

**Guidelines for Providing Financial Assistance to  
Visually Handicapped Teachers  
During X Plan  
2002 – 2007**

NIEPA DC



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**UNIVERSITY GRANTS COMMISSION  
BAHADURSHAH ZAFAR MARG  
NEW DELHI – 110 002**

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# UNIVERSITY GRANTS COMMISSION

## GUIDELINES FOR PROVIDING FINANCIAL ASSISTANCE TO VISUALLY HANDICAPPED TEACHERS DURING X PLAN

### 1. INTRODUCTION

The Scheme has been formulated to help visually handicapped permanent teachers to pursue teaching and research with the help of a reader and by using teaching and learning aids by way of providing Reader's Allowance and funds for purchase of Braille books, recorded materials etc.

### 2. OBJECTIVE

To provide facility to help visually handicapped permanent teachers to achieve self dependence by using various aids for teaching, learning and research.

### 3. ELIGIBILITY/TARGET GROUP

All the visually handicapped teachers who are working in universities and colleges of India, which are included under Section 2(f) and 12(B) of the UGC Act, are covered under the scheme.

### 4. NATURE OF ASSISTANCE

The Commission proposes to enhance the existing ceiling allowance to visually handicapped permanent teachers to **Rs.12000/- p.a.** The amount is to be utilized for the following purposes:

- (a) Payment to reader.
- (b) Purchase of Braille Books/Material
- (c) Purchase of recorded materials
- (d) Any other related/required material/equipment for research, teaching and learning.

The amount payable to reader shall not exceed Rs.50/- per hour. The University/College shall reimburse the amount to visually handicapped teachers on receipt of actual bills, duly countersigned by the teachers, and on receipt of the actual amount received by the reader. The scheme will end with the plan period.

### 5. PROCEDURE FOR APPLYING FOR SCHEME

The applications with respect to Universities, may be sent to the main office of UGC and the applications with respect to Colleges, may be sent directly to the respective Regional

Offices of the UGC. The University/College should prepare a consolidated list of all the visually handicapped teachers in their Institute and send the same to the University Grants Commission for the first instalment of the grant.

#### **6. PROCEDURE FOR APPROVAL BY UGC**

The UGC would analyze and approve the proposal at its own level. Once the proposal is approved, first instalment of the admissible grant will be released by UGC.

#### **7. RELEASE OF GRANT BY UGC**

The first instalment will be released with the letter of approval. However, subsequent instalments would be paid on receipt of utilization certificate of the previous grant together with the statement of expenditure incurred last year. Details pertaining to visually handicapped teachers be appended with it. The University/College should pay the amount to the visually handicapped teachers on reimbursement basis on submission of actual bills & receipt from the teacher and reader.

#### **8. PROCEDURE FOR MONITORING**

UGC will send a mid-term review committee to evaluate the performance.

#### **9. PROFORMAS FOR SUBMITTING PROPOSAL**

Prescribed format is appended as annexure.

The universities are requested to submit their proposal in the prescribed format only.



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**UNIVERSITY GRANTS COMMISSION**

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**Prescribed format for getting financial assistance towards Visually Handicapped Teachers of Universities/Colleges during X Plan**

1. Name of the College/University : \_\_\_\_\_
  2. Address of the College : \_\_\_\_\_
  3. Name of the University it is affiliated to : \_\_\_\_\_
  4. Address of the University : \_\_\_\_\_
- Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_
- E-Mail \_\_\_\_\_
5. Whether falls under Section 2 (f) and 12(B) of the UGC Act. : \_\_\_\_\_
  6. Whether receiving Non-plan/Plan Grant from UGC/State Govt. (Please indicate) : \_\_\_\_\_
  7. Name of the person : \_\_\_\_\_
  8. \* Nature of Blindness : \_\_\_\_\_
  - Fully Blind : \_\_\_\_\_
  - Low Vision : \_\_\_\_\_

(A certificate from a Govt. Hospital be attached with to this effect)

9. Name of the Department : \_\_\_\_\_
10. Date of appointment in the Department : \_\_\_\_\_
11. Name of the Reader : \_\_\_\_\_
12. Educational Qualification of Reader : \_\_\_\_\_
13. Honorarium paid to the Reader : @ Rs. \_\_\_\_\_ Per month
14. Total Amount paid : \_\_\_\_\_

(Attach a receipt from the Reader with revenue stamp)

**Reader** **Concerned Teacher** **Registrar**



# UNIVERSITY GRANTS COMMISSION

## UTILISATION CERTIFICATE

Certified that the grant of Rs.....(Rupees.....) sanctioned to ..... by the University Grants Commission vide their letter No..... dated ..... towards ..... has been utilised for the purpose for which it was sanctioned and in accordance with the terms and conditions as laid down by the Commission.

If as a result of check or audit objection, some irregularity is noticed at a later stage, action will be taken to refund or regularise the objected amount.

**Registrar**  
**(With seal)**

**Chartered Accountant/Government Auditor**