

GOVERNMENT OF KARNATAKA
DEPARTMENT OF WOMEN AND CHILDREN'S WELFARE
GRANT-IN-AID CODE
FOR
THE INSTITUTIONS FOR THE DISABLED IN
KARNATAKA
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PROCEEDINGS OF THE GOVERNMENT OF KARNATAKA

Sub : Grant-in-aid for the institutions for the Disabled in Karnataka State

ORDER NO. SWL 18 PHP 82 Bangalore, Dated: 11th August 1982

READ:

- 1) Govt. Order No.PHS 105 SWD 64 dated: 20-7-1964.
- 2) Govt. Order No SWD 19 PHP 75, Dated: 15-9-1970.
- 3) Correspondence ending with letter No.DWC/PHS/PHI-GIA/81-82 dated: 2-2-1982.

Preamble:

In the Government Order read at (1) above rules for sanction of Financial Assistance of 50% of total expenditure to the voluntary organisations working for the Welfare of Socially, physically and mentally handicapped and which are registered under the Registration Act were issued.

In the Govt order read at (2) above sanction was accorded to the payment of 100% Grant-in-aid in respect of salaries of teachers appointed in the physically and mentally handicapped institutions which are registered and running schools.

The Director of Women and Children's Welfare has now requested Government to frame Grant-in-aid code for the institutions for disabled in Karnataka State. The Director of Women and Children's Welfare has stated that the assessment of grants has become subjective rather than its being objective as it depends mainly on the Inspecting Officer's report and merit of the individual institutions. The voluntary organisations also do not have any guidelines for expenditure and for reimbursement. So in order to make the assessment of grant-in-aid objective and to maintain uniformity in assessing the grants and to maintain parity of standard among the institutions of similar nature; the Director of Women and Children's Welfare has proposed to have a grant-in-aid code for the Department and to have guidelines to assess the grants to Voluntary organisation which are running the institutions for the Disabled.

ORDER

Govt. are pleased to prescribe the grant-in-aid code for the institution for the disabled in Karnataka State as detailed in the Annexures I to V appended to this Order subject to limiting the expenditure to the budget provision made during 1982-83.

The expenditure on this shall be met from the head of account "288-Social Security and Welfare D 2-B-III-Education, Training and Rehabilitation programme for the physically and mentally Handicapped" during 1982-83.

This order issues with the concurrence of Finance Dept. vide their U.O. note No FD 1060 Expr. V/82 dated 21st July 1982.

By order and in the name of the Governor of Karnataka.

P.G. NAIK
Deputy Secretary to Govt.
Social Welfare and Labour Dept.

ANNEXURE - I to G.O. No.SWL 18 PHP 82

Dated 11th August 1982.

Grant-in-aid code for the institutions for the physically handicapped and Mentally retarded Children in the State of Karnataka, which receive grant-in-aid through the Department of Women and Children's Welfare.

1. General purposes of Grant-in-aid.

READ:

With the object of extending and improving the facilities for the education of the disabled, a sum of money is annually allotted by Government for providing Grant-in-aid to registered Voluntary organisations which run the institutions for the Disabled, subject to the conditions specified in the code.

2. Objects of Grant

- a) Maintenance of Institutions of education and rehabilitation of the Disabled.
- b) Administrative cost towards the functioning of such Institution.
- c) Non-recurring items of expenditure such as tools, equipment, clothing and medicines for the care and rehabilitation of the disabled.

3. Reservation of Discretion by Government:

Grants payable by Govt are entirely discretionary and cannot be claimed as a matter of right. Notwithstanding anything contained in this code, Govt. reserve to themselves the right to withdraw or reduce grant at their discretion and to alter, modify or revise the rules of grant-in-aid without assigning any reasons therefor.

4. Sanctioning Authority

All grants paid from State Funds are sanctioned either by Govt on the recommendation of the Director of Women and Children's Welfare or by the Director herself/himself.

5. Interpretation of Rules

The decision of Government regarding the interpretation of any rule in this code shall be final.

6. General Conditions for starting an institution

Prior approval of the Director of Women and Children's Welfare is necessary to start an institution for the disabled. The voluntary organisation must be a registered body.

Applications for starting a new institution for the disabled shall be made to the Director of Women and Children's Welfare before the end of February of the year previous to the year in which the institution is proposed to be started.

Institution shall be open to all communities without any distinction of caste, creed or religion or race.

The Director of Women and Children's Welfare should be convinced that there is a need for the institution in the locality.

The Director should be satisfied in regard to:

- a) Premises and the location
- b) Accommodation

- c) equipment
 - d) financial resources of the Management
 - e) No. of staff members to be appointed, their qualification and pay scales
 - f) Courses of study
 - g) Willingness of the organisation to abide by the rules laid down by the Government.
 - h) No. of children available.
 - i) As far as possible, medium of instruction is to be the regional language.
 - j) Permission to start an institution does not automatically confer any right on the institution to claim grant-in-aid
 - k) Permission cannot be given with retrospective effect.
7. **Managing Committee**
 There shall be duly constituted managing committee registered under the Mysore Societies registration Act, 1960 with the minimum of 7 and the maximum of 13 persons. Only one person of the family shall be a member on the committee. The Head of the Institution shall be an ex-officio member in the committee.
 No proprietary or single Manager School shall be recognised under this code.
8. Rules prescribed by the Department from time to time shall be followed by the institution.
9. Registers and records prescribed are to be maintained. They shall be produced before the Departmental Officers at the time of their visit or inspection.
10. Every grant-in-aid Institution shall subject itself to departmental inspection at any time and shall abide by the instructions given by the inspecting officer from time to time.
 Records relating to academic and financial affairs of the institution shall be maintained by the Head of the institution and they shall be in the possession of the head of the institutions and produced before the departmental officers at the time of their visit or inspection. Officers of the Department are empowered to seize the records relating to the academic and financial matters by giving acknowledgment whenever felt necessary and such records shall be returned to the institution when no longer required by the inspecting officers.
11. All contributions, donations, fees collected by the organisation shall be duly accounted for. Fees, grants donations, interest on endowments and all other receipts of the institution should be credited to the Bank account of the institution. No amount so collected shall be utilised before crediting it to the Bank Account.
 The organisation shall not incur fresh additional expenditure even on approved items without previous permission of the Department in anticipation of obtaining aid from Government. Previous approval of the Department is not necessary for purchase of stationery and forms and registers.
12. The management shall agree not to close down the school or any standard in the school abruptly when once recognition has been accorded, when it intends to close down the school or any standard in the school, the Management shall give previous notice of one clear calendar year and obtain permission of the Department to close down the school or standard.
13. No recognised school shall open a standard or standards higher than those for which recog-

dition or permission has been granted. Application for opening a higher standard or standards shall be submitted to the Director at least 5 months before the beginning of the school year in which the higher standard is proposed to be opened.

No new division (Section) of a standard already recognised shall be opened unless the school makes adequate provision for additional accommodation, staff and equipment and has taken previous permission of the Director of Women and Children's Welfare.

14. Applications for recognition shall be sent to the Directorate of Women and Children's Welfare within two months from the date of opening of the school. Such application shall be disposed of by the department at an early date.

In the event of refusal of recognition to an Institution, a copy of the order to that effect indicating the reasons for refusal shall be communicated to the management.

Recognition granted to any Institution or standard may at any time be withdrawn by the Director of Women and children's Welfare if the standard of instruction imparted in the school is found to be not satisfactory or for any other valid reasons. An institution, the recognition of which is withdrawn, shall not be entitled to the privilege of getting recognition again unless all the defects have been rectified.

15. General conditions of aid;

Grant-in-aid is permissible only to those institutions which have been recognised.

No fees of any type shall be levied on pupils.

Grant-in-aid may be paid subject to availability of Funds, due consideration is being given to the requirements of each institution. No School shall be eligible for grant-in-aid during the first 2 years of starting. A Institution will become eligible to apply for grant from the Department only during the 3rd year of its existence.

Govt may also take into account for purposes of grant-in-aid, service rendered by the teachers in the former aided institutions for purposes of pay fixation in the new institution and for counting their service.

The payment of grant shall however be subject to the following conditions:

- (a) the School has at least a minimum strength of 25 Students on rolls.
- (b) the School has worked for not less 220 days during the year.
- (c) the scales of pay and allowances prescribed by the Department are adopted for the staff of the School.
- (d) the qualifications of members of the staff are the same as those prescribed for similar category of the Staff in Government Schools.

16. Appointment of Staff:

- (a) Duly qualified staff shall be appointed by the Management, preferably those who are specially trained in teaching the disabled pupils. In case of Primary Schools, the head of the institution, shall be a trained S.S.L.C. with a minimum teaching experience of 5 years.
- (b) Organisation shall follow the service conditions prescribed by the Department from time to time.

- (c) Appointments changes in the staff and their emoluments are to be approved by the Department.
- (d) The scales of pay and allowances adopted by the Dept of Education shall be adopted for the staff of the institution.
- (e) The staff pattern as shown below shall be adopted:-

There shall be one teacher for every 10 Deaf Children and 12 blind pupils and one teacher for every 7 Mentally Retarded Pupils. In the case of Deaf and Blind, if the strength of pupils in a class exceeds 15 and 17 respectively, the class can be bifurcated into 2 sections and an additional teacher can be appointed. In the case of mentally retarded children, if the strength of a class exceeds 11, the class can be bifurcated into 2 sections and an additional teacher can be appointed.

In the case of the School for the Deaf, for every 75 pupils, one speech Therapist can be appointed. One physiotherapist can be appointed in a school for the montally retarded or spastics or orthopaedically handicapped provided the pupils strength of the Institution exceeds 75.

There should be 8 deaf or blind pupils and 6 mentally retarded pupils on an average in a class for grant-in-aid purposes. In addition to the above each school can have one physical education Teacher and 1 or 2 Craft or Music Teachers, one SDC- cum Typist, one Peon-cum-Watchman and one Aya on the Staff. In general, the following pattern of Staff is to be followed;

General pattern of staff permissible for the physically Handicapped and Grant-in-Aid Institutions

1	2	Qualification		Scale of pay	
		3	4	5	6
I. School for the Blind One for Teacher 12 Students		SSLC with TCH Specialized training in teaching the blind.		Like Primary School Teacher 5% Spl. pay 550 -1050	
	Specialist - One for 50 students		1. Graduate with Mobility & Orientation Instructor 2. SSLC with certificate course in physical education.	Rs. 750-1500 Special training at Bombay or Delhi. Rs. 550-1050	
II. School for Deaf: Teaching Staff - One per 10 Students		SSLC with TCH Specialized training in teaching the deaf		As primary School Teachers + 5% Special pay Rs. 550 - 1050	
	Specialist - one for 75 students	Speech Therapist	Graduate with one year training.	Rs. 750 -1500	
III. School for Orthopaedi- cally handicapped Teacher as in regular Schools 1:25	Teacher	SSLC with TCH		As primary school Teacher + 5% special pay Rs. 550 -1050 Rs. 750 -1500	

Specialist - One per 75 children	Occupational Therapist physio- Therapist	Graduate with Special Training, SSLC and 2 year course at Vellore.	Govt. Hospital Scale Rs.630-1200
IV. School for the Mentally Retarded Spastic Children and cerebral palsy.			
Teacher-One per 7 students	Teacher	SSLC with a TCH and Special Training	As primary School Teachers + 5% special pay Rs. 550 -1050
Specialist-one per 75 students	Occupational Therapist physio- Therapist	Graduate with Special Training SSLC and 2 years course at Vellore.	Rs. 750 -1500 Govt. Hospital Scale Rs. 630-1200
	Visiting psychologist with visiting Fee twice a week		Rs. 100 P.M.

In addition to these, the following staff is permissible in all these institutions.

1. P.T. Teacher - 1 Scale of pay and qualification as per Govt Schools.
2. Craft Teacher per Institution - 2 scale of pay and qualification same as in Education Department.
3. Vocational Training Teachers - 1 Teacher per school where higher secondary is available. Qualification scale same as education Department.

In addition to these, the following staff will be sanctioned for office purposes.

1. SDC - Cum Typist -1
2. Peon -1
3. Ayah -1 per 15 children in case of Mentally Retarded, Mentally-ill children.
scales and qualification as prescribed for Government Services.

The full fledged Primary Schools having standards one to seven can have an HeadMaster/ Head Mistress who is a trained graduate in addition to the above staff. The Head Master should also take up teaching work.

If the trained teachers specially trained in teaching the disabled are not available, the trained teachers, ie., TCH or B.Ed. trained teachers may be appointed and after one year's service they may be deputed for special training in teaching the disabled and their salary paid by the management shall be admitted for grant-in-aid purpose. Deputation for training should be on the basis of seniority, qualification and merit and the head of the institution.

Those who are specially trained in looking after the disabled either at their own cost or at the cost of the management may be given 5 percent of their basic pay as special pay. Substitute arrangement is allowed for a leave vacancy of over and above one month.

High school having 3 sections can have 3 Graduate Assistants, one Kannada Pandit, one Hindi Pandit and one Craft teacher for the high school section.

17. General conditions of service:

- (a) Applications may be invited by the management of the institution in respect of vacancies lasting for more than 6 months duration either through advertisement in reputed and largely circulated news papers or through local employment exchange. A copy of the advertisement or requisition shall be sent to the Director of Women and Children's Welfare.
- (b) Applications shall be considered by a selection committee consisting of two representatives of the Managing Committee and the Head of the Institution. The selection Committee shall recommend a panel of names and arrange them in the order of merit in respect of each appointment and the managing committee shall make the appointment. All such appointments are subject to the approval of the Directorate of Women and children's Welfare. Preference shall be given to specially trained teachers.
- (c) Minimum and maximum age limit for appointment shall be as prescribed for Government Service.
- (d) A person appointed for a permanent vacancy should be appointed on probation for a year. After the satisfactory completion of the period of probation he shall be confirmed in the vacancy.
- (e) In the event of unsatisfactory work or misbehavior during the period of probation, the officials service may be terminated giving one month notice.
- (f) At the time of initial appointment, the teacher shall execute a bond to serve the institution for a minimum period of 2 years.
- (g) The management may fill up vacancies of less than 6 months duration without advertisement.
- (h) While making the appointment of the Head of the Institution, the management should give due consideration to the claims of the qualified and senior persons already working in the school. Unless the senior most teacher of the staff is unsuitable for the post due to valid reasons, his claims should not be passed over.
- (i) No. person who is untrained shall be appointed as Head of the Institution.
- (j) Service Registers of all the staff members are to be opened.
- (k) Leave, normal increments etc. sanctioned by the Management should be entered in the office order book as well as the concerned Service Registers. The claims for pay and allowances of the staff should have cross reference to the entries made in the office order book.

18. Vacation pay:

Temporary employees may be allowed summer vacation pay subject to the following conditions:-

- (a) The incumbent is not serving in leave or deputation vacancies.
- (b) He was on duty on the last working day before the vacation as also on the first working day after re-opening of schools.
- (c) He should have put in a service of not less than 200 days in that academic year.

19. Leave Rules.

The leave rules applicable to employees in aided schools will be governed by the provisions of the rules contained in Karnataka Civil Service Rules and also as per the amendments issued from time to time. The Institutions are at liberty to appoint leave vacancy substitutes and bear the expenditure towards this from Management Funds.

20. The age of superannuation of both teaching and non-teaching staff shall be 55 years. No grant will be paid towards pay to such of the employees in service beyond 55 years of age. If the date of superannuation of a teacher falls during the academic year, after 1st October of the year, the period of service of the teacher may be extended upto the end of the academic year. The services of a temporary employee may be terminated by the Management at any time without assigning any reason and without giving any prior notice. Such a condition should always be incorporated in the appointment order.

Permanent employees who wish to resign should give 3 months notice in advance or in lieu thereof pay to the Management 3 months salary. Their resignation may be accepted only after the conditions of this rule are satisfied.

The services of a permanent employees may be terminated on the grounds of insubordination, inefficiency, neglect of duty, misconduct, normal delinquency or for any other cause or causes which makes the employee unsuitable for retention in service. Before such termination is made due enquiry shall be made by an enquiry committee appointed for the purpose. The Management shall frame charges against the delinquent concerned and serve them on him together with show cause notice as to why disciplinary action should not be taken against him. The delinquent concerned shall answer the charges framed against him within such time as may be permitted by the show cause notice and submit his explanation to the management within such date. He may also indicate, if he wishes to be heard in person. He shall be bound to appear and answer any question relevant to any of the charges levelled against him. In case the employee, does not present himself before the enquiry committee after due notice expiry decision shall be given which shall be binding on the employee.

If after such enquiry, the decision of the enquiry committee is to the effect that it is undesirable to continue him in service. The services of the employee may be terminated forthwith, without any notice.

If as a result of enquiry held under this rule, the employee is exonerated and reinstated the entire period of suspension shall be treated as time spent on duty and claims to pay and allowances admitted accordingly.

If the enquiry committee comes to the conclusion, that the case does not warrant the termination of service of the employee and directs that the employee may be reinstated, with some measure of punishment they shall pass an order accordingly. Such an order shall indicate :-

- (1) the nature and extent of punishment which should be imposed on the employee;
- (2) the quantum of pay and allowances payable for the period of suspension;
- (3) all claims arising out of a decision of a duly constituted enquiry committee approved by the department shall form part of the authorised cost of maintenance.
- (4) It shall be competent for the management to suspend an employee during the course of the enquiry. The official shall be given subsistence allowance on a scale not exceeding the scale admissible to employees in Government Institutions, during the period of suspension, the cost thereof being included under the authorised cost of maintenance.

- (5) The employee of management concerned shall be at liberty to make an appeal to the Director of Women and Children's Welfare against the disciplinary action taken by the management against the employee within 30 days, from the date of communication of the original order. The decision of the Director shall be final and binding both on the Management and on the employee.
- (6) No employees shall undertake any trade or business or other employment without obtaining the previous permission of the management.
- (7) employees may also be required to participate in all co-curricular activities of the institution whenever they are so called upon to participate in such activities.
21. The financial year for the maintenance of accounts as well as the grant-in-aid is from 1st April to 31st March.
22. The maintenance grant for a year shall be calculated on the authorised cost of maintenance of the previous year as approved by the Inspecting Officer. Authorized cost of maintenance includes 100% teaching grant and 50% of non-teaching and other approved items of contingent expenditure as allowed in MCE (Manual of Contingent Expenditure.)

In general the item on which 50% of expenditure granted is as follows.

Category	Item
1. Class-room furniture	Chair, Table, Almira, Black board, Cabinet Amplifier in case of Deaf Institution, Teachers Table and Chairs.
2. Office-Furniture	Table & chair for clerical staff Visitors stool, Almira and file cabinet.
3. Stationery & Printing	50% of the expenditure limited to maximum of Rs. 1,000 per year.
4. Postage	50% expenditure subject to maximum of Rs.150/ per year.
5. Electricity	Rs. 1,000 for Deaf Institution Rs.500 for other institutions
6. General Expenditure including broad items.	50% expenditure subject to a limitation of Rs. 1000 per year.
7. Crafts & Library	50% of the expenditure subject to a limitation of Rs. 1,000 per year.
8. Maintenance of Building	50% of the expenditure, subject to a maximum of Rs. 1,500 per year if it is having own building.
9. Books	To provide books worth Rs. 500 per annum.
10. Rent of building	50% of actual rent paid subject to the maximum of 1,000 per year.
11. Special equipments depending upon each institution.	As certified by the specialist and as required by the Head of the Institutions depending on the need and type of Institution.
12. Petrol Diesel and Oil	50% of the expenditure upto a maximum of Rs. 2400 per annum.
23. Rent of the building based on the Rental Valuation Certificate issued by the Corporation/ Municipality	
24. (A) Expenditure on other items not covered above need previous sanction of the Director of Women and Children's Welfare.	

- (B) Prior sanction for purchase of equipment, Furniture, tools, raw materials and other essential items is to be accorded by the Director of Women's and Children's welfare.
- (C) Submission of indent, as is being done in the case of Government Institutions, in duplicate is necessary for sanction. 50% of these sanctioned items of expenditure is allowed for grant-in-aid purposes.
- Grants once sanctioned may be raised or modified, if necessary at the discretion of the Director of Women and Children's Welfare for valid reasons.

25. Reduction of grants

Grants may be reduced by the Director of Women and Children's welfare after due warning to the management if it is found that the provisions of the rule laid down in this code are not followed and the School has deteriorated in general efficiency.

In case of gross mis-management or breach of instructions or orders issued by the department or infringement of the provisions of the rules in this code which in the opinion of the Director is of a serious nature, the grant may be reduced or withdrawn by the Director without any previous warning.

26. Grant is payable with due consideration to requirements and subject to availability of Funds.

27. Tripartite Benefit scheme:

Contributory Provident Fund, Person Gratuity.

As prescribed in the Education Department for Grant-in-aid Institution.

28. Vocational courses:

Syllabus as followed by Education Dept. New courses could be finalised by Institution in consultation with Director of Women & Children's Welfare.

29. Syllabus of each type of school:

Deaf
Blind
Mentally Handicapped

As prescribed by the Education Department in normal school

30. Residential schools
Maintenance Grant
Rent of Hostel Building
Extra staff for Hostel.

For hostel purposes per Rs. 60 pupil per month 50% of actual rent paid subject to the maximum of Rs.1,000 per year.

1. Warden

1 post Rs.490-950

2. Cook
cooks

1 post Rs.410-700 every 50 inmates subject to a maximum of 3

3. Helper or Ayah

1 post Rs. 390-550

4. Peon, Sweeper, Watchmen

1 post Rs. 390-550

31. The salary of the extra staff for Hostel and non-teaching staff of the Institution shall be 50% of the scale proposed will be given by the Government and balance to be met out by the institution out of their Funds

P.G. NAIK
Deputy Secretary to Government,
Social Welfare and Labour Department

**Annexure-II to Government Order No. SWL 18 PHP 82, Bangalore:
dated 11th August 1962. Indent and Comparative Statement for sanction.**

Sl. No.	Strength of furnaces	Particular-Name of the articles	Date of last purchase	No. or quantity last purchased	No. and date of last sanction order and amount sanctioned	No. of articles under stock	Number or quantity now required			Lowest rate accepted	Total amount required for	Remarks
							Address of the firm	Rate	Address of the firm	Rate	Address of the firm	Rate

**Annexure-III to G.O. NO.SWL 18 PHP. 82,
dated 11th August 1982**

List of Account books, Registers and the periods for which they have to be maintained.

1. Cash Book and Abstract Cash ledger (Permanent)
2. Acquittance Roll (permanent)
3. Register of Contingent charges
4. Register of Stock Articles (permanent)
5. Attendance Register of Staff
6. Admission Register (permanent)
7. Register of fees collected
8. Account Register of Sports and Reading Room Funds (5 years)
9. Library Accession Register (permanent)
10. Order Books of appointments, grant of leave, etc., of staff (permanent)
11. Cash receipts books
12. Any other Register

**Annexure IV to Government Order No. SW1 PHP 82, Bangalore dated
11th August 1982.**

Registers to be maintained

1. Inmates attendance register to be attested daily by the Head of the Institution.
2. Staff attendance register to be attested daily by the Head of the Institution.
3. Cash Book daily transaction to be written.
4. Admission register full information of the inmates which should be obtained from the inmates and their parents/ guardian at the time of admission. Prescribed application forms may be got filled in. Admission should be supported by the Medical Certificate issued by the concerned specialist, Income Certificate, proof of age and Photos.
5. Purchase Register.
6. Stock and Issue Register.
7. Catalogue of Library Books and Library Issue Register.
8. Dead Stock Register.
9. Individual ledger account register-ledger for each item of expenditure such as pay of Est, Rent, Equipment and Furniture, food items, Contingent expenditure etc. Regular postings in such ledger should be made immediately after the expenditure is booked with due attestation by the authority authorised for this purpose.
10. Proceedings book for the Committee.
11. Visitor's book.

12. Acquittance Roll.
13. Service Register of the Staff Members.
14. Register of funds and other deductions.
15. Account Book of Postage.
16. Inward and Outward Registers.
17. Receipt books register.
18. Donation Register.
19. Medical expenses to be supported by Doctors prescription and bill of purchase should be in the name of the patient or the organization.
20. Recreation Programme to be approved by the Department.

**ANNEXURE V TO GOVERNMENT ORDER NO, SWL 18 PHP 82 BANGALORE,
DATED 11TH AUGUST 1982**

**FORM OF APPLICATION FOR STARTING INSTITUTION FOR THE DISABLED UNDER
PRIVATE MANAGEMENT IN KARNATAKA STATE**

1. Name of the Society or Association which has proposed to start the Institution.
2. Date of Registration of the Society
3. Name of the Institution
4. Management and its constitution
5. Is this the only Institution to be started by the Association. If other Institutions are already started, names of such Institutions should be furnished.
6. Name and address of Secretary and Correspondent.
7. Educational needs of locality,
8. Name/names of the Institutions already existing in the locality,
9. Whether the starting of institution will not create unhealthy competition with any existing recognised Institution. What is the distance from the nearest Institutions in the locality
10. Course of instruction to be provided.
11. Classes proposed to be started:
 - a) Number of pupils expected to be admitted to the Institution (class wise)
12. Financial position of the Association-
 - (a) Permanent Funds
 - (b) other sources of income
 - (c) stability fund-how deposited
13. Is association prepared to run the Institution without any financial aid from the Government?