



O/o the Mission Director, IKP Urban  
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A.C. Guards, Hyderabad – 500 004.

Circular 431 / Dis/ D1/UCDN

Date : 4.5.2013

Sub: MEPMA – Disability interventions – social mobilization of CBOs of PWDs – identification of PWDs Volunteer --support to TLF./TVS – for ensuring continuous nurturing of CBOs of PWDs – in the districts– instructions – issued – regd.

Ref: Action Plan-2013-2014 & Minutes of the 12<sup>th</sup> EC Meeting Dated on 6.04.2013

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As per the Action Plan -2013-2014 under MEPMA it is proposed to identify the PWDs volunteer from SHGs of PWDs to support TLFs for continuous nurturing of CBOs of PWDs at the ULB level .Nurturing of SHG of PWDs groups is by itself a full time activity, Hence the existing ULB staff is unable to focus on strengthening of SHGs of PWDs. In these circumstances, SHGs of PWDs groups have become defunct and default cannot be handled by the existing COs – due to which CBOs of PWDs are becoming weak performers or defunct in certain cases. At ULB level continuous monitoring is required for enabling the CBOs of PWDs to become self managed CBOs.

Hence to provide support to TLFs for social mobilization of PWDs for ensuring continuous nurturing of CBOs of PWDs it is decided one PWD Volunteer per ULB in 182 ULBs) . The necessary support funds towards Resource fees to PWDs Volunteer per annum would be released from UCDN Component of Capacity Building of CBOs from SJSRY .

In this context the following guidelines are framed for identification of PWDS Volunteer through support mechanism of Town Level Federations in co-ordination with Town Vikalangula Samakhyas (TVS).

**A.OBJECTIVE:-**

- To build the capacities of the Differently Abled Persons to own up the programme to achieve their needs through urban local bodies, NGOs, Government.
- To implement Community Based Monitoring of SHGs of PWDs in mainstreaming of all activities through TLFs.

## B. Criteria for PWDs-Volunteers

- PWDs –Volunteer shall from the SHGs of PWD and SHG must have with more than 3 years seniority.
- Preferable with Locomotor Disability (Partial Disability-40%) with SADAREM certificate.
- PWD-Volunteer shall be trained under SHG/TVS concept through MEPMA
- Minimum qualification – degree/ Intermediate
- Willingness to move around the allotted 10-12 slums
- SHG of TVS shall be in A' grade
- Age not more than 40 years
- Shall be married & permanent resident of the ULB
- Preference shall be given to disadvantaged sections ( single women, SC,ST,Minority,widow).

## C. Roles & Responsibilities of Disability-Volunteer

- To support TLF in co-ordination with TVS in strengthening of SHGs of PWDS.
- To facilitate and attend TVS meetings in the allotted ULBs.
- To coordinate with TVS and enable TVS RP to monitor the functioning of SHGs of PWDS.
- To ensure that TVS RP conduct meetings as per action plan
- To provide necessary support to the allotted TVS – for discussing various poverty reduction programmes like USEP,STEP UP, Social security pensions, Health & Nutrition ,UWSP and other activities during the meeting and also give necessary support for filling survey format to them and handing it over to ULB.
- To coordinate various activities in the allotted slums and give necessary guidance to SHGs of PWDs/ TVS to carry out various surveys etc.,
- To support TLF in the allotted division – for conducting Health awareness programmes (seasonal) and provide necessary support to TVS in giving the related IEC material from the concerned department.
- To strengthen the activities of CBRM committees in the allotted area for Disability.
- PWD-Volunteer shall ensure that she attends to various MEPMA activities in a month.
- PWD-Volunteer shall maintain the development registers for all the activities
- Submit report to Municipal Commissioner through TLF with a copy marked to TVS president.

## D. Suggested weekly Plan by the PWDs – Volunteer:-

Period	Works to be attended
1 day in a week	SHGs of PWDs monitoring facilitation through TVS RPs and social security
1 day in a week	Focus on livelihood issue of PWDs .Mainstreaming

	of SHGs of PWD into SLFs
2 days in a week	Focus on Bank linkages to eligible SHGs ( identifying , training through TVS RPs if required, supporting in documentation at slum level through TVS RPs etc., Also focus on repayment them CBRM Committee.
1 day in alternative weeks	Exclusively for allotment of SADAREM Certificate with line Department and other camps

PWD-Volunteer shall not work under community organizers and they will work under the supervision of PRP/TPrO

#### **E. Selection process by TLFs ( Town Level Federations)**

- Identification of PWDs -Volunteer selection process preferably should be done in EC Meeting of the concerned TLF and get the resolution by the TLF.
- TLF in co-ordination with TVS conduct emergency EC meeting and explain the details for positioning of the services of PWD Volunteers.
- TLF/TVS Calls for applications – through placing the details on notice board and communicating copies to all SHGs of PWDs
- TVS to conduct EC meeting and explain in detail and request them to call for Applications
- TVS to collect the applications and handing them over to TLF.
- TLF/TVS scrutinize applications and select the suitable person with the support from the TPRO/PRPs, Municipal Commissioner and issue the proceedings for the individual to report before TLF with copy marked to Municipal Commissioner and Project Director, DPMU . Specialist in Health & Disability facilitate for above Process.

#### **F. Utilization of PWDs - Volunteer:**

- Services of PWDs-Volunteer shall be utilized for a period of 18 days in a month
- Per day Resource fees shall not exceed Rs 175/- per day of work/training
- TLF/TVS shall maintain the reserve pool of PWDs Volunteer and TLF shall ensure that their services are utilized on rotation basis, changing the PWDs Volunteer Disability reviewing the performance.
- TVS shall review the performance of PWDs-Volunteers and based on the no. of days worked, resource fees shall be paid to the individual through TVS/TLF
- DPMU shall facilitate town wise monthly review meeting and furnishing of the UCs of Managerial support.

#### G. Method of release of Resource fees to PWDs-Volunteer

- TLF – after selection process is completed – issue proceedings to the individuals with a copy marked to Municipal Commissioner.
- MC , shall forward the same to PD , MEPMA
- PD shall release funds well in advance for a period of 6 months ( 108 days) in favour of TLF A/c
- The individual shall furnish work done report along with attendance to MC with a copy marked to TLF.
- TLF releases the Resource fees to the individual through cheques after reviewing the performance and based on the certification of concerned MC.
- TLF after submitting the UCs – through MCs – PD shall recoup the same.

Hence all the PDs are requested to identify the PWDs –Volunteer to support TLFs for social mobilization and continuous nurturing of CBOs of PWD following the time line mentioned below:

Activity	Time line
TLF in co-ordination with TVS Conducting EC meeting and explaining in detail to all SHGs of PWDs regarding the necessity for positioning of PWD-Volunteer and their job chart.	15 <sup>th</sup> May 2013
Facilitating TLF to call for applications of eligible SHGs candidates of PWDs through notice board at ULB level and communicating to all TVS	16 <sup>th</sup> May 2013
TVS collecting the applications and handing over to TLF	20 <sup>th</sup> May 2013
Scrutiny by TLF	24 May 2013
Handing over the selected list to PD,MEPMA	27 <sup>th</sup> May.2013
Issuing of proceedings by TLF	29 <sup>th</sup> May'2013
Allotment of slums	30 <sup>th</sup> May 2013
Commencement of work for PWDs Volunteer	31 <sup>st</sup> May 2013
Training a PWDs -Volunteer	1 <sup>st</sup> June 2013

PDs are requested to take action and send the details of PWDS Volunteer to MD, MEPMA for taking further necessary action for release of the required funds under UCDN component of SJSRY.

  
Mission Director, MEPMA

Copy to  
All Project Directors, IKP urban  
The Commissioners for taking necessary action .