan for utilization of training will be completed in consultation with the family.
- c) Survey data and visits to prospective clients will be made to identify shops, businesses and markets in select areas as defined above to procure orders for paper bags and other types of packaging.
- d) Training will be imparted for 2 hours a day, five days a week over 10 working months – this duration of training is necessary as persons with disabilities need a more structured method of teaching and training; the training will include 5-hours a week on social and employability skills and basic financial and marketing literacy programmes will be included for trainees with options to include a family member.
- e) Training on forming self-help groups, microfinance and entrepreneurship will be provided.
- f) Information about rights, entitlements and facilities available for persons with disability will be given and facilitation for procuring disability cards will be provided.
- g) Tea and other companies will be approached to ensure continuous supplies of tea and packaging orders for training on the job (IICP has close linkages with a range of tea and other companies).
- h) The IICP placement team will help the formation of family based enterprise/group enterprise/self-help group and will link the trained 15 adults with the 'clients' placing orders and will support the individuals/ group by (a) monitoring quality and (b) timely delivery of orders.
- i) Monthly visits will be made for the first six months; quarterly visits for the next six months.




Year 2

- a) Meetings in low income housing areas and urban slums in will be conducted in partnership with IICP's community services partner NGOs to identify families with adults aged over 18 years - from low income groups and belonging to the below poverty line category; this would involve links with ASHA and ICDS workers
- b) Family based intervention and assessment of needs will lead to the selection of 15 trainees in consultation with the partner NGO and key resource persons in the community and KMC, pre-course interviews, functional assessments and provision of aids and appliances as required for trainees with physical disabilities/low vision/hearing impairment. A plan for utilization of training will be completed in consultation with the family.
- c) Survey data and visits to prospective clients will be made to identify shops, businesses and markets in select areas as defined above to procure orders for paper bags and other types of packaging.
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- i) Monthly visits will be made for the first six months; quarterly visits for the next six months.

2.3. Perceived Outcomes

The outcome of the project would be at the individual level, family level and in the community level

- a) Individual level - learning a skill will lead to higher self-esteem and confidence building. The individual will obtain an opportunity to be a responsible and productive member of the family and society.
Measured by: numerical data of number of trainees, attendance, course work, certificates; before and after training assessment and profiles; comparative income levels during training and one year after training;
- b) Family level - alleviation of long term stress, worries and anxiety of family members and opportunity within the family and scope to demonstrate skills and talent of persons with disability to others. Better understanding within the family and outside.
Measured by: pre and post course interviews with key family members
- c) Community level - Increased visibility of the trained person in the larger community and change of others' perception.
Measured by number of self-help groups formed; community linkages; details of orders from the community
- d) Policy Level – this project will be innovative and informative for both policy makers and programmes about inclusive training and income generation


Executive Director

3. LINK WITH NULM, KMC AND INNOVATIVENESS

In sync with NULM guidelines, this project focuses on poor and marginalized persons from low income groups and living in low income housing and urban slums. It provides scope for marginalized persons with disability and others without disabilities but equally disadvantaged through poverty to develop skills with a potential to improve the quality of life. These skills will be then be used for purposes of generating sustainable livelihoods.

The innovativeness of this proposal lies in two major facts:

First, it is inclusive in that it is targeted at both persons with disability and persons without disability.

Second, it includes within the fold of social uplifting and mobility of a group with a history of discrimination and segregation leading to prejudice, pre-conceived notions and poor expectations and a complete disregard for potential productivity – adults with disability. Behind every person with a disability, there is a family that is also disabled through the ignorance and negative attitudes that prevail in the community. This project focuses on individuals but the impact will be far greater.

TOTAL BUDGET & BREAK UP:

Cost of training for each trainee of 30 trainees under NULM Project for 10 months:

Items	Rate per month	Costs for 10 months
Admission Charge		Rs.500
Annual Charge		Rs.1000
Monthly Fees	Rs.500	Rs.5000
Training Materials for all components		Rs.1500
Overhead Costs (a) Use of three rooms and common areas: 22 days a month	Rs.75	Rs.750
(b) Human Resources (Proportionate costs for the inputs of 1 Printing Instructor, 1 Special Educator, 1 Counsellor and 1 Tea Packaging Instructor, 1 guest lecturer)	Rs.600	Rs.6000
	Rs.1175	Rs.14750

TOTAL COST: Rs. 8, 72, 500/-

(in Rs.)

Visits for identifying trainees and/or procuring orders	10,000
30 trainees' cost of training @ Rs.14, 750*	4, 42,500
30 trainees' stipends for travel @ Rs.500 per month (10 months)	1, 50,000
Mobility/Communication aids @Rs.8000 x estimated 15 trainees with disability	1, 20,000
Seed Capital	1, 00,000
Post training mentoring	50,000
TOTAL	8,72,500

(in Rs.)

Yearly Release of Funds	
Year 1 (47.70%)	4,16,250
Year 2 (52.30%)	4,56,250

ACTIVITY PLAN AND MILESTONE OF FUND RELEASE SCHEDULE OF THE PROJECT

Proposed City: Kolkata

Total number of proposed trainees: 30

Duration: 2 years (1 year No Cost

Extension may be required)

Total Proposed budget: Rs 8,72,500/-

Time Line	Proposed Activity Plan	Expected Milestones for fund release	Schedule of Fund release requested	Expected Outcomes to be achieved at end of Quarter/ Approp timeline
1	2	3	4	5
Q1/ approp time line suitable to the programme	Project formalities to be set up regarding, accounting systems as per financial guidelines from SUDA/WBSULM and NULM.	Signing of Agreement with SUDA/WBSULM		Signed Agreement
Year 1 Month 1 Trainee Identification (Batch 1)	Visits to urban slums where IICP is working with partner NGOs will be made. Contact will be established with KMC councilors and meetings will be held with stakeholders. Contacts with clients for supply of tea for packing and orders for bags for training	Visits to slums and to clients for procuring orders as per written records	Rs.5000/- (0.57%)	List of visits made and details of processes 15 trainees' details
	15 trainees from low income family (10 persons with disability and 5 non- disabled persons from the family or community) will be identified. Family Demographic data (Income, occupation, education) to be obtained	Completion of Trainee identification with identifying information (wards, addresses)	Training costs @ Rs. 14, 750 x 15 trainee Rs. 2,21,250 (25.36%) Stipends for travel (15 trainees) Rs. 75,000 (8.60%)	Trainees' Demographic data Documentation for amount of stipend on basis of distance covered
Month 2 Profiling and Admission formalities	Documentation - Admission forms, assessment and profiling of trainees will be completed along with needs assessment of assistive devices. Briefing to the family about the objectives of the training and provisional future plan.	All documentation will be completed including needs assessment and price details for procurement of Assistive devices.	Cost of Assistive Devices Rs.60,000(6.88%)	Completed Profiles and admission forms and order/procurement details of assistive devices

Executive Director
INDIAN INSTITUTE OF CEREBRAL PAI SV

Time Line	Proposed Activity Plan	Expected Milestones for fund release	Schedule of Fund release requested	Expected Outcomes to be achieved at end of Quarter/ Approp timeline
1	2	3	4	5
<p>Months 3-12</p> <p>Provision of aids and appliances as per need</p> <p>Months 3-12</p> <p>10-months skill development training And functional literacy/Employability skill/Marketing skill.</p> <p>1 month Entrepreneurs hip Development Programme (EDP) and SHG training.</p> <p>Formation of 1 SHG and small enterprises.</p>	<p>Specific assistive devices will be procured.</p> <p>15 trainees will undertake 2 hours training x 5 days a week (excluding public holidays and Pujas)</p> <p>Course Diary will reflect daily records of training -</p> <p>1 hour - training on Functional Literacy/Employability skill/ Advocacy and Rights/Marketing skill/ SHG and EDP training</p> <p>1 hour - hands-on training on Making paper bags, envelopes, cloth bags, Sal-patapackets, tea packing and masala packing; learning to prepare tea and snacks made with local cheap ingredients.</p> <p>Visits to Communities for mentoring.</p> <p>Applications for Seed Capital to be submitted. Committee for Screening Seed Capital allocations and Disbursement to be formed.</p> <p>Seed money disbursal and signing of agreements.</p>	<p>Order Documents for Assistive Devices.</p> <p>Timetables, schedules, course materials, course diary, Individualized Training Plans and monthly progress reports</p> <p>Committee will meet for evaluating projects for Seed capital for Batch 1; Post training mentoring of Batch 1 trainees:</p>	<p>Post training mentoring Rs. 5,000 (0.57%)</p> <p>Seed Capital Rs. 50,000(5.73%)</p> <p>Total: Rs. 4,16,250 (47.70%)</p>	<p>Photographic evidence of assistive devices.</p> <p>Payment details for devices.</p> <p>Trainee Data and products</p> <p>Monthly Accounts statements</p> <p>Disbursement details of stipends</p> <p>Details of 1 SHG and Individual/group enterprise</p> <p>Visit Reports and Status of Income Generation Schemes</p>

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Executive Director

Time Line	Proposed Activity Plan	Expected Milestones for fund release	Schedule of Fund release requested	Expected Outcomes to be achieved at end of Quarter/ Approp timeline
1	2	3	4	5
Year 2 Month 1-2 Trainee Mentoring (Batch 1)	Batch 1 trainees' community income generation schemes start. Post training mentoring on a fortnightly, then monthly continues THROUGH THE YEAR	List of trainees and post training data of Income Generation Schemes	Post training mentoring Rs.20,000 (2.29%)	Trainees will be working in SHG or in individual/group enterprise Visit Reports
Trainee Identification (Batch 2)	Visits to urban slums where IICP is working with partner NGOs will be made. Contact will be established with KMC councilors and meetings will be held with stakeholders. Contacts with clients for supply of tea for packing and orders for bags for training	Visits to slums and to clients for procuring orders	Costs of Visits Rs 5,000 (0.57%)	Identification of 15 trainees
	15 trainees from low income family (10 persons with disability and 5 non- disabled persons from the family or community) will be identified. Family Demographic data (Income, occupation, education) to be obtained	Trainee identification will be completed with details of ward, location, addresses	Training costs @ Rs. 14, 750 x 15 trainee Rs. 2,21,250 (25.36%) Stipends for travel (15 trainees) Rs. 75,000 (8.60%)	Trainee Data Documentation for stipend on basis of distance covered
Month 2 Batch 2: profiling and Admission formalities	Documentation - Admission forms, assessment and profiling of trainees will be completed Briefing to the family about the objectives of the training and provisional future plan.	All documentation will be completed including needs assessment and price details for procurement of Assistive devices.	Cost of Assistive Devices Rs.60,000 (6.88%)	Completed Profiles and admission forms and order/procurement details of assistive devices
Months 3-12 Post training mentoring Batch 1	Post training mentoring for Batch 1 trainees as stated earlier			Visit report and status of Income Generation Schemes
Batch 2: Provision of aids and appliances for trainees with disability as per need	Specific assistive devices as recommended by IICP team will be procured/ordered	Order Documents for Assistive Devices		Photographic evidence of assistive devices Payment Details of Devices

Time Line	Proposed Activity Plan	Expected Milestones for fund release	Schedule of Fund release requested	Expected Outcomes to be achieved at end of Quarter/ Approp timeline
1	2	3	4	5
Batch 2: 10 month skill development training And functional literacy/Employability skill/Marketing skill. 1 month Entrepreneurs hip Development Programme (EDP) and SHG training	15 trainees will undergo 2 hours training x 5 days a week (excluding public holidays and <i>Pujas</i>) Course Diary will reflect daily records of training - 1 hour - training on Functional Literacy/Employability skill/ Advocacy and Rights/Marketing skill/ SHG and EDP training 1 hour - hands-on training on Making paper bags, envelopes, cloth bags, Sal-pata packets, tea packing and <i>masala</i> packing; learning to prepare tea and snacks made with local cheap ingredients.	Timetables, schedules, course materials, course diary, Individualized Training Plans and monthly progress reports		Training Data of 15 trainees and products Monthly Accounts statements Disbursement of Stipends Details of 1 SHG and individual /group enterprises
Formation of 1 SHG and small enterprises	Visits to Communities for mentoring. Applications for Seed Capital to be submitted. Committee for Screening Seed Capital allocations and Disbursement to be formed. Seed money disbursal and signing of agreements. Interim and Final Report with audited accounts	Committee will meet for tracking EMI payments for Batch 1 and disbursal of Seed capital for Batch 2 on the basis of Projects and EMI agreements Post training mentoring of Batch 1 and 2 trainees	Seed Capital Rs. 50,000 (5.73%) Post training mentoring Rs.25,000 (2.87%) Total Rs. 4,56, 250/- (52.30%)	List of Income Generation Projects in the Community with location and other details and fund disbursal EMI payments Visit reports and status of Income Generation Schemes
Year 3	No-cost extension with remaining project funds and EMI payments of seed money for monitoring of Batch 1 and 2 income generation enterprises	Monthly Visit to Community for Continued links with Batch 1 and Batch 2 trainees Quarterly visits will continue for Batch 2 trainees to track repayment of seed money according to the agreements. This money will be returned as per instructions from SUDA. Final review and reporting and decision regarding future links	NONE	Trainees should be included In Community Based Income Generation Schemes

OUTCOME OF THE PROJECT:

1. Training of 30 individual in 2 years
2. Minimum 4 Group/Individual enterprises in 2 years
3. 2 SHG at the end of 2 years


 Executive Director
 INDIAN INSTITUTE OF CEREBRAL PALSY

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ
 “ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক নং ...SUDA ৪৫/২০১৪/১৫৩২

তারিখ ৪/১১/১৫

To
 Dr Reena Sen
 Executive Director,
 Indian Institute of Cerebral Palsy,
 35/1 Taratala Road,
 Kolkata - 700088

Sub: Signing of MoA for the Project - Skill Development for Sustainable Income Generation

**Ref: Ministry of Housing & Urban Poverty Alleviation, Government of India sanction letter
 No. K-14015/1/2015-UPA/FTS-12299 dated 07.09.2015**

Madam,

Apropos the captioned subject and reference, this is to inform you that Government of India has sanctioned your project titled - Skill Development for Sustainable Income Generation under I&SP Component of NULM with a total cost of Rs. 8,72,500/- for the period of 2 years.

In this connection, you are requested to come to SUDA on 23/11/2015 at 11 AM alongwith one witness and official seal for signing the Memorandum of Agreement (MoA), so that we can claim the fund from Government of India at the earliest. A draft MoA is **enclosed** for your ready reference.

Your early confirmation is solicited.

Yours faithfully

WT 21/11/2015
 (M. N. Pradhan)

State Mission Director, WBSULM
 & Director, SUDA

Enclo: As stated above

Draft

49

Memo No.

Date:

To
Dr Reena Sen
Executive Director,
Indian Institute of Cerebral Palsy,
35/1 Taratala Road,
Kolkata - 700088

Sub: Signing of MoA for the Project - Skill Development for Sustainable Income Generation

**Ref: Ministry of Housing & Urban Poverty Alleviation, Government of India sanction letter
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Your early confirmation is solicited.

Yours faithfully

(M. N. Pradhan)
State Mission Director, WBSULM
& Director, SUDA

Enclo: As stated above

Memorandum of Agreement (MoA)
Between
West Bengal State Urban Livelihoods Mission
And
Indian Institute of Cerebral Palsy (IICP)

For implementation of the Project titled, '**Skill Development for Sustainable Income Generation, West Bengal**' under Innovative & Special Projects (I&SP) of National Urban Livelihoods Mission (NULM)

AGREEMENT NUMBER : WBSULM/I&SP/2015/001

AGREEMENT NUMBER : WBSULM/I&SP/2015/001

This agreement is signed on the 23rd day of November, 2015 between the following parties:

West Bengal State Urban Livelihoods Mission (WBSULM), (which expression shall, unless repugnant to the context of its meaning thereof, include its successors, nominees and assignees), located at ILGUS Bhawan, HC Block, Sector III, Salt Lake City, Kolkata -700106, which has the mandate of implementing and expediting Central, State and local sector schemes pertaining to urban development, local self government, housing and urban poverty alleviation, including the National Urban Livelihoods Mission in the State of West Bengal, hereafter referred to as the **First Party**;

AND

Indian Institute of Cerebral Palsy (IICP), (which expression shall, unless repugnant to the context of its meaning thereof, include its successors, nominees and assignees), located at P-35/1, Taratala Road, Kolkata - 700 088, is a national award winning NGO that offers multi-disciplinary services for persons with disability particularly cerebral palsy and training and capacity building initiatives for all groups related to the disability and development sector since 40 years, hereafter referred to as the **Second Party**;

The First Party and Second Party shall collectively be known as "**Parties**" to this agreement.

WHEREAS the **First Party** is responsible for implementation of the National Urban Livelihoods Mission in the State of **West Bengal**, in accordance with the requirements of the National Mission Directorate, National Urban Livelihoods Mission (NULM), Ministry of Housing & Urban Poverty Alleviation, Government of India;

AND WHEREAS the **Second Party** with expertise in the areas of multi-disciplinary services for persons with disability particularly cerebral palsy and training & capacity building initiatives for all groups related to the disability and development sector proposes the project to be implemented under the Innovative & Special Projects Component of the National Urban Livelihoods Mission (NULM) in the city of **Kolkata** in the State of West Bengal;

AND WHEREAS the **Parties** agree that the activities shall be undertaken without discrimination – direct or indirect, because of, but not limited to caste, race, ethnicity, religion or creed, status of nationality, political belief, gender, or handicapped status.

NOW THEREFORE, on the basis of mutual trust and in the spirit of mutual cooperation the parties have entered into this present Agreement.

1. **DEFINITIONS:** For the purpose of this Agreement, the following definitions shall apply:

- 1.1. "NULM" shall mean the National Urban Livelihoods Mission;
- 1.2. "NULM Mission Directorate" shall mean the implementation arm of NULM of the Government of India located within the Ministry of Housing and Urban Poverty Alleviation;
- 1.3. "Project Approval Committee" or "PAC" shall refer to the committee constituted under the Innovative & Special Projects (I&SP) component of NULM with the mandate to approve I&SP projects and recommend their sanction to NULM;

- 1.4. "West Bengal State Urban Livelihoods Mission (WBSULM)" shall mean the nodal office for implementation of NULM by the State Government of West Bengal located within the State Urban Development Agency (SUDA), Municipal Affairs Department, Government of West Bengal;
- 1.5. "Implementing Agency" shall refer to the institution / agency responsible for implementing the project under the Innovative & Special Projects component of NULM and within the terms of this agreement, also referred to as the Second Party;
- 1.6. "Project" shall refer to the proposal approved by the PAC under the Innovative & Special Projects component of NULM;
- 1.7. "Expenditure" shall mean the sum of disbursements made and valid outstanding obligations incurred in respect of goods and services rendered;
- 1.8. "Assets" shall mean cash, supplies including physical assets such as constructions or purchased machinery and equipment purchased by the Second Party in the course of and with the funds of this Project;
- 1.9. "To advance" shall mean a transfer of Assets, the accounting of which must be rendered by the Second Party at a later date, as herein agreed upon between the Parties;
- 1.10. "Income" shall mean the interest on Project funds and all revenue derived from the use or sale of capital equipment, and from items purchased with funds provided by the First Party, or from revenues generated from Project outputs;
- 1.11. "Site" or "Sites" shall mean the city or cities where the Project will be implemented and agreed upon in the context of this Agreement;
- 1.12. "Reporting Quarter" shall mean a period of three (3) Reporting Months for which progress has to be reported through quarterly progress reports;
- 1.13. "Fiscal Year" shall refer to the period between 1st April of the first year and 31st March of the year immediately thereafter the first year;

2. PROJECT:

- 2.1. The Second Party, shall develop a detailed results-based framework for the Project subject to the terms and conditions mentioned in this agreement and Terms of Reference (ToR) attached as **Annexure I**;
- 2.2. The result-based framework shall be developed within 15 days of signing of this Agreement and approved by the WBSULM, within 15 days of submission. This framework shall be used to implement and monitor the project;
- 2.3. The Project will be implemented in Kolkata
- 2.4. The Project will be implemented by the Second Party in the sites mentioned in this Agreement;
- 2.5. The Second Party shall undertake, as per the conditions of this Agreement, the complete responsibility for the successful commissioning and implementation of the Project;
- 2.6. The Second Party shall designate its representative to act as a Nodal Person of the Project, in consultation with the WBSULM, who shall act as the overall coordinator of the Project and assume primary responsibility for all aspects of it;
- 2.7. The Second Party may be called upon by the NULM Mission Directorate and / or WBSULM for meetings at their respective Headquarters to discuss the progress of the Project and make presentations thereon;

3. **DURATION :**

- 3.1. This Agreement shall come into effect on 1st day of December, 2015 and shall be valid for a period of **Twenty four (24) months**.
- 3.2. This Agreement may be extended by mutual consent of all Parties in writing.

4. **PAYMENTS :**

- 4.1. A total of Rs. **8,72,500 (Rupees Eight Lakh Seventy Two Thousand and Five Hundred only)** shall be paid to the Second Party by the First Party.
- 4.2. The payment will be made as per the following schedule:

Installment No.	Milestones	% Payment	Amount (In Rs.)
Year-1			
Installment-1	Signing of Agreement with SUDA	-	-
	Visits to slums and to clients for procuring orders as per written records	0.57%	5000/-
	15 Trainee identification (Batch-I) completed, training of trainees, disbursement of stipends to the trainees for travel	33.95%	2,96,250/-
	Completion of documentation including needs assessment and Procurement of Assistive devices for batch-I	6.88%	60,000/-
	Total	41.4%	3,61,250/-
Installment-2	Post training mentoring and disbursement of seed capital for batch-I	6.3%	55,000/-
	Total disbursement in 1st Year	47.70%	4,16,250/-
Installment No.	Milestones	% Payment	Amount (In Rs.)
Year-2			
Installment-3	Post training mentoring batch-I trainees	2.30%	20,000/-
	Visits to slums and to clients for procuring Orders	0.57%	5,000/-
	15 Trainee identification (Batch-II) completed, training of trainees, disbursement of stipends to the trainees for travel	33.95%	2,96,250/-
	Completion of documentation including needs assessment and Procurement of Assistive devices for batch-II	6.88%	60,000/-
	Total	43.7%	3,81,250/-
Installment-4	Tracking EMI payment for Batch-1 and disbursement of seed capital for batch-II	5.73%	50,000/-
Installment-5	Post training mentoring of batch-I & II trainees.	2.87%	25,000/-
	Total disbursement in 2nd Year	52.30%	4,56,250/-
	Grand Total	100%	8,72,500/-

- 4.3. The First Party shall ensure that payment of second and subsequent installments will be made subject to utilization of at least 75% of the payment released earlier and achievement of the milestones as explained in above table. The Second Party shall provide all necessary documentation, including Utilization Certificates, in the formats specified by the First Party as supporting proof of this fact.
- 4.4. The Second Party shall ensure that the funds provided are used for the purpose for which they were given and should not be mixed with other funds.
- 4.5. In the event of a breach regarding the terms and conditions of this Agreement, the First Party shall be entitled to withhold subsequent installments;
- 4.6. The interest amount accrued on the deposits of this Project fund in Bank at any Party level shall be treated as part of the Project fund and shall be utilized on Project activities only. Accordingly, the interest earned on funds should be shown separately and should be added to the available funds while claiming subsequent installments.

5. GENERAL PROVISIONS:

- 5.1. The Second Party shall implement the Project under this Agreement with due diligence and efficacy and with due regard to the judicious use of funds;
- 5.2. The Second Party shall act at all times so as to protect and not be in conflict with the interests of the First Party;
- 5.3. The First Party undertakes no responsibilities in respect of life, health, accident, travel or any other insurance coverage which may be necessary or desirable for the purpose of this Agreement or personnel performing services under this Agreement;
- 5.4. The Second Party shall be solely liable for the claims by the other parties arising from the negligent acts of the Second Party to admission in the course of implementing this Agreement and under no circumstances shall the First Party be held liable for such claims by other parties.
- 5.5. In the event that the Second Party defaults on the deliverables, the First Party shall be entitled to recover the funds advanced to the Second Party as per extant rules;

6. RECORD, INFORMATION AND REPORTS:

- 6.1. The Second Party shall keep accurate and up-to-date records and documents in respect of all expenditures incurred with the funds made available to it under this Agreement;
- 6.2. The Second Party shall ensure that all expenditure made is in conformity with the provisions of this Agreement and for each disbursement, adequate supporting documentation shall be maintained, including photographs, original invoices, bills, and receipts pertinent to the transaction;
- 6.3. The Second Party shall maintain a record of all Income and Assets generated under the project and make this record available to the other Parties of this Agreement on a demand basis;
- 6.4. The Second Party shall compile, furnish and make available to the First Party, any reasonable request in respect of the information and reports of services undertaken in the course of implementation of the Project by the Second Party;
- 6.5. Upon completion of the Project or Termination of the Agreement, the Second Party shall maintain all Project-related records for a period of at least four (4) years from the termination of the Agreement or completion of the Project;
- 6.6. The Project will be monitored at the State level by the WBSULM. The Second Party will be required to submit duly filled quarterly progress reports to the WBSULM in

formats prescribed by the WBSULM no later than seven (7) calendar days after the end of the Reporting Quarter;

- 6.7. On completion of the Project, the Second Party will be expected to submit a Project Completion Report no later than one (1) calendar month after termination of the project. Inter alia, this report will cover:
 - 6.7.1. Achievements against the result-based framework of the Project;
 - 6.7.2. Impact assessment of the Project on the lives of the intended beneficiaries, including, where applicable, details of the improvement of their livelihood opportunities;
 - 6.7.3. Key learnings from implementation of the Project;
 - 6.7.4. Suggestions for sustainability of the Project in the Site mentioned in this Agreement;
 - 6.7.5. Suggestions for scaling-up the initiative;
 - 6.7.6. Recommendations for inclusion of the initiative within the wider policy and programme implementation of NULM;
 - 6.7.7. Audited statement of funds released for the project;
- 6.8. The Project will be monitored at the national level by the NULM Mission Directorate. The First Party will be required to submit duly filled quarterly progress reports to the NULM Mission Directorate in the prescribed format no later than 15 calendar days after the end of the Reporting Quarter;
- 6.9. The Parties agree that all records, information and reports generated by the Second Party in the course of implementing this Agreement will be the Intellectual Property of the NULM Mission Directorate and the permission to use any such material generated must be confirmed in writing by the NULM Mission Directorate;
- 6.10. The Second Party agrees to indemnify the NULM Mission Directorate and the First Party against all claims and damages for any infringement of any Intellectual Property Rights while providing their services under the activities covered under this Agreement;

7. TERMINATION OF THIS AGREEMENT:

- 7.1. This Agreement shall be deemed to be "Terminated" if the duration of the Agreement has ended without further extension of the period of the Agreement or if any of the Parties have terminated the agreement by mutual consent in writing subject to paragraph 7.2 of this Agreement;
- 7.2. If the Second Party terminates the Agreement in writing prior to the completion of the duration of the Agreement, the Agreement will be deemed to be "Terminated" only upon subsequent written confirmation of the same by the First Party
- 7.3. Upon such termination, the Second Party shall submit to the First Party all records, information and reports specified in Section 6 of this Agreement
- 7.4. None of the Parties to this Agreement shall be held responsible for non-fulfilment of their obligations under this Agreement due to the exigencies of one or more of **Force Majeure** events such as, but not limited to Floods, Earthquakes, Strikes, Lockouts, Epidemics, and Riots, provided that on the occurrence and cessation of such an event(s), the affected Parties shall give notice in writing to the other Parties within fifteen (15) calendar days of the occurrence and cessation of such an event(s). In such an event(s), the Parties will be expected to re-negotiate the timelines of this Agreement and agree upon the revised timelines in writing.

8. **DISPUTE:** This Agreement shall be governed by the Laws of the India/West Bengal. In respect of all matters arising out of or relating to this Agreement, the courts at Kolkata shall have exclusive jurisdiction

IN WITNESS THEREOF the representatives of the Parties to this Agreement being fully authorized have hereunto signed in their respective names and have executed these present this 23rd day of November, 2015.

AUTHORSIED SIGNATORIES

For an on behalf of the State Government of West Bengal

Through **West Bengal State Urban Livelihoods Mission (WBSULM), as the First Party**

 Name: M. N. Pradhan (IAS)
 Designation: State Mission Director, WBSULM,
 Director, SUDA & ex-officio Additional
 Secretary, Municipal Affairs Department,
 Government of West Bengal
 Seal:

For an on behalf of **Indian Institute of Cerebral Palsy (IICP), as the Second Party**

 Name: Dr. Reena Sen
 Designation: Executive Director, Indian Institute of
 Cerebral Palsy
 Seal:

In the presence of the following two witnesses

Witness 1

Witness 2

Signature:

Signature:

Name : M. K. Rano, WBCS (Exe.)

Name :

Designation: Joint Director, SUDA

Designation:

Seal:

Seal:

ANNEXURE 1: The Project Details including Terms of Reference

ANNEXURE – 1

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Title of the Project: Skill Development for Sustainable Income Generation

Project Period: two years

About Indian Institute of Cerebral Palsy (IICP): The Implementing Agency (2nd Party)

1. BACKGROUND INFORMATION

Indian Institute of Cerebral Palsy (IICP) is a national award winning NGO that offers multi-disciplinary services for persons with disability particularly cerebral palsy and training and capacity building initiatives for all groups related to the disability and development sector. IICP's 40th year of service to the disability sector across the country commencing on 18 November 2014. IICP is the Recipient of Govt. of India (Ministry of Social Justice and Empowerment) National Award - 'Best Institute for Disability' 2004 and its Patron is HE The Governor of West Bengal

Regn. No: S/14532

FCRA Regn: 147120171

Registered Address: 35/1 Taratala Road, Kolkata 700088

Email: mail@iicpindia.org

Phone: (033) 2401-3337 (D), (033) 2401-0240/3488/2347 (PBX)

Fax: (033) 2401-4177

Website: www.iicpindia.org

PAN : AABTS5469G

Donor Exemption from

Income Tax : Under Section 80G

Name of Bank : ICICI Bank

Name of Branch : Taratala Road

Branch Code : 1286

Bank Address : P 43 Taratala Road, Kolkata, 700088

Bank Account Number : 128401000055

Nature of Accounts : Savings

MICR No. : 700229050

IFCS Code : ICIC0001286

Bank Phone No. : 3364501685

1.1 History, Mission and Vision

Indian Institute of Cerebral Palsy (IICP), a charitable (voluntary) organization, registered under the Societies Registration Act, has been offering specialized, comprehensive services for children and adults with Cerebral Palsy (CP) since 1974. It started as the West Bengal Spastics Society and was housed in temporary military barracks; in 1985 it moved to its custom made building on land provided on long lease, by the Kolkata Port Trust. Later it was called the Spastics Society of Eastern India (SSEI) reflecting its role as a catalyst for similar services in the region. In 1999, the Indian Institute of Cerebral Palsy (IICP) replaced SSEI to symbolize the national impact of the organization's activities.

IICP's **mission** is to work for equal rights and opportunities for persons with disabilities, particularly CP, and its **vision** is to facilitate an inclusive society in which diversity is valued, persons with disability are treated with respect, have full access to their constitutional rights and are consulted in all matters pertaining to their life.

1.2 Focus of IICP's work

IICP's main focus is on the removal of barriers that prevent persons with CP and other neuro-motor disabilities of all ages from participating in all aspects of life and gaining access to human rights – the same as any other citizen of India.

Cerebral Palsy is a developmental disability. Persons with CP have irreversible multiple disabilities due to brain damage that occurs before or during birth or in the early years of their life. This leads to difficulties in balance and coordination and often, other associated problems - speech and communication, learning, epilepsy, sensory loss. There is no cure but with intervention, access and opportunities children and adults with cerebral palsy can live a full and enriched life and participate actively in their family, community and society.

Some salient points:

- a) Over the years, IICP's services have been opened to other disabilities. The Early Intervention Clinic for infants aged 0-2 years includes all developmental disabilities; the Vocational Training Centre offers trade related training to adults with CP, intellectual disability, mild autism, low vision and hearing impairment. Community Based Services in partnership with other NGOs offer advice and guidance to persons with disability regardless of the type of disability or the age.
- b) In a 'reverse inclusion' approach the School Services includes children without disabilities from deprived economic backgrounds and the Vocational Training Centre's trade related training in catering, computers, printing and tea packing targets 70% adults with disability and 30% adults from deprived economic backgrounds.
- c) IICP has been working in Kolkata slums with the support of donors through an urban CBR project since 2000. At present IICP works in 79 sites in 67 Kolkata Municipal Corporation wards in partnership with NGOs providing direct services to persons with disability and their families, training to the field level workers and family members and creating awareness regarding their rights in the community. Partners comprise well respected NGOs including Ramakrishna Mission Lok Siksha Parishad, Narendrapur.
- d) A large number of adults with disability from under-served urban areas and low income homes have availed of vocational training programmes in IICP.

1.3 Vocational Training in IICP

- 1992: IICP set up its Vocational Training Centre. A market survey led to the formulation of trade related training in printing, catering and computers. Courses of four-six months duration in computer applications were offered in collaboration with Jadavpur University.
- 2009: Training in tea packing was started with the support of a tea company and with a small group of 8 trainees with varying degrees of disability and 3 mothers of children with cerebral palsy from very poor homes. Small stipends are paid and at present the team is packing tea for 4 tea companies including Andrew Yule and Co. and Goodricke Group Ltd.
- 2010: With the support of the Sir Dorabji Tata and Allied Trusts a three-year programme for 'Vocational training for Empowerment and Employment' commenced. The training syllabi for printing, catering and computer applications were structured into modular programmes and specific modules on employability and social skills and advocacy were added. A new course on Office Assistance in two modules was added. Continuing Education through IICP's National Institute of Open Schooling Unit for adults pursuing vocational training and others solely focused on formal education was an integral part of the project.

- 2012: A partnership was forged with Enable India to focus on employment and training of trainers on Employability skills was conducted. Social skills and employability training was also conducted in collaboration with a Soft Skill consulting company, Mind-Tree.
- 2013: A two day training on Rural Livelihoods and interface with the National Rural Livelihoods Mission (NRLM) was conducted by Samir Ghosh, Social Analyst and Consultant, NRLM for the IICP Community Based Rehabilitation team, other IICP professionals and partners working in rural areas.
- 2014: The second three-year cycle of the Vocational Training for Employment and Empowerment supported by the SDTT and Allied Trusts commenced on 1 August.
- The above project that has commenced on 1 August includes a survey to identify markets and prospects for employment.

Details of the Project: Skill Development for Sustainable Income Generation

2. PROPOSED BENEFICIARIES, PROPOSAL CONCEPT AND PERCEIVED OUTCOMES

2.1. Proposed Beneficiaries 30 adults – approximately 70% of total number of trainees with disability (21); 30% without disabilities (9)

2.2 Proposal Concept

Objectives

1. The urban poor with a major focus on persons with disability will be trained in the Vocational Training Centre of IICP on:
 - a) Making paper bags and other packages of eco-friendly material (recycled fiber, paper, jute)
 - b) Packing tea: Two –pronged approach:
 - i) Trainees will be learning how to pack tea outsourced from tea companies, so no sales-related skills are involved in training.
 - ii) Trainees will be packing tea with a view to selling the packets so they will need input on sales, accounts, budgets and allied skills.
 - iii) Trainees with disability will comprise men and women with cerebral palsy, mild autism, specific learning difficulties, intellectual disabilities, low vision and hearing impairment; trainees with no disabilities will comprise family members or associates from the same neighbourhood who will support the trainee with disability.
2. A survey, referred to earlier (that will be conducted to identify markets for products, opportunities to do outsourced work and prospective open employment) will inform the identification of markets for this project.
3. Subsequent to the completion of training, IICP will issue certificates of completion.
4. The setting up of a family run or individual enterprise will be facilitated with support from IICP trainers for one-year to procure orders for packets of tea/paper bags/ other packages. Support will be steadily and gradually faded out over the second year after completion of training.

5. A minimum of 2 self-help groups/group enterprises of 5 trainees and others who will act as facilitators per group will be formed with support from IICP trainers for one-year to procure a market for packets of tea/paper bags/ other packages. Support will be steadily and gradually faded out over the second year after completion of training.
6. Seed money will be used to support deserving family-run or individual enterprise/self-help groups to form the initial 'kitty'/ group enterprises to gain a kick-start; the monies will be returned after a specified period of time - with no interest. A committee will be set up to screen applications for seed money, make the selections and monitor the utilization.
7. Opportunities for formal education in IICP's National Institute of Open Schooling Unit will be provided for all those who wish to continue or take up study alongside vocational training.

Indicators of Achievement

Project Duration: 2 years

Year 1

- a) Meetings in low income housing areas and urban slums in will be conducted in partnership with IICP's community services partner NGOs to identify families with adults aged over 18 years - from low income groups and belonging to the below poverty line category; this would involve links with ASHA and ICDS workers
- b) Family based intervention and assessment of needs will lead to the selection of 15 trainees in consultation with the partner NGO and key resource persons in the community and KMC, pre-course interviews, functional assessments and provision of aids and appliances as required for trainees with physical disabilities/low vision/hearing impairment. A plan for utilization of training will be completed in consultation with the family.
- c) Survey data and visits to prospective clients will be made to identify shops, businesses and markets in select areas as defined above to procure orders for paper bags and other types of packaging.
- d) Training will be imparted for 2 hours a day, five days a week over 10 working months – this duration of training is necessary as persons with disabilities need a more structured method of teaching and training; the training will include 5-hours a week on social and employability skills and basic financial and marketing literacy programmes will be included for trainees with options to include a family member.
- e) Training on forming self-help groups, microfinance and entrepreneurship will be provided.
- f) Information about rights, entitlements and facilities available for persons with disability will be given and facilitation for procuring disability cards will be provided.
- g) Tea and other companies will be approached to ensure continuous supplies of tea and packaging orders for training on the job (IICP has close linkages with a range of tea and other companies).
- h) The IICP placement team will help the formation of family based enterprise/group enterprise/self-help group and will link the trained 15 adults with the 'clients' placing orders and will support the individuals/ group by (a) monitoring quality and (b) timely delivery of orders.
- i) Monthly visits will be made for the first six months; quarterly visits for the next six months.

Year 2

- a) Meetings in low income housing areas and urban slums in will be conducted in partnership with IICP's community services partner NGOs to identify families with adults aged over 18

years - from low income groups and belonging to the below poverty line category; this would involve links with ASHA and ICDS workers

- b) Family based intervention and assessment of needs will lead to the selection of 15 trainees in consultation with the partner NGO and key resource persons in the community and KMC, pre-course interviews, functional assessments and provision of aids and appliances as required for trainees with physical disabilities/low vision/hearing impairment. A plan for utilization of training will be completed in consultation with the family.
- c) Survey data and visits to prospective clients will be made to identify shops, businesses and markets in select areas as defined above to procure orders for paper bags and other types of packaging.
- d) Training will be imparted for 2 hours a day, five days a week over 10 working months – this duration of training is necessary as persons with disabilities need a more structured method of teaching and training; the training will include 5-hours a week on social and employability skills and basic financial and marketing literacy programmes will be included for trainees with options to include a family member.
- e) Training on forming self-help groups, microfinance and entrepreneurship will be provided.
- f) Information about rights, entitlements and facilities available for persons with disability will be given and facilitation for procuring disability cards will be provided.
- g) Tea and other companies will be approached to ensure continuous supplies of tea and packaging orders for training on the job (IICP has close linkages with a range of tea and other companies).
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- i) Monthly visits will be made for the first six months; quarterly visits for the next six months.

2.3. Perceived Outcomes

The outcome of the project would be at the individual level, family level and in the community level

- a) Individual level - learning a skill will lead to higher self-esteem and confidence building. The individual will obtain an opportunity to be a responsible and productive member of the family and society.
Measured by: numerical data of number of trainees, attendance, course work, certificates; before and after training assessment and profiles; comparative income levels during training and one year after training;
- b) Family level - alleviation of long term stress, worries and anxiety of family members and opportunity within the family and scope to demonstrate skills and talent of persons with disability to others. Better understanding within the family and outside.
Measured by: pre and post course interviews with key family members
- c) Community level - Increased visibility of the trained person in the larger community and change of others' perception.
Measured by number of self-help groups formed; community linkages; details of orders from the community
- d) Policy Level – this project will be innovative and informative for both policy makers and programmes about inclusive training and income generation

3. LINK WITH NULM, KMC AND INNOVATIVENESS

In sync with NULM guidelines, this project focuses on poor and marginalized persons from low income groups and living in low income housing and urban slums. It provides scope for marginalized persons with disability and others without disabilities but equally disadvantaged through poverty to develop skills with a potential to improve the quality of life. These skills will be then be used for purposes of generating sustainable livelihoods.

The innovativeness of this proposal lies in two major facts:

First, it is inclusive in that it is targeted at both persons with disability and persons without disability.

Second, it includes within the fold of social uplifting and mobility of a group with a history of discrimination and segregation leading to prejudice, pre-conceived notions and poor expectations and a complete disregard for potential productivity – adults with disability. Behind every person with a disability, there is a family that is also disabled through the ignorance and negative attitudes that prevail in the community. This project focuses on individuals but the impact will be far greater.

TOTAL BUDGET & BREAK UP:

Cost of training for each trainee of 30 trainees under NULM Project for 10 months:

Items	Rate per month	Costs for 10 months
Admission Charge		Rs.500
Annual Charge		Rs.1000
Monthly Fees	Rs.500	Rs.5000
Training Materials for all components		Rs.1500
Overhead Costs (a) Use of three rooms and common areas: 22 days a month	Rs.75	Rs.750
(b) Human Resources (Proportionate costs for the inputs of 1 Printing Instructor, 1 Special Educator, 1 Counsellor and 1 Tea Packaging Instructor, 1 guest lecturer)	Rs.600	Rs.6000
	Rs.1175	Rs.14750

TOTAL COST: Rs. 8, 72, 500/-

(in Rs.)

Visits for identifying trainees and/or procuring orders	10,000
30 trainees' cost of training @ Rs.14, 750*	4, 42,500
30 trainees' stipends for travel @ Rs.500 per month (10 months)	1, 50,000
Mobility/Communication aids @Rs.8000 x estimated 15 trainees with disability	1, 20,000
Seed Capital	1, 00,000
Post training mentoring	50,000
TOTAL	8,72,500

(in Rs.)

Yearly Release of Funds	
Year 1 (47.70%)	4,16,250
Year 2 (52.30%)	4,56,250

ACTIVITY PLAN AND MILESTONE OF FUND RELEASE SCHEDULE OF THE PROJECT

Proposed City: Kolkata

Total number of proposed trainees: 30

Duration: 2 years (1 year No Cost
Extension may be required)

Total Proposed budget: Rs 8,72,500/-

Time Line	Proposed Activity Plan	Expected Milestones for fund release	Schedule of Fund release requested	Expected Outcomes to be achieved at end of Quarter/ Approp timeline
1	2	3	4	5
Q1/ approp time line suitable to the programme	Project formalities to be set up regarding, accounting systems as per financial guidelines from SUDA/WBSULM and NULM.	Signing of Agreement with SUDA/WBSULM		Signed Agreement
Year 1 Month 1 Trainee Identification (Batch 1)	Visits to urban slums where IICP is working with partner NGOs will be made. Contact will be established with KMC councilors and meetings will be held with stakeholders. Contacts with clients for supply of tea for packing and orders for bags for training	Visits to slums and to clients for procuring orders as per written records	Rs.5000/- (0.57%)	List of visits made and details of processes 15 trainees' details
	15 trainees from low income family (10 persons with disability and 5 non- disabled persons from the family or community) will be identified. Family Demographic data (Income, occupation, education) to be obtained	Completion of Trainee identification with identifying information (wards, addresses)	Training costs @ Rs. 14, 750 x 15 trainee Rs. 2,21,250 (25.36%) Stipends for travel (15 trainees) Rs. 75,000 (8.60%)	Trainees' Demographic data Documentation for amount of stipend on basis of distance covered
Month 2 Profiling and Admission formalities	Documentation - Admission forms, assessment and profiling of trainees will be completed along with needs assessment of assistive devices. Briefing to the family about the objectives of the training and provisional future plan.	All documentation will be completed including needs assessment and price details for procurement of Assistive devices.	Cost of Assistive Devices Rs.60,000(6.88%)	Completed Profiles and admission forms and order/procurement details of assistive devices

Time Line	Proposed Activity Plan	Expected Milestones for fund release	Schedule of Fund release requested	Expected Outcomes to be achieved at end of Quarter/ Approp timeline
1	2	3	4	5
<p>Months 3-12</p> <p>Provision of aids and appliances as per need</p> <p>Months 3-12</p> <p>10-months skill development training And functional literacy/Employability skill/Marketing skill.</p> <p>1 month Entrepreneurship Development Programme (EDP) and SHG training.</p> <p>Formation of 1 SHG and small enterprises.</p>	<p>Specific assistive devices will be procured.</p> <p>15 trainees will undertake 2 hours training x 5 days a week (excluding public holidays and <i>Pujas</i>) Course Diary will reflect daily records of training - 1 hour - training on Functional Literacy/Employability skill/ Advocacy and Rights/Marketing skill/ SHG and EDP training 1 hour - hands-on training on Making paper bags, envelopes, cloth bags, Sal-patapackets, tea packing and masala packing; learning to prepare tea and snacks made with local cheap ingredients.</p> <p>Visits to Communities for mentoring. Applications for Seed Capital to be submitted. Committee for Screening Seed Capital allocations and Disbursement to be formed. Seed money disbursal and signing of agreements.</p>	<p>Order Documents for Assistive Devices.</p> <p>Timetables, schedules, course materials, course diary, Individualized Training Plans and monthly progress reports</p> <p>Committee will meet for evaluating projects for Seed capital for Batch 1; Post training mentoring of Batch 1 trainees:</p>	<p>Post training mentoring Rs. 5,000 (0.57%)</p> <p>Seed Capital Rs. 50,000(5.73%)</p> <p>Total: Rs. 4,16,250 (47.70%)</p>	<p>Photographic evidence of assistive devices.</p> <p>Payment details for devices.</p> <p>Trainee Data and products</p> <p>Monthly Accounts statements</p> <p>Disbursement details of stipends</p> <p>Details of 1 SHG and Individual/group enterprise</p> <p>Visit Reports and Status of Income Generation Schemes</p>

Time Line	Proposed Activity Plan	Expected Milestones for fund release	Schedule of Fund release requested	Expected Outcomes to be achieved at end of Quarter/ Approp timeline
1	2	3	4	5
Year 2 Month 1-2 Trainee Mentoring (Batch 1)	Batch 1 trainees' community income generation schemes start. Post training mentoring on a fortnightly, then monthly continues THROUGH THE YEAR	List of trainees and post training data of Income Generation Schemes	Post training mentoring Rs.20,000 (2.29%)	Trainees will be working in SHG or in individual/group enterprise Visit Reports
Trainee Identification (Batch 2)	Visits to urban slums where IICP is working with partner NGOs will be made. Contact will be established with KMC councilors and meetings will be held with stakeholders. Contacts with clients for supply of tea for packing and orders for bags for training	Visits to slums and to clients for procuring orders	Costs of Visits Rs 5,000 (0.57%)	Identification of 15 trainees
	15 trainees from low income family (10 persons with disability and 5 non- disabled persons from the family or community) will be identified. Family Demographic data (Income, occupation, education) to be obtained	Trainee identification will be completed with details of ward, location, addresses	Training costs @ Rs. 14, 750 x 15 trainee Rs. 2,21,250 (25.36%) Stipends for travel (15 trainees) Rs. 75,000 (8.60%)	Trainee Data Documentation for stipend on basis of distance covered
Month 2 Batch 2: profiling and Admission formalities	Documentation - Admission forms, assessment and profiling of trainees will be completed Briefing to the family about the objectives of the training and provisional future plan.	All documentation will be completed including needs assessment and price details for procurement of Assistive devices.	Cost of Assistive Devices Rs.60,000 (6.88%)	Completed Profiles and admission forms and order/procurement details of assistive devices
Months 3-12 Post training mentoring Batch 1	Post training mentoring for Batch 1 trainees as stated earlier			Visit report and status of Income Generation Schemes
Batch 2: Provision of aids and appliances for trainees with disability as per need	Specific assistive devices as recommended by IICP team will be procured/ordered	Order Documents for Assistive Devices		Photographic evidence of assistive devices Payment Details of Devices

Time Line	Proposed Activity Plan	Expected Milestones for fund release	Schedule of Fund release requested	Expected Outcomes to be achieved at end of Quarter/ Approp timeline
1	2	3	4	5
Batch 2: 10 month skill development training And functional literacy/Employability skill/ Marketing skill. 1 month Entrepreneurs hip Development Programme (EDP) and SHG training	15 trainees will undergo 2 hours training x 5 days a week (excluding public holidays and Pujas) Course Diary will reflect daily records of training - 1 hour - training on Functional Literacy/Employability skill/ Advocacy and Rights/Marketing skill/ SHG and EDP training 1 hour - hands-on training on Making paper bags, envelopes, cloth bags, Sal-pata packets, tea packing and masala packing; learning to prepare tea and snacks made with local cheap ingredients.	Timetables, schedules, course materials, course diary, Individualized Training Plans and monthly progress reports		Training Data of 15 trainees and products Monthly Accounts statements Disbursement of Stipends Details of 1 SHG and individual /group enterprises
Formation of 1 SHG and small enterprises	Visits to Communities for mentoring. Applications for Seed Capital to be submitted. Committee for Screening Seed Capital allocations and Disbursement to be formed. Seed money disbursement and signing of agreements. Interim and Final Report with audited accounts	Committee will meet for tracking EMI payments for Batch 1 and disbursement of Seed capital for Batch 2 on the basis of Projects and EMI agreements Post training mentoring of Batch 1 and 2 trainees	Seed Capital Rs. 50,000 (5.73%) Post training mentoring Rs.25,000 (2.87%) Total Rs. 4,56, 250/- (52.30%)	List of Income Generation Projects in the Community with location and other details and fund disbursement EMI payments Visit reports and status of Income Generation Schemes
Year 3	No-cost extension with remaining project funds and EMI payments of seed money for monitoring of Batch 1 and 2 income generation enterprises	Monthly Visit to Community for Continued links with Batch 1 and Batch 2 trainees Quarterly visits will continue for Batch 2 trainees to track repayment of seed money according to the agreements. This money will be returned as per instructions from SUDA. Final review and reporting and decision regarding future links	NONE	Trainees should be included In Community Based Income Generation Schemes

OUTCOME OF THE PROJECT:

1. Training of 30 individual in 2 years
2. Minimum 4 Group/Individual enterprises in 2 years
3. 2 SHG at the end of 2 years

OPERATIONAL GUIDELINES OF NULM FOR INNOVATIVE & SPECIAL PROJECTS (I&SP)

Introduction

1. In keeping with the mission's need to learn from, support and inculcate innovative initiatives, the National Urban Livelihoods Mission (NULM) will promote novel approaches in the form of innovative and special projects. The objective of projects under this component will be to implement a time-bound programme to demonstrate an approach that is likely to have wide implications for sustaining urban poverty alleviation efforts
2. A project taken up under this component may include pioneering approaches, innovations to strategies under NULM, or catalysing efforts in geographical areas where these have not been undertaken before. These projects may also include activities not possible to address through the normal course of NULM implementation. Further, special projects to address livelihood issues of most vulnerable sections like physically-challenged, rag pickers, domestic workers, rickshaw pullers, sanitation workers and other such vulnerable groups may also be taken up.
3. Innovative / special projects may be undertaken on a partnership mode involving CBOs, NGOs, semi-government Organisations, private sector, industry associations, government departments/ agencies, urban local bodies, national/state/city resource centres or international organisations.
4. The proposals for Innovative & Special Projects must be situated in the cities covered by NULM.

Project Proposal

5. Government departments / agencies, urban local bodies, and registered bodies such as CBOs, NGOs, semi-government organisations, the private sector, industry associations, educational and/or research institutions, and national / state / city resource centres may propose projects under this component to the State/UT Government / SULM in the prescribed format at Annexure I with an advance copy of the proposal to the National Mission Directorate, NULM
6. The State Government / SULM will examine the proposal in terms of profile and experience of the agency proposing the project, justification and feasibility of the project, funding details, modalities for implementation, time schedule for completion etc., and send their recommendations/comments along with the proposal to the National Mission Directorate, NULM.

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PROJECTS**

7. The consent of the State Government / ULB or any other agency who will be required to maintain the assets, or sustain the project after the project period is required to be produced at the time of recommending the project to the National Mission Directorate, NULM.

8. All proposals received from the State Government / SULM will also be screened by the National Mission Directorate, NULM. For projects requiring professional appraisal, the National Mission Directorate, NULM may engage an agency for this purpose, and the cost of appraisal will be paid to such agency out of the A&OE funds under NULM.

Sanction of Projects

9. The project proposals recommended by the State/UT Governments/SULM will be considered by the **Project Approval Committee (PAC)**, constituted by the Ministry of HUPA for approval of the projects. The PAC, at the time of sanction of the project, will also prescribe the time schedule within which the project will be completed. However, this may be revised taking into account unforeseen factors or other such circumstances by the National Mission Directorate, NULM.

10. The composition of the Project Approval Committee (PAC) will be as follows:

S. No.	Designation	Membership
10.1.	Secretary, M/o HUPA	Chairperson
10.2.	Joint Secretary i/c of NULM, M/o HUPA	Member
10.3.	Joint Secretary & Financial Advisor, M/o HUPA	Member
10.4.	Joint Secretary(JNNURM & RAY), M/o HUPA	Member
10.5.	Mission Director(s), SULM of the concerned states which have submitted proposals under I&SP component	Member(s)
10.6.	Any other person(s) invited by the Chairperson	Member(s)
10.7.	Director / Dy. Secretary i/c of NULM, M/o HUPA	Member-Convenor

11. Representatives of the agencies proposing projects may be called to make presentations or provide clarifications at the meetings of the PAC, if considered necessary.

12. The PAC may also invite technical experts and the appraisal agency as attendees to the meetings to provide inputs on the proposals received under this component.

Funding Pattern

13. Under NULM, up to five (5) percent of the total Central Funds will be used for Special & Innovative Projects. This component will be centrally administered and no

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state share will be required for the projects sanctioned under this component. The funding support for a project under this component will depend on the nature of projects and will not be subject to the funding norms under other existing components of NULM.

14. On approval of the project by the PAC, the National Mission Directorate, NULM will release the funds to the State Government / SULM for onward release to the implementing agency. The Funds will be released to the State/UT Government/SULM in appropriate number of installments as approved by the PAC. Second and subsequent installments will be released only after submission of Utilization Certificate for at least 75% of the funds already released.

15. A bi-partite agreement will be signed for the implementation of the project between the concerned State Government (SULM) and the agency undertaking the project. This agreement must have clear project outputs and deliverables, and must clearly indicate payment milestones. A sample agreement is given at Annexure II; this may be modified to suit the context of the project approved.

16. The SULM will be required to maintain a separate account for funds released under this component. As funds released to the State/UT Governments/SULM under this component are meant for particular projects, therefore the release of Grants-in-Aid to States for implementation of other components of NULM will not depend on the utilisation of funds released for projects under I&SP component.

17. Audit of the approved I&SP project is required to be carried by an Auditor (Chartered Accountant) appointed for the purpose. The audit may preferably be done through a Chartered Accountant empanelled by the CAG or the Income Tax Department.

18. The interest amount accrued on the deposits of the I&SP Project funds in Banks at State and Implementing Agency levels shall be treated as part of the Project funds and shall be utilized on Project activities only. Accordingly, the interest earned on funds should be shown separately and should be added to the available funds while claiming subsequent installments.

Monitoring & Evaluation

19. The implementing agencies shall report quarterly progress in formats prescribed from time-to-time, indicating achievements and any key issues in implementation. Whenever the outcome of the projects is in terms of coverage of

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beneficiaries, the number of women beneficiaries should be separately reflected in the project proposal and progress reports.

20. On completion of the project, the implementing agency shall submit a report on the implementation, learning and suggestions for scaling-up and incorporation of the learning into NULM State Government and NULM Mission Directorate.

21. Normally, project proposals will have a provision of evaluation by a professional agency on completion of the project. The cost of evaluation will be incorporated in the project cost itself. However, for the purpose of evaluation of these projects, the National Mission Directorate, NULM may also engage a separate agency if needed and the cost of evaluation will be paid to the selected agency from out of A&OE funds under NULM.

Annexure I

FORMAT FOR THE SUBMISSION OF PROPOSALS

PART I: PROJECT SUMMARY

1. Name of the Project:
2. Name of the city and state in which this project will be implemented:
3. Project Objectives:
4. Project period:
5. Background of the project & features which make it special / innovative:
[include here the justification for why the project is being proposed as innovative or special project]
6. Details of the target beneficiaries to be covered by this project:
 - a. Total number of beneficiaries to be covered:
 - b. Profile of the beneficiaries: *[these may be SCs, STs, minorities, female-headed households, persons with disabilities, the destitute, migrant labourers, and especially vulnerable occupational groups such as street vendors, rag pickers, domestic workers, beggars, construction workers, etc.]*

PART II: IMPLEMENTING AGENCY DETAILS*

7. Name of the Implementing Agency:
8. Name & Contact details of the Representative, Implementing Agency:
9. Legal status of the Implementing Agency:
[e.g. registration status and details]
10. Last 3 years audited financial statements (in annexure):
11. Bank details of the Implementing Agency to which funds are to be released:
12. Experience of the agency in implementation of similar projects:
*[*include a detailed profile of the implementing agency in annexure to the proposal]*

PART III: PROJECT IMPLEMENTATION & MONITORING DETAILS

13. Project Strategy: *[Specify here the manner in which the project will achieve the goals and key outcomes proposed]*
14. Key outcomes of the project:
[specify here the expected benefits / impact of the project in terms of indicators such as increased reach of social mobilization, increase in income of the target group, increased retention in jobs of the target group, sustainability of enterprise of the target group, increased reach of credit facilities to the target group, increase in efficiency (time and cost), , etc.]
15. Role of partner agencies (if any):
[this could include line departments, NGOs and any other stakeholder institution – clearly indicate their responsibilities and their impact on the project]
16. Modalities for implementation of the project:
[describe here how various inputs such as technical inputs, raw materials, infrastructure development, marketing, training, etc., will be secured and managed]
17. Benchmark survey for indicators on the basis of which the project would be implemented, monitored and evaluated
18. Quarter-wise Action Plan / Milestones for implementation:

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19. Consent of the State Government / ULB / Other relevant agency who will be required to maintain assets / sustain the project after completion of the project:

PART IV: FUNDING DETAILS

20. Estimated total project cost:
[Please include in an annexure to this, a detailed budget statement indicating all (sub-) components of the project. Separate details of capital expenditure, funding of machinery and equipment, construction costs and HR costs as applicable must be included.]
21. Per capita cost for beneficiaries being covered:
22. Economic viability of the project (where applicable):
[include the report in annexure to the proposal where applicable]
23. Whether partial funding for this proposal is being sought from other sources?
If yes, kindly provide details:
24. Whether the project, or part thereof, has been submitted to any other agency?
If yes, the results thereof. If the project or its part has/had been rejected, the reasons should be indicated clearly.
[If the project is partially being funded by another agency, then a letter certifying that funding has been received / is likely to be received. If not, then a self-attestation by the agency that additional funds are not being sought and will not be sought for the project]
25. Funding milestones proposed:

Installment No.	Installment %	Installment Amount	Milestones against which installment is to be released	Expected date of completion of milestone
(1)	(2)	(3)	(4)	(5)

PART V: PROJECT LEARNINGS

26. Expected project learnings to be recommended to NULM:
[include here key lessons that the project would like to demonstrate to NULM and features from the project that can be recommended for inclusion after the project completion]
27. Likely issues in scaling-up the project to the rest of the country and how the project seeks to overcome this:
28. Describe how the project will be taken-up on a longer-term basis by the city and state:
[include here details of the partnership with ULB and state governments and expected commitments including funding support required to sustain the project in the long-run].
29. How capital assets used are to be disposed off after the project completion:

Annexure II
SAMPLE BI-PARTITE AGREEMENT FOR PROJECTS UNDER I&SP
COMPONENT OF NULM

Memorandum of Agreement (MoA)

Between

The State Government of _____
Through _____ (SULM)

And

Agency) (Implementing

(24)

**OPERATIONAL GUIDELINES OF NULM FOR INNOVATIVE & SPECIAL
PROJECTS**

This agreement is signed on the _____th day of _____(month), of the Year Two Thousand and _____, between the following parties:

State Urban Livelihood Mission (SULM), Government of _____, (which expression shall, unless repugnant to the context of its meaning thereof, include its successors, nominees and assignees), located at _____(address), which has the mandate of implementing and expediting Central, State and local sector schemes pertaining to urban development, local self government, housing and urban poverty alleviation, including the National Urban Livelihoods Mission in the state of _____, hereafter referred to as the **FirstParty**;

AND

_____, (which expression shall, unless repugnant to the context of its meaning thereof, include its successors, nominees and assignees), located at _____(address). *<Include a brief one paragraph description of the implementing agency here>*, hereafter referred to as the **SecondParty**;

The First Party and Second Party shall collectively be known as "**Parties**" to this agreement.

WHEREAS the **First Party** is responsible for implementation of the National Urban Livelihoods Mission in the state of _____, in accordance with the requirements of the National Mission Directorate, National Urban Livelihoods Mission (NULM), Ministry of Housing & Urban Poverty Alleviation, Government of India;

AND WHEREAS the **Second Party** with expertise in the areas of _____ and _____ proposes the project to be implemented under the Innovative & Special Projects Component of the National Urban Livelihoods Mission (NULM) in the city(ies) of _____ in the state of _____;

AND WHEREAS the **Parties** agree that the activities shall be undertaken without discrimination – direct or indirect, because of, but not limited to, caste, race, ethnicity, religion or creed, status of nationality, political belief, gender, or handicapped status.

NOW THEREFORE, on the basis of mutual trust and in the spirit of mutual cooperation the parties have entered into this present Agreement.

1. **DEFINITIONS:** For the purpose of this Agreement, the following definitions shall apply:

1.1. "NULM" shall mean the National Urban Livelihoods Mission;

OPERATIONAL GUIDELINES OF NULM FOR INNOVATIVE & SPECIAL PROJECTS

- 1.2. "NULM Mission Directorate" shall mean the implementation arm of NULM of the Government of India located within the Ministry of Housing and Urban Poverty Alleviation;
- 1.3. "Project Approval Committee" or "PAC" shall refer to the committee constituted under the Innovative & Special Projects (I&SP) component of NULM with the mandate to approve I&SP projects and recommend their sanction to NULM;
- 1.4. "SULM, _____" shall mean the nodal office for implementation of NULM by the State Government of _____ located within the _____, Government of _____;
- 1.5. "Implementing Agency" shall refer to the institution / agency responsible for implementing the project under the Innovative & Special Projects component of NULM and within the terms of this agreement, also referred to as the Second Party;
- 1.6. "Project" shall refer to the proposal approved by the PAC under the Innovative & Special Projects component of NULM;
- 1.7. "Expenditure" shall mean the sum of disbursements made and valid outstanding obligations incurred in respect of goods and services rendered;
- 1.8. "Assets" shall mean cash, supplies including physical assets such as constructions or purchased machinery and equipment purchased by the Second Party in the course of and with the funds of this Project;
- 1.9. "To advance" shall mean a transfer of Assets, the accounting of which must be rendered by the Second Party at a later date, as herein agreed upon between the Parties;
- 1.10. "Income" shall mean the interest on Project funds and all revenue derived from the use or sale of capital equipment, and from items purchased with funds provided by the First Party, or from revenues generated from Project outputs;
- 1.11. "Site" or "Sites" shall mean the city or cities where the Project will be implemented and agreed upon in the context of this Agreement;
- 1.12. "Reporting Quarter" shall mean a period of three (3) Reporting Months for which progress has to be reported through quarterly progress reports;
- 1.13. "Fiscal Year" shall refer to the period between 1st April of the first year and 31st March of the year immediately thereafter the first year;
- 1.14. (any other definitions pertinent to the context of the proposal)

2. PROJECT:

- 2.1. The Second Party, shall develop a detailed results-based framework for the Project subject to the terms and conditions mentioned in this agreement and Terms of Reference (ToR) attached as **Annexure I**;
- 2.2. The result-based framework shall be developed within _____ days of signing of this Agreement and approved by the SULM, _____, within _____ calendar month(s) of submission. This framework shall be used to implement and monitor the project;

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- 2.3. The Project will be implemented in the following sites:
 2.3.1. (list the city / cities where the project will be implemented here)
- 2.4. The Project will be implemented by the Second Party in the sites mentioned in this Agreement;
- 2.5. The Second Party shall undertake, as per the conditions of this Agreement, the complete responsibility for the successful commissioning and implementation of the Project;
- 2.6. The Second Party shall designate its representative to act as a Focal Point of the Project, in consultation with the SULM, _____, who shall act as the overall coordinator of the Project and assume primary responsibility for all aspects of it;
- 2.7. The Second Party may be called upon by the NULM Mission Directorate and / or SULM, _____ for meetings at their respective Headquarters to discuss the progress of the Project and make presentations thereon;

3. DURATION:

- 3.1. This Agreement shall come into effect on _____ (OR the date of signature of this agreement by all Parties) and shall be valid for a period of _____ month(s).
- 3.2. This Agreement may be extended by mutual consent of all Parties in writing.

4. PAYMENTS:

- 4.1. A total of Rs. _____ (Rupees _____ only) shall be paid to the Second Party by the First Party.
- 4.2. The payment will be made as per the following schedule:

Installment No.	Milestones	% Payment	Amount (Rs. In Lakh / '000s)
1			
2			
3			
4			
5			

- 4.3. The First Party shall ensure that payment of second and subsequent installments will be made subject to utilization of at least 75% of the payment released earlier and achievement of the milestones as explained in above table. The Second Party shall provide all necessary documentation, including Utilization Certificates, in the formats specified by the First Party as supporting proof of this fact.
- 4.4. The Second Party shall ensure that the funds provided are used for the purpose for which they were given and should not be mixed with other funds.

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**OPERATIONAL GUIDELINES OF NULM FOR INNOVATIVE & SPECIAL
PROJECTS**

- 4.5. In the event of a breach regarding the terms and conditions of this Agreement, the First Party shall be entitled to withhold subsequent installments;

5. GENERAL PROVISIONS:

- 5.1. The Second Party shall implement the Project under this Agreement with due diligence and efficacy and with due regard to the judicious use of funds;
- 5.2. The Second Party shall act at all times so as to protect and not be in conflict with the interests of the First Party;
- 5.3. The First Party undertakes no responsibilities in respect of life, health, accident, travel or any other insurance coverage which may be necessary or desirable for the purpose of this Agreement or personnel performing services under this Agreement;
- 5.4. The Second Party shall be solely liable for the claims by the other parties arising from the negligent acts of the Second Party to admission in the course of implementing this Agreement and under no circumstances shall the First Party be held liable for such claims by other parties.
- 5.5. In the event that the Second Party defaults on the deliverables, the First Party shall be entitled to recover the funds advanced to the Second Party as per extant rules;

6. RECORD, INFORMATION AND REPORTS:

- 6.1. The Second Party shall keep accurate and up-to-date records and documents in respect of all expenditures incurred with the funds made available to it under this Agreement;
- 6.2. The Second Party shall ensure that all expenditure made is in conformity with the provisions of this Agreement and for each disbursement, adequate supporting documentation shall be maintained, including original invoices, bills, and receipts pertinent to the transaction;
- 6.3. The Second Party shall maintain a record of all Income and Assets generated under the project and make this record available to the other Parties of this Agreement on a demand basis;
- 6.4. The Second Party shall compile, furnish and make available to the First Party, any reasonable request in respect of the information and reports of services undertaken in the course of implementation of the Project by the Second Party;
- 6.5. Upon completion of the Project or Termination of the Agreement, the Second Party shall maintain all Project-related records for a period of at least four (4) years from the termination of the Agreement or completion of the Project, unless otherwise agreed upon between the Parties;
- 6.6. The Project will be monitored at the state level by the SULM, _____. The Second Party will be required to submit duly filled quarterly progress reports to the SULM in formats prescribed by the SULM, _____ no later than _____ calendar days after the end of the Reporting Quarter;

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OPERATIONAL GUIDELINES OF NULM FOR INNOVATIVE & SPECIAL PROJECTS

- 6.7. On completion of the Project, the Second Party will be expected to submit a Project Completion Report no later than _____ calendar month after termination of the project. Inter alia, this report will cover:
 - 6.7.1. Achievements against the result-based framework of the Project;
 - 6.7.2. Impact assessment of the Project on the lives of the intended beneficiaries, including, where applicable, details of the improvement of their livelihood opportunities;
 - 6.7.3. Key learnings from implementation of the Project;
 - 6.7.4. Suggestions for sustainability of the Project in the Site(s) mentioned in this Agreement;
 - 6.7.5. Suggestions for scaling-up the initiative;
 - 6.7.6. Recommendations for inclusion of the initiative within the wider policy and programme implementation of NULM;
 - 6.7.7. Audited statement of funds released for the project;
- 6.8. The Project will be monitored at the national level by the NULM Mission Directorate. The First Party will be required to submit duly filled quarterly progress reports to the NULM Mission Directorate in the prescribed format no later than 15 calendar days after the end of the Reporting Quarter;
- 6.9. The Parties agree that all records, information and reports generated by the Second Party in the course of implementing this Agreement will be the Intellectual Property of the NULM Mission Directorate and the permission to use any such material generated must be confirmed in writing by the NULM Mission Directorate;
- 6.10. The Second Party agrees to indemnify the NULM Mission Directorate and the First Party against all claims and damages for any infringement of any Intellectual Property Rights while providing their services under the activities covered under this Agreement;

7. TERMINATION OF THIS AGREEMENT:

- 7.1. This Agreement shall be deemed to be "Terminated" if the duration of the Agreement has ended without further extension of the period of the Agreement or if any of the Parties have terminated the agreement by mutual consent in writing subject to paragraph 7.2 of this Agreement;
- 7.2. If the Second Party terminates the Agreement in writing prior to the completion of the duration of the Agreement, the Agreement will be deemed to be "Terminated" only upon subsequent written confirmation of the same by the First Party
- 7.3. Upon such termination, the Second Party shall submit to the First Party all records, information and reports specified in Section 6 of this Agreement
- 7.4. None of the Parties to this Agreement shall be held responsible for non-fulfilment of their obligations under this Agreement due to the exigencies of one or more of **Force Majeure** events such as, but not limited to Floods, Earthquakes, Strikes, Lockouts, Epidemics, and Riots, provided that on the occurrence and cessation of such an event(s), the affected Parties shall give

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notice in writing to the other Parties within ____ calendar days of the occurrence and cessation of such an event(s). In such an event(s), the Parties will be expected to re-negotiate the timelines of this Agreement and agree upon the revised timelines in writing.

8. **DISPUTE:** This Agreement shall be governed by the Laws of the _____. In respect of all matters arising out of or relating to this Agreement, the courts at _____ shall have exclusive jurisdiction

IN WITNESS THEREOF the representatives of the Parties to this Agreement being fully authorised have hereunto signed in their respective names and have executed these present this _____th day of _____(month), _____(year).

AUTHORISED SIGNATORIES

For an on behalf of the State Government of

Through _____ (SULM), **as the First Party**

Name: _____

Designation: _____

For an on behalf of _____

(The Implementing Agency),

as the Second Party

Name: _____

Designation: _____

In the presence of the following two witnesses

Witness 1 signature: _____

Name: _____

Designation: _____

Witness 2 signature: _____

Name: _____

Designation: _____

ANNEXURE 1: Include here the Terms of Reference of the Project



Indian Institute of Cerebral Palsy (IICP)

Recipient of Govt. of India (Ministry of Social Justice and Empowerment) National Award - 'Best Institute for Disability' 2004

Patron: HE The Governor of West Bengal

Regn. No: S/14532

FCRA Regn: 147120171

Registered Address: 35/1 Taratala Road, Kolkata 700088

Email: mail@iicpindia.org

Phone: (033) 2401-3337 (D), (033) 2401-0240/3488/2347 (PBX)

Fax: (033) 2401-4177

Website: www.iicpindia.org

All cheques must be addressed to Indian Institute of Cerebral Palsy; Donations are exempt from Income Tax under Section 80G

Name of the Party :	INDIAN INSTITUTE OF CEREBRAL PALSY
Address of the Party :	P-35/1, Taratala Road, Kolkata - 700 088
Telephone No. :	2401-3488, 2401-0240
Name of Contact Person :	Dr. Reena Sen
PAN :	AABTS5469G
Name of Bank :	ICICI Bank
Name of Branch	Taratala Road
Branch Code :	1286
Bank Address :	P43 Taratala Road
City Name with PIN Code :	Kolkata, 700088
Bank Account Number :	128401000055
Nature of Accounts :	Savings
MICR No. :	700229050
IFCS Code :	ICIC0001286
Bank Phone No. :	3364501685

Title: Skill Development for Sustainable Income Generation – a proposal to National Urban Livelihood Mission for a two-year pilot project

1. BACKGROUND INFORMATION

Indian Institute of Cerebral Palsy (IICP) is a national award winning NGO that offers multi-disciplinary services for persons with disability particularly cerebral palsy and training and capacity building initiatives for all groups related to the disability and development sector. IICP's 40th year of service to the disability sector across the country will commence on 18 November 2014.

1.1 History, Mission and Vision

Indian Institute of Cerebral Palsy (IICP), a charitable (voluntary) organisation, registered under the Societies Registration Act, has been offering specialised, comprehensive services for children and adults with Cerebral Palsy (CP) since 1974. It started as the West Bengal Spastics Society and was housed in temporary military barracks; in 1985 it moved to its custom made building on land provided on long lease, by the Kolkata Port Trust. Later it was called the Spastics Society of Eastern India (SSEI) reflecting its role as a catalyst for similar services in the region. In 1999, the Indian Institute of Cerebral Palsy (IICP) replaced SSEI to symbolise the national impact of the organisation's activities.

IICP's **mission** is to work for equal rights and opportunities for persons with disabilities, particularly CP, and its **vision** is to facilitate an inclusive society in which diversity is valued, persons with disability are treated with respect, have full access to their constitutional rights and are consulted in all matters pertaining to their life.

1.2 Focus of IICP's work

IICP's main focus is on the removal of barriers that prevent persons with CP and other neuro-motor disabilities of all ages from participating in all aspects of life and gaining access to human rights – the same as any other citizen of India.

Cerebral Palsy is a developmental disability. Persons with CP have irreversible multiple disabilities due to brain damage that occurs before or during birth or in the early years of their life. This leads to difficulties in balance and coordination and often, other associated problems - speech and communication, learning, epilepsy, sensory loss. There is no cure but with intervention, access and opportunities children and adults with cerebral palsy can live a full and enriched life and participate actively in their family, community and society.

Some salient points:

- a) Over the years, IICP's services have been opened to other disabilities. The **Early Intervention Clinic** for infants aged 0-2 years includes all developmental disabilities; the **Vocational Training Centre** offers trade related training to adults with CP, intellectual disability, mild autism, low vision and hearing impairment. **Community Based Services** in partnership with other NGOs offer advice and guidance to persons with disability regardless of the type of disability or the age.
- b) In a 'reverse inclusion' approach the **School Services** includes children without disabilities from deprived economic backgrounds and the **Vocational Training Centre's** trade related training in catering, computers, printing and tea packing targets **70% adults with disability and 30% adults from deprived economic backgrounds**.
- c) IICP has been working in Kolkata slums with the support of donors through an urban CBR project since 2000. At present **IICP works in 79 sites in 67 Kolkata Municipal Corporation wards in partnership with NGOs** providing direct services to persons with disability and their families, training to the field level workers and family members and creating awareness regarding their rights in the community. Partners comprise well respected NGOs including Ramakrishna Mission Lok Siksha Parishad, Narendrapur.
- d) A large number of adults with disability from under-served urban areas and low income homes have availed of vocational training programmes in IICP.

1.3 Vocational Training in IICP

- 1992: IICP set up its **Vocational Training Centre**. A market survey led to the formulation of trade related training in **printing, catering and computers**. Courses of four-six months duration in computer applications were offered in collaboration with **Jadavpur University**.
- 2009: Training in **tea packing** was started with the support of a tea company and with a small group of 8 trainees with varying degrees of disability and 3 mothers of children with cerebral palsy from very poor homes. Small stipends are paid and at present the team is packing tea for 4 tea companies including Andrew Yule and Co. and Goodricke Group Ltd.
- 2010: With the support of the **Sir Dorabji Tata and Allied Trusts** a **three-year programme for 'Vocational training for Empowerment and Employment'** commenced. The training syllabi for **printing, catering and computer applications** were structured into modular programmes and specific modules on **employability and social skills and advocacy** were added. A new course on **Office Assistance** in two modules was added. Continuing Education through IICP's **National Institute of Open Schooling Unit** for adults pursuing

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vocational training and others solely focused on formal education was an integral part of the project.

- 2012: A partnership was forged with **Enable India** to focus on employment and training of trainers on Employability skills was conducted. Social skills and employability training was also conducted in collaboration with a Soft Skill consulting company, Mind-Tree
- 2013: A two day training on Rural Livelihoods and interface with the **National Rural Livelihoods Mission (NRLM)** was conducted by Samir Ghosh, Social Analyst and Consultant, NRLM for the IICP Community Based Rehabilitation team, other IICP professionals and partners working in rural areas
- 2014: The **second three-year cycle of the Vocational Training for Employment and Empowerment supported by the SDTT and Allied Trusts commenced on 1 August**
- The above project that has commenced on 1 August includes a survey to identify markets and prospects for employment.

2. PROPOSED BENEFICIARIES, PROPOSAL CONCEPT AND PERCEIVED OUTCOMES

2.1. Proposed Beneficiaries 30 adults – approximately 70% of total number of trainees with disability (21); 30% without disabilities (9)

2.2 Proposal Concept

Objectives

- 1. The urban poor with a major focus on persons with disability will be trained in the Vocational Training Centre of IICP on:**
 - a) Making paper bags and other packages** of eco-friendly material (recycled fibre, paper, jute)
 - b) Packing tea:** Two –pronged approach:
 - i) Trainees will be learning how to pack tea outsourced from tea companies, so no sales-related skills are involved in training.
 - ii) Trainees will be packing tea with a view to selling the packets so they will need input on sales, accounts, budgets and allied skills.
 - iii) Trainees with disability will comprise men and women with cerebral palsy, mild autism, specific learning difficulties, intellectual disabilities, low vision and hearing impairment; trainees with no disabilities will comprise family members or associates from the same neighbourhood who will support the trainee with disability.

2. **A survey**, referred to earlier (that will be conducted to identify markets for products, opportunities to do outsourced work and prospective open employment) **will inform the identification of markets for this project.**
3. Subsequent to the completion of training, **IICP will issue certificates of completion.**
4. The **setting up of a family run or individual enterprise** will be facilitated with support from IICP trainers for one-year to procure orders for packets of tea/paper bags/ other packages. Support will be steadily and gradually faded out over the second year after completion of training.
5. **A minimum of 2 self-help groups/group enterprises** of 5 trainees and others who will act as facilitators per group will be formed with support from IICP trainers for one-year to procure a market for packets of tea/paper bags/ other packages. Support will be steadily and gradually faded out over the second year after completion of training.
6. **Seed money** will be used to support deserving family-run or individual enterprise/self-help groups to form the initial 'kitty'/ group enterprises to gain a kick-start; the monies will be returned after a specified period of time - with no interest. A committee will be set up to screen applications for seed money, make the selections and monitor the utilization.
7. **Opportunities for formal education** in IICP's National Institute of Open Schooling Unit will be provided for all those who wish to continue or take up study alongside vocational training.

Indicators of Achievement

Project Duration: 2 years

Year 1

- a) **Meetings in low income housing areas and urban slums in will be conducted in partnership with IICP's community services partner NGOs to identify families with adults aged over 18 years** - from low income groups and belonging to the below poverty line category; this would involve links with ASHA and ICDS workers
- b) **Family based intervention and assessment of needs will lead to the selection of trainees in consultation with the partner NGO and key resource persons in the community and KMC, pre-course interviews, functional assessments and provision of aids and appliances as required for trainees with physical disabilities/low vision/hearing impairment. A plan for utilization of training will be completed in consultation with the family.**
- c) **Survey data and visits to prospective clients will be made to identify shops, businesses and markets in select areas as defined above to procure orders for paper bags and other types of packaging.**

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- d) Training will be imparted for 2 hours a day, five days a week over 10 working months – this duration of training is necessary as persons with disabilities need a more structured method of teaching and training; the training will include 5-hours a week on social and employability skills and basic financial and marketing literacy programmes will be included for trainees with options to include a family member.
 - e) Training on forming self-help groups, microfinance and entrepreneurship will be provided.
 - f) Information about rights, entitlements and facilities available for persons with disability will be given and facilitation for procuring disability cards will be provided.
 - g) Tea and other companies will be approached to ensure continuous supplies of tea and packaging orders for training on the job (IICP has close linkages with a range of tea and other companies).

Year 2

- a) The IICP placement team will help the formation of family based enterprise/group enterprise/self-help group and will link the trained adults with the 'clients' placing orders and will support the individuals/ group by (a) monitoring quality and (b) timely delivery of orders.
- b) Monthly visits will be made for the first six months; quarterly visits for the next six months.

2.3. Perceived Outcomes

The outcome of the project would be at the individual level, family level and in the community level

- a) Individual level - learning a skill will lead to higher self-esteem and confidence building. The individual will obtain an opportunity to be a responsible and productive member of the family and society.
Measured by: numerical data of number of trainees, attendance, course work, certificates; before and after training assessment and profiles; comparative income levels during training and one year after training;
- b) Family level - alleviation of long term stress, worries and anxiety of family members and opportunity within the family and scope to demonstrate skills and talent of persons with disability to others. Better understanding within the family and outside.
Measured by: pre and post course interviews with key family members
- c) Community level - Increased visibility of the trained person in the larger community and change of others' perception.
Measured by number of self-help groups formed; community linkages; details of orders from the community

- d) Policy Level – this project will be innovative and informative for both policy makers and programmes about inclusive training and income generation

3. LINK WITH NULM, KMC AND INNOVATIVENESS

In sync with NULM guidelines, this project focuses on poor and marginalised persons from low income groups and living in low income housing and urban slums. It provides scope for marginalized persons with disability and others without disabilities but equally disadvantaged through poverty to develop skills with a potential to improve the quality of life. These skills will be then be used for purposes of generating sustainable livelihoods.

The innovativeness of this proposal lies in two major facts:

First, it is inclusive in that it is targeted at both persons with disability and persons without disability.

Second, it includes within the fold of social uplifting and mobility a group with a history of discrimination and segregation leading to prejudice, pre-conceived notions and poor expectations and a complete disregard for potential productivity – adults with disability. Behind every person with a disability, there is a family that is also disabled through the ignorance and negative attitudes that prevail in the community. This project focuses on individuals but the impact will be far greater.

ESTIMATED BUDGET (as per NULM and GOWB guidelines):

TOTAL COST: Rs.8, 72, 500

Year 1

Visits for procuring orders	INR 10,000	
30 trainees' cost of training @ Rs.14,750*	INR 4, 42,500	
30 trainees' stipends for travel @ Rs.500 per month (10 months)	INR 1, 50,000	
Mobility aids @Rs.8000 x estimated 15 trainees with disability	INR 1, 20, 000	
Total		7, 22, 500

Please see break up in Appendix A

Year 2

Seed Capital	INR 1, 00,000	
Post training mentoring	INR 50,000	
Total		1, 50,000

***Break up on following page**

Cost of training for each trainee of 30 trainees under NULM Project for 10 months:

Items	Rate per month	Costs for 10 months
Admission Charge		Rs.500
Annual Charge		Rs.1000
Monthly Fees	Rs.500	Rs.5000
Training Materials for all components		Rs.1500
Overhead Costs (a) Use of three rooms and common areas: 22 days a month	Rs.75	Rs.750
(b) Human Resources (Proportionate costs for the inputs of 1 Printing Instructor, 1 Special Educator, 1 Counsellor and 1 Tea Packaging Instructor, 1 guest lecturer)	Rs.600	Rs.6000
	Rs.1175	Rs.14750

Skill Development for sustainable Income Generation: IICP Project for NULM in collaboration with SUDA, West Bengal

PART IV: FUNDING DETAILS

Estimated total project cost: TOTAL COST: Rs. 8, 72, 500

Visits for identifying trainees and/or procuring orders	INR 10,000
30 trainees' cost of training @ Rs.14, 750*	INR 4, 42,500
30 trainees' stipends for travel @ Rs.500 per month (10 months)	INR 1, 50,000
Mobility/Communication aids @Rs.8000 x estimated 15 trainees with disability	INR 1, 20,000
Seed Capital	INR 1, 00,000
Post training mentoring	INR 50,000

Requested Proportion of Release of Funds	
Year 1 (48%)	INR 4,16,250
Year 2 (52%)	INR 4,56,250

PROPOSED ACTIVITY PLAN AND MILESTONE OF FUND RELEASE SCHEDULE OF THE PROJECT

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Time Line	Proposed Activity Plan	Expected Milestones for fund release	Schedule of Fund release requested Give both percentage and amount (as cumulative representation of total project funds)	Expected Outcomesto be achieved at end of Quarter/ Approp timeline
1	2	3	4	5
Q1/ approp time line suitable to your programme	Project formalities to be set up regarding, accounting systems as per financial guidelines from SUDA and NULM.	Signing of Agreement with SUDA		Signed Agreement
Year 1				
Month 1	Visits to urban slums where IICP is working with partner NGOs will be made. Contact will be established with KMC councillors and meetings will be held with stakeholders. Contacts with clients for supply of tea for packing and orders for bags for training	Visits to slums and to clients for procuring ordersas per written records	Rs.5000/- (0.57%)	List of visits made and details of processes 15 trainees' details
Trainee Identification (Batch 1)	15 trainees from low income family (10 persons with disability and 5 non-disabled persons from the family or community) will be identified. Family Demographic data (income, occupation, education) to be obtained	Completion of Trainee identification with identifying information (wards, addresses)	Training costs @ Rs. 14, 750 x 15 Rs. 2,21,250 (25.36%) Stipends for travel (15 trainees) Rs. 75,000 (8.60%)	Trainees' Demographic data Documentation for amount of stipend on basis of distance covered

Time Line	Proposed Activity Plan	Expected Milestones for fund release	Schedule of Fund release requested Give both percentage and amount (as cumulative representation of total project funds)	Expected Outcomes to be achieved at end of Quarter/ Approp timeline
1	2	3	4	5
Month 2 Profiling and Admission formalities	Documentation - Admission forms, assessment and profiling of trainees will be completed along with needs assessment of assistive devices Briefing to the family about the objectives of the training and provisional future plan.	All documentation will be completed including needs assessment and price details for procurement of Assistive devices.	Cost of Assistive Devices Rs.60,000(6.88%)	Completed Profiles and admission forms and order/procurement details of assistive devices
Months 3-12 Provision of aids and appliances as per need	Specific assistive devices will be procured	Order Documents for Assistive Devices		Photographic evidence of assistive devices Payment details for Devices

Time Line	Proposed Activity Plan	Expected Milestones for fund release	Schedule of Fund release requested Give both percentage and amount (as cumulative representation of total project funds)	Expected Outcomesto be achieved at end of Quarter/ Approp timeline
1	2	3	4	5
Months 3-12 8-months skill development training And functional literacy/Employability skill/ Marketing skill/ 1 month Entrepreneurship Development Programme (EDP) and SHG training	15 trainees will undertake 2 hours training x 5 days a week (excluding public holidays and Pujas) Course Diary will reflect daily records of training - 1 hour - training on Functional Literacy/Employability skill/ Advocacy and Rights/Marketing skill/ SHG and EDP training 1 hour - hands-on training on Making paper bags, envelopes, cloth bags, Sal-patapackets, tea packing and masala packing; learning to prepare tea and snacks made with local cheap ingredients.	Timetables, schedules, course materials, course diary, Individualised Training Plans and monthly progress reports		Trainee Data and products Monthly Accounts statements Disbursement details of stipends
Formation of 1 SHG and small enterprises	Visits to Communities for mentoring. Applications for Seed Capital to be submitted. Committee for Screening Seed Capital allocations and Disbursement to be formed. Seed money disbursal and signing of agreements.	Committee will meet for evaluating projects for Seed capital for Batch 1; Post training mentoring of Batch 1 trainees:	Post training mentoring Rs. 5,000 (0.57%) Seed Capital Rs. 50,000(5.73%) Total: 4,16,250 (48%)	Details of 1 SHG and Individual/group enterprise Visit Reports and Status of Income Generation Schemes

Time Line	Proposed Activity Plan	Expected Milestones for fund release	Schedule of Fund release requested Give both percentage and amount (as cumulative representation of total project funds)	Expected Outcomesto be achieved at end of Quarter/ Approp timeline
1	2	3	4	5

Time Line	Proposed Activity Plan	Expected Milestones for fund release	Schedule of Fund release requested	Expected Outcomes to be achieved at end of Quarter/ Approp timeline
1	2	3	4	5
Year 2 Month 1 -2 Trainee Mentoring (Batch 1)	Batch 1 trainees' community income generation schemes start. Post training mentoring on a fortnightly, then monthly continues THROUGH THE YEAR	List of trainees and post training data of Income Generation Schemes	Post training mentoring Rs.20,000(2.29%)	Trainees will be working in SHG or in individual/group enterprise Visit Reports
Trainee Identification (Batch 2)	Visits to urban slums where ILCP is working with partner NGOs will be made. Contact will be established with KMC councilors and meetings will be held with stakeholders. Contacts with clients for supply of tea for packing and orders for bags for training	Visits to slums and to clients for procuring orders	Costs of Visits Rs 5,000 (0.57%)	Identification of 15 trainees
	15 trainees from low income family (10 persons with disability and 5 non-disabled persons from the family or community) will be identified. Family Demographic data (Income, occupation, education) to be obtained	Trainee identification will be completed with details of ward, location, addresses	Training costs @ Rs. 14, 750 x 15 Rs. 2,21,250 (25.36%) Stipends for travel (15 trainees) Rs. 75,000 (8.60%)	Trainee Data Documentation for stipend on basis of distance covered

Time Line	Proposed Activity Plan	Expected Milestones for fund release	Schedule of Fund release requested	Expected Outcomes to be achieved at end of Quarter/ Approp timeline
1	2	3	4	5
Month 2 Batch 2: profiling and Admission formalities	Documentation - Admission forms, assessment and profiling of trainees will be completed Briefing to the family about the objectives of the training and provisional future plan.	All documentation will be completed including needs assessment and price details for procurement of Assistive devices.	Cost of Assistive Devices Rs.60,000 (6.88%)	Completed Profiles and admission forms and order/procurement details of assistive devices
Months 3-12 Post training mentoring Batch 1 Batch 2: Provision of aids and appliances for trainees with disability as per need	Post training mentoring for Batch 1 trainees as stated earlier Specific assistive devices as recommended by ILCP team will be procured/ordered	Order Documents for Assistive Devices		Visit report and status of Income Generation Schemes Photographic evidence of assistive devices Payment Details of Devices
Batch 2: 8 month skill development training And functional literacy/Employability skill/ Marketing skill/ 1 month Entrepreneurship Development Programme (EDP) and SHG training	15 trainees will undergo 2 hours training x 5 days a week (excluding public holidays and Pujas) Course Diary will reflect daily records of training - 1 hour - training on Functional Literacy/Employability skill/ Advocacy and Rights/Marketing skill/ SHG and EDP training 1 hour - hands-on training on Making paper bags, envelopes, cloth bags, Sal-patapackets, tea packing and masala packing; learning to prepare tea and snacks made with local cheap ingredients.	Timetables, schedules, course materials, course diary, Individualised Training Plans and monthly progress reports		Training Data of 15 trainees and products Monthly Accounts statements Disbursement of Stipends Details of 1 SHG and

Time Line	Proposed Activity Plan	Expected Milestones for fund release	Schedule of Fund release requested	Expected Outcomes to be achieved at end of Quarter/ Approp timeline
1	2	3	4	5
Formation of 1 SHG and small enterprises	<p>Visits to Communities for mentoring.</p> <p>Applications for Seed Capital to be submitted.</p> <p>Committee for Screening Seed Capital allocations and Disbursement to be formed. Seed money disbursal and signing of agreements.</p> <p>Interim and Final Report with audited accounts</p>	<p>Committee will meet for tracking EMI payments for Batch 1 and disbursal of Seed capital for Batch 2 on the basis of Projects and EMI agreements</p> <p>Post training mentoring of Batch 1 and 2 trainees</p>	<p>Seed Capital Rs. 50,000(5.73%)</p> <p>Post training mentoring Rs.25,000(2.87%)</p> <p>Total Rs. 4,56, 250 (52%)</p>	<p>individual /group enterprises</p> <p>List of Income Generation Projects in the Community with location and other details and fund disbursal</p> <p>EMI payments</p> <p>Visit reports and status of Income Generation Schemes</p>
Year 3	No-cost extension with remaining project funds and EMI payments of seed money for monitoring of Batch 1 and 2 income generation enterprises	<p>Monthly Visit to Community for Continued links with Batch 1 and Batch 2 trainees</p> <p>Quarterly visits will continue for Batch 2 trainees track repayment of seed money according to the agreements. This money will be returned as per instructions from SUDA.</p> <p>Final review and reporting and decision regarding future links</p>	NONE	<p>Trainees should be included in Community Based Income Generation Schemes</p>

Add more columns as required

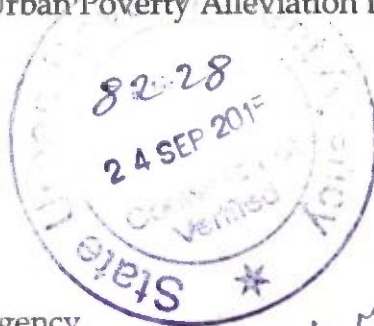
Proposed city: Kolkata Total number of proposed trainees: 30 Duration: 2 years + 1 year No Cost Extension Total Proposed budget: Rs 8,72,500/-

OUTCOME OF THE PROJECT

1. Training of 30 individual in 2 years
2. Minimum 4 Group/Individual enterprises in 2 years
- 3.2 SHG at the end of 2years

①

No. K -14015/1/2015-UPA/ FTS - 12299
Government of India
Ministry of Housing & Urban Poverty Alleviation
(Urban Poverty Alleviation Division)



Nirman Bhavan, 215-B
New Delhi.
Dated: 7th September, 2015.

✓ To,
Shri M.N. Pradhan
Director
State Urban Development Agency
H Block, Sector 3 Salt Lake
ILGUS Bhavan, Bidhan Nagar
Kolkata - 700106

Subject: Innovative and Special project proposal under National Urban Livelihoods Mission (NULM) - reg.

Sir,

The undersigned is directed to refer to Govt of West Bengal letter No. SUDA-85/2014/1784 dated 02.10.2014 forwarding therewith a project, viz. "Skill Development for sustainable Income Generation, West Bengal" submitted by Indian Institute of Cerebral Palsy (IICP), for consideration under NULM.

2. The above said project has been approved by the Project Approval Committee of the Ministry in its meeting held on 02.6.2015, for implementation as I&SP Project under NULM at a cost of Rs. 8,72,500/- to be completed in 2 years along with activity plan and milestone of fund release schedule of the project submitted.

3. Accordingly, it is requested that in terms of the Operational Guidelines of the I&SP Project under NULM, necessary Memorandum of Agreement (MoA) may be entered into with the Indian Institute of Cerebral Palsy (IICP) for immediate implementation of the said project.

4. After information on the signing of MoA and start of the project has been received from the Govt. of West Bengal, funds for the Project shall be released by the Ministry in accordance with the milestones prescribed for the same approved by the Ministry.

Yours faithfully,

(A.K. Sinha)

Under Secretary to the Government of India
Telefax: 2306 2098.

Copy To:

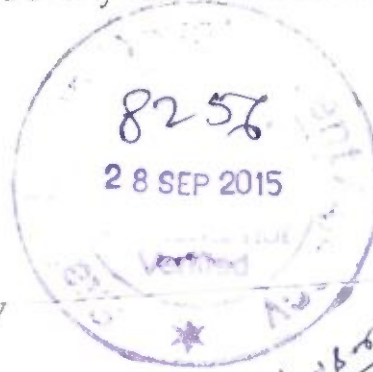
Dr. Reema Sen, Executive Director, Indian Institute of Cerebral Palsy, 35/1, Taratala Road, KOLKATA-700088.

No. K -14015/1/2015-UPA/ FTS - 12299
Government of India
Ministry of Housing & Urban Poverty Alleviation
(Urban Poverty Alleviation Division)

Nirman Bhavan, 215-B
New Delhi.

Dated: 7th September, 2015.

To,
Shri M.N. Pradhan
Director
State Urban Development Agency
H Block, Sector 3 Salt Lake
ILGUS Bhavan, Bidhan Nagar
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Yours faithfully,

(Signature)

(A.K. Sinha)

Under Secretary to the Government of India
Telefax: 2306 2098.

Copy To:

Dr. Reema Sen, Executive Director, Indian Institute of Cerebral Palsy, 35/1, Taratala Road, KOLKATA-700088.

1607-SYA/15
28/9/15



Manindra Nath Pradhan <wbsudadir@gmail.com>

PAC Review Meeting for I&SP proposals- 2 June

1 message

Ruchi Khurana <ruchi.snpupr@gmail.com>

Tue, May 26, 2015 at 3:59 PM

To: Manindra Nath Pradhan <wbsudadir@gmail.com>

Cc: Brijkumar Joint Secy HUPA <brijkumar.mhupa@nic.in>, dupa-mhupa@gov.in

Kind Attn: Shri M.N Pradhan, Director (SUDA), Government of West Bengal

Dear Mr. Pradhan

The Proposal received from your State under the I&SP component of NULM ' Skill Development for Sustainable Income Generation' is now placed for a review at the PAC meeting that will be held on **02 June at 11:00 hours at NBO Conference Hall, Nirman Bhawan**. The PAC meeting will be conducted under the chairpersonship of the Secretary (HUPA) to further screen this project.

You are requested to make a presentation on this proposal. You may also invite the representatives of the Proposing Agency - Indian Institute of Cerebral Palsy for providing clarifications at the meeting.

Kindly confirm your participation at the earliest. A meeting notice that has been issued from our office is attached with this email for your ready reference.

We look forward to your active participation.

Kind regards

Ruchi Khurana

Knowledge & Learning Specialist

GoI-DFID Project, Support for National

Policies for Urban Poverty Reduction

Ph No: 9891648811

**Meeting Notice PAC Review 2 June.pdf**

1950K

MEETING NOTICE

Subject: Project Approval Committee Meeting to Consider Projects under I&SP Component, NULM

The first meeting of Project Approval Committee (PAC) for Innovative & Special Projects (I&SP) Component, NULM is proposed to be held on Tuesday, the 2nd June, 2015 at 11:00 am in NBO Conference Hall, Room No. 120-G, Nirman Bhawan, New Delhi under the chairpersonship of Secretary (HUPA) to screen and approve projects received under the I&SP Component of NULM.

2. Mission Directors of concerned States are requested to make a presentation on proposals for:

(a) Avacayam: Recycling Flower Waste into Environmentally Friendly Products in Varanasi & Allahabad, Uttar Pradesh (State: Uttar Pradesh, Proposing Agency: Society of Child Development)

(b) Skill Development for Sustainable Income Generation (State: West Bengal, Proposing Agency: Indian Institute of Cerebral Palsy)

The Mission Directors of the respective States may also invite the Representatives of Proposing Agencies for providing clarifications at the meeting.

3. You are requested to kindly make it convenient to attend the meeting. A brief overview of the two State endorsed proposals is enclosed.

A. Mittal
(Archana Mittal)
Director(UPA)
PAC Member-Convenor
Tel:23062127

To

1. Secretary, M/o HUPA, Chairperson
2. Joint Secretary (UPA) i/c of NULM, M/o HUPA, Member
3. Joint Secretary & Financial Advisor, M/o HUPA, Member
4. Joint Secretary (JNNURM & RAY), M/o HUPA, Member
5. Mission Director(s), SULM of concerned States (Members)
 - (a) Shri Shailender Kumar Singh, Mission Director (SUDA), Government of Uttar Pradesh.
 - (b) Shri M.N. Pradhan, Mission Director (SUDA), Government of West Bengal

Copy to: Mr. S. Dey, PPS to Secretary (HUPA)
Mr. Sunil Jha, Assistant- Administration, NBO for taking necessary action
Mr. Chakrapani, Section Officer-UPA for issuing the meeting notice

ISSUED - *Ac*
26/5/15

Ministry of Housing and Urban Poverty Alleviation, Government of India

Project Approval Committee Meeting to Consider Projects under I&SP Component, NULM

Brief Overview

1. **Proposal Name:** Avacayam: Recycling Flower Waste into Environmentally Friendly Products in Varanasi & Allahabad, Uttar Pradesh

State: Uttar Pradesh (Varanasi & Allahabad)

Proposing Agency: Society of Child Development

Description: Aims to create a model of skill development for vulnerable sections of the society towards conversion of waste temple flowers into products, thereby helping them build a set of skills to manufacture products and then provide them on job training opportunities towards learning business, marketing and sales skills. The project is innovative in its approach as it addresses the issue of temple flower waste that often pollutes land and rivers and provides skill training and livelihoods to the marginalised groups. The training will be given in two parts. The first part will include classroom sessions on basics of production & quality control, financial management, building small businesses, marketing, sales etc. These will be imparted in intervals of 6-8 weeks. The second part will be the on the job training through mentorship and follow-ups.

Post training, beneficiaries are expected to earn Rs 2500-3000 per month on an average which is expected to increase over time once they develop dexterity and efficiency in producing more units including holi colour, rangoli & agarbatti. The proposing agency offers a full buy back of all finished products to immediately start income generation. During this period, SCD will coach and mentor trainees in essentials of developing and managing customer base for stronger market linkages.

After the completion of this project, the Proposing Agency plans to develop a regional hub for centre based employment and dissemination of new trainings. Thereafter it will encourage development of SHGs with market linkages through this hub. For actualising this plan, SCD has expressed if the State through its relevant NULM component can support and get involved in the continuation of this project. After the evaluation of success of first year, SCD envisages to submit a new proposal towards their continual commitment of services to persons with disability.

No. of Beneficiaries: 1000 beneficiaries from economically deprived groups including women with HIV, disabled persons and those with negligible access to formal education

Project Period : 1 year

2. Proposal Name: Skill Development for Sustainable Income Generation

State: West Bengal (Kolkata)

Proposing Agency: Indian Institute of Cerebral Palsy (registered as a Charitable Society)

Description: Aims to provide learning & vocational training to disabled and persons without disability in a same classroom through a reverse inclusion approach. IICP will serve people with developmental disability including adults with cerebral palsy, intellectual disability, mild autism, low vision, specific learning difficulties and hearing impairment. Trainees without disability will comprise family members or close associates from the same neighbourhood who will support the trainee with disability. The trainings will be provided in making paper bags and other packages of eco-friendly material, tea packaging and basic financial literacy including knowledge on forming SHGs. A minimum of 2 SHGs/group enterprises will be formed through handholding support to the trainees towards market access.

Being a pilot project, the proposing agency will make a serious attempt to change the mindset and help mainstream persons with disability through this initiative. Handholding support will be given to facilitate family run or individual enterprise to procure orders. Seed money will be used to support deserving family run/individual enterprises or SHGs to form initial kitty to kick start business. IICP will form a Committee to help screen and select such applicants and monitor the utilisation of money. IICP has close linkages with a range of tea and other companies and can ensure packaging orders for training and on the job experience.

This project is found innovative in its approach as it targets adults with disability living in slums and other poorly served environments by providing them with skills and knowledge that will facilitate income generation.

No. of Beneficiaries: 30 beneficiaries from urban slums within the limits of Kolkata Municipal Corporation including both disabled and persons without disability. Seventy percent of trainees will be disabled persons and rest Thirty percent will be persons without disability.

Project Period: 2 years

Proposed Cost: Rs 8.72 lakhs, Per capita cost: Rs 29,083

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ
 “ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

SUDA-85/2014/ 400

08.05.2015

ক্রমিক নং

তারিখ

From: Shri M.N.Pradhan, IAS
 Director, SUDA &
 Mission Director, WBSULM

To : General Manager,
 Central Tool Room & Training Centre,
 Bon Hooghly Industrial Area
 Kolkata - 700 108

Sub: Resubmission of a revised proposal for Skill Development Training to disabled / women / minorities under ‘Innovative & Special Project’ component of National Urban Livelihood Mission

Sir,

Kindly refer to the meeting held at our office on 17th April, 2015 regarding approval of the project on “Skill Development Training to disabled / women / minorities” that was submitted by you under ‘Innovative & Special Project’ component of National Urban Livelihood Mission. In the said meeting, as you may recall, several gap areas in the project proposal were pointed out and you were requested to submit a revised proposal after incorporating the suggested changes / modifications. The revised proposal, however, has not been received from your end till date.

You are requested to kindly expedite submission of the same.

Yours faithfully,

Director, SUDA

&

Mission Director, WBSULM

SUDA-85/2014/ 400

08.05.2015

Copy for information to:

1. Director (UPA), HUPA Ministry, GOI
2. Joint Commissioner, Kolkata Municipal Corporation

Director, SUDA

&

Mission Director, WBSULM

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com

Account Section : 2358 6408

बी. के. अग्रवाल, आई.ए.एस.

B. K. AGARWAL, I.A.S.,

Tel. : 011-2306 1630

Telefax : 011-2306 3549

E-mail : brijkumar.mhupa@nic.in



संयुक्त सचिव

भारत सरकार

आवास और शहरी गरीबी उपशमन मंत्रालय

निर्माण भवन, नई दिल्ली-110 011

JOINT SECRETARY
GOVERNMENT OF INDIA
MINISTRY OF HOUSING
& URBAN POVERTY ALLEVIATION
NIRMAN BHAWAN, NEW DELHI-110 011

D.O. No. K-14014/42/2014-UPA (Vol 1) FTS: 11786

Dated the 17th November, 2014

Dear Mr. Pradhan.


This is further to the letter (DO No. K-14014/42/2014-UPA) dated 1st October, 2014 requesting to send your observations and recommendations on the revised proposal submitted by the NGO to your State for its further consideration by the Project Approval Committee (PAC) established under the Innovative and Special Projects (I&SP) component of the NULM. The detail of this proposal is given below:

Name of Project: Skill Training of Persons with Disabilities in Kolkata, West Bengal
Proposing Agency: Indian Institute of Cerebral Palsy

2. As you are aware, a PAC Meeting for the review of your Project will be held shortly under the Chairpersonship of Secretary, M/o HUPA. In readiness of this meeting, you are once again requested to send observations and recommendations on the submitted proposal no later than 25 November 2014. These observations can also be emailed directly to dsupa-mhupa@nic.in and ruchi.snpupr@gmail.com.

With regards

Yours Sincerely


(B. K. Agarwal)



Shri M.N. Pradhan
Director (SUDA)
Government of West Bengal
HC Block, Sector-3, Salt Lake
ILGUS Bhavan, Bidhan Nagar
Kolkata- 700106
Tel No. 033-23593119, M.No. 09830645524
Email: wbsudadir@gmail.com



Manindra Nath Pradhan <wbsudadir@gmail.com>

SD (SD)
Admission (H. Prad)
15/9/14

Project Proposal to MoHUPA

Reena Sen <sen.reen@gmail.com>

Mon, Sep 15, 2014 at 1:35 PM

To: Manindra Nath Pradhan <wbsudadir@gmail.com>, mc@kmcgov.in

Cc: Ruchi Khurana <ruchi.snpupr@gmail.com>, Shivani Manaktala <shivani.snpupr@gmail.com>

K/Attn: Shri M.N Pradhan, Director, State Urban Development Agency, Government of West Bengal

Dear Mr Pradhan

I refer to the discussions with your colleagues on 29 August about the proposal submitted to NULM from our organisation and the meeting in Delhi earlier this month that the Special Secretary from your Dept attended.

Attached is the final proposal. We await further advice and look forward to working in collaboration with SUDA and KMC.

My number is 98300-58655

With regards

Dr Reena Sen

*Pal Sahab.
background not known to me.
we may discuss.
15/9/14.
SD (SD).*

[Quoted text hidden]

Reena Sen, PhD
Executive Director
Indian Institute of Cerebral Palsy
35/1 Taratala Road
Kolkata 700088
Ph: 91-33-2401-3337
Fax: 91-33-2401-4177
Please visit our website: www.iicpindia.org



NULM Proposal.doc

339K



Indian Institute of Cerebral Palsy (IICP)

Recipient of Govt. of India (Ministry of Social Justice and Empowerment) National Award - 'Best Institute for Disability' 2004

Patron: HE The Governor of West Bengal

Regn. No: S/14532

FCRA Regn: 147120171

Registered Address: 35/1 Taratala Road, Kolkata 700088

Email: mail@iicpindia.org

Phone: (033) 2401-3337 (D), (033) 2401-0240/3488/2347 (PBX)

Fax: (033) 2401-4177

Website: www.iicpindia.org

All cheques must be addressed to Indian Institute of Cerebral Palsy; Donations are exempt from Income Tax under Section 80G

PAN: AABTS5469G

For US transfers

Name of the Account Holder: Indian Institute of Cerebral Palsy

Name of the Bank: ICICI Bank Ltd

Branch: Bhowanipore

Address: 1A, Ashutosh Mukherjee Road

Kolkata 700 020. INDIA

A/C. No: Savings Bank A/C. 627501209350

Swift Code: ICICINBBXXX

IFSC Code: ICIC0006275

Title: Skill Development for Sustainable Income Generation – a proposal to National Urban Livelihood Mission for a two-year pilot project

1. BACKGROUND INFORMATION

Indian Institute of Cerebral Palsy (IICP) is a national award winning NGO that offers multi-disciplinary services for persons with disability particularly cerebral palsy and training and capacity building initiatives for all groups related to the disability and development sector. IICP's 40th year of service to the disability sector across the country will commence on 18 November 2014.

1.1 History, Mission and Vision

Indian Institute of Cerebral Palsy (IICP), a charitable (voluntary) organisation, registered under the Societies Registration Act, has been offering specialised, comprehensive services for children and adults with Cerebral Palsy (CP) since 1974. It started as the West Bengal Spastics Society and was housed in temporary military barracks; in 1985 it moved to its custom made building on land provided on long lease, by the Kolkata Port Trust. Later it was called the Spastics Society of Eastern India (SSEI) reflecting its role as a catalyst for similar services in the region. In 1999, the Indian Institute of Cerebral Palsy (IICP) replaced SSEI to symbolise the national impact of the organisation's activities.

IICP's **mission** is to work for equal rights and opportunities for persons with disabilities, particularly CP, and its **vision** is to facilitate an inclusive society in which diversity is valued, persons with disability are treated with respect, have full access to their constitutional rights and are consulted in all matters pertaining to their life.

1.2 Focus of IICP's work

IICP's main focus is on the removal of barriers that prevent persons with CP and other neuro-motor disabilities of all ages from participating in all aspects of life and gaining access to human rights – the same as any other citizen of India.

Cerebral Palsy is a developmental disability. Persons with CP have irreversible multiple disabilities due to brain damage that occurs before or during birth or in the early years of their life. This leads to difficulties in balance and coordination and often, other associated problems - speech and communication, learning, epilepsy, sensory loss. There is no cure but with intervention, access and opportunities children and adults with cerebral palsy can live a full and enriched life and participate actively in their family, community and society.

Some salient points:

- a) Over the years, IICP's services have been opened to other disabilities. The **Early Intervention Clinic** for infants aged 0-2 years includes all developmental disabilities; the **Vocational Training Centre** offers trade related training to adults with CP, intellectual disability, mild autism, low vision and hearing impairment. **Community Based Services** in partnership with other NGOs offer advice and guidance to persons with disability regardless of the type of disability or the age.
- b) In a 'reverse inclusion' approach the **School Services** includes children without disabilities from deprived economic backgrounds and the **Vocational Training Centre's** trade related training in catering, computers, printing and tea packing targets **70% adults with disability and 30% adults from deprived economic backgrounds**.
- c) IICP has been working in Kolkata slums with the support of donors through an urban CBR project since 2000. At present **IICP works in 79 sites in 67 Kolkata Municipal Corporation wards in partnership with NGOs** providing direct services to persons with disability and their families, training to the field level workers and family members and creating awareness regarding their rights in the community. Partners comprise well respected NGOs including Ramakrishna Mission Lok Siksha Parishad, Narendrapur.
- d) A large number of adults with disability from under-served urban areas and low income homes have availed of vocational training programmes in IICP.

1.3 Vocational Training in IICP

- 1992: IICP set up its **Vocational Training Centre**. A market survey led to the formulation of trade related training in **printing, catering and computers**. Courses of four-six months duration in computer applications were offered in collaboration with **Jadavpur University**.
- 2009: Training in **tea packing** was started with the support of a tea company and with a small group of 8 trainees with varying degrees of disability and 3 mothers of children with cerebral palsy from very poor homes. Small stipends are paid and at present the team is packing tea for 4 tea companies including Andrew Yule and Co. and Goodricke Group Ltd.
- 2010: With the support of the **Sir Dorabji Tata and Allied Trusts** a **three-year programme for 'Vocational training for Empowerment and Employment'** commenced. The training syllabi for **printing, catering and computer applications** were structured into modular programmes and specific modules on **employability and social skills and advocacy** were added. A new course on **Office Assistance** in two modules was added. Continuing Education through IICP's **National Institute of Open Schooling Unit** for adults pursuing vocational training and others solely focused on formal education was an integral part of the project.

- 2012: A partnership was forged with **Enable India** to focus on employment and training of trainers on Employability skills was conducted. Social skills and employability training was also conducted in collaboration with a Soft Skill consulting company, Mind-Tree
- 2013: A two day training on Rural Livelihoods and interface with the **National Rural Livelihoods Mission (NRLM)** was conducted by Samir Ghosh, Social Analyst and Consultant, NRLM for the IICP Community Based Rehabilitation team, other IICP professionals and partners working in rural areas
- 2014: The **second three-year cycle of the Vocational Training for Employment and Empowerment supported by the SDTT and Allied Trusts commenced on 1 August**
- The above project that has commenced on 1 August includes a survey to identify markets and prospects for employment.

2. PROPOSED BENEFICIARIES, PROPOSAL CONCEPT AND PERCEIVED OUTCOMES

2.1. Proposed Beneficiaries 30 adults – approximately 70% of total number of trainees with disability (21); 30% without disabilities (9)

2.2 Proposal Concept

Objectives

1. The urban poor with a major focus on persons with disability will be trained in the Vocational Training Centre of IICP on:
 - a) **Making paper bags and other packages** of eco-friendly material (recycled fibre, paper, jute)
 - b) **Packing tea:** Two –pronged approach:
 - i) Trainees will be learning how to pack tea outsourced from tea companies, so no sales-related skills are involved in training.
 - ii) Trainees will be packing tea with a view to selling the packets so they will need input on sales, accounts, budgets and allied skills.
 - iii) Trainees with disability will comprise men and women with cerebral palsy, mild autism, specific learning difficulties, intellectual disabilities, low vision and hearing impairment; trainees with no disabilities will comprise family members or associates from the same neighbourhood who will support the trainee with disability.

2. **A survey**, referred to earlier (that will be conducted to identify markets for products, opportunities to do outsourced work and prospective open employment) **will inform the identification of markets for this project.**
3. Subsequent to the completion of training, **IICP will issue certificates of completion.**
4. The **setting up of a family run or individual enterprise** will be facilitated with support from IICP trainers for one-year to procure orders for packets of tea/paper bags/ other packages. Support will be steadily and gradually faded out over the second year after completion of training.
5. **A minimum of 2 self-help groups/group enterprises** of 5 trainees and others who will act as facilitators per group will be formed with support from IICP trainers for one-year to procure a market for packets of tea/paper bags/ other packages. Support will be steadily and gradually faded out over the second year after completion of training.
6. **Seed money** will be used to support deserving family-run or individual enterprise/self-help groups to form the initial 'kitty'/ group enterprises to gain a kick-start; the monies will be returned after a specified period of time - with no interest. A committee will be set up to screen applications for seed money, make the selections and monitor the utilization.
7. **Opportunities for formal education** in IICP's National Institute of Open Schooling Unit will be provided for all those who wish to continue or take up study alongside vocational training.

Indicators of Achievement

Project Duration: 2 years

Year 1

- a) **Meetings in low income housing areas and urban slums in will be conducted in partnership with IICP's community services partner NGOs to identify families with adults aged over 18 years** - from low income groups and belonging to the below poverty line category; this would involve links with ASHA and ICDS workers
- b) **Family based intervention and assessment of needs will lead to the selection of trainees in consultation with the partner NGO and key resource persons in the community and KMC, pre-course interviews, functional assessments and provision of aids and appliances as required for trainees with physical disabilities/low vision/hearing impairment. A plan for utilization of training will be completed in consultation with the family.**
- c) **Survey data and visits to prospective clients will be made to identify shops, businesses and markets in select areas as defined above to procure orders for paper bags and other types of packaging.**
- d) **Training will be imparted for 2 hours a day, five days a week over 10 working months – this duration of training is necessary as persons with disabilities need a more structured**

method of teaching and training; the training will include 5-hours a week on social and employability skills and basic financial and marketing literacy programmes will be included for trainees with options to include a family member.

- e) Training on forming self-help groups, microfinance and entrepreneurship will be provided.
- f) Information about rights, entitlements and facilities available for persons with disability will be given and facilitation for procuring disability cards will be provided.
- g) Tea and other companies will be approached to ensure continuous supplies of tea and packaging orders for training on the job (IICP has close linkages with a range of tea and other companies).

Year 2

- a) The IICP placement team will help the formation of family based enterprise/group enterprise/self-help group and will link the trained adults with the 'clients' placing orders and will support the individuals/ group by (a) monitoring quality and (b) timely delivery of orders.
- b) Monthly visits will be made for the first six months; quarterly visits for the next six months.

2.3. Perceived Outcomes

The outcome of the project would be at the individual level, family level and in the community level

- a) Individual level - learning a skill will lead to higher self-esteem and confidence building. The individual will obtain an opportunity to be a responsible and productive member of the family and society.
Measured by: numerical data of number of trainees, attendance, course work, certificates; before and after training assessment and profiles; comparative income levels during training and one year after training;
- b) Family level - alleviation of long term stress, worries and anxiety of family members and opportunity within the family and scope to demonstrate skills and talent of persons with disability to others. Better understanding within the family and outside.
Measured by: pre and post course interviews with key family members
- c) Community level - Increased visibility of the trained person in the larger community and change of others' perception.
Measured by number of self-help groups formed; community linkages; details of orders from the community
- d) Policy Level – this project will be innovative and informative for both policy makers and programmes about inclusive training and income generation

3. LINK WITH NULM, KMC AND INNOVATIVENESS

In sync with NULM guidelines, this project focuses on poor and marginalised persons from low income groups and living in low income housing and urban slums. It provides scope for marginalized persons with disability and others without disabilities but equally disadvantaged through poverty to develop skills with a potential to improve the quality of life. These skills will be then be used for purposes of generating sustainable livelihoods.

The innovativeness of this proposal lies in two major facts:

First, it is inclusive in that it is targeted at both persons with disability and persons without disability.

Second, it includes within the fold of social uplifting and mobility a group with a history of discrimination and segregation leading to prejudice, pre-conceived notions and poor expectations and a complete disregard for potential productivity – adults with disability. Behind every person with a disability, there is a family that is also disabled through the ignorance and negative attitudes that prevail in the community. This project focuses on individuals but the impact will be far greater.

ESTIMATED BUDGET (as per NULM and GOWB guidelines):

TOTAL COST: Rs.8, 72, 500

Year 1

Visits for procuring orders	INR 10,000	
30 trainees' cost of training @ Rs.14,750*	INR 4, 42,500	
30 trainees' stipends for travel @ Rs.500 per month (10 months)	INR 1, 50,000	
Mobility aids @Rs.8000 x estimated 15 trainees with disability	INR 1, 20, 000	
Total		7, 22, 500

Please see break up in Appendix A

Year 2

Seed Capital	INR 1, 00,000	
Post training mentoring	INR 50,000	
Total		1, 50,000

*Break up on following page

Cost of training for each trainee of 30 trainees under NULM Project for 10 months:

Items	Rate per month	Costs for 10 months
Admission Charge		Rs.500
Annual Charge		Rs.1000
Monthly Fees	Rs.500	Rs.5000
Training Materials for all components		Rs.1500
Overhead Costs (a) Use of three rooms and common areas: 22 days a month	Rs.75	Rs.750
(b) Human Resources (Proportionate costs for the inputs of 1 Printing Instructor, 1 Special Educator, 1 Counsellor and 1 Tea Packaging Instructor, 1 guest lecturer)	Rs.600	Rs.6000
	Rs.1175	Rs.14750

बी. के. अग्रवाल, आई.ए.एस.
B. K. AGARWAL, I.A.S.

Tel. : 011-2306 1630
Telefax : 011-2306 3549
E-mail : brijkumar.mhupa@nic.in



सत्यमेव जयते



संयुक्त सचिव

भारत सरकार

आवास और शहरी गरीबी उपशमन मंत्रालय
निर्माण भवन, नई दिल्ली-110 011

JOINT SECRETARY
GOVERNMENT OF INDIA
MINISTRY OF HOUSING
& URBAN POVERTY ALLEVIATION
NIRMAN BHAWAN, NEW DELHI-110 011

DO. No. K-14014/42/2014-UPA

Dated: 8th August 2014

Dear B.P. Gopalika

Adm
29/8/14

The National Urban Livelihoods Mission (NULM) has a component of "Innovative & Special Projects" (I&SP) under which novel initiatives in the form of innovative projects will be promoted. The objective of projects under this component will be to implement a time-bound programme to demonstrate an approach for sustainable urban poverty alleviation efforts. As per the guidelines, projects under this component have to be submitted to the Ministry through the State/UT Government. A copy of the Operational Guidelines for Innovative & Special Projects under NULM is enclosed herewith. The same can also be downloaded from the website http://nulm.gov.in/PDF/NULM_Mission/ISP_Guidelines.pdf.

2. Innovative/special projects may be undertaken on a partnership mode involving CBOs, NGOs, semi-government Organisations, private sector, industry associations, government departments/agencies, urban local bodies, national/state/ city resource centres or international organisations. We feel that through this component of NULM, focus should be placed to address livelihood issues of most vulnerable sections like physically challenged, rag pickers, domestic workers, rickshaw pullers, sanitation workers and other such vulnerable groups. You are requested to send project proposal under this component.

3. I may also inform that a meeting to discuss the nature of projects under this component of NULM was held on 11 June 2014 in New Delhi with various organisations working in the field of livelihoods for most vulnerable sections of the poor. These organisations have now submitted preliminary proposals to the Ministry. Enclosed is the following proposal received for implementation in your state:

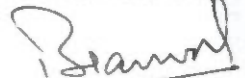
- a. Skill Training of Persons with Disabilities in Kolkata, West Bengal (proposed by Indian Institute of Cerebral Palsy)

To
Adm
29.8.14

4. In this background, a meeting has been scheduled for 2nd September, 2014 at NBO Conference Hall, Room 120-G, Nirman Bhawan, Maulana Azad Road, New Delhi 110011 at 10:30 am to discuss these proposals and take opinion of the States. You are requested to kindly make it convenient to attend the meeting or depute the NULM Mission Director and the representative from concerned ULBs to attend. A line in confirmation may be sent to dsupa-mhupa@nic.in and ruchi.snpupr@gmail.com.

With regards

Yours Sincerely



(B. K. Agarwal)

Shri B.P. Gopalika

Principal Secretary (Municipal Affairs)

Govt. of West Bengal

Writers Building, Kolkata – 700 001

Tel: 033-22143678, Fax: 033-22143632

Mob- 09831105812

Email: psecy-ud-wb@nic.in

✓ Copy to:

1. State Mission Director
2. CEOs/Commissioners of concerned ULBs;
3. All relevant NGOs / Implementing Agencies

बी. के. अग्रवाल, आई.ए.एस.
B. K. AGARWAL, I.A.S.

Tel. : 011-2306 1630

Telefax : 011-2306 3549

E-mail : brijkumar.mhupa@nic.in



सत्यमेव जयते



संयुक्त सचिव
भारत सरकार
आवास और शहरी गरीबी उपशमन मंत्रालय
निर्माण भवन, नई दिल्ली-110 011

JOINT SECRETARY
GOVERNMENT OF INDIA
MINISTRY OF HOUSING
& URBAN POVERTY ALLEVIATION
NIRMAN BHAWAN, NEW DELHI-110 011

DO. No. K-14014/42/2014-UPA

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- a. Skill Training of Persons with Disabilities in Kolkata, West Bengal (proposed by Indian Institute of Cerebral Palsy)

Director, SUDA

me
28/8

②
Adm
28/8/14

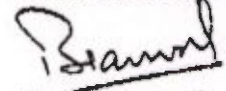
8201/SHS/14
28/8/14

To
Adm
29.14

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With regards

Yours Sincerely



(B. K. Agarwal)

✓ Shri B.P. Gopalika
Principal Secretary (Municipal Affairs)
Govt. of West Bengal
Writers Building, Kolkata – 700 001
Tel: 033-22143678, Fax: 033-22143632
Mob- 09831105812
Email: psecy-ud-wb@nic.in

Copy to:

- ✓
1. State Mission Director
 2. CEOs/Commissioners of concerned ULBs;
 3. All relevant NGOs / Implementing Agencies

ISSUED


19/8/14



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রাজ্য নগর উন্নয়ন সংস্থা

SUDA

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ
“ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

SUDA- 85/2014/ ২৭৮

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ক্রমিক নং

তারিখ

By. Speed on
22.04.15

From : Director, SUDA &
Mission Director, WBSULM

To : Joint Secretary,
Incharge of NULM,
Ministry of Housing & Urban Poverty Alleviation (UPA Division),
Nirman Bhavan,
New Delhi - 110 011.

Sub : Approval of revised project proposal under I&SP component of NULM

Sir,

With reference to your D.O. Letter No.K-14015/2/2015-UPA dated 27th February, 2015, a revised project proposal submitted by Indian Institute of Cerebral Palsy (IICP) in respect of Skill Development for “Sustainable Income Genertation” is submitted for review and consideration under the I&SP component of NULM by the Project Approval Committee of National Mission Directorate, NULM duly recommended by WBSULM and Kolkata Municipal Corporation.

Yours faithfully,

- Encl : 1. Revised project proposal in the prescribed format submitted by IICP
2. Recommendation of Kolkata Municipal Corporation
3. Auditors report for 2011-12, 2012-13 & 2013-14 submitted by IICP

WJ 22/4/2015
Director, SUDA
&

Mission Director, WBSULM

SUDA- 85/2014/ ২৭৮/১ (২)

২২.০৪.২০১৫

Copy for information to :-

1. The P.S. to the Principal Secretary, Municipal Affairs Department, Govt. of West Bengal.
2. Dr. Recna Sen, Executive Director, IICP, P-35/1, Taratala Road, Kolkata-700088.

WJ 22/4/2015
Director, SUDA
&

Mission Director, WBSULM

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com

Account Section : 2358 6408

PART I: PROJECT SUMMARY

1. Name of the Project: **Skill Development for Sustainable Income Generation – a proposal from Indian Institute of Cerebral Palsy (IICP) for a two-year pilot project**
2. Name of the city and state in which this project will be implemented: **Kolkata, West Bengal**

3. Project Objectives:

1. **The urban poor with a major focus on persons with disability will be trained for purposes of income generation in the Vocational Training Centre of Indian Institute of Cerebral Palsy on:**
 - a) **Making paper bags and other packages** of eco-friendly material (recycled fibre, paper, jute)
 - b) **Packing tea:** Two-pronged approach:
 - i) Trainees will be learning how to pack tea outsourced from tea companies, so no sales-related skills are involved in training.
 - ii) Trainees will be packing tea with a view to selling the tea so they will need input on sales, accounts, budgets and allied skills.
2. **The survey, referred to earlier** (that will be conducted to identify markets for products, opportunities to do outsourced work and prospective open employment) **will inform the identification of markets for this project.**
3. Subsequent to the completion of training, **IICP will issue certificates of completion.**
4. **The setting up of a family run or individual enterprise** will be facilitated with support from IICP trainers for one-year to procure orders for packets of tea/paper bags/ other packages. Support will be steadily and gradually faded out over the second year after completion of training.
5. **A minimum of 2 self-help groups/group enterprises** will be formed comprising the trainee (s) and the family member or friend who has been trained, if that is so and preferably women of the community with support from IICP trainers. This support will be provided for one-year after training to procure a market for packets of tea/paper bags/ other packages. Support will be steadily and gradually faded out as the group gets stronger.
6. **Seed money** will be used to support deserving family-run or individual enterprise/self-help groups to form the initial 'kitty'/ group enterprises to gain a kick-start; the monies will be returned after a specified period of time - with no interest. A committee will be set up to screen applications for seed money, make the selections and monitor the utilization.
7. **Opportunities for formal education** in IICP's National Institute of Open Schooling Unit will be provided for all those who wish to continue or take up study alongside vocational training.

8. Project period: **2 years**

9. Background of the project & features which make it special / innovative:

IICP's main focus is on the removal of barriers that prevent persons with CP and other neuro-motor disabilities of all ages from participating in all aspects of life and gaining access to human rights – the same as any other citizen of India. IICP works with persons from all castes and creeds and socio-economic backgrounds; approximately 40% of service users are from the category 'Below Poverty Line' and gain access to service free of fees.

Cerebral Palsy is a developmental disability. Persons with CP have irreversible multiple disabilities due to brain damage that occurs before or during birth or in the early years of their life. This leads to difficulties in balance and coordination and often, other associated problems - speech and communication, learning, epilepsy, sensory loss. There is no cure but with intervention, access and opportunities children and adults with cerebral palsy can live a full and enriched life and participate actively in their family, community and society.

Over the years, IICP's services have been opened to other disabilities. The **Early Intervention Clinic** for infants aged 0-2 years includes all developmental disabilities; the **Vocational Training Centre** offers trade related training to adults with

- intellectual disability, mild autism, low vision and hearing impairment. **Community Based Services** in partnership with other NGOs offer advice and guidance to persons with disability regardless of the type of disability or the age.

IICP also includes persons without disabilities but who are from The **Vocational Training Centre's** trade related training in catering, computers, printing and tea packing targets **70% adults with disability and 30% adults from deprived economic backgrounds.**

- a) IICP has been working in Kolkata slums with the support of donors through an urban CBR project since 2000. At present **IICP works in 79 sites in 67 Kolkata Municipal Corporation wards in partnership with NGOs** providing direct services to persons with disability and their families, training to the field level workers and family members and creating awareness regarding their rights in the community. Partners comprise well respected NGOs including Ramakrishna Mission Lok Siksha Parishad, Narendrapur.
- b) A large number of adults with disability from under-served urban areas and low income homes have availed of vocational training programmes in IICP.

1.3 Vocational Training in IICP

- 1992: IICP set up its **Vocational Training Centre**. A market survey led to the formulation of trade related training in **printing, catering and computers**. Courses of four-six months duration in computer applications were offered in collaboration with **Jadavpur University**.
- 2009: Training in **tea packing** was started with the support of a tea company and with a small group of 8 trainees with varying degrees of disability and 3 mothers of children with cerebral palsy from very poor homes. Small stipends are paid and at present the team is packing tea for 4 tea companies including Andrew Yule and Co. and Goodricke Group Ltd.
- 2010: With the support of the **Tata Trusts** a **three-year programme for 'Vocational training for Empowerment and Employment'** commenced. The training syllabi for **printing, catering and computer applications** were structured into modular programmes and specific modules on **employability and social skills and advocacy** were added. A new course on **Office Assistance** in two modules was added. Continuing Education through IICP's **National Institute of Open Schooling Unit** for adults pursuing vocational training and others solely focused on formal education was an integral part of the project.
- 2012: Links were established with **Enable India, Bangalore** to focus on employment and training of trainers on Employability skills was conducted. Social skills and employability training was also conducted in collaboration with a Soft Skill consulting company, Mind-Tree
- 2013: A two day training on Rural Livelihoods and interface with the **National Rural Livelihoods Mission (NRLM)** was conducted by Samir Ghosh, Social Analyst and Consultant, NRLM for the IICP Community Based Rehabilitation team, other IICP professionals and partners working in rural areas
- 2014: The **second three-year cycle of the Vocational Training for Employment and Empowerment supported by Jamsetji Tata Trusts commenced on 1 August**. The above project that has commenced on 1 August included a survey to identify markets and prospects for employment. This has led to links with potential employers, placements and the formation of self-help groups targeting persons with disability and women, for income generation

Innovative Features of Project

"People with disabilities have generally poorer health, lower education achievements, fewer economic opportunities and higher rates of poverty than people without disabilities. This is largely due to the lack of services available to them and the many obstacles they face in their everyday lives" (World Bank Report on Disabilities 2011).

It is also well known that persons with disabilities from the poorer sections of society who have limited access to education and training are more at risk of unemployment; Women with disabilities have less employment than men and both men and women with disabilities tend to earn less than their able bodied peers.

Employment – in spite of the Persons with Disabilities Law, 1995) – opportunities in India for persons with physical disability are limited to those with mild impairments, amputees or those who use a wheelchair or mobility aid but have no additional disabilities. Employment opportunities for those with severe and multiple disabilities like Cerebral Palsy and those who do not have functional speech is extremely rare.

This project is innovative as it targets adults with disability living in slums and other poorly served environments and attempts to provide them with skills and knowledge that will facilitate income generation. Training will be complemented with counseling, adult literacy and basic financial knowledge. A family member or a friend who will be committed to work alongside the person with disability will be trained - if needed. Once training is completed the trainee will be helped to set up an individual or family run enterprise and supported for a year to identify customers and procure orders. Self-Help groups targeting trainees and women from the community will also be formed. An approach combining training, counseling, 'job' search and placement is advocated by the World Bank (<http://digitalcommons.ilr.cornell.edu/cgi/viewcontent>) as being effective for inclusion of persons with disability in the labour market. Although IICP cannot guarantee sustained income generation outcomes, every effort will be made for training to lead to income generation.

IICP has ample experience of community based services and vocational training. This is a pilot project to ascertain the processes and outcomes of training conducted with the sole intention of income generation.

10. Details of the target beneficiaries to be covered by this project:

a. Total number of beneficiaries to be covered: 30

b. Profile of the beneficiaries: *[these may be SCs, STs, minorities, female-headed households, persons with disabilities, the destitute, migrant labourers, and especially vulnerable occupational groups such as street vendors, rag pickers, domestic workers, beggars, construction workers, etc.]*

Approximately 70% adults with disabilities; 30% adults without disability

Trainees with disability will comprise men and women with cerebral palsy, mild autism, specific learning difficulties, intellectual disabilities, low vision and hearing impairment; trainees with no disabilities will comprise family members or associates from the same neighbourhood who will support the trainee with disability.

PART II: IMPLEMENTING AGENCY DETAILS*

11. Name of the Implementing Agency: Indian Institute of Cerebral Palsy (IICP)

12. Name & Contact details of the Representative, Implementing Agency: Dr Reena Sen
Executive Director, IICP, 35/1 Taratala Road, Kolkata 700088; 2401-3337 (Direct)

13. Legal status of the Implementing Agency: Registered Charitable Society; Regn. No: S/14532

14. Last 3 years audited financial statements (in annexure): See Annexure 1

Bank details of the Implementing Agency to which funds are to be released:

Name of the Recipient: Indian Institute of Cerebral Palsy

Name of the Bank : ICICI Bank

Branch Name : Taratala Branch

Branch Address : P- 43 Taratala Road
Kolkata – 700 088

Account No : 128401000055

IFSC Code : ICIC0001286

MICR Code : 700229050

15. Experience of the agency in implementation of similar projects: See Annexure 2 – Annual Report

The agency has experience of multi-faceted services for persons with disability and extensive links - through Community Based Rehabilitation activities - with communities in under-served urban areas. Its Vocational Training Centre has trade related training for adults with disabilities. However due to the many attitudinal and other barriers, work with income generation for sustainable livelihoods for persons with disability has been fraught with challenges. However unabated effort continues and the number of placements for trained adults with disability has gone up. A few self-help groups involving adults with disability, mothers and community members have been formed although continuing links with the person with disability and sustainability of the group over time remains a challenge. This PILOT project will enable further experience in the area of income generation for persons with disability from under-served urban areas.

*[*include a detailed profile of the implementing agency in annexure to the proposal]*

PART III: PROJECT IMPLEMENTATION & MONITORING DETAILS

16. Project Strategy:*[Specify here the manner in which the project will achieve the goals and key outcomes proposed]*

Year 1

- a) Meetings in low income housing areas and urban slums in will be conducted in partnership with IICP's community services partner NGOs to identify families with adults aged over 18 years - from low income groups and belonging to the below poverty line category; this would involve links with ASHA and ICDS workers
- b) Family based intervention and assessment of needs will lead to the selection of trainees in consultation with the partner NGO and key resource persons in the community and KMC, pre-course interviews, functional assessments and provision of aids and appliances as required for trainees with physical disabilities/low vision/hearing impairment/speech impairment. A plan for utilization of training will be completed in consultation with the family at the beginning of the training and mid-way through the training. Steps will be taken during training for the plan to materialize.
- c) Survey data will be used and visits to prospective clients will be made to identify shops, businesses and markets in select areas as defined above to procure orders for paper bags and other types of packaging.
- d) Training will be imparted for 2 hours a day, five days a week over 10 working months – this duration of training is necessary as persons with disabilities need a more structured method of teaching and training; the training will include 5-hours a week on social and employability skills and basic financial and marketing literacy programmes will be included for trainees with options to include a family member.
- e) Training on forming self-help groups, microfinance and entrepreneurship will be provided.
- f) Information about rights, entitlements and facilities available for persons with disability will be given and facilitation for procuring disability cards will be provided.

Year 2

- a) The IICP placement team will help the formation of family based enterprise/group enterprise/self-help group and will link the trained adults with the 'clients' placing orders and will support the individuals/ group by (a) monitoring quality and (b) timely delivery of orders.
- b) Monthly visits will be made for the first six months; quarterly visits for the next six months.

17. Key outcomes of the project:

The outcome of the project would be at the individual level, family level and in the community level

- a) Individual level - learning a skill and gaining knowledge and utilizing the skill and knowledge for income generation will lead to higher self-esteem and confidence building. The individual will obtain an opportunity to be a responsible and productive member of the family and society.
Measured by: numerical data of number of trainees, attendance, course work, certificates; before and after training assessment and profiles; comparative income levels during training and one year after training;
- b) Family level - alleviation of long term stress, worries and anxiety of family members and opportunity within the family and scope to demonstrate skills and talent of persons with disability to others. Better understanding within the family and outside and positive change in attitude.
Measured by: pre and post course interviews with key family members
- c) Community level - Increased visibility of the trained person in the larger community and change of others' perception leading to positive change in attitudes
Measured by number of self-help groups formed; community linkages; details of orders from the community
- d) Policy Level - this project will be innovative and informative for both policy makers and programmes about inclusive training and income generation
Measured in terms of documentation during and after the project

[specify here the expected benefits / impact of the project in terms of indicators such as increased reach of social mobilization, increase in income of the target group, increased retention in jobs of the target group, sustainability of enterprise of the target group, increased reach of credit facilities to the target group, increase in efficiency (time and cost), , etc.]

18. Role of partner agencies (if any): The main partners in this project will comprise the Kolkata Municipal Corporation and NGOs working in partnership with IICP for its Community Based Rehabilitation activities – Saroj Nalini Dutt Assn for Women, Cini-Asha, Tomorrows Foundation, Society for Indian Children's Welfare, Ramkrishna Mission, World Vision India. Existing links with resource persons guiding the formation of self-help groups and sustainable income generation pursuits will also be utilized.

19. Modalities for implementation of the project:

IICP's Vocational Training Centre is established and all equipment and personnel is in place. Course modules and syllabi are also in place and raw materials will be procured as per the need and in accordance to the purchase policy of the organisation.

Thus implementation of the project will start as soon as the first installment of funds is released. [describe here how various inputs such as technical inputs, raw materials, infrastructure development, marketing, training, etc., will be secured and managed]

20. Benchmark survey for indicators on the basis of which the project would be implemented, monitored and evaluated

As mentioned before, a survey exploring opportunities for employment and income generation supported by the Tata Trusts is already in progress and will be completed by March 2015. IICP has experience of community based services and vocational training. This is a pilot project to ascertain the processes and outcomes of training for income generation.

21. Quarter-wise Action Plan / Milestones for implementation:

Year 1

Q1: Identifying Trainees; Course Preparation and Interview-Profiling Process; Organising for the Provision of essential aids and appliances including communication devices; registration formalities for Open Schooling is relevant

Q2 : Training Commences; Open Schooling is offered to trainees who are registering for continuing education

Q3: Training and Open Schooling Continues, followed by Mid-year Assessment and Post Training Planning with Family Members

Q4: Training Continues with Specific Activities for Implementation of Post training Plans and

final evaluation; setting up of committee to screen proposals for seed money

Year 2

Q1 and 2: Formation of self-help groups, individual or family enterprises and dissemination of seed money

Q 3 and 4: Mentoring and monitoring of all income generation activities; overall project evaluation and documentation

OPERATIONAL GUIDELINES OF NULM FOR INNOVATIVE & SPECIAL PROJECTS

22. Consent of the State Government / ULB / Other relevant agency who will be required to maintain assets / sustain the project after completion of the project: See Email from NULM

PART IV: FUNDING DETAILS

Estimated total project cost:

TOTAL COST: Rs.8, 72, 500

Year 1

Visits for identifying trainees and/or procuring orders	INR 10,000	
30 trainees' cost of training @ Rs.14, 750*	INR 4, 42,500	
30 trainees' stipends for travel @ Rs.500 per month (10 months)	INR 1, 50,000	
Mobility/Communication aids @Rs.8000 x estimated 15 trainees with disability	INR 1, 20, 000	
Total		7, 22, 500

*Please see break up of training in Appendix 3

Year 2

Seed Capital	INR 1, 00,000	
Post training mentoring	INR 50,000	
Total		1, 50,000

[Please include in an annexure to this, a detailed budget statement indicating all (sub-) components of the project. Separate details of capital expenditure, funding of machinery and equipment, construction costs and HR costs as applicable must be included.]

Per capita cost for beneficiaries being covered: <Rs. 30,000 per trainee

Economic viability of the project (where applicable): NA

[include the report in annexure to the proposal where applicable]

23. Whether partial funding for this proposal is being sought from other sources? If yes, kindly provide details: NA
24. Whether the project, or part thereof, has been submitted to any other agency? If yes, the results thereof. If the project or its part has/had been rejected, the reasons should be indicated clearly.

IICP's Vocational Training Centre and Open Schooling Unit are supported by the Jamsetji Tata Trust. The tea packing unit is already functional and has all the necessary equipment procured with the support of the tea companies that provide tea for packing. All basic infrastructure costs are met through the funding from the various project funders.

PART V: PROJECT LEARNINGS

26. Expected project learnings to be recommended to NULM:

- Processes and outcomes of a pilot project on developing skills and knowledge in persons with disability related to income generation from under-served urban environments with a focus on resource mobilization, challenges and effective strategies for change
- Indicators of positive change in the individual, family and community
- What did not work and possible factors; the way forward

[include here key lessons that the project would like to demonstrate to NULM and features from the project that can be recommended for inclusion after the project completion]

27. Likely issues in scaling-up the project to the rest of the country and how the project seeks to overcome this:
This is a pilot project and thus it will be premature at this stage of predict issues in scaling- up

28. Describe how the project will be taken-up on a longer-term basis by the city and state:
Recommendations on replicability will be made at the end of the pilot project.

[include here details of the partnership with ULB and state governments and expected commitments including funding support required to sustain the project in the long-run].

29. How capital assets used are to be disposed of after the project completion: N A

Sristidhar Santra, WBCS(Exe.)
Joint Municipal Commissioner (D&G)



Kolkata Municipal Corporation
5, S. N. Banerjee Road, Kolkata - 13
Phone (Office) : 2286-1271
EPABX: 2286-1000(Extn.2603) I.C: 271

Memo No. 202/NULM/SW&UPA/2014-15

Dated: the 16th October, 2014

To
The Director,
SUDA, 'ILGUS BHAVAN'
H-C Block, Sector -- III, Bidhannagar,
Kolkata - 700 106

Sub: Approval of project submitted by Indian Institute of Cerebral Palsy (IICP) under Innovative and Special Project (I&SP), a component of NULM.

Sir,

In reference to your letter dt. 10.10.2014 regarding approval of project proposal named "Skilled Development for Sustainable Income Generation for differently-abled persons" submitted by Indian Institute of Cerebral Palsy (IICP) under Innovative and Special Project (I&SP), a component of NULM, this is to convey for your information that KMC authority has approved the project in principle and recommended for its implementation.

As it is aimed to train the differently-abled persons with cerebral palsy, it is undoubtedly set a new tone to their lives to be self-reliant and also make a landmark for the uniqueness of this project.

Yours Faithfully,

(SRISTIDHAR SANTRA)
Jt. Municipal Commissioner (D&G)

Distribution:

1. P.A. to Hon'ble Mayor
2. P.A. to Municipal Commissioner
3. P.A. to MMIC (Bustee & SJSRY)
4. Chief Manager (SW&UPA)/ Manager (SW&UPA)
5. Dy. Manager (SW&UPA)

(SRISTIDHAR SANTRA)
Jt. Municipal Commissioner (D&G)

17/10/14

ALLEGATION RECORDED IN
ANTICIPATION OF NO
INFORMATION FURNISHED
BY THE SOCIETY BEING
FALSE OR MISLEADING

পশ্চিমবঙ্গ সরকার
GOVERNMENT OF WEST BENGAL

পশ্চিমবঙ্গ বিদ্যমান

(পূর্ববর্তী প্রতিবেদন
নবম, তালিকা এবং
বিবরণী উল্লেখ্য
পত্রাদি প্রদেয়)

West Bengal Form No. 5.

All communica-
tions should give the
Number, Date and
Subject of any
previous Correspon-
dence.

OFFICE OF THE/কর্তৃপক্ষ

Memorandum No./স্মারকনং 5/1701, dated/তারিখ 6th August 1988

To The Chairman, Spastics Society of Eastern India

Changed to Indian Institute of Cerebral Palsy প্রতি
P-35/1, Taratolla Rd.,
Cal-88.

Sub : Alteration in the Memorandum/Regulations
Submitted on 8-6-99.

Regn. No./S/14532

Sir,

With reference to the above, this is to intimate you
u/s 9(2) of the W.B.S.R. Act, 1961 that the above alteration
has since been accepted and recorded on 5-8-99.

Yours faithfully,

Bhupadhyay

Registrar of Firms, Societies & Non-
Trading Corporations, West Bengal.

ACJP-A 267-1973-74-47,00,000

Certificate Of Registration Of Societies

WEST BENGAL ACT XXVI OF 1961

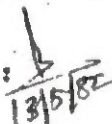
No. S/14532 of 1981-82.


I hereby certify that West Bengal Spastics Society
changed to "Spastics Society of Eastern India" has this
day been registered under the West Bengal Societies
Registration Act, 1961.

Given under my hand at Calcutta this Sixth day of March
One thousand nine hundred and eighty two.

Sd/- S.K.Ghose.


Addl. Registrar of firms, Societies &
Non-Trading Corporations,
West Bengal.

Typed by : 
13/5/82

Compared by : 



13/5/82


13/5/82
Additional Registrar of Firms
Societies & Non-Trading Corporations,
West Bengal.



Certificate of Registration of Societies

West Bengal ACT XXVI of 1961

No. S/14532. of 1974-1975.

I hereby certify that The West Bengal Spastics
Society.

has this day been registered under the West Bengal Societies
Registration Act, 1961.

Given under my hand at Calcutta

this Twenty fourth day of May

one thousand nine hundred and Seventy four.



(B. K. Son)
Registrar of Firm, Societies
Non-Trading Corporations,
West Bengal,
Calcutta

Annexure 1

B.M. CHATRATH & CO.

CHARTERED ACCOUNTANTS

CENTRE POINT, 4th FLOOR, Room No. 440
21, HEMANTA BASU SARANI, KOLKATA - 700 001
(FORMERLY OLD COURT HOUSE STREET)
TEL : 2248-4575/4667/6810/6798, 2210-1385
FAX/TEL : 2248-9934

E-mail : bmccal@dataone.in, bmccal@vsnl.net
bmccal@airtelmail.in

Website : www.bmchatrath.in

AUDITORS' REPORT

To,
The Members of India Institute of Cerebral Palsy,

- 1) We have audited the attached Balance Sheet of the Indian Institute of Cerebral Palsy as at 31.03.2012 and the related Income & Expenditure Account and the Receipts & Payments for the year ended on that date, annexed thereto all of which we have signed under reference to this report. These financial statements are the responsibility of the management of the Indian Institute of Cerebral Palsy. Our responsibility is to express our opinion on these financial statements based on our audit.
- 2) We have conducted our audit in accordance with standards on Auditing generally accepted in India. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examination on test basis, evidence supporting the amount and disclosures in the financial statements and also includes assessing the accounting principles used and significant accounting estimates made by the management as well as evaluating the overall financial statement presentation. We believe that our audit provide a reasonable basis for our opinion.
- 3) In our opinion and on the basis of such check as we consider appropriate and according to the information and explanation given to us, the Balance Sheet and the Income & Expenditure Account and the Receipt & payment Account, together with notes thereon and attached thereto gives a true and fair view in conformity with the accounting principles generally accepted in India.
 - i) In the case of the Balance Sheet, of the State of Affairs of the Institute as at 31st March, 2012;
 - ii) In the case of Income & Expenditure account, of the excess of Expenditure over Income for the year;
 - iii) In the case of the Receipt & Payments Account, of the total receipts and payments for the year ended on that date.

Place : Kolkata

Date : 30th July, 2012

For and on behalf of

B. M. CHATRATH & CO.

CHARTERED ACCOUNTANTS

Firm Registration No. 301011E


(S. Krishnan)

Partner

Membership No. 51626



INDIAN INSTITUTE OF CEREBRAL PALSY
P-35/1 TARATALA ROAD, KOLKATA - 700088
BALANCE SHEET AS AT 31.3.2012

SOURCES OF FUNDS :-

	Schedule	FIGURES AS ON 31.3.2012 (Rs.)	FIGURES AS ON 31.3.2011 (Rs.)
GENERAL FUND	1	38827905	29844105
SPECIFIC FUND	2	7397213	4446127
OTHER FUND (FIXED ASSETS)	3	12797147	12143920
SPONSORSHIP (CLASS) RECD. IN ADVANCE		3633000	3433333
TOTAL :		62655265	49867485

APPLICATIONS OF FUNDS :-

FIXED ASSETS	4 & 5	15451656	13217280
INVESTMENT	6	8563233	17843091
CURRENT ASSETS, LOANS & ADVANCES	7	39849554	19928586
(LESS): CURRENT LIABILITIES	8	-1209178	-1121472
TOTAL :		62655265	49867485

Notes on Accounts and Significant
Accounting policies
Schedule 1 to 9 form an integral part of
this Balance Sheet.

9

[Signature]

Chairperson

[Signature]

Hony. Treasurer

Indian Institute of Cerebral Palsy

Place : Kolkata

Dated :

30 JUL 2012

As per our report
of even date

For and on behalf of
B.M.CHATRATH & Co.
CHARTERED ACCOUNTANTS

B.M. CHATRATH & CO.
CHARTERED ACCOUNTANTS

[Signature]
(S. KRISHNAN)
Partner


Membership No. : 51825

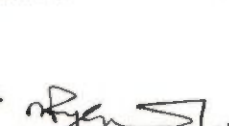


INDIAN INSTITUTE OF CEREBRAL PALSY
P-35/1 TARATALA ROAD, KOLKATA - 700088

INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31.3.2012

INCOME :	SCHEDULE	CURRENT YEAR FIGURES (RS.)	PREVIOUS YEAR FIGURES (RS.)
SPONSORSHIP (CLASS)		7398263	3427172
DONATION		603044	679437
FEES	a	2761045	2443444
GOVERNMENT/OTHER GRANTS	b	2879277	3539267
INTEREST/DIVIDEND	c	2464944	1906706
OTHER INCOME	d	1776179	1959942
INCOME FROM VARIOUS EVENTS	j	528338	720167
PROFIT ON SALE OF INVESTMENT (NET)		250558	716734
TOTAL : (A)		18661648	15392869
EXPENDITURE:			
STUDENT & OTHER DIRECT CHARGES	e	1526429	1420538
PAYMENT TO PERSONNEL	f	12924354	11051584
OPERATING & RUNNING EXPENSES	g	2171735	1363771
VOCATIONAL TRAINING EXPENSES	h	686970	474615
GENERAL & INCIDENTAL EXPENSES	i	597469	518898
EXPENSES FOR VARIOUS EVENTS	j	547789	680409
DEPRECIATION		267862	273688
TOTAL : (B)		18722608	15783503
EXCESS OF EXPENDITURE OVER INCOME TRANSFERRED TO GENERAL FUND.(B-A)		-60960	-390634


Chairperson


Hon. Treasurer

Indian Institute of Cerebral Palsy

Place : Kolkata

Dated :

30 JUL 2012

As per our report
of even date,

For and on behalf of
B.M.CHATRATH & Co.
CHARTERED ACCOUNTANTS

B.M. CHATRATH & CO.
CHARTERED ACCOUNTANTS

(S. KRISHNAN)
Partner
Membership No. : 51625



INDIAN INSTITUTE OF CEREBRAL PALSY
P-35/1 TARATALA ROAD, KOLKATA - 700088

SCHEDULE 1 ANNEXED TO AND FORMING PART OF THE
BALANCE SHEET AS AT 31.3.2012.

GENERAL FUND :

	AMOUNT (RS.) AS AT 31.3.2012	AMOUNT (RS.) AS AT 31.3.2011
BALANCE AS PER LAST ACCOUNT	29844105	25210286
<u>ADD :</u>		
DONATION	1884480	2460500
FUND RAISING (BOOK PROJECT)	56875	2563953
DONATION (FUND RAISING)	6306054	0
DONATION (JUGNU)	401597	0
BETTER CALCUTTA PROJECT	53910	0
NATIONAL TRUST (MGMT. COURSE)	66305	0
DONATION (R.C.S.)	275057	0
NATIONAL TRUST (LEVEL II)	482	0
	<hr/> 38888865	<hr/> 30234739
LESS : EXCESS OF EXPENDITURE OVER INCOME	-60960	-390634
TOTAL:	<hr/> 38827905	<hr/> 29844105



INDIAN INSTITUTE OF CEREBRAL PALSY
P-35/1 TARATALA ROAD, KOLKATA - 700088

**SCHEDULE 2 ANNEXED TO AND FORMING PART OF THE
BALANCE SHEET AS AT 31.3.2012**

SPECIFIC FUND:		AMOUNT (RS.) AS AT 31.3.2012	AMOUNT (RS.) AS AT 31.3.2011
<u>STUDENT WELFARE FUND:</u>			
BALANCE AS PER LAST ACCOUNT	2326033		
ADD: RECEIVED DURING THE YEAR	772275		
LESS: UTILISED DURING THE YEAR	<u>322915</u>	2775393	2326033
<u>STUDENT WELFARE FUND (JAN BIKASH SAMITY)</u>			
BALANCE AS PER LAST ACCOUNT	960		
RECEIVED DURING THE YEAR	678000		
LESS : UTILIZED DURING THE YEAR	<u>678480</u>	480	960
<u>BETTER CALCUTTA PROJECT</u>			
BALANCE AS PER LAST ACCOUNT	53910		
LESS: TRANSFERRED TO GENERAL FUND	<u>53910</u>	0	53910
<u>PROJECT(HEALTHY WORLD)</u>			
BALANCE AS PER LAST ACCOUNT	89279		
RECEIVED DURING THE YEAR :	62875		
LESS: UTILISED DURING THE YEAR	<u>124879</u>	27275	89279
<u>SNAC SCHEME</u>			
BALANCE AS PER LAST ACCOUNT	269379		
ADD : RECEIVED DURING THE YEAR :	668649		
LESS : REFUND	80206		
LESS : SAMARTH CONSULT. MEETING	2765		
LESS: UTILISED DURING THE YEAR	<u>635470</u>	219587	269379
<u>PUBLICATION (NATIONAL TRUST)</u>			
BALANCE AS PER LAST ACCOUNT	36470		
LESS : UTILISED DURING THE YEAR	<u>36240</u>	230	36470
<u>NATIONAL TRUST (MANAGEMENT COURSE)</u>			
BALANCE AS PER LAST ACCOUNT	66305		
LESS: TRANSFERRED TO GENERAL FUND	<u>66305</u>	0	66305
<u>DONATION (R.C.S)</u>			
BALANCE AS PER LAST ACCOUNT	275057		
LESS: TRANSFERRED TO GENERAL FUND	<u>275057</u>	0	275057



NATIONAL TRUST (LEVEL II)

BALANCE AS PER LAST ACCOUNT	482		
LESS: TRANSFERRED TO GENERAL FUND	<u>482</u>	0	482

NATIONAL TRUST (C.G- Level III)

BALANCE AS PER LAST ACCOUNT	71077		
ADD :RECEIVED DURING THE YEAR	17000		
LESS : UTILISED DURING THE YEAR	<u>2597</u>	85480	71077

PROJECT (I.F.B.)

BALANCE AS PER LAST ACCOUNT	67350		
RECEIVED DURING THE YEAR	407400		
LESS : EXPENSES DURING THE YEAR	<u>407984</u>	66766	67350

PROJECT (SARBOSIKSHA MISSION)

BALANCE AS PER LAST ACCOUNT	43149		
RECEIVED DURING THE YEAR	458400		
LESS : EXPENSES DURING THE YEAR	<u>282794</u>	218755	43149

PROJECT (TATA PROJECT)

BALANCE AS PER LAST ACCOUNT	447959		
ADD : FUND RECEIVED DURING THE YEAR	6705000		
ADD : INT. RECEIVED DURING THE YEAR	104804		
LESS : EXPENSES DURING THE YEAR	<u>4430094</u>	2827669	447959

GRANT FOR STATE LEVEL MEETING

BALANCE AS PER LAST ACCOUNT	105572		
LESS : EXPENSES DURING THE YEAR	<u>25218</u>	80354	105572

PROJECT (AVAZ)

BALANCE AS PER LAST ACCOUNT	-3482		
RECEIVED DURING THE YEAR	45482		
LEES : EXPENSES DURING THE YEAR	<u>42000</u>	0	-3482

DONATION(WHEELCHAIR)

BALANCE AS PER LAST ACCOUNT	335416		
ADD : RECEIVED DURING THE YEAR	<u>84600</u>		
	420016		
LESS : UTILIZED DURING THE YEAR	<u>131160</u>	288856	335416

PROJECT (ABP)

RECEIVED DURING THE YEAR	133996		
LESS : UTILIZED DURING THE YEAR	<u>133842</u>	154	0

PROJECT - YOORALLA

BALANCE AS PER LAST ACCOUNT	0		
RECEIVED DURING THE YEAR	870150		
LESS : UTILIZED DURING THE YEAR	<u>95900</u>	774250	0

ROSHNI

RECEIVED DURING THE YEAR	272791		
LESS : EXPENSES FOR THE YEAR	<u>240827</u>	31964	0



MIBLOU (SANGAM)

BALANCE AS PER LAST ACCOUNT
ADD: RECEIVED DURING THE YEAR
LESS: UTILISED DURING THE YEAR

110285

255502

416821

-51034

110285

LESS : TRANSFERRED TO LOANS & ADVANCE(C/ASSETS)

51034

0

PROJECT (AAC & AT)

BALANCE AS PER LAST ACCOUNT
LESS : EXPENSES DURING THE YEAR

150926

159768

-8842

150926

LESS : TRANSFERRED TO LOANS & ADVANCE(C/ASSETS)

8842

0

PBSSM

RECEIVED DURING THE YEAR
LESS : EXPENSES FOR THE YEAR

120000

165654

-45654

0

LESS : TRANSFERRED TO LOANS & ADVANCE(C/ASSETS)

45654

0

TOTAL :

7397213

4446127



INDIAN INSTITUTE OF CEREBRAL PALSY
P-35/1 TARATALA ROAD, KOLKATA - 700088

SCHEDULE 3 ANNEXED TO AND FORMING PART OF THE
BALANCE SHEET AS AT 31.3.2012

		AMOUNT (RS.) AS AT 31.3.2012	AMOUNT (RS.) AS AT 31.3.2011
OTHER FUND (FIXED ASSETS):			
<u>NORAD GRANT:</u>			
BALANCE AS PER LAST ACCOUNT	1452891		
LESS:DEPRECIATION	<u>73765</u>	1379126	1452891
<u>MIBLOU FUND</u>			
BALANCE AS PER LAST ACCOUNT	4595920		
LESS:DEPRECIATION	<u>241790</u>	4354130	4595920
<u>MIBLOU(R.C.U)</u>			
BALANCE AS PER LAST ACCOUNT	3273916		
LESS : DEPRECIATION	<u>163696</u>	3110220	3273916
<u>NATIONAL TRUST:(Respite Services)</u>			
BALANCE AS PER LAST ACCOUNT	129830		
LESS:DEPRECIATION	<u>23622</u>	106208	129830
<u>MAN POWER TRAINING (Non-Recurring)</u>			
BALANCE AS PER LAST ACCOUNT	20735		
LESS:DEPRECIATION	<u>6147</u>	14588	20735
<u>ATC (ICICI):</u>			
BALANCE AS PER LAST ACCOUNT	132369		
LESS:DEPRECIATION	<u>10870</u>	121499	132369
<u>OTHER DONATIONS:</u>			
BALANCE AS PER LAST ACCOUNT	9232		
LESS:DEPRECIATION	<u>1897</u>	7335	9232
<u>V.T.C. (Non-Recurring)</u>			
BALANCE AS PER LAST ACCOUNT	5326		
LESS : DEPRECIATION	<u>1332</u>	3994	5326
<u>PRE-SCHOOL & EARLY INTERVENTION (Non-Recurring)</u>			
BALANCE AS PER LAST ACCOUNT	80300		
LESS : DEPRECIATION	<u>12160</u>	68140	80300
<u>C.P. CHILDREN (Non-Recurring)</u>			
BALANCE AS PER LAST ACCOUNT	10929		
LESS : DEPRECIATION	<u>2198</u>	8731	10929



ELECTRICAL FITTINGS(M.P.LAD)

RECEIVED DURING THE YEAR

LESS : DEPRECIATION

103087		
<u>10309</u>	92778	0

DONATION(JEEP)

BALANCE AS PER LAST ACCOUNT

LESS: DEPRECIATION

363188		
<u>38957</u>	324231	363188

DONATION(COMPUTER)

BALANCE AS PER LAST ACCOUNT

LESS: DEPRECIATION

230269		
<u>57217</u>	173052	230269

YOORALLA-CAMERA

RECEIVED DURING THE YEAR

LESS : DEPRECIATION

44300		
<u>5538</u>	38762	0

DONATION (LIFT)

BALANCE AS PER LAST ACCOUNT

LESS : DEPRECIATION

1289147		
<u>322287</u>	966860	1289147

BUILDING(M.P.LAD)

BALANCE AS PER LAST ACCOUNT

ADD : RECEIVED DURING THE YEAR

LESS : DEPRECIATION

133841		
1147112		
<u>32024</u>	1248929	133841

DONATION COMPUTERS(N)

BALANCE AS PER LAST ACCOUNT

LESS : DEPRECIATION

116027		
<u>29007</u>	87020	116027

DONATION (GENERATOR)

BALANCE AS PER LAST ACCOUNT

ADD :RECEIVED DURING THE YEAR

LESS : DEPRECIATION

TOTAL :

300000		
622059		
<u>230515</u>	691544	300000
	<u>12797147</u>	<u>12143920</u>



INDIAN INSTITUTE OF CEREBRAL PALSY
SCHEDULE - 4 ANNEXED TO AND FORMING PART OF THE BALANCE SHEET AS AT 31.3.2012
FIXED ASSETS (PURCHASED)

FIXED ASSETS (PURCHASED)													
Name of Asset			GROSS BLOCK				Depreciation				NET BLOCK		
Sl No	Dep%	Op. Bal	Addition upto 30th Sep	Addition after 30th Sep	Total	Op. Bal of Depreciation	Dep on WDV as on 01-04-2011	Dep on addition upto 30th Sep	Dep on addition after 30th Sep	Total	As on 31.3.2011	As on 31.3.2012	
1	Furniture & Fittings	15	321573	1750		323323	239291	12342	263	0	251896	82282	71427
2	Playground & School Equipment	15	826329	0	0	826329	571038	38294	0	0	609332	256291	216997
3	Office Equipment	15	127059	0	0	127059	100969	3915	0	0	104874	26100	22185
4	Video System	25	6330	0	0	6330	6289	11	0	0	6300	42	31
5	Building	5	6700954	0	0	6700954	4660482	101024	0	0	4781506	2020472	1919448
6	Computer	25	190547	0	79681	270228	167923	5666	0	9960	183539	22624	86689
7	Electrical Equipment	20	788669	43284	0	831953	518601	53974	8657	0	581431	269868	250522
8	Electrical Fittings	20	85693	1307	0	87200	82192	740	261	0	83194	3701	4006
9	Water Cooler	20	50967	0	0	50967	42335	1724	0	0	44059	8622	6698
10	Photocopier	20	235165	0	0	235165	128282	21377	0	0	149659	106883	85506
11	School Bus	15	123435	0	0	123435	59001	9665	0	0	68666	64434	54769
	TOTAL :		9456911	46341	79681	9582933	6566593	248721	9181	9960	6864455	2860319	2718478
Current Year Depreciation (Total)											267862		



INDIAN INSTITUTE OF CEREBRAL PALSY
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SCHEDULE 5 ANNEXED TO AND FORMING PART OF THE BALANCE SHEET AS AT 31.3.2012
FIXED ASSETS (DONATED):

NAME OF ASSETS	GROSS BLOCK				DEPRECIATION				NET BLOCK	
	AS ON 1.4.2011	ADD.	DED.	AS ON 31.3.2012	AS ON 1.4.2011	DURING 2011-2012 (+)	DED. 2011-2012 (-)	AS ON 31.3.2012	AS ON 31.3.2011	AS ON 31.3.2012
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
NORAD										
FURNITURE & FITT.	208863	0	0	208863	197856	1681	0	199339	11205	9524
BUILDING	3629496	0	0	3629496	2187810	72084	0	2259894	1441686	1369602
TOTAL :	3838359	0	0	3838359	2385468	73765	0	2459233	1452891	1379126
MIBLOU										
HYDROTHERAPY POOL	4610863	0	0	4610863	2108812	125103	0	2233915	2502051	2376948
BUILDING	4663263	0	0	4663263	2501396	108093	0	2609489	2161867	2053774
OFFICE EQUIPMENT	239856	0	0	239856	221059	2820	0	223879	18797	15977
COMPUTER	503361	0	0	503361	503006	1339	0	504345	5355	4016
ELECTRICAL EQUIP.	350520	0	0	350520	338150	2474	0	340624	12370	9896
FURNITURE & FIXTURE	144755	0	0	144755	133323	1716	0	135038	11433	9717
WATER COOLER	24361	0	0	24361	23675	137	0	23812	696	549
T.V. & V.C.P.	36200	0	0	36200	35761	110	0	35871	440	329
BUILDING(R.C.U.)	4934903	0	0	4934903	1660987	163696	0	1824683	3273916	3110220
TOTAL	15513082	0	0	15513082	7526169	405486	0	7831655	7986915	7581427



NATIONAL TRUST

FURNITURE & FITTINGS	299473	0	0	299473	227664	10771	0	238435	71808	61038
PLAYGROUND & SCHOOL EQUIPMENT	90280	0	0	90280	65340	3738	0	69078	24820	21182
UTENSILS	101154	0	0	101154	84490	3333	0	87823	16664	13331
COMPUTER	223220	0	0	223220	201725	5374	0	207099	21485	16121
LINEN	167947	0	0	167947	167135	408	0	167541	812	406
TOTAL :	882054	0	0	882054	746354	23622	0	769976	135700	112078

MAN-POWER TRAINING/(NON-RECURRING)

FURNITURE & FITTINGS	124545	0	0	124545	105289	2688	0	108177	19256	16368
ELECTRICAL EQUIPMENT	48636	0	0	48636	43149	1097	0	44246	5487	4390
ELECTRICAL FITTINGS	5050	0	0	5050	4738	62	0	4800	312	250
UTENSILS	26457	0	0	26457	16851	1921	0	18772	9606	7685
COMPUTER	19850	0	0	19850	19138	178	0	19316	712	534
LINEN	10000	0	0	10000	10000	0	0	10000	0	0
TOTAL :	234538	0	0	234538	199165	6147	0	205312	35373	29226





ATC (ICICI)											
ELECTRICAL EQUIP.		138106	0	0	138106	129883	1625	0	131608	8123	6498
FURNITURE & FIXT.		90474	0	0	90474	78570	1786	0	80356	11904	10118
MACHINERIES		135075	0	0	135075	131983	773	0	132756	3092	2319
COMPUTERS		1162675	0	0	1162675	1135927	6687	0	1142614	26748	20061
TOTAL:		1526330	0	0	1526330	1476463	10870	0	1487333	48867	38997

OTHERS

PLAYGROUND & SCHOOL EQUIPMENTS		3757	0	0	3757	3721	5	0	3726	36	31
OFFICE EQUIPMENT		13178	0	0	13178	13026	23	0	13049	152	129
VIDEO SYSTEM		33587	0	0	33587	33545	11	0	33556	42	32
COMPUTERS		524000	0	0	524000	522839	290	0	523129	1161	871
ELECTRICAL EQUIPMENT		93250	0	0	93250	85417	1567	0	86984	7833	6266
COMPUTER SOFTWARE		183100	0	0	183100	183092	1	0	183093	8	7
COMPUTERS(NEW)		620001	0	0	620001	391133	57217	0	448350	228668	171651
JEEP (NEW)		497522	0	0	497522	237812	38957	0	276769	259710	220754
COMPUTERS(N)		275030	0	0	275030	159002	29007	0	188009	116028	87021
LIFT		0	1289147	0	1289147	0	322287	0	322287	0	966860
BUILDING(M.P.LAD)		0	1280953	0	1280953	0	32024	0	32024	0	1248929
GENERATOR		0	922059	0	922059	0	230515	0	230515	0	891544
ELECT. FITNG.(M.P.LAD)		0	103087	0	103087	0	10309	0	10309	0	92778
YOORALLA-CAMERA		0	44300	0	44300	0	5538	0	5538	0	38762
TOTAL:		2243425	3639546	0	5882971	1628587	727749	0	2357336	613838	3525635

V.T.C. (NON-RECURRING)

COMPUTER	39900	0	0	39900	34574	1332	35906	5327	3995
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PRE-SCHOOL & EARLY INTERVENTION (NON-RECURRING)

FURNITURE	33215	0	0	33215	8435	3717	12152	24780	21063
SPORTS EQUIPMENT	10400	0	0	10400	780	1443	2223	9620	8177
SPECIAL TEACHING TOYS	32000	0	0	32000	4000	7000	11000	28000	21000
TOTAL :	75615	0	0	75615	13215	12180	25375	62400	50240

C.P.CHILDREN (NON-RECURRING)

FURNITURE	38723	0	0	38723	25071	2196	27269	14652	12454
GRAND TOTAL :	24393026	3639546	0	28032572	14036066	1263328	15299394	10356863	12733178



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**SCHEDULE 6 ANNEXED TO AND FORMING PART OF THE
BALANCE SHEET AS AT 31.3.2012.**

INVESTMENTS:	No. of Units	NAV(Rs.) As AT 31.3.2012	AMOUNT (RS.) AS AT 31.3.2012	AMOUNT (RS.) AS AT 31.3.2011
GOVERNMENT OF INDIA 8% (TAXABLE) BONDS	N.A.	N.A.		1500000
RELIANCE MUTUAL FUND				63438
S.B.I. MUTUAL FUND				66420
RELIANCE VISION MUTUAL FUND				500000
RELIANCE DIVERSIFIED POWER SECTOR MUTUAL FUND	9166	56.72	700000	700000
H.D.F.C. PRUDENCE MUTUAL FUND	3294	209.85	363233	363233
ICICI PRUDENTIAL FUSION MUTUAL FUND				250000
ICICI DYNAMIC MUTUAL FUND	97087	17.45	2000000	2300000
FYDELITI EQUITY MUTUAL FUND				600000
DSPM TIGER MUTUAL FUND				500000
TATA INDO GLOBAL MUTUAL FUND				500000
HDFC TOP 200 FUND	19593	42.91	1000000	1000000
HDFC MULTIPLE YEILD FUND	132664	10.81	1500000	1500000
RELIANCE MIP MUTUAL FUND				2000000
HDFC MIP MUTUAL FUND	112990	12.55	1500000	1500000
BIRLA SUNLIFE MIP MUTUAL FUND	130516	11.17	1500000	1500000
PRU ICICI MIP MUTUAL FUND				1500000
RELIANCE FIXED HORIZEN MUTUAL FUND XVI SERIES				1500000
TOTAL :			8563233	17843091



INDIAN INSTITUTE OF CEREBRAL PALSY
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SCHEDULE 7 ANNEXED TO AND FORMING PART OF THE
BALANCE SHEET AS AT 31.3.2012.

CURRENT ASSETS, LOANS & ADVANCES:

	AMOUNT (RS.) AS AT 31.3.2012	AMOUNT (RS.) AS AT 31.3.2011
<u>CURRENT ASSETS:</u>		
CLOSING STOCK (Greeting cards)	8564	9955
SUNDRY DEBTORS (Greeting Cards)	8750	13250
Travelling (Recivable)	0	24981
<u>CASH & BANK BALANCES:</u>		
CASH IN HAND	14277	7820
<u>CASH AT BANK:</u>		
<u>Savings Bank :</u>		
AXIS BANK, NEW ALIPORE BRANCH	199621	0
IOB (A/C 3233)	11889	11889
IOB (A/C 11470)	36489	36489
STANDARD CHARTERED (A/C 33010018257)	3080602	4662887
STANDARD CHARTERED (EMPLOYEES G.F.)	20667	18510
ICICI BANK (FCRA)	115989	6413
ICICI BANK (SB A/C ... 1000055)	101641	0
IDBI, PARK STREET BRANCH	986	0
S.B.I (250974) ADIP SCHEME	1298	1227
S.B.I (250941) C.P.CHILDREN	61213	4773
S.B.I (250963) H.R.D	1633	1545
S.B.I.(250952) PRE-SCHOOL	3809	4613
S.B.I (250985) V.T.C.	29134	28049
S.B.I - Tata Project	3116923	661901
<u>FIXED DEPOSIT :</u>		
AXIS BANK, NEW ALIPORE BRANCH	10000000	0
ICICI Bank	0	13500000
IDBI, PARK STREET BRANCH	19000000	0
Standard Chartered Bank	300000	300000
S.B.I., TARATALA BRANCH	3000000	0
<u>LOANS & ADVANCES:</u>		
ADVANCES GENERAL	178190	269143
ADVANCE TO STAFF	9500	66099
<u>ADVANCE TO PROJECT:</u>		
MIBLOU (SNAGAM)	51034	
PROJECT (AAC & AT)	8842	
PBSSM	45654	
TDS RECOVERABLE	440849	297042
<u>SECURITY DEPOSIT:</u>		
ELECTRICITY	2000	2000
TOTAL :	39849554	19928586

