

# MANUAL OF OFFICE MANAGEMENT TRAINING

2nd Edition  
1987

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**PUBLISHED BY**  
**ALL INDIA CONFEDERATION OF THE BLIND**  
**F-14/61, MODEL TOWN, DELHI-110009, INDIA.**  
IN COLLABORATION WITH  
**SWEDISH FEDERATION OF THE VISUALLY HANDICAPPED**

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## PREFACE TO THE SECOND EDITION

The Manual proved very useful to the workers and office bearers of organisations of and for the blind all over the world, as expected. Copies of the first edition were supplied to more than hundred of individuals and organisations free of cost on demand.

On the recommendations of the seminar held in Feb. 1984 to assess the utility of the course, the duration of the course has now been increased to sixteen weeks to ensure adequate practice in actual running of an office.

The need of the second edition was felt long ago. Keeping in view the suggestions received from users and from our own experience gained during the training of blind workers and the office bearers, the following chapters have been added in the second edition —

- (a) Society Registration Act. 1860.
- (b) Relevance of the Registration Act in the functioning of voluntary organisations
- (c) Modern technological Developments concerning the Rehabilitation of the Blind.
- (d) Motivation

Chapter on accounts has been rewritten in the light of experience gained in dealing with the subject during training.

Chapters on National and International Organisations, and Concessions for the Blind, have been thoroughly revised to include the latest information of these topics collected from the concerned organisations, states and university.

- We are thankful to :—
- Dr. A.S. Bedi, L L M S T D (Mich) Advocate.
- Mr. J K Mehta chartered accountant.
- Mr. Lal Advani President Asian Blind Union.
- Capt. Des Ram Programme Officer AICB.
- for their contribution.

Much more needs still be included in this manual e.g. foreign contribution act, procedure of applying for grants from governments and for funds from the funding agencies and proformas used in these processes and the like, but keeping in view the size of the manual these topics have been left for the instructors and lecturers to explain. These will, however, be included in practicals of the course

It is hoped that this edition will be found an improvement on the first edition which itself was so highly acclaimed.

Suggestions for the further improvement are always welcome.

Finding the OM TC very useful for the blind, SRF has been generous enough to provide funds for a second series of six courses of four months duration each to train thirty more blind workers/office bearers as well as for publication of this second edition of the Manual.

J. L. Kaul  
Secretary General

## PREFACE

In consonance with its cherished goal of consolidating existing work for the blind being undertaken by different local and regional organisations of and for the blind, the All India Confederation of the Blind has proposed twelve week courses for training those who are engaged in such activities. The primary object of these courses is to provide the participants requisite theoretical knowledge and practical training in the various facets of work relating to the setting up, managing and operating such associations. 32 blind officers and office-bearers from variety of associations of and for the blind would be trained under these programmes over a period of two years.

The programme of training in these courses is being funded generously by S. R. F. (Swedish Federation of Visually Handicapped)—an organisation of long and distinguished service in the field of world-wide work for the blind. For about a decade now, S. R. F. has been making commendable efforts to strengthen self-help movements of the blind in the developing countries by providing liberal financial assistance and experience for the purpose. The fact that S. R. F. readily agreed to help the Confederation in implementing this programme of training, bears eloquent testimony to their continued interest in vital role organisations of the blind have to play in enabling the blind to help themselves.

The Confederation owes a debt of gratitude to S. R. F. for their generous assistance and valued co-operation towards its efforts of training blind workers in the field to discharge their onerous responsibilities in an efficient and skilled manner. The present manual seeks to serve as the basic reading material for the trainees of these courses. Its content is determined largely by the syllabus drawn up by the Confederation for these courses. The manual is being presented in both English and Hindi to ensure that the maximum number of our trainees as well as other readers in the country and abroad might benefit from it. Since it is meant almost exclusively for the blind, it has been brought out in Hindi as well as English Braille also. It is, however, hoped that a manual of this nature could be of considerable interest and importance for a number of our sighted well-wishers and co-workers. Accordingly, a print edition of the Manual in English is also available.

The underlying idea of the Manual is to assemble in one place knowledge and information relating to all those areas which could be of vital significance for our friends entrusted with the responsibilities of managing associations and/or conducting related office work and correspondence. Information about the evolution of services for the blind in India, various leading national and international organisations of and for the blind and the variety of concessions available for the blind in the country is included with the view to equip the workers in the field with related facts which are of no less significance in the effective discharge of their duties.

It has been our endeavour here to have articles on some of the specialist topics written by eminent experts with a wide and distinguished experience of work in the concerned area. We **are**, indeed, heartened by the response we have received from these specialists **and** are deeply grateful to the following authors for their valued contributions included in the manual :

- Mr. Lal Advani, formerly, Director. National Institute for the Visually Handicapped, Dehra Dun.  
Mrs. R. Fazelbhoy, Hon. Secretary, National Association for the Blind. Bombay.
- Mr. P. N. Gupta, formerly Director, Directorate of Audio-Visual Publicity. Government of India.
- Mr. S. B. Agarwal, Lecturer, Delhi School of Economics.
- Mr. R. P. Saxena. Principal, Government Model School **for Blind** Children. Dehra Dun.

On account of the national coverage of a programme of this **nature**, it was decided to include in the manual information about organisations with an undisputed national character as also internationally recognised organisations. This, however, should **not**, in anyway, be construed to mean that the Federation underestimates the vital contributions of different state level and other associations. The above distinction had to be drawn because of the constraints of space in the manual. It is hoped that information regarding associations we have not been able to include here would form an important aspect of supplementary instructions at the courses.

Details of national and international organisations presented in the concerned chapter of the manual are based on the information **received**

**from the organisations in response to a set of guidelines circulated for the purpose.** We regret that information on a few **of the national organisations** could not be incorporated here, since we did not receive any response from them.

We sincerely hope that the material presented through this manual would be of use not only to the participants of the Confederation's programme of training in office management but would also act as an authentic source of useful information and reference for other professional workers and trainees in the field.

It is also hoped that the manual would spark intelligent discussion in many groups across the country interested in the rehabilitation of the blind and also help in crystallizing democratic practices and conventions in running associations of and for the blind.

No manual, however extensive, can take the place of the active experience and participation of those engaged in the work of an organisation. But experience unsupported by a knowledge and current techniques, practice and conventions could be counter-productive. We hope this manual will enrich the experience of the participants by providing them some useful insights into the functioning of associations and thus lead to a qualitative improvement in the field of work with the Blind.

— Editor

# FOREWORD

The basic idea behind a book of this kind as well as behind the U. N. year for disabled persons—is that all human beings disregarding age, sex and race, able or disabled— have a right to live a decent life. By this is meant not only food, clothing and somewhere to live, but also the right to participate in and influence the democratic development of society.

We work for a society that does not carelessly and unnecessarily exclude some of its members from professional life, channels of information and means of communication.

Every step in this direction begins by the handicapped themselves getting organised to express their needs and wishes. Society has to be taught what it means to be visually handicapped. Through personal contact, we meet understanding and support but first of all, all organisations give a strength to influence and cause change.

The I F B. is dedicated to the interchange of experience between countries and to defend interests of visually handicapped all over the world. But international organisations cannot exist without national ones which in their turn depend on functioning local organisations.

In this way the visually handicapped in India when organising a local committee, support the case of all visually handicapped I hope that you will experience that the support is mutual.

Come and join us in the work for our common cause !

— B. Lindquist.

President, Swedish Federation of Visually Handicapped,

—Secretary General,

Disabled Persons International,

— Treasurer,

International Federation of the Blind.

## FORMATION OF AN ORGANISATION

### Why Organisations

Where there are people, there are bound to be groups, organisations. Various "appellations are used for 'describing these groups. Some of the common names are :

Associations, Federations, Organisations, Fellowships, Clubs and the like. To avoid possible confusion here, we can use the word 'Association' or 'Organisation' in a generic sense.

The birth of an association is often actuated by a strongly felt need. The felt voice of a few individuals often remains unheard. Like-minded people, therefore, form themselves into groups called organisations to secure the acceptance of their legitimate rights or to promote their interest of a given section or to strive towards the attainment of their cherished objectives and goals.

Some reasons for forming or joining an organisation are more common than some others. The organisation may, for example, offer a forum in which people can work together for their ideas and objectives with other like-minded individuals. It can be a tool making it easier for 'People to achieve their goals. Some organisations take charge of political ideas ; others serve mutual requirements of members. Still others may give an expression of solidarity with poor people or weaker sections of the community. Some organisations may be created merely to satisfy a leisure-time interest,

### Kinds of Organisations

From the foregoing, it would be evident that in accordance with the felt needs, there could be, broadly speaking, four main kinds of organisations/associations, namely,

- (i) Associations formed for social purposes;
- (ii) Political parties;
- (iii) Charitable Associations;
- (v) Economic Association.

It would be obvious, presently, that this is rather an arbitrary division and some overlapping appears inevitable.

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The fundamental objective of Associations of the first type is to promote social contacts among certain specific groups. But, many of them do take up welfare projects for the weaker sections of the community including the blind. Some examples of such organisations are the Rotary and Lions Clubs.

Several political parties exist in the country. Their constitution and organisation is quite different from those of charitable associations and need not be discussed here in any detail.

Charitable associations, in this country are either registered under the Societies Registration Act, 1860 or under some similar Act In force in the State in which the association functions. They are composed of groups of like-minded people interested in advancing the cause of some-what weaker sections of the community. They often engage in welfare activities.

Economic associations are of two main kinds. Firtsly, we have the Co-operative Societies whose main task is to promote economic activity on a co-operative basis. They promote the production and distribution of goods and also undertake some social and educational projects.

Share holding companies, the other kind of such associations, are quite often dominated by persons who buy out a large number of shares. Their strength in the company depends on the amount of capital contributed. These are registered under the Company Law.

**Our** main focus here will, however, be on a charitable association whose main task is to promote the over-all rehabilitation of the blind and the visually handicapped.

### **Why Organisations foi the Blind**

The loss of vision, at whatever age it may occur, does not rob the individual of human feelings hopes and aspirations. What the blind need is opportunities to develop their latent potential and manifest their human characteristics. This need is met in part by some State Organisations, but built around this need are numerous organisations of like-minded individuals who make it their mission in life to assist the blind in their over-all rehabilitation.

Some such associations for the blind are composed of blind aria sighted individuals interested in furthering the interests of the blind. These associations for the blind have, in the past, rendered invaluable services in the field. In recent years, however, a feeling has been growing among the blind that they should have an opportunity of influencing the decisions for their well-being. The insights they have gained through their own experience, they believe, should be utilised to the advantage of the blind. Thus,

have originated associations of blind persons registered or incorporateodt advance the education and rehabilitation of the blind.

### **Classification of organisations working with the blind**

Charitable organisations formed to help the blind fall into two major categories

- (i) Institutions for the blind : These include schools, workshops and homes for the blind.
- (ii) Associations : Though associations may run some services, their sphere of activity is usually broader. Their functions often include serving as pressure groups, educating public opinion, promoting co-operation, obtaining concessions and the planning of general programmes for the education and rehabilitation of the blind.

In the succeeding paragraphs, our attention will be focussed largely on the second type of associations for the blind.

### **Setting up Associations for the welfare of the Blind**

The first step towards establishing an association is, of course, to discuss the matter with those who hold similar views and with whom one can communicate with ease. When the general idea of setting up an association is at least implicitly accepted, a meeting should be convened at a suitable place to deliberate on the issue. The meeting should, at the outset, elect, from amongst those present, a Chairman and a Secretary to conduct the proceedings and take down minutes respectively. The first important item to be considered at the opening meeting is a resolution proposing the formation of an association and sketching, in brief, the objectives and functions of the proposed organisation. An ad hoc committee should be appointed or elected to carry on business for the interim period and draft the constitution, if a standard constitution is not readily available.

The second meeting should be arranged as soon as the constitution s drafted. At that meeting, the first item should be the reading and approval of the minutes of the previous meeting. This should be followed by a consideration of the draft constitution, paragraph by paragraph. Every member should be given ample opportunities for considering and commenting on every paragraph.

It might be advisable that in considering this item, the following pattern is adhered to :-

- (1) Presentation of the constitution in full.

- (2) A motion from the committee moving for the adoption of the constitution.
- (3) Consideration of the constitution paragraphwise.
- (4) Discussion on amendments.
- (5) Adoption of the constitution by a majority vote.

Resolutions regarding application for registration ; Opening of Bank Account, and adoption/ratification of expenses during the period of promotion or formation of the society should also be passed at this meeting.

The adopted constitution will take effect as soon as it is registered. A minimum of seven members should sign the Memorandum of the Association and pay a fee of Rs. 50 or such amount as may be prescribed by the concerned State, to the Registrar of Societies or the Inspector-General of Registration, as the case may be. It is possible that the Registrar will suggest some minor amendments in the constitution. In that event, a third meeting should be convened to consider and accept the amendments proposed by the Registrar of Societies.

After the constitution is finally adopted, the ad hoc Secretary should read out the role of members and invite nomination for the various posts in the Association. Elections should then take place in accordance with the provisions of the adopted constitution.

### Local Units or Chapters

A National Association or Organisation should also strive actively for the establishment of local branches, chapters or affiliates. The best way to start off is to locate a competent and interested blind or sighted individual in the concerned area. He should then be entrusted the responsibility of making a thorough survey of a given geographical region. In his survey, he should ascertain the names and addresses of other blind and sighted persons, their social, economic and educational status, their means and their willingness to get together for a common cause. After such a survey is complete and the results carefully studied by the State and National Organisations, some ordinary financial aid may have to be given to the local chapter in the form of a grant to enable it to make a beginning.

### Registration of Local Chapters

Generally speaking, a local chapter should not have a separate constitution. Hence, it need not go in for separate registration. However, if a local chapter intends to apply for grants to public bodies, it may be called upon to register itself separately. In that event, its constitution should be almost identical to that of the State or National Organisation.

The problems involved in not registering separately should be examined carefully in consultation with competent local legal authorities.

If a local organisation already exists, it may not wish to become a chapter of the State or the National Organisation. However, since it shares common objectives, it may wish to associate itself with the State or National Organisation. It can do so by becoming an affiliate of such an organisation. Co-ordination, identity of views and solidarity among the national, state and local organisations/branches are of crucial importance.

### Constitution of an Association

It would be obvious from what has been said earlier that every organisation has to have a constitution to serve as a guide for its varied activities. In this country, a constitution is usually drafted in accordance with the provisions of the Societies Registration Act of 1860. Parts of this act have been modified by various states. Some of the states have also adopted their own laws for the registration or incorporation of organisations.

According to Section 2 of the Societies Registration Act of 1860, the constitution of an Association should be divided into 2 main parts :—

- (i) A Memorandum of the *Association* containing the following :
  - (a) The name of the Association;
  - (b) The objectives of the Association; and
  - (c) The names, addresses and occupations of the members of the Governing Body to whom the management of its affairs is entrusted.
- (ii) Rules and regulations certified to be a correct copy by not less than three members of the Governing Body. These set forth in considerable detail the manner in which the work of the Association is to be carried out. It is these rules which are usually amended and not the Memorandum in accordance with the procedure prescribed therein for the purpose.

The Rules and Regulations must include the following :-

- (a) Definition and interpretation of the terms used in the charter;
- (b) Rules governing membership—Admission, subscription, termination ;
- (c) Management of affairs of the Society—Office bearers, scope of authority and responsibility;

- (d) Powers and functions of the Governing Body;
- (e) Rules governing meetings of Governing Body and General Body;
- (f) Maintenance of Records and Minutes;
- (g) Control of Funds and Accounting norms and procedure;
- (h) Rules governing property—acquisition, responsibility of keeping records, maintenance, disposal;
- (i) Rules governing alterations/amendments;
- (j) Institution of suits by or against Society;
- (k) Procedure of Dissolution.

In addition, the rules also provide for the formulation of bye-laws which are not required to be registered. The bye-laws may deal with various aspects such as :—

- (i) Service conditions of the employees;
- (ii) Conditions for the establishment of branches or chapters;
- (iii) To regulate its relationship with other associations or organisations having similar objectives;
- (iv) Grant of travelling and daily allowances to members of the Association or Advisory Committees; and
- (v) Any other matter which, in the opinion of the Executive Committee, deserves to be spelt out in detail.

The bye-laws will be framed by the Executive Committee or the General Body of the Association, as may be provided under the rules.

The primary function of the constitution is to bring out clearly the characteristics of the Association, its objectives and functions as well as its rules of operation. The constitution should, therefore, be written in clear and precise language to avoid ambiguities and quibblings over interpretations.

### Membership

The strength of an Association derives chiefly from the commitment and devotion of its members. The general concept of membership includes the notion that a member has a right to vote. However, various classes of membership can be defined in the constitution according to the objectives of the Association. The following may serve as an illustration of the types of membership :-

- (i) Ordinary members;
- (ii) Junior members;

- (iii) Advisory members;
- (iv) Institutional members;
- (v) Life members; and
- (vi) Associate members;

### Rights and Privileges of Members

Some of the basic rights of members are :—

- (i) To attend all General Body meetings;
- (ii) To make motions;
- (iii) To vote;
- (iv) To stand for any of the offices of the Association; and
- (v) To send proposals in writing to the President or the Executive Committee of the Association.

### Obligations of Members

Every right carries with it an obligation. It applies with equal force to the members of the Association and for the Blind. Some of the obligations devolving on the members are :-

- (i) Loyalty to the objectives, principles, programmes, policies and ideology of the Association;
- (ii) To educate one-self about the activities, objectives, functions, programmes and philosophy of the Association in a continuing manner;
- (iii) Adherence to the rules of the Association;
- (iv) Willingness to accept responsibilities **for carrying** out the assigned tasks; and
- (v) Payment of prescribed fees,

A major function of every Association has to be to continually train its members in the judicious exercise of their rights and privileges. The greater the skills and sincerity of its members, the faster will be its progress towards the objectives for which it is formed.

### Summary

In the foregoing paragraphs, an attempt has been made to present the various aspects of the establishment of organisations, the need for setting up organisations, the need for establishing organisations for the blind in particular, the various classifications of organisations in general

and those for the blind in particular, the various steps to be taken in a sequential manner for establishing an organisation at the national, state or local levels, the vital role of and parts of the constitution for an Association and the rights and obligations of the members of the Organisation are the topics which have been dealt with in the preceding paragraphs.

While there are established procedures for setting up new Associations/Organisations, a fact of vital significance for us to remember is that it is basically the sincerity, earnestness and diligence of such like-minded individuals who choose to come together for a common cause which would ensure establishment and functioning of Associations on accepted lines and principles. Thus, the constituent members are a vital point of reference in considering any question relating to the formation of organisations.

## THE SOCIETIES REGISTRATION ACT, 1860

((Act No. XXI of 1860))

*An Act for the Registration of Literary, Scientific and Charitable Societies*

**Preamble—Whereas** it is expedient that provision should be made for improving the legal condition of societies established for the promotion of literature, science, or the fine arts, or for the diffusion of useful knowledge, the diffusion of political education, or for charitable purposes; it is enacted as follows :

**1. Societies formed by memorandum of association and registration—** Any seven or more persons associated for any literary, scientific, or charitable purpose or for any such purpose as is described in Sec. 20 of this Act, may, by subscribing their names to a memorandum of association, and filing the same with the Registrar of Joint-Stock Companies form themselves into a society under this Act.

**2. Memorandum of association—** The memorandum of association shall contain the following things (i.e., to say) :

The name of the society, the objects of the society, the names, addresses, and occupations of the governors, council, directors, committee or other governing body to whom, by the rules of the society, the management of its affairs is entrusted.

A copy of the rules and regulations of the society, certified to be a correct copy by not less than three of the members of the governing body, shall be filed with the memorandum of association.

**3. Registration and fees—** Upon such memorandum and certified copy being filed, the Registrar shall certify under his hand that the society is registered under this Act. There shall be paid to the Registrar for every such registration a fee of fifty rupees or such smaller fee as the State Government may, from time to time direct; and all fees so paid shall be accounted for to the State Government.

**4. Annual list of managing body to be filed—Once** in every year, on or before the fourteenth day succeeding the day on which, according to the rules of the society, the annual general meeting of the society is

held, or, if the Rules do not provide for an annual general meeting, in the month of January, a list shall be filed with the Registrar of joint-Stock Companies, of the names, addresses and occupations of the governors, councils, directors, committee or other governing body then entrusted with the management of the affairs of the society.

**5. Property of society how vested—The** property, movable and immovable, belonging to society registered under this Act, if not vested in trustees shall be deemed to be vested, for the time being, in the governing body of such society and in all proceedings, civil and criminal, may be described as the property of the governing body of such society by their proper title.

**6. Suits by and against societies—Every** society registered under this Act may sue or be sued in the name of the president, chairman, or principal secretary or trustees, as shall be determined by the rules and regulations of the society, and in default of such determination, in the name of such person as shall be appointed by the governing body for the occasion

Provided that it shall be competent for any person having a claim or demand against the society, to sue the president or chairman or principal secretary or the trustees thereof, if on application to the governing body some other officer or person be not nominated to be the defendant.

**7. Suits not to abate—No** suit or proceeding in any Civil Court shall abate or discontinue by reason of the person, by or against whom such suit or proceedings shall have been brought or continued, dying or ceasing to fill the character in the name whereof he shall have sued or been sued, but the same suit or proceedings shall be continued in the name of or against the successor of such person.

**8. Enforcement of judgment against society—If** a judgment shall be recovered against the person or officer named on behalf of the society, such judgment shall not be put in force against the property, movable or immovable, or against the body of such person or officer, but against the property of the society.

The application for execution shall set forth the judgment, the fact of the party against whom it shall have been recovered, having sued or having been sued, as the case may be, on behalf of the society only and shall require to have the judgment enforced against the property of the society.

**9. Recovery of penalty accruing under bye-law—Whenever** by any bye-law duly made in accordance with the rules and regulations of the society, or, if the rules do not provide for the making of bye-laws, by any bye-law made at a general meeting of the members of the society convened for the purpose (for the making of which the concurrent votes of three-fifths of the members present at such meeting shall be necessary), any pecuniary penalty is imposed for the breach of any rule or bye-law of the society, such penalty, when accrued, may be recovered in any Court having jurisdiction where the defendant shall reside, or the society shall be situate, as the governing body thereof shall deem expedient.

**10. Members liable to be sued as strangers—Any** member who may be in arrear of a subscription which, according to the rules of the society he is bound to pay or who shall possess himself of or detain any property of the society in a manner or for a time contrary to such rules, or shall injure or destroy any property of the society, may be sued for such arrear or for the damage accruing from such detention, injury or destruction of property in the manner hereinbefore provided.

*Recovery by successful defendant of costs adjudged—But* if the defendant shall be successful in any suit or other proceeding brought against him at the instance of the society, and shall be adjudged to recover his costs, he may elect to proceed to recover the same from the officer in whose name the suit shall be brought, or from the society and in the latter case shall have process against the property of the said society in the manner above described.

**11. Members guilty of offences punishable as strangers—Any** member of the society who shall steal, purloin or embezzle any money or other property or wilfully and maliciously destroy or injure any property of such society or shall forge any deed, **bond**, security for money receipt, or other instrument, whereby the funds of the society may be exposed to loss, shall be subject to the same prosecution, and, if convicted, shall be liable to be punished in like manner, as any person not a member would be subject and liable to in respect of the like offence.

**12. Societies enabled to alter, extend or abridge their purposes—Whenever** it shall appear to the governing body of any society registered under this Act, which has been established for any particular Purpose or purposes, that it is advisable to alter, extend or abridge such purpose to or for other purposes within the meaning of this Act, or to amalgamate such society either wholly or partially with any other society,

such governing body may submit the proposition to the members of the society in a written or printed report and may convene a special meeting for the consideration thereof according to the regulations of the society :

But no such proposition shall be carried into effect unless such report shall have been delivered or sent by post to every member of the society ten days previous to the special meeting convened by the governing body for the consideration thereof nor unless such proposition shall have been agreed to by the votes of three-fifths of the members delivered in person or by proxy, and confirmed by the votes of three-fifths of the members present at a second special meeting convened by the governing body at an interval of one month after the former meeting.

**13. Provision for dissolution of societies and adjustment of their affairs—Any** number not less than three-fifths of the members of any society may determine that it shall be dissolved, and thereupon it shall be dissolved forthwith, or at the time then agreed upon, and all necessary steps shall be taken for the disposal and settlement of the property of the society, its claims and liabilities, according to the rules of the said society applicable thereto, if any and, if not, then as the governing body shall find expedient, provided that, in the event of any dispute arising among the said governing body or the members of the society, the adjustment of its affairs shall be referred to the principal court of original civil jurisdiction of the district in which the chief building of the society is situated and the Court shall make such order in the matter as it shall deem requisite.

*Assent required—Provided* that no society shall be dissolved unless three-fifths of the members shall have expressed a wish for such dissolution by their votes delivered in person, or by proxy, at a general meeting convened for the purpose

*Government consent—Provided* that whenever any Government is a member of, or a contributory to or otherwise interested in, any society registered under this Act, such society shall not be dissolved without the consent of the Government of the Province of registration.

**14. Upon a dissolution no member to receive profits—Clause not to apply to joint Stock Companies—If** upon the dissolution of any society registered under this Act, there shall remain, after the satisfaction of all its debts and liabilities any property whatsoever, the same not be paid to or distributed among the members of the said society or any of them, but shall be given to some other society, to be determined by the

votes of not less than three-fifths of the members present personally or by proxy at the time of the dissolution, or, in default thereof by such Court as aforesaid :

Provided, however, that this clause shall not apply to any society which shall have been founded or established by the contributions of shareholders in the nature of a Joint Stock Company.

**15. Member defined—Disqualified members—For** the purposes of this Act a member of a society shall be a person who, having been admitted therein according to the rules and regulations thereof, shall have paid a subscription or shall have signed the roll or list of members thereof, and shall not have resigned in accordance with such rules and regulations; but in all proceedings under this Act no person shall be entitled to vote or to be counted as a member whose subscription at the time shall have been in arrear for a period exceeding three months.

**16. Governing body defined—The** governing body of the society shall be the governors, council, directors, committee, trustees or other body to whom by the rules and regulations of the society the management of its affairs is entrusted.

**17, Registration of societies formed before Act—Assent required :** Any company or society established for a literary, scientific or charitable purpose and registered under Act XLIII of 1850, or any such society established and constituted previously to the passing of this Act but not registered under the said Act **XLIII of 1850**, may at any time thereafter be registered as a society under this Act, subject to the proviso that no such company or society shall be registered under this Act unless an assent to its being so registered has been given by three-fifths of the members present personally, or by proxy, at some general meeting convened for that purpose by the governing body.

In the case of a company or society registered under Act **XLIII of 1850**, the Directors shall be deemed to be such governing body.

In the case of a society not so registered, if no such body shall have been constituted on the establishment of the society, it shall be competent for the members thereof, upon due notice, to create for itself a governing body to act for the society thenceforth.

**societies to file memorandum, etc., with Inspector-General of Registration—In** order to any such society as is mentioned in the last section preceding obtaining registry under this Act, it shall be

suffice it that the governing body file with the Registrar of Joint Stock Companies a memorandum showing the name of the society, the objects of the society and the names, addresses and occupations of the governing body, together with a copy of the rules and regulations of the society certified as provided in Sec. 2, and a copy of the report of the proceedings of the general meeting at which the registration was resolved on.

19. Inspection of documents, certified copies- -Any person may inspect all documents filed with the Registrar (Inspector-General) under this Act on payment of a fee of one rupee for each inspection, and any person may require a copy or extract of any document or any part of any document, to be certified by the Registrar, on payment of two annas for every hundred words of such copy or extract; and such certified copy shall be *prima facie* evidence of the matters therein contained in all legal proceedings whatever.

20. To what societies Act applies—The following societies may be registered under this Act : Charitable societies, the military orphan funds or societies established at the several presidencies of India, societies established for the promotion of science, literature or the fine arts, for instruction, the diffusion of useful knowledge; the diffusion of political education, the foundation or maintenance of libraries or reading rooms for general use among the members or open to the public, museums and galleries of painting and other works of art, collections of natural history, mechanical and philosophical invention, instruments or designs.

## RELEVANCE OF SOCIETIES REGISTRATION ACT IN THE FUNCTIONING OF VOLUNTARY ORGANIZATIONS

by Dr. A. S. BEDI, LL.M., S.J.D. (Mich), Advocate

"Verily I say unto you, inasmuch as ye have done it unto one of the least of these my brethren, you have done it unto me."

Man has always sought to be in tune with the infinite. Purity of mind and action have always been regarded as the basic approach towards that goal, Man has thus lent a helping hand to others in need. The world is necessarily too much with us getting and spending but mercy is twice-blessed. So public charities come into being.

The word 'charity' or 'charitable society' has not been defined by the Societies Registration Act (hereinafter called the Act). But any mode of promoting the welfare of the public would be a charitable object. The only condition requisite is that it should be for the benefit of the public or a considerable portion of the public. Thus charity includes relief of the poor, aged people, maintenance of sick and wounded, maintenance of schools of learning free schools and scholars in universities, repairs of bridges, ports, highways education and preferment of orphans, medicare, help, maintenance and rehabilitation of the handicapped, relief of poverty, advancement of education and such other purposes beneficial to the community.

The law recognizes no purpose as charitable unless it is directed to the benefit of a community or a section of the community. The distinction between a public purpose and one which is not public is fine. The broad test applied in various cases may be thus stated : 'If the intention of the donor is merely to benefit specific individuals, the gift is not charitable, even though the motive of the gift may be to relieve their poverty or accomplish some other purpose in reference to those particular individuals which would be charitable if not so confined; on the other hand, if the donor's object is to accomplish the abstract purpose of relieving poverty, advancing education or religion or other purposes charitable without reference to any particular individual/individuals and without Particular individuals the right to claim the funds, the gift is charitable. any

In 1860 the Societies Registration Act was enacted, as the Preamble read with S.20 thereof indicates, with a view to *improving the legal condition of societies* established for the promotion of literature, science, or the fine arts, or for the diffusion of useful knowledge, the diffusion of political education, or for charitable purposes.

Under the Act the following societies may accordingly be registered :

- (i) Charitable Societies;
- (ii) The military orphan funds or societies established at the several presidencies of India;
- (iii) Societies established for the promotion of science, literature or the fine arts, for instruction, the diffusion of useful knowledge, the diffusion of political education;
- (iv) the foundation or maintenance of libraries or reading-rooms for general use among the members or open to the public;
- (v) or public museums and galleries of paintings or other work of art, collection of natural history, mechanical and philosophical inventions, instruments, or designs,
- (vi) sports.

Once the registration of a society has been effected in accordance with the prescribed procedure, the provisions of the Act will apply. Registration of a society confers upon it a status to make it more convenient for the carrying out its purposes.

Preparation of memorandum of association is an important step in the formation and registration of a society. It has to contain the three fundamental clauses-1. The name of the Society, 2. The objects of the society and 3. The names, addresses and occupation of the governors, council, directors, committee, or other governing body to whom, by the rules of the society, the management of its affairs is entrusted. Seven or more members must subscribe their names to the memorandum of association and file it with the Registrar or such other specified officer of the rules and regulations of the society, certified along with a copy to be a correct copy by three or more of the members of the governing body. On payment of the specified fees and upon scrutiny that the memorandum of association and the copy of the rules and regulations are in order, the Registrar shall certify the registration of the society. The presumption of due registration arises, not on the certificate of registration granted by the Registrar under S 3, but on copies of the rules and regulations.

regulations and memorandum certified under S.19 of the Act which constitutes them *prima facie* evidence of the matters therein contained. (*Sunder Singh v. Managing Committee*, A.I.R. 1938 P.C. 73)

What is the legal effect of the registration of a society ? A person took a house on rent for running a hospital for women. Since the principal, namely the Hospital Society not being a legal body in the absence of registration, it was held that he was personally liable for rent. The registration gives the society the status of a legal entity apart from its members. In the absence of such registration, all the trustees in charge of the fund alone have a legal status and the society has no legal status. Thus a promissory note executed in favour of an institution, having no juridical status, is void; and the institution cannot bring a suit on such a promissory note. (*Jamboodas v. Chawre Jain Boarding*, A.I.R. 1934 Nag. 207)

In the leading case of *Satyavart Sidhanta/ankar v. Arya Samaj* 1946 Born. 516) it was aptly observed that in spite of the provisions contained in Ss.6, 7, 8 of the Societies Registration Act as regards suit by and against societies, non-abatement of suits and enforcement of judgment against societies, it is competent to the society to sue or be sued in the name of the society. It may be sued in its registered name since the society on its registration under the Act comes into existence as a legal entity apart from the members constituting the same. In other words, the provisions of Ss.6, 7 and 8 of the Act are not inconsistent with the user of the registered name of the society in connection with legal proceedings. The use of the name is not compulsory but it is at least permissive. Thus where a suit is brought by some members of the Arya Samaj on behalf of themselves and all the members of the said society (which is a society registered under the Act) against the President of the said society as representing the society of Arya Samaj, it was held that the suit could not be objected to on the ground that the plaintiffs and defendants were one and the same.

If the charitable society is not registered under the Act, it would have the character of an association which cannot sue or be sued except in the name of all the members of the association. The registration of a society thus confers on it certain advantage by deeming it a separate juristic personality distinct from its members.

Whenever the members as well as the governing body of the society are not the same. Even though members of the society or the governing body fluctuate from time to time, the identity of the society is sought to be

made continuous. The society continues to exist and to function as such until its dissolution under the Act.

The properties of the society continue to be vested in the trustees or in the governing body irrespective of the fact that the members of the society for the time being are not the same as they were before nor will be the same thereafter.

It was accordingly decided in *Radhaswami Satsang Sabha v. Tara Chand* (A.I.R. 1939 All. 557) that by registration the society acquired a judicial status so that it could acquire property under the Land Acquisition Act.

The moneys and property belonging to the society are vested either in the trustees, if any, duly appointed under the provisions of the Act, or, in the absence of trustees, in the governing body. Under S.5 of the Act, a property whether vested in trustees or deemed to be vested in the governing body of such society still belongs to a society registered under the Act. After registration the property which was vested in the trustee becomes property belonging to the society. That which belonged to an unregistered society continues after the change in status of that society being registered, as belonging to the society. And it is not absolutely essential that there should be a formal written transfer in favour of the association by members of the original managing committee. Thus a regular deed of conveyance in favour of the registered society is not necessary since the property vested in the trustees before registration becomes as from the registration of the society belonging to the society and must be deemed to be the property of the society.

In *Krishna v. Sundaram* (A.I.R. 1941 Bom. 312), it was pointed out that the position of a society registered under the Act is like that of a club or joint stock company, and, in order to redress a wrong done to the society or to recover moneys or damages alleged to be due to the society the action should be brought by the society itself. This is based on the principle of the supremacy of the majority in any association. Indeed if a thing complained of is a thing which in substance the majority of the association are entitled to do, or if something has been done irregularly which the majority of the members are entitled to do regularly, or something has been done illegally which the majority is entitled to do legally, there can be no use in having a litigation about it the ultimate effect of which is only that a meeting has to be called, and then ultimately the majority gets its wishes. If it is a matter of that nature, it only comes that the majority are the only persons who can complain that a thing is,

which they are entitled to do has been done irregularly. Of course, if the majority are abusing their powers and are depriving the minority of their rights, that is an entirely different thing. This supremacy of the majority is, therefore, subject to certain exceptions. namely, (1) where the act complained of is *ultra vires* the society; (2) where the act complained of is a fraud on the minority; and (3) where there is absolute necessity to waive the rule in order that there may be no denial of justice. (See *Palmer's Company Precedents* Vol. I p. 1246). There are bound to be exceptional circumstances where the court would not leave the members to settle amongst themselves in the interests of justice.

In fine, a registered society can sue and be sued in its own name, can own its own property and inter alia employ its own servants. The registered society has its own legal identity which is distinct from that of the members constituting it. A society registered under the Act has properties of its own. The legal title in the properties may vest in the trustees or the Board of Governors, never the less the equitable title vests in the society. Further such a society can employ its own servants. Persons agreeing to serve under the society are deemed to hold the posts under the society under the control of the Board of Governors and their service conditions are regulated by the rules and regulations of the society.

Invested with a legal personality, the registered society is capable of entering into contracts. The memorandum of association of a society is its charter and it can exercise only those powers which are expressly or impliedly authorised therein. Any act done beyond the memorandum of association is *ultra vires* and incapable of ratification. Consequently any contract entered into by a registered society would be legally enforceable unless it is *ultra vires* or otherwise shown to be void.

Under the Societies Registration Act, as seen above, once the society is registered, it enjoys a legal status of its own. Yet the registered society's position is different from a company incorporated under the Companies Act. The members of a society do not have any property or beneficial interest in the property held by the society. The shareholders of a company hold the properties of the company as their own.

Having regard to the fact that the members of the general body or the members of the governing body of the society do not have any proprietary or beneficial interest in the property of the society, it follows that upon its dissolution they cannot claim any interest in the property of the dissolved society. The Act does not create in the members of the registered society any interest other than that of bare trustees.

What all

the members are entitled to is the right of management of the properties of the society subject to certain conditions (*P.B.N. College Committee v, Government of A.P*, A.I.R. 1958 A.P. 775). S.13 merely provides for the dissolution and adjustment of the affairs. But S. 14 highlights the non-profit nature of societies registered under the Act. Upon dissolution, no member is to receive any profit. If there still remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall be given to some other society, to be determined by the votes of not less than three-fifths of the members present personally or by proxy at the time of the dissolution, or, in default thereof by the principal court of original civil jurisdiction of the district in which the chief building of the society is situated. Thus on dissolution of the society the property left must go to some other society with kindred object, Unless the case is covered by the proviso which makes an exception in the case of a society which was founded or established by the contribution of shareholders in the nature of a joint stock company, even if the rules of society contained a provision for division of property of the society upon dissolution among its members, the same would be held null and void as being inconsistent with the provisions of the Act.

S.12 of the Act provides for the necessary steps for amalgamation as well as for the alteration, extension or abridgement of the purpose or purposes of a society. The procedure prescribed is mandatory. But all this is within the framework of the Act-that is to say, the purpose must be one of the purposes considered charitable in the light of the preamble and S.20 of the Act. The term charitable has no doubt been given wide connotation by the courts; yet the judicial technique has its limitation. Since the enacting of the Act in 1860, the concept of love of God and the love of neighbour in the universal sense must admit various other changes of charity. The case for re-drafting the preamble and S.20 to specify other areas to be included in charity as 'sports' has been added in 1983 deserves examination at the hands of the legislators. "And now about faith, hope, charity, these three; the greatest of these is charity."

## FUNCTIONING OF AN ORGANISATION

An organisation functions at four inter-dependent levels

- (1) General Body.
- (2) Executive Committee.
- (3) Office Bearers,
- (4) Paid Staff.

### (1) General Body

All members of the Organisation collectively constitute its general body. The general body occupies the apex position in the organisation and all organs and members must own complete and unflinching loyalty to it. The general body is primarily responsible for laying down basic principles, guidelines and policies for the functioning of the organisation.

It is obligatory, according to the Societies Registration Act of 1860, for the general body to meet at least once every year. The date, time and venue for the meeting of the general body, which is known as its Annual General Meeting, are decided upon in advance by the Executive Committee of the Organisation. However, the rules of the Organisation stipulate the maximum time interval between two annual general meetings.

In view of the decisive role of the general body in the affairs of the Organisation, it has a number of vital functions to perform such as

- (a) Election of members of the Executive Council and office bearers;
- (b) Approval of the accounts for the preceding year;
- (c) Approval of the budget estimate for the next financial year;
- (d) Approval of the Annual Report;
- (e) Appointment of Auditors;
- (f) Consideration of new programmes to be taken up by the Organisation;
- (g) Amendments to the Constitution of the Organisation;
- (h) Any other matter that the members may like to raise with the permission of the chair.

## (2) Executive Committee :

The organ of the Organisation, which is entrusted the task of managing its day-to-day affairs is usually known as its Executive Committee or Executive Council. In other words, the Executive Committee is responsible for acting on behalf of the General Body during the intervening period between its two meetings and also for carrying out the policies and decisions enunciated at the Annual General Meeting.

The Executive Committee, as stated above, is elected by the General Body. It may, however, also include members nominated by the organisations, branches affiliates as also members co-opted by the Chairman usually, in consultation with the Secretary. The periodicity of the meetings of the Executive Committee is determined by the rules of the Organisation. It is, however, a help if the national organisations hold their Executive Committee meetings at least twice a year and the local Associations hold such meetings once in every two months. The Executive Committee would consist of such number of members as the Rules prescribe, subject to that number not being less than seven. The office bearers of the Organisation also form part of Its Executive Committee.

It is evident from the foregoing that the Executive Committee is the body primarily responsible for administering the affairs of the Organisation. Some of the major duties of the Executive Committee are

- (a) To oversee the finances of the Organisation.
- (b) To authorise expenditure for approved purposes.
- (c) To prepare action programmes.
- (d) To carry out the decisions of the General Body.
- (e) To appoint necessary staff and lay down their service conditions through bye-laws.
- (f) To supervise the working of the staff through office bearers entrusted with this responsibility.
- (g) To carry on negotiations with other governmental or governmental agencies/organisations with the help of concerned office bearers.
- (h) To take important decisions on urgent matters, where necessary in anticipation of the approval of the General Body.
- (i) To raise finances.
- (j) To authorise concerned office bearers to operate bank accounts.

## (3) Office Bearers :

It is clear from the foregoing list of the functions of the Executive Committee that all of these cannot be carried out by the entire Coma

It has, therefore, to entrust some or most of its work to the various office bearers. The number of office bearers the Organisation would have, depends on the provisions of its Rules. However, the 3 major officers each Organisation must have are a President, a Secretary and a Treasurer. The Organisation may also have such number of Vice-presidents and Joint Secretaries as its Rules may provide. In view of their crucial roles in the management of the affairs of the Organisation, the three officers listed above would be discussed here at some length

### (1) The President

A President is often chosen for one of the following two qualities :-

- (i) His ability to co-ordinate the activities of the Organisation; or
- (ii) His ability to give the Organisation prestige.

The main functions of a President are :-

- (a) Presiding over meetings;
- (b) Co-ordination;
- (c) Equitable distribution of work among various Executive Committee members and principal employees;
- (d) Keeping the work of the Organisation within the goals and objectives set by the General Body;
- (e) Taking initiative on suitable occasions;
- (f) Keeping in close touch with appropriate governmental and non-governmental agencies and mass media;
- (g) Examining documents prepared for the Executive Committee and General Body meetings;
- (h) Assuring that various constitutional provisions are duly complied

### (2) The Secretary

The role of the Secretary is often conceived to be that of one who is primarily responsible for recording the minutes of various meetings and attending to the correspondence of the Organisation. However, in our country, the Secretary is the principal executive officer who relieves the President of many routine responsibilities. The Secretary is, in a way, the link man between the Organisation and the various governmental and voluntary agencies on the one hand and between the organisation and its members and other organs on the other. He is also entrusted the responsibility of compiling annual reports and other documents not relating to

### (3) The Treasurer

Ideally, the Treasurer should function as the Finance Minister of an Organisation, his principal task being to keep the expenditure within reasonable limits and attempt to increase the income. It is the function of the Treasurer to ensure that the accounts of the Organisation are maintained properly. All vouchers of expenditure must be signed by him and he must have the accounts duly audited each year. He must be one of the persons authorised to operate the Organisation's bank account.

The person being elected as the Treasurer must be well versed in book keeping and the maintenance of accounts. He should also have the necessary knowledge and insights to devise new and novel methods of fund raising. It is also a vital responsibility of the Treasurer to supervise various account books and check the cash in hand personally from time to time. He has also to frame the annual budget of the Organisation.

The mode of election, the term of office and the procedure for the removal of these and other office bearers are listed out in detail in the Rules of the Organisation. The office bearers in India and most other countries are, usually, honorary workers. Sweden, however, is a notable exception where they are all paid full time workers.

### (4) Staff

The Executive Committee members, including the office bearers of a large organisation having multifarious activities, cannot possibly carry out all of the prescribed duties and responsibilities themselves. A good number of staff are, therefore, engaged in such cases on a paid basis for the performance of specified tasks. To be effective and successful, the staff or employees thus appointed must be delegated certain financial, administrative and cognate powers.

It is necessary, indeed, crucial, that the performance of the Organisation's employees be regularly watched and assessed. The following are few of the measures which could be considered for such staff evaluation

- (a) Periodical reporting on the work done by the concerned staff.
- (b) Periodical checking of books by members of the Executive Committee authorised for this purpose.
- (c) Regular auditing by competent Chartered Accountants.
- (d) Adopting performance budgeting and overseeing the attainment of physical targets.

It is however, necessary to ensure that these evaluation procedures are so utilised as to dispel feelings of mistrust and foster mutual confidence between the Executive Committee and at least the principal members of

staff. The terms of appointment of the staff, their service conditions and powers to be delegated to them are governed by a set of bye-laws formulated for the purpose by the Executive Committee of the Organisation.

### Convening the General Body And Executive Committee Meetings

Having analysed the role and functions of different organs of an organisation, we now proceed to the discussion of one of the vital processes of the functioning of these organs, i.e., organising meetings. A natural question arising here is how to convene a General Body or Executive Committee meeting. The Rules of the Organisation prescribe that a written notice must be circulated amongst members for convening such meetings. The Rules also specify the period of notice to be given to members for convening these meetings. It is imperative that care be taken to ensure that the notice for the meeting does not only reach the members in time but also contains adequate particulars. The notice is accompanied by a written agenda. The agenda is the plan for a meeting. If possible, it should be made known to the members in good time before the meeting along with the notice. The purpose of the agenda is to make members aware of the topics to be taken up at the meeting so that they may, if necessary, prepare themselves for active participation in the meeting. The agenda is prepared by the Secretary in close consultation with the President and in the case of a General Body Meeting, it should be got approved by the Executive Committee. It would be both beneficial and advisable for the Secretary to check on the minutes of the last meeting and study relevant correspondence, before drafting the agenda. A sample of the notice for a meeting as also the accompanying agenda is given below :

#### NOTICE

NATIONAL ASSOCIATION OF ..... DELHI

(Here the full particulars of the Association or the Organisation should be given in full, in case the same is not printed on the letter head.)

Dated .....

Dear

(Here, in accordance with the practice of the Organisation, the prescribed mode of salutation is to be written. For example : Dear friend, Dear Colleague, Dear Sir/Madam.)

I have great pleasure in informing you that the next meeting of the General Body of this Association will be held at 5 p.m. on ..... (day), the ..... (date), 198. at ..... (place of the meeting).

A copy of the agenda is enclosed. We would appreciate your

making it convenient to attend the meeting and letting us know in advance about your participation.

Yours sincere!

Ends : As above  
 Name. ....  
 Mr./Mrs./Miss ..... Designation.....

(Here mention the name and address of the member to whom the notice is being sent.)

**AGENDA**

MEETING OF THE GENERAL BODY OF THE .....  
 (Give the name of the Association)

Date• ..... Venue!.....

Time: .....  
 (Here give the particulars on the above factors)

**ITEMS OF THE AGENDA**

- | S, No | Item  |
|-------|---|
| 1     | Confirmation of the minutes of the previous meeting held on .....<br>(Give the date of the last meeting. A copy of the minutes should be enclosed with the notice). |
| 2     | Matters arising from previous minutes.  |
| 3     | Presentation of the Annual Report. (A copy of the annual <b>repo should</b> be enclosed).   |
| 4     | Consideration of the audited statement of accounts and <b>balance</b> sheet. (Copies to be enclosed).   |
| 5     | Budget for the next financial year.   |
| 6     | Programmes to be taken up during the next year.   |
| 7     | Establishment of 3 local branches/chapters.   |
| 8     | Any other item that may be raised with the permission of the <b>chair.</b>  |

Items 1, 2 and 8 above are standard items for any agenda and **at** included as a matter of rule. The rest of the items are listed according **t** the **points** to be taken up for consideration at the meeting.

It **is** worthwhile to mention here that the objective of the last item mentioned above is to afford the members an opportunity to express **the;** views on a wide range of subjects and also to enable them to make **ne** proposals to forward the interests of **the** Organisation.

Whenever necessary, explanatory notes are appended to different items of the agenda. The primary objective of these explanatory notes is to clarify to the members the position obtaining in respect of the concerned subject to furnish fresh details as also suggest possible course of action to be considered. A sample note on **one** of the items is given below :

MEETING OF THE ..... (Name of the Association)

Date: ..... Venue.....

Time.....

(Here give particulars on the above factors)

**AGENDA NOTES**

**Agenda Item No. 7 : "Establishment of 3 local branches/Chapters"**

The Association has been greatly heartened by the growing popularity of its policies and programmes. The Association's popularity is brought about by the fact that a number of individuals as well as groups have approached the Secretary with proposals to open branches/chapters in different areas.

Three such requests merit special consideration here. These have been received from groups of blind and sighted persons from the following 3 districts

(Here mention the areas where the branches are to be located)

A survey carried out by the concerned groups as also our own observation reveals that there is good and sufficient reason to believe that in case the Association agrees to opening new branches in the concerned areas, it would greatly facilitate advancing the interests of the blind in that region and thus help in striving towards the attainment of the ultimate goals of the Association.

The members may, therefore, examine the requests and accord their approval to the establishment of these branches.

**CONDUCT OF MEETINGS**

**(A) Opening Of Meetings :**

The meeting of an association is usually commenced with the announcement "The meeting is called to order" or something to that effect. While doing so, the chairman of the meeting has to ensure that the quorum as prescribed in the association's rules is present A quorum is the minimum number of people required to be present at a meeting to make its deliberations valid. If at the announced time of the meeting, the prescribed

quorum is not present, the chairman would wait for some time, and also take such measures as may be possible to obtain a quorum during this time. Should he see no opportunity of getting a quorum, he would call the meeting to order, announce that there is no quorum, fix the time, date and venue for an adjourned meeting and then adjourn. In such an eventuality, the agenda for the next meeting, would be the same as that notified for the meeting adjourned for want of a quorum.

### (B) Chairman :

The meetings of the executive committee and the general body of the association should be chaired usually by the president or in his absence the vice-president. If, however, neither the president nor the vice-president are available, the meeting may elect any member barring the treasurer and the secretary to preside. In the event of an election meeting, where the present incumbent to the office of the president is seeking re-election, the meeting would be chaired by any other member elected for the purpose, from amongst the members present.

The success of a meeting depends to a great extent on the skill and acumen of its presiding officer --the chairman. The ideal chairman is well acquainted with parliamentary procedures, knows the rules of the association fully and, above all, acts tactfully and with utmost patience. He is responsible for ensuring that the decisions reached at the meeting adequately reflect the wishes of the members present, even if this means that he has to act contrary to his own opinion.

The chairman must act impartially. This, however, does not mean that he should be inactive. On the contrary, he should actively guide the meeting. But as a chairman, he should avoid taking a stand. If he wants to participate more actively in the debate, he should turn the chair over to the vice-president, until the question is resolved.

The duties and functions of the chairman could be summed up as follows :

- (i) To open the meeting.
- (ii) To present the agenda.
- (iii) To decide if proposals are in order and to state in clear terms issues under consideration.
- (iv) To see that decisions taken are relevant, precise and decided.
- (v) To listen attentively to all members.
- (vi) To see that the meeting is conducted in an orderly manner and to moderate discussions where necessary.

(vii) To exercise the casting vote when there is a tie.

This means that in order to remove a deadlock resulting from a tie of votes the vote of the chairman may be counted twice in order to create a majority.

### (C) Length of Meeting :

Experience shows that a short business-like meeting is more effective and successful than a prolonged one which may, on occasions run into seemingly endless wranglings. Brevity should, therefore, be the rule in interventions at meetings.

Obviously, it is not possible to lay down any prescribed length for a meeting. A lot will depend on the number and importance of items on the agenda. Yet, every possible attempt must be made to ensure that the patience of members does not run out and their time not wasted. In case, the agenda is long, it may be advisable to divide the meeting into more than one sessions.

### (D) Participation in Meetings :

It is only through an understanding and positive exchange of views that practical and workable decisions can be arrived at on different issues of the agenda before the meeting. Members should therefore be advised and encouraged to participate actively and in a constructive manner in the deliberations of the meeting.

The orderliness and effectiveness of the discussions on issues before the meeting is dependent to a large extent on the state of relations among the participating members themselves on the one hand and between the members and the chairman on the other. For a fruitful discussion, it is imperative that the members are familiar with the rules and procedures of the association as well as with the item under discussion. The skill of the chairman also plays a vital role in stewarding the course of such discussions. He should be well versed in the art of discussion so that he could guide the meeting's proceedings in a gentle and unobstructive manner, rounding off sharp edges as they appear.

The association would do well to formulate its own rules for regulating discussions at meetings. The basic object to be kept in mind all the time here is to secure expeditious disposal of business in accordance with the wishes of members. The most important point to be understood by every member in this connection is that a clear distinction should be drawn between a contribution and a speech at a meeting. A contribution may be

a new proposal or amendment, a possible compromise between two conflicting points of view, an elucidation or some other remark likely to lead to an early and acceptable decision. On the other hand, a speech may be in the form of a repartee, a rejoinder, or an expression of views at some length. Speeches at the meetings could however, tend to be repetitive and often characterised by wordiness and may delay decisions for an unduly extended period of time.

People judge an association by its performance. Performance flows from decisions taken at meetings. Wise decisions can be taken only when members participate in discussions in a spirit of mutual understanding and appreciation of each other's point of view. Participation for the sake of participation would merely obstruct the flow of ideas and not yield practicable proposals or useful decisions.

The member proposing a resolution known as the mover, should be entitled to speak when proposing his motion. He should also have the right to a reply at the end of the discussion on his resolution. He is, however, not allowed to propose or second amendments to his own resolution though he may, during the course of his brief remarks in between discussions signify acceptance of some amendments.

The person who supports the motion proposed at the outset is known as the seconder. His right to comment is similar to that of any other member. He may speak only once, but he has the right to comment briefly on appropriate occasions with the permission of the chair without being able to move or second any amendments.

#### (E) Closing the Meetings :

Applying closure is no less significant than opening the meetings. In a few cases, a fixed time limit is pre-set for the conclusion of the meeting. In such instances, all that the chairman is required to do is to announce the time and declare the meeting closed.

In other cases, however, there is no such pre-fixed time-limit. The chairman has, then, to exercise his judgement. Obviously, meetings continuing for prolonged periods tend to exhaust and distract members. If the chairman notices that the meeting is continuing too long, he could, with the consent of members, adjourn the meeting and announce the date, time and venue for the next one at which the unfinished business could be completed.

The simplest way-out is to announce the meeting closed after completion of the consideration of the main business on the agenda. Here, the chairman would be well advised to obtain the consent of members

and, if necessary, sum up briefly business transacted before closing the meeting.

#### Elections

More often than not, elections are crucial in the history of most associations and usually, generate considerable interest. Every association has, for its constitution, laid down a set of rules for nomination of members wishing to stand for different offices in the association.

As a rule, all office bearers are elected at a meeting of the general body, though in some cases, they may be elected indirectly through the executive committee. Members of the executive committee are elected by the general body and/or nominated by the president of the Association or its branches. The number of the association's office bearers and members of the executive committee. their terms of office and rights and responsibilities are governed by the relevant rules of the association.

Various types of voting procedures are used at elections. A common method followed is for an association to insist that every intending candidate should be proposed in writing by at least two members. The candidate's consent is also obtained in writing. In such instances, it is an advantage to appoint a nominations committee to scrutinize the papers and present the names at the meeting at which the elections are due to take place. The formation of this committee does not, however, prevent any member present at the meeting from proposing other candidates.

While constituting the nominations committee, it is advisable to remember that no member of the committee should be in a position to exercise any influence on the election process. The ideal situation would be to have these members from outside the association or in case, this be considered impractical, the neutrality and fairness of the members should be above board.

If the number of persons nominated is not more than the vacancies, they are deemed to be elected unanimously without taking recourse to voting. In a number of meetings, elections are finalised on the basis of a voice-vote. Here, it may suffice if the chairman after presenting the list of nominees asks one by one "all in favour of the nominated person say 'aye', all against say 'nay' ". This kind of voice-vote is advised only in situations where the number of members at the election meetings is manageable and an atmosphere of friendliness and cordiality prevails.

Another method generally used for elections is to ask members to raise their hands for or against the person seeking elections. Alternatively, supporters and opponents of intending candidates may be asked to stand

a new proposal or amendment, a possible compromise between two conflicting points of view, an elucidation or some other remark likely to lead to an early and acceptable decision. On the other hand, a speech may be in the form of a repartee, a rejoinder, or an expression of views at some length. Speeches at the meetings could however, tend to be repetitive and often characterised by wordiness and may delay decisions for an unduly extended period of time.

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Another method generally used for elections is to ask members to raise their hands for or against the person seeking elections. Alternatively, supporters and opponents of intending candidates may be asked to stand

up. In both cases, it is necessary to have more than one neutral person appointed by the president or the executive committee to make a count of hands or persons supporting or opposing the candidate.

If, however, there is keen rivalry among the candidates seeking elections and the atmosphere is charged with tension and mistrust, voting by a secret ballot is the best course. In such cases, it would be necessary to make all requisite physical arrangements to facilitate a smooth and fair casting of ballots keeping in view the special needs of the blind in particular. In the event of a secret ballot, it would also be necessary to appoint one or more impartial and neutral returning officers charged with the responsibilities of ensuring an uninterrupted flow of ballot papers, maintaining maximum secrecy, having the ballots counted and announcing election results.

#### (G) Sub-Committees :

On many occasions, the general body, the executive committee or the president of the association might deem it necessary to appoint advisory committees or sub-committees to go into different aspects and submit recommendations on crucial issues. The primary advantage of setting up such sub-committees is that these are normally small in size consisting chiefly of specialists and motivated individuals. The issues assigned to such sub-committees could thus be examined at length within a stipulated period of time by a relatively smaller group of persons.

Sub-committees charged with special responsibilities and special tasks are required to submit their reports in writing within the time allocated for the purpose. The report of these sub-committees could be organised in the following manner :

1. A statement of the sub-committee's terms of reference.
2. A statement of the magnitude and complexity of the problem or the task assigned.
3. Evidence adduced or other investigations carried out.
4. Analysis and interpretation of the information gathered.
5. Recommendations.
6. Summary and conclusions.

Some important characteristics of such reports, in fact, of a reports, are :

1. Focus on highlights;
2. Brevity;
3. Clarity and
4. **Preciseness.**

## CONDUCT OF OFFICE WORK

The office of an Association is, in a way, the main nerve centre of its programmes and activities. It is primarily the competence and efficiency with which the work of the Association's office is managed, which determines, to a great extent, the degree of success the Association would attain in striving towards the accomplishment of its cherished objectives.

Doubts are, at times, expressed about the ability of a blind person to conduct and look after various facets of the Association's office work. It is, however, a proven fact now that given the right type of training and experience, a blind person could take on the onerous responsibilities of office management with utmost efficiency and skill. It would be endeavoured to suggest in the paragraphs that follow some detailed guidelines and techniques relating to multifarious office practices and the ways and means in which these could be successfully carried on by blind persons.

For the sake of convenience, the maintenance of the office of an Association working for the blind, could broadly be studied under four heads :—

- (1) Preparation of important documents and projects for the Association.
- (2) Maintenance of files and registers.
- (3) Conduct of various types of correspondence.
- (4) Miscellaneous.

#### (1) Documents and Projects

Some of the important documents relating to the functioning of an Association and the procedure relating to their preparation are outlined below :

##### (i) Annual Report :

This document, as its title suggests, is a brief and succinct round-up of the programmes, achievements and failures, if any, of the Association during the last financial year. It is a document of great significance from many Points of view. The activities of the Association can most often be judged by its Annual Report. It is, therefore, useful in projecting the Association's image among those interested in similar activities.

In our country, a large number of Associations have to apply to various Government or semi-Government agencies which insist on receiving a copy of the annual report, so that they could form an opinion about the Association's performance and activities.

The annual report is, in a way, the balance sheet of the Association's attainments and failings. Its importance therefore, also lies in enabling those entrusted with the responsibility of the conduct of the Association's affairs to have an opportunity for honest introspection. It also provides the members the much needed facility to keep a close watch on the performance of the Association from year to year.

Needless to emphasise that here is a document which needs to be prepared with great care. By-and-large, the annual report should have the following features :-

- (a) Names and addresses of the office bearers and the members of the Executive Committee of the Association.
- (b) Information in brief about the rise or fall in the membership of the Association and a brief account of its achievements and/or failings in the period under review.
- (c) A brief outline of the activities and achievements of the Association's state or local branches/chapters, if any.
- (d) Acknowledgement of donations or bequests received.
- (e) A forecast of the activities planned for the coming year.
- (f) An audited statement of accounts and a balance-sheet for the year under review.

The size of the annual report would be determined largely by the magnitude of the activities and programmes as well as the nature of membership of the Association. It could be just a few cyclostyled loosely-bound sheets or it may take the form of a good-sized printed booklet. Irrespective of its size, it must be drafted in a lucid, systematic and sequential manner and should be circulated well in time amongst members so that they have an opportunity of examining it carefully before coming for the General Meeting.

### (ii) Budget

Most activities to be taken up by an Association cost money. The annual budget is a financial document which seeks to present estimates of anticipated income and expenditure for a given year. It is a document of great significance and is crucial to the successful launching and administering of different projects and activities, since it outlines financial implications in detail. It gives us an idea of the financial resources available with

the Association and points to the need for extra resource-mobilisation, wherever necessary.

The budget is, normally, prepared at the commencement of the financial year. It is the task of the Secretary of the Association to prepare the budget in close consultation with the treasurer and it should be considered in detail by the Executive Committee before it is presented to the Annual General Meeting.

The budget should present on one side an estimate of the anticipated income and on the other, an estimate of expected expenditure. A model budget is appended at the end of the chapter.

### (iii) Projects :

The project is a planned, systematic and purposeful activity in respect of the programmes to be taken up by the Association for the fulfilment of one or more of its objectives. The project seeks to present the activities of the Association in a definite time-frame and spells out in detail the need, objectives, resource-location and the capabilities of the Association to take on the programme in question. It also clearly indicates necessary financial implications.

The format for the project is determined, normally, by the nature of the programme proposed to be taken in hand. However, some of the basic steps to be followed in preparing most short-term projects are as follows:—

- (a) **Introduction :** It aims at preparing the necessary ground-work for the detailed project which is to follow and usually consists of a brief account of the situation as it exists at present in relation to the proposed activity. This is usually explained in 2/3 paragraphs at the most.
- (b) **Need and justification :** This is, in a way, the base or the pilot for the entire project. The amount of success we achieve in securing assistance for the proposed programme would depend greatly on how far we are able to carry conviction with the donor agency about the genuineness of the need for such an activity. Identification of the problem and a clear delineation of the benefits likely to accrue from the proposed scheme, constitute the twin basic features of this important aspect of project formulation. Clarity, brevity and convincing reasoning are the hallmarks of successful descriptions of the need and justification for a new programme.
- (c) **Objectives :** On the basis of the earlier sections, the planner now sets out to formulate clearly distinguishable, practical and

realistic objectives for the new programme. These objectives are written out serially in the form of brief points and usually commence with the preposition 'to'.

- (d) **Location : Here,** the actual venue, if any, where the programme is going to be located, is indicated by simply mentioning the name and address of the place.
- (e) **Duration :** The total time-span of the project is indicated here.
- (f) **Participants/beneficiaries :** Depending on the nature of the proposed programme, it is customary to indicate the type of persons who would be involved in the programme or the number of its beneficiaries.
- (g) **Staff requirements : On** the basis of a realistic appraisal of the number of the salaried or honorary staff members needed to operate the project details about staff requirements are indicated here. The number of staff required category-wise, as also the qualifications and the salaries to be paid are indicated here in a tabulated manner.
- (h) **Equipment :** Depending again on the nature of the project proposed, a list of equipment required, if any, is indicated here. It is also advisable to mention clearly whether the equipment required for the project is available indigenously. In case the equipment is to be obtained from outside the country, the source of its availability should be identified.
- (i) **Financial implication :** An estimated budget containing the expected income as well as the anticipated recurring and non-recurring forms of expenditure are indicated here in a tabulated manner. The budgeting is done item-wise. The sources of the estimated income are clearly identified.
- (j) **Financial abstract :** This, in a way, is the summing up of various financial aspects of the project. It contains tables of different items only, without indicating details.
- (k) **Summary :** The object here is to present all relevant facts about the project for an at-a-glance perusal. All that has said so far in the project, including its financial implications, summed up here in a paragraph or two.

A model of a project-plan on the suggested lines given at the end of the chapter.

(iv) **Minutes :**

The minutes are the documents of the meetings of the Association.

They seek to present an unbiased and authentic report of what transpired at a given meeting.

Minutes are required to be written out in a minute-book so that they give us a clear picture of the decisions and important events of the meetings. They provide the basis for initiating necessary action at the Association. They also show the members what they have agreed upon so that they can demand and monitor proper implementation of the decisions arrived at during the course of the meeting.

This may be called the democratic function of the minutes. But they have a historic function too, they usually tell future generations all the activities of the Association. That is why the minutes report not only proposals and decisions, but also the salient features of the discussions on each point.

The recording of the minutes is one of the key-tasks of the Secretary of the association. When writing the minutes, the secretary must keep two things in mind : what was done and what was said at the meeting.

For this purpose, the secretary must make notes—clear and extensive enough—to provide a suitable basis for the minutes. His work would be greatly facilitated if he co-operates closely with the chairman before, during and after the meeting, particularly with regard to the names of the concerned members, proposals and decisions. There is no room for guesswork for speculation while writing minutes.

The minutes would contain an introduction at the beginning. The introduction should contain the following :-

- a) The type of meeting.
- b) The name of the Association.
- c) The date, time and place of the meeting.
- d) Names of members present and of those who intimated their inability to attend the meeting.

The name of the Chairman of the meeting is given either in the introduction or just after it. The main body of the minutes consists of a report of the discussions on the different items of the agenda for the meeting in a serial form. They should also contain the exact wording of each adopted resolution or amendment, usually accompanied by the name of the member. When there is a count of votes, the number of votes should also be reported.

To come into force, minutes must be approved and signed. This is usually done in the following manner :

The minutes of the previous meeting are presented at the :ubseqv uehoo meeting where they are scrutinised by the members present make necessary changes before adopting them. The Chairman that meeting, thereafter, signs the minutes on behalf of the members present. A model of the minutes is given below : -

**MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE OF THE ALL INDIA CONFEDERATION OF THE BLIND HELD AT C-20, MODEL TOWN, DELHI-110009, ON SUNDAY, JAN. 3, 1982**

A meeting of the Executive Committee of the A:I India Confederation of the Blind was held in the office of the 'Confederation' at C-20, Model Town, Delhi-9, on Sunday, January 3, 1982 at 10 a.m.

**Present**

- |    |                       |                    |
|----|-----------------------|--------------------|
| 1. | Mr. Jagdish K. Patel, | President.         |
| 2. | Mr. J. L. Kaul,       | Secretary-General. |
| 3. | Mrs. J. K. Patel,     | Treasurer.         |
| 4. | Dr. V. P. Verma,      | Member.            |
| 5. | Mr. N. Hari Krishna,  | Member.            |
| 6. | Mr. B. Venkata Reddy, | Member.            |
| 7. | Mr. A. K. Mittal,     | Member.            |

Apologies for not being able to attend the meeting were received from the following :-

1. Miss Rehana Ahmed Ali,
2. Mr. K. K. Rathi,
3. Mr. K. Thiagrajan.

Mr. Jagdish K. Patel presided at the meeting.

At the outset, the meeting approved the agenda earlier circulated amongst the members and took up for consideration each item in a serial manner :

**(1) Approval of the minutes of the last meeting of the Executive Committee held on September 5, 1981;**

The Secretary-General reminded the members that the minutes of the last meeting of the Executive Committee of the Confederation had already been circulated amongst the members. He invited the members to offer comments, if any, in the matter. Since no comments were received, the minutes were treated as approved.

**(2) Matters arising out of the minutes of the last meeting**

The Secretary-General informed members that action had already been initiated on implementing the recommendations made at the last meeting of the Executive Committee in relation to the following :-

- a) Preparing a pamphlet for educating the parents of blind children;
- b) Launching a programme of training in office management for blind office bearers working at different Associations; and
- c) Appointment of two additional placement officers at the Confederation.

The members welcomed the steps taken on the recommendations of the last meeting and suggested that a lot needs still be done on the recommendation pertaining to finding jobs for educated blind persons.

**(3) To open a new forum or Association for blind women**

Opinion was sharply divided on the question whether it was advisable or necessary to start a separate organisation for blind women. Mr. Hari Krishna, Dr. V. P. Verma and Mr. A. K. Mittal maintained that the interests of blind women would best be served by starting a forum for them within the framework of the 'All India Confederation of the blind' itself. On the other hand, Mr. J. L. Kaul, Mr. B. Venkata Reddy and Mrs. J. K. Patel were of the opinion that since the problems faced by blind women were of a highly specialised nature, it would be preferable to set up a separate organisation for them. Since no consensus could be reached in the matter, the Chairman decided that a vote be taken by the show of hands to take a decision in the matter. As a result, four members voted for the establishment of a separate organisation for blind women while three others voted against it. Mr. J. L. Kaul, Secretary-General thereupon moved that the following resolution in the matter be passed on the basis of the voting. His suggestion having been accepted, the following resolution was passed by the Committee :

"The Executive Committee of the All India Confederation of the Blind resolves that it would make every possible effort to set up a separate organisation of and for blind women to safeguard their interests throughout the country. The Committee further authorises President and Secretary-General of the Confederation to prepare the necessary ground-work for the purpose and to present a detailed report at the next meeting of the Executive Committee."

**(4) Establishment of new affiliates of the Confederation**

The Secretary-General informed the members that requests have been

received from the following organisations for affiliation with the Confederation

- 1) Punjab Welfare Association for the Blind.
- 2) Delhi Blind Person's Association.

He further informed the members that these organisations fulfilled the conditions prescribed for affiliation and on his recommendation, the members unanimously agreed to grant affiliation to the organisations in question.

**(5) Any other point with the permission of the Chair :**

Mr. Hari Krishna drew the Committee's attention to the fact that the affiliate he represented was keen on starting a vigorous campaign of public education in a few selected suburban towns and wanted to find out if his affiliate could be granted some monetary assistance for the purpose. Recognising the vital need for a programme of this nature, the Committee decided to sanction the concerned affiliate an ad hoc grant of Rs. 1000.

Mr. B. Venkata Reddy stated that the Confederation should explore the possibility of setting up transcription units on a regional basis to meet the serious problem of shortage of books for the blind. The Secretary-General and the Chairman, however, informed Mr. Reddy that the state of the Confederation's finances did not allow the launching of a programme of this nature at present and the Committee decided to take up Mr. Reddy's suggestion in the matter at a later date.

There being no further business to transact, the meeting adjourned with a vote of thanks to the chair.

**BUDGET**

**NATIONAL ASSOCIATION OF THE BLIND.....**

(Full name of the Association)

**BUDGET FOR 1981-82**

<b>INCOME</b>			<b>EXPENDITURE</b>		
S. No.	Item	Estimated income Rs.	S.No.	Item	Estimated Expenditure Rs.
1.	Opening balance :	2,500	1.	Salaries of staff :	
2.	Interest on fixed deposits :	2,000	a)	Office Secretary	12,000
3.	Subscription :	5,000	b)	Office Clerk-	
4.	Donations :	10,000			<b>8,000</b>

Grant for office maintenance from the Unicon Government :	25,000	c) Part-time Accountant-	3,000
Grant for placement project from Central Social Welfare Board	15,000	d) Peon	4,000
Contributions from local chapters :	5,000		<b>27,000</b>
Income from donors :	15,000	2. Salary of Placement Officer :	<b>12,000</b>
		3. Printing and Stationery :	<b>1,500</b>
		4. Postage :	<b>2,000</b>
		5. Telephone and Telegrams :	3,000
		6. Local Conveyance :	1,000
		7. Travel :	3,000
		8. Office rent :	18,000
		9. Souvenir :	3,000
		10. Contingencies	3,000
	<b>Total : 79,500</b>		<b>Total : 73,500</b>
Excess of income over expenditure : Rs. 79,500-73,500		<b>6,000</b>	

**PROJECT**

**DICTAPHONE TYPING UNIT**

**Introduction :**

The period of the last over three decades, after independence, has witnessed a significant expansion of educational opportunities for the blind. As a result, the number of blind boys and girls completing their school and college education is going up every year. However, it is regrettable that progress in the field of employment for these educated blind youngsters has failed to keep pace with the accelerated tempo of educational activity. Thus, we are faced today with the gnawing reality of hundreds of blind graduates and post-graduates engaged in a desperate struggle to find remunerative work, a struggle which has great frustrating ramifications when it ends up in failure. No wonder, then, that these young blind people get driven into the extremes of desperation, and despondency, often bursting out into acts of apparent as well as overt aggression and restlessness.

## Justification

The organisation intends to launch this programme to take advantage of the consciousness created for supporting the blind as a result of different activities relating to the International Year of Disabled Persons. Keeping in view the importance of the project and bureaucratic attitude of the Government, we propose to seek assistance of CARITAS India for a minimum period of three years. It goes without saying that Government authorities take considerable time finalising programmes due to procedural delays. Afterwards, financial assistance will be sought from the Government of India.

### Objectives :

The training programme has the following objectives :-

(1) To open up fresh employment opportunities for the educated blind.

(2) To provide to the blind training in English and Hindi typewriting with the use of dictaphone machine with a view to preparing them to become efficient stenographers.

(3) To give the blind a dependable communication skill with a view to promoting closer interaction between them and the outside world.

(4) To help blind persons free themselves from the shackles frustrating idleness by providing them access to a vocational skill having considerable potential in the job-market.

(5) To equip blind persons with skills of orientation and mobility for daily living and human relations.

(6) To run the programme as a Model project to demonstrate the capabilities of trained blind persons and to encourage other organisations, Government as well as voluntary, to take up similar training programmes that new and challenging employment opportunities are generated for the blind.

### Venue

The programme would be located at C-20, Model Town, Delhi-9

### Duration :

Each course of training in dictaphone typing would be of the duration of six months.

### Beneficiaries :

Each course would provide training to 12 blind persons from Delhi

and other parts of the country. The minimum qualifications of these trainees would be :-

- (a) Graduation from a recognised University.
- (b) Good knowledge of Hindi and/or English.

### Course Contents :

For the purposes of practical training and theoretical instruction, the trainees would be divided into 3 separate groups, each having four trainees. Each of the groups would be provided extensive training in the following areas :—

- (a) Typewriting- English and/or Hindi—depending on the requirements and choice of each trainee.

Use of dictaphone machine.

Basic practices and skills pertaining to stenography.

Language improvement.

Orientation and mobility.

Social graces and living skills.

### Stipend :

In view of the high cost of living in Delhi, and in order to enable out-station blind persons also to benefit from this training, each trainee would be awarded a monthly stipend of Rs. 150-00.

### Staff :

S No.	Designation	No. of posts	Qualifications	Annual Expenditure (Rs)
1.	Typing Instructor :	1	A. Bachelor's degree from a recognised University. B. Certificate, 'Diploma in typing English Et Hindi.	8,400
2.	Language Teacher : (English)	1	A. Master's degree in English from a recognised University. B. Proficiency in English speaking and writing.	

		C. Experience of teaching English at a reputed institution.	3,400
3. <b>O S M</b> Instructor :	1	A. Bachelor' degree from a recognised University.	
		B. Certificate/Diploma of training in <b>O. Et M.</b>	
		C. Ability to provide training in living skills.	3,400
			25,200

**Equipment :**

The following items of the equipment would be needed for the project :-

S.No.	Item	No. required	Total cost (Rs.)
1.	Typewriters—English and Hindi	4	12,000
2.	Dictaphone Units :	4	28,000
3.	Cassette Recorders	2	1,500
4.	Cassettes :	12	48

Total : 41,980

**Financial Abstract :**

S.No.	Item	Total cost (Rs.)
1.	Stipends : (Rs. 150 < 12 X 12)	600
2.	Staff salaries :	200
3.	Equipment :	980

Total : 88,780

**Confederation's Contribution :**

A. Building rent per annum :	6,000
B. Overhead charges :	8,000
C. Supervisory charges :	5,000
	19,000
	-----
G. Total :	1.07,780
	-----

The contribution of the Confederation towards the project would take the following form :

- a) The cost of building, in the form of rental would be met by the Confederation.
- b) All overheads, including printing, stationery, postage, telephone, repair and maintenance and furniture would be met by the Confederation.
- c) The Confederation would undertake to supervise the working of the project.

**Summary :**

This programme seeks to usher in a new era of economic rehabilitation for 24 blind persons having Bachelor's or higher degrees each year. Under this project, these blind persons would be trained in dictaphone typing and other related skills like orientation and mobility, social graces and living skill, and English language improvement.

The total cost of the project during the first year would be of the order of Rs. 1,07,780. Thereafter, the annual cost would come down to Rs. 65,800. Thus, the per capita cost of 24 trainees would be less than Rs. 2,500 per annum, which is certainly reasonable in terms of cost effectiveness and extremely productive in terms of its expected gains for the advanced blind persons in promoting their socio-economic rehabilitation effectively.

**Files and registers**

These play a vital role in the smooth functioning of the office association. The opening of files serves the twin purposes of safe storage of letters originating from and received at the office as also their early location. Registers contribute significantly towards maintenance of record of various office activities and related organisational matters.

For the sake of systematic work, the following points should be kept in mind regarding the maintenance of files in organisations like ours :

- (a) All out-going and in-coming letters relating to one subject should be placed inside a separate file cover.
- (b) The subject identified on the basis of the nature and type of letters should be written out clearly on the file cover itself. For example, all letters received from donors ought to be placed in one cover under the head 'Donor File'. Similarly, correspondence relating to grants-in-aid could go into another cover with the file head 'Grants-in-aid File'.
- (c) Each letter in the file should be assigned an appropriate page number, the first letter, for example being page No. 1 and so on.
- (d) Each file should contain an index showing : Serial Number, subject, number, date and page number of each letter.

The index should be continually updated to keep pace with increase in the volume of correspondence. Ideally, the requisite information should be entered in the index immediately after the letter is filed.

- (e) Copies of outgoing letters as well as the incoming ones should be filed promptly as soon as they are attended and not allowed to lie around in a haphazard manner. It is probable that some of the incoming letters might not need any reply, in which each such letter should be marked 'Filed', on the top to indicate that no action other than being filed is called for.
- (f) Till such time as letters are not dealt with, they should be placed in a file to be known as 'Pending File'. However, utmost care must be taken to ensure that pending letters are cleared at the earliest opportunity and the concerned file not allowed to stay pending.
- (g) For the sake of convenience of a blind person employed on work in an Association like ours, it is recommended that :-
  - (i) The subject of each file is written out in Braille along with inkprint on the top portion of the cover;
  - (ii) File indexes are prepared in Braille, making necessary additions as soon as letters are filed;
  - (iii) In filing letters, it is necessary to exercise utmost caution having the sheets punched and tagged together in a uniform manner so that paper is not torn and does not bulge out of the cover. While it may not be possible for a blind person to do this on his own, he could, nevertheless, continue in

the files frequently to ensure that his sighted colleague has done a good job of punching and tagging sheets of papers together.

Though a blind person may not be able to write out the registers on his own, knowledge about the purpose and format of some of the important registers pertaining to the work of the Association would be of great help in ensuring success in getting the registers maintained in the same manner. Some of the important registers in this connection are as follows :-

**Diary Register :** The purpose of this important register is to maintain record, in a consolidated form, of all letters received in the office. It usually contains information about :

- (i) The source of origin of the letter;
- (ii) Its reference number;
- (iii) Its date;
- (iv) Its subject;
- (v) Its date of receipt in the office;
- (vi) File head in which the letter is to be placed after being dealt with, or in case the Association is very large, the section or project to which the letter is marked.

**(b) Despatch Register :** This is a register which serves two important purposes. It contains information about the outgoing mail and it is also an auditable document since it incorporates intimation regarding the number of postal stamps purchased and used. The usual format for this register is as follows :-

- (i) Serial number and date.
- (ii) Name and place of the addressee.
- (iii) File head,
- (iv) Stamp(s) used (in rupees).
- (v) Stamps purchased (in rupees),

For the purpose of efficient accounting of the stamps purchased and used it is advisable in an organisation for the blind like ours that the balance of stamps in hand is worked out regularly at the end of each day.

**(c) Membership Register :** Our main objective here is to record in a consolidated manner all relevant information regarding the members of the Association. This information is usually presented in the following format :-

- (i) Serial number,

- (ii) Name and address of the member.
  - (iii) Date of birth.
  - (iv) Date of admission.
  - (v) Period upto which subscription paid.
- (d) **Stock Register** : This is a record of all movable assets of Association. As soon as a new item, consumable or non-consumable, is procured for the Association through purchase or donation, it must forthwith be entered into the stock register along with its cost and cash memo number, if any. The register also lists a brief description of the article, its quantity and source from which it is obtained.
- (e) **Attendance Register** : Here is the record of the daily attendance of all paid employees of the Association. It consists of date-wise recording of the time of arrival and departure of the concerned employees and is an auditable document.
- (f) **Minutes Book** : This incorporates the proceedings of the meetings of the different organs of the Association. The procedure for preparing the minutes of meetings has already been discussed earlier. This is a document of great importance and is many times called for by the auditors also to check on the veracity of financial sanctions approved for the Association office bearers.
- (g) **Salary Register** : It is a document of wide-ranging financial implications which contains details of monthly emoluments to the Association's staff.
- (h) **Leave Register** : It contains entries regarding details of various types of leave availed of by the employees of the Association.

### (3) Correspondence

The office of an Association of and for the blind is required to enter into various forms of correspondence. It may have to send out ordinary official letters as well as letters of appointment, invitations, memos, etc. It may also come across semi-official letters from different Government agencies.

It is only through the means of correspondence that the office of the Association is able to stay in continual touch with its members, other organisations, individual donors and funding agencies as well as with Government Departments/Ministries. Considerable attention needs to be paid to the art of drafting various forms of letters.

Letters originating from the office of the Association must be written in simple but unambiguous language. Brevity, cohesion and proper sequencing of ideas are some of the major characteristics of efficiently drafted letters. Every new idea should be given a separate paragraph which must be brief and state the writer's point of view with optimum clarity and precision. Also, copies of letters originating from the office of the Association should be placed in appropriate files for the purposes of record and future reference. The procedure for drafting various types of letters relating to the office of an Association is discussed below :

- (a) **Simple Official Letters** : These are routine, yet important letters which the Association has to draft for contacting members and outside agencies/Government Departments. The lay-out for such letters is as follows :
- (i) **Sender's Address** : Many Associations use printed letter heads for purposes of correspondence and thus have the Association's address printed on top. However, in case a printed letter-head is not being used or it does not contain the Association's address, then, the same should be typed out on the top of the right hand or in the centre of the line with the name of the Association occupying the first line and the address in subsequent lines underneath.
  - (ii) **Date** : The date of writing the letter is indicated on the right hand side of the line.
  - (iii) **Reference Number** : Various methods are used for indicating the reference number of the letter which is required to be quoted in all subsequent correspondence on the subject for efficient filing and reference. The most commonly used method, however, is to write the name of the Association in abbreviated form at the beginning and then mention in continuation the file head, year and the despatch register number. The reference number, in case space is not provided for on the printed letter-head, should be typed on the left hand side of the line which contains the date of the letter.
  - (iv) **Inside Address** : This refers to the name/designation and address of the person or agency to whom the letter is being addressed. It is typed on the left hand side of the line with the name/designation occupying the first line and the address in the subsequent lines underneath. If, however, the name or the designation of the person concerned is not known, then, the first line could commence with the name of the agency itself followed by its address as indicated above.

(v) **Subject :** This indicates the main theme of the letter, brief in the form of a heading and not written out in a complete sentence. It is usually typed in the centre of the line; after indicating 'Sub': for subject followed by the !punch, tion sign colon. The entire subject heading should be underlined.

(vi) **Salutation :** The mode of salutation depends on the nature of the agency or the type of person we are writing to. The more commonly accepted form in the case of correspondence with unfamiliar persons or Government or other agencies is 'Dear Sir'. In the case of an office bearer writing to members or other office bearers of the same Association, the accepted form is 'Dear Friend' or 'Dear Colleague'. If, on the other hand, the name/designation of the person we are writing to is not known to us, the mode of salutation to be followed would be 'Dear Sir'. At the time of writing, if we are aware that the person being addressed is a lady, the salutation would be in the form of "Madam".

It should be noted here that irrespective of the mode of salutation followed, it should always be typed at the beginning of the line on the left hand side.

(vii) **Main body of the letter** Here in the form of short paragraphs, all that we have to communicate, is stated in clear and lucid fashion. In case we are writing in reply to an earlier letter, we have to refer to the same by quoting its number and subject, if any, in the opening sentence of the paragraph.

(viii) **Complimentary close :** When the main body of the letter is complete it is closed by using an expression matching the mode of salutation. In the case of routine official letters the usual procedure is to write 'Yours faithfully' or 'Yours truly'. If, however, the mode of salutation used has been 'Dear Friend/Colleague' the suggested complimentary close is 'Yours sincerely'. This is typed on the right hand side of the line and is followed by some space on the next line for the signature and then the name and designation of the writer on separate lines. The above should occupy the right hand side of the lines underneath the complimentary close.

(ix) **Enclosures :** In some cases, the writer has to forward additional material along with the letter which are treated as

its enclosures. The fact that the letter has such enclosures is indicated by typing the expression 'Encl' on the left hand side after the complimentary close. This is followed either by mentioning the number of enclosures or stating the title(s) of the material enclosed in serial form.

(x) Sometimes we wish to forward copies of the original letter to one or more individuals/agencies. This is indicated, usually, by typing 'cc' on the left hand side to be followed by the name and address of the person/agency to whom copies are directed in a serial manner. These are listed in continuation in the next line. The purpose of forwarding the copies is also, generally, indicated after the name and address, e. g. , 'for information', 'for necessary action/comments please' etc. In such an event, the writer's signature would be affixed on the right hand side at the end and not at the point of the complimentary close. The signature is followed by the name and designation of the writer in the manner suggested earlier and the same is not preceded by expressions like 'Yours faithfully', 'Yours truly'. A model of the type of letter discussed here is given below :

**ALL INDIA CONFEDERATION OF THE BLIND**  
C-20, Model Town, Delhi-110009

Ref : AICB/Emp./82/11

Dated, the 7th January 1982

The Secretary,  
Ministry of Social Welfare,  
Government of India,  
Shastri Bhavan,  
New Delhi-110001.

Sub : **Promoting employment of the blind during the International Year of Disabled Persons.**

Dear Sir,

We wish to invite your attention to the fact that the Union Government has reserved one per cent vacancies for the blind in 'C' and 'D' services which is indeed a welcome step.

However, instances have been brought to our notice that the spirit of the Government Order in the matter is not being adequately complied

with by a number of employers and many visually handicapped persons still denied job opportunities because of their blindness only. This is indeed tragic and unfortunate, particularly in the current International Year of Disabled Persons. Copies of two representations received by us in the matter are enclosed.

3. We are, therefore, approaching you with the request to kindly bestow your kind and early attention on the sensitive issue of promoting job opportunities for the blind and take necessary steps to strengthen the mechanism for monitoring strict implementation of the Government Order with regard to the reservation of jobs for the blind,

Yours faithfully,

(J. L. Kaul)  
Secretary-General

Encls : Two

cc : for information to : 1. Union Minister for Social Welfare,  
Shastri Bhavan,  
New Delhi.  
2. Mr. Ved Parkash,  
WZ 609, Shakurbasti,  
New Delhi,  
3. Mr. D. P. Tiwari,  
E-25, East of Kailash,  
New Delhi,

(J L. Kaul)  
Secretary-Ge

(b) **Demi-official letter :** This form of writing is used for in early attention on a subject usually considered highly significant. Its lay out is as follows :—

(i) **Sender's address :** The name, designation and telephone number, if any, of the writer is typed on the left hand side separate lines and his address on the right hand side.

(ii) **Date and reference number :** Date of the demi-official letter is indicated on the right hand side and the reference number on the left hand side of the line. The reference number here commences with the initials, D. O. followed by the file head etc. as indicated earlier.

**Salutation :** The usual mode is 'Dear Mr. / Miss / Mrs.' followed by the last name of the person being addressed.

(iv) **Main body :** As indicated earlier except that the writer uses the first person i. e., 'I' for himself whereas the usual pronoun used in the case of routine official letters is 'we'.

(v) **Complimentary Close :** To be typed on the right hand side in the form of 'Yours sincerely'. This is followed by some empty space for signature on the next line and the writer's name in parentheses, both on the right hand side.

(vi) **Inside address :** This is typed here on the left hand side of the line after the complimentary close and lists the name, designation and address on separate lines. A model is given below :

J. L. Kaul,  
Secretary-General  
Phone : 711372

All India Confederation of the Blind  
C-20, Model Town,  
Delhi-110009.

**D. O. No AICB/OM/82/12**

**Date,** the 7th January, 1982

Dear Mr Advani,

We are in the process of expanding the activities of our Confederation. One of the new programmes to be launched at the earliest would be to start a course in orientation and mobility for the blind. In this connection, your Institute was requested to lend the services of your O Et M Instructor for a period of about three months vide Confederation's letter No. AICB/OM/81/2345 dated 2nd November 1981. A reply to this letter is still

2 A large number of blind persons has of late been enquiring about the commencement of the course. We are unable to formulate our thinking in the absence of a positive response from your Institute for providing the services of an Instructor.

3 I should, therefore, be grateful if you will kindly look into the matter personally and communicate your decision in the matter at your earliest convenience in order to enable me to dispose of the enquiries.

Yours sincerely,

(J. L. Kaul)

Mr. Lal Advani,  
Director,  
National institute for the visually handicapped,  
Dehra Dun-248001

Mr S. L. Sharma,  
H..75, Sarojini Nagar,  
New Delhi.

- (c) Appointment letters : These are obviously written to inform the concerned persons about their selection for appointment to given posts at the Association. Here, the sender's address, reference number, date of writing and the subject are typed in the same manner as described in 3(a) above. No salutation is used. Third person pronouns are used to describe the person being appointed after mentioning his name in the opening sentence. The complimentary close would consist only of the name and designation of the writer typed on the right hand side. The inside address would be given on the left hand corner after the said complimentary close and would consist of the name and address of the person being appointed to be typed on separate lines. A model is given below :

ALL INDIA CONFEDERATION OF THE BLIND  
C-20, MODEL TOWN, DELHI-110009.

Ref : AICB/Apptt./82/13

Dated, the 9th January, 1982

Sub : Appointment to the post of a Public Relations Officer.

With reference to his application and subsequent interview held here on January 7, 1982 for the post of a Public Relations Officer at this Confederation, Mr. S. L. Sharma is hereby informed that he has been selected for appointment to the post under reference and is required to join forthwith.

2. The salary for the post as well as other conditions of service and his duties and responsibilities would be communicated to Mr. Sharma on his taking over charge as a Public Relations Officer.

3. Mr. Sharma is requested to acknowledge receipt of this letter and intimate acceptance of the offer of the post in question within 10 days failing which it would be presumed that he is not interested, in which case the post would be offered to another candidate.

(J. L. Kaul)  
Secretary-General

J. L. Kaul  
711372

- (d) Office Memorandum : Here, the procedure prescribed in 3(c) above would be used, except that before the subject heading the expression 'Office Memorandum' would be typed,
- (e) Invitations : These clearly are letters inviting friends and well-wishers to the functions/programme organised by the Association. Letters of invitations carry no reference number, date of writing, inside address, subject, salutation or signature. The sender's address is also omitted. These are written mostly in the third person from the side of the Association and are carefully laid out in separate lines. A model is given below :

The President and Members

of the

Executive Committee

of the

All India Confederation of the Blind

Cordially invite you to the Confederation's

Second Anniversary Celebrations

At

Delhi School of Social Work Auditorium

At

4 P.M. on December 15, 1981.

Mr. S. N. Ranade. Principal, Delhi School of Social Work  
has kindly consented to be the Chief Guest on the occasion.

(4) Miscellaneous :

Office management, however, is not all correspondence and documentation only. A number of other factors need careful attention for ensuring harmony and smooth functioning in the office of an Association. The following are intended to be an illustrative list of guidelines which would contribute greatly in an effective conduct of office affairs :—

- (i) Utmost care and vigilance needs to be exercised by the blind officer to ensure that his place of work is kept and stays neat and clean. A jumble of untidily kept sheets and papers, office floor strewn with waste articles, table tops and pieces of furniture piled with dust, unclean glass panes and curtains etc 're a poor reflection on efficiency and project a most undesirable image about a blind person's potential to manage his office. For regular inspections personally and, if necessary, with the help of trusted seeing well-wishers, alertness and tidy supervision could go a long way in ensuring cleanliness in the office.
- (ii) Office hygiene would be only superficial if the blind officer is not careful about the personal appearance. He should have a pleasant personality, free from mannerisms or undesirable behaviour tics and an amiable disposition. **He should be smartly turned out** which does not mean that he has to wear costly clothes, but that his clothing and footwear should be neat and in good trim.
- (iii) He should be punctual about observing his hours of coming to the office a little before the appointed time and his behaviour in setting a worthy example for others to follow. There should be judicious time budgeting to ensure that his work is not left pending and accumulating. Waste of time over trivially insignificant matters impairs efficiency and inhibits the speed of work.
- (iv) In case the officer has the compliment of staff with him, he should draw up a weekly work plan for them so that their energy and talent could be utilised to the maximum benefit of the Association. Periodic checking of the work of the staff, monitoring and calling for reports on the work completed are all helpful in this direction. However, it is imperative to remember always that the staff are first and foremost, colleagues. Supervision of their work should, therefore, be tempered with understanding and sympathetic approach to their problems. Readiness to help them out, whenever possible— A c

balance of strict monitoring and understanding appreciation would contribute greatly towards harmonious relationships with the staff, so necessary for inspiring them to greater heights of excellence and efficiency.

- (v) Also, the blind officer should have the necessary social basis and etiquette and be fully equipped with the following skills :  
Signature-writing, typewriting, use of telephones, orientation and mobility.  
Proficiency in Braille is also an essential pre-requisite.
- (vi) Extreme caution and vigilance are necessary in signing important papers and documents. All correspondence and papers must be carefully gone through before signing them. This is even more relevant in the case of financial documents/vouchers. Excessive dependence on a single individual in the office must be avoided at all times.

# ACCOUNTS - PRELIMINARY

Accounting is not merely counting figures but is a complete system whereby financial informations are made available. Here in Accounts only those transactions involving 'Money', i.e., only economic, monetary financial transactions are recorded. The system involves recording financial transactions with a view to provide certain informations such as Cash Balance, say, in the morning, receipts during the day, payments during the day and cash at the end of the day, or any other period, the months, six months or a year.

Accountancy, as a system is very simple and is followed by everybody, may be we are not aware of that. Even a housewife, even ignorant about accounts, prepares and knows her monthly income expenditure, savings etc. She will note down on a piece of paper monthly amount her husband has given to her, expenses incurred out that amount and balance with her at the end of the month, i.e. savings the month. Apart from other informations are also available through this system, e. g., amount receivable (due) from third parties, amount payable to third parties, income/loss during any period.

Thus we see that there is nothing in Accountancy which is technical or we do not know, It teaches only the method how to keep these financial informations, how to record in a way so that we have maximum information out of these recordings in the books.

First and primary requisite for Accounts is that only financial transactions are to be accounted for. The system under which Accounts are kept is known as Double Entry System of Book-keeping. In any financial transaction is recorded/entered both ways, known as accounts parlour as 'Debit & Credit'. Every financial transaction will have to be entered in both sides-Debit & Credit. The principle behind this is that if A pays Rs. 200/- to B then A is payer and B is receiver. If one party loses something some other party gains. If in the market A sells some article, there is a person say, D, who buys that article. And in the double entry system of accounts both these aspects have to be taken care of.

There are three rules for recording these financial transactions depending upon the nature of these transactions. Nature of Account decides the rule to be followed. So, there are three types of accounts as follows:

1. Personal Accounts; 2. Nominal Accounts; 3. Real Accounts.
- Following three rules are applied to above three types of accounts :
1. Debit the receiver, credit the giver.
  2. Debit losses and expenses, credit gains and incomes.
  3. Debit what comes in, credit what goes out.

First rule applies to Personal Accounts : those accounts which relate to persons including individuals, firms, companies, Trusts, Societies and other charitable institutions.

Second rule is applied for Nominal Accounts those accounts relating to, incomes, losses, expenses, gains.

Third rule will apply to Real Accounts : Those accounts which relate to properties, assets such as land, building, furniture & other equipments, machinery, cash etc.

All the financial transactions are to be recorded on the basis of the above rules. First we will discuss the books where these transactions are to be recorded and the paper known as 'Voucher' on the basis of which the transaction would be recorded.

Voucher is a piece of paper supporting the payment made i.e., documentary evidence in support of the payment. Normally vouchers are got printed by the firm or the institutions. The printed voucher will be like :-

## ALL INDIA CONFEDERATION OF THE BLIND

F-14,61, Model Town-II, Delhi - 110009.

Voucher No. \_\_\_\_\_

Date..... ..

		AMOUNT	
		ACCOUNT DEBIT	CREDIT
..... on account of..... Received with thanks a sum of Rupees	DEBIT	_____	_____
	CREDIT	_____	_____
	Rs.	TOTAL Rs.	_____

Prepared by \_\_\_\_\_

SECRETARY

TREASURER

All entries are recorded through vouchers, by debiting parties or expenses heads or assets accounts for payments (as explained above) and by crediting Cash/parties accounts (also as explained above).

If A sold 5 sticks to B @ 21/- each then cash will be debited (Debit what comes in) and sale of sticks A/c will be credited in the voucher prepared by A (Credit the incomes Et gains). In the same way if the voucher prepared by B, he will debit Purchase of stick Account Et credit cash Account by Rs. 105/- (Debit all expenses Et Losses, Credit what goes out).

Recording of Transactions in Cash Books :—

The left hand side of Cash Book is known as 'Receipt' side and used to record all the cash Receipts from parties and withdrawals from Bank while right-hand side in Cash Book is called 'Payment' side; all payments of cash are recorded here. Deposits in Bank are also recorded here.

## CASH BOOK

### RECEIPTS

Date	Particulars	Ledger Folio	Amount	Amount
1985				
Jan. 1	To Op. Balance			539.45
	<b>Bank</b>			
	Cash Drawn			
	By cheque			
	No .....			2,000.00
	<b>Sh. R. P. Agarwal</b>			
	Ch. No .....			
	received Et deposited into bank		* 35,000.00	
				<b>2,539.45</b>
	2 To Balance b/f			1,589.45

## CASH BOOK

Date	Particulars	Ledger Folio	PAYMENTS	
			Amount	Amount
1985				
Jan 1	By Telephone Exp.			
	Cash Paid			435.00
	<b>Sh. Om Prakash</b>			
	Cash Paid			500.00
	Conveyance			
	Cash Paid			15.00
	<b>BANK</b>			
	Cheque .....			
	..... deposited .....		* 35 000.00	
	Balance C/F			1,589.45
				<b>2,539.45</b>

Cash Book is dai'y balanced and Cash in hand (actual) must be tallied with the balance shown in Cash Book.

Above Cash Book shows that Opening Balance of Cash, withdrawals from Bank and other Cash Receipts are shown in the left hand side while the payments including deposits in bank are recorded on right hand side.

\* Rs 35,000/- will be kept in the inner column of Cash Book in both the sides as the same do not effect Cash Balance.

While explaining cash book, we have explained that Cash entries are entered in Cash Book. Also entries which do not effect cash can also be entered therein. For example if A has purchased Typewriter for Rs. 2,000/. from Bhand has not paid for the same. Then we can enter this transaction in Cash Book. The voucher will be prepared in which Debit-Typewriter A/c Et (Credit the Giver) A/c.

As usual 'Typewriter' will be entered on payment side and B's A/c be put on Receipt Side, e.g.,

Date	Receipts	Ledger Folio	Amount	Amount
	To B			
	Typewriter			
	Purchased			
	Vide Bill No. 10			<b>2,000.00</b>

Date	Payments	Ledger Folio	Amount	Account	particulars	Folio	Debit Amount	Credit Amount	Balance
	By Typewriter								
	Purchased one Typewriter from B								
	Vide Bill No. 10		2,000/-						

As the above entry does not effect cash, the same **has been taken** the inner column on both the sides.

At the time of posting from Cash Book to ledger, this folio colum will be filled up. Page No. of the ledger where this entry has been taken is written here.

Duplicate copy of Sales Bills/Cash Memos are to be kept by the organisation, which will form the basis of entry of sales in Cash Book/ Sales Register. Same way, duplicate copy of Receipts issued to the party on account of receipt of dues, donation or for advertisement are to be kept Alternatively counterfoils of Receipts issued are available. These will have to be entered in Cash Book on the Receipt Side.

Some big organisations do not mix all the entries in Cash Book but prepare Journal, Sales Register, Purchase Register separate and enter only Cash transaction in Cash Book. In such case all credit transactions for sales/purchases will be entered through Sales Register/Purchases Register. From that Register, the entries will be taken to Ledger directly v. orate ing in Cash Book. Journal will be kept for those entries why neither Credit Sales, nor Credit Purchases but other transaction effecting cash. These books—Sales Register, Purchase Register, and Cash Book are known as books of original entries. All the from these books will be consolidated account-wise in Ledger, vvi explained hereafter.

**LEDGER**

Ledger is a financial record which consists of all the Accour other words all the Personal, Real and Nominal Accounts are recor the Ledger, while the basis for entries in Cash Book is a voucher, the b?'' for entry in ledger is Cash Book. While Cash Book is maintained oa to day basis, the ledger is kept accountwise which shows all Debit/ in the A/cs. Ledger will look like :—

For example, for purchase of typewriter, in voucher Typewriter A/c is debited (Debit what comes ir ) and Cc.sh A/c is credited (Credit what Both Typewriter Er Cash Accounts are real accounts.

Once the voucher is ready and the bill/cash memo has been attached he printed voucher, the same has to be entered in Cash Bock. with t 'Typewriter' will be entered on payment side and cash Balance reduced.

entry in Cash Book, the same will be 'posted' in Ledger. Al er tries in payments side of Cash Book will be 'posted' in Debit Column of Ledger Account - say ' Typewriter Account. All the entries in Receipt Side of Cash Book will be pasted in credit column of the respective Ledger Account.

**TRIAL BALANCE**

the end of any period may be a month, three months, six months or a year, all the personal, real and nominal accounts in ledger are totalled and balance taken out. Excess of debit side over credit side of any A/c is called Debit balance and excess of credit side total over debit side total of any A/c is called Credit Balance. All balances of accounts including Cash in Hand, and Bank Balances are taken to Trial Balance which should tally if there are no mistakes incurred either in writing, posting, totalling or balancing.

**FINAL ACCOUNTS**

From Trial Balance, Final Accounts, which include Profit Et Loss Account and Balance Sheet, are prepared. In case of Charitable Et other Organisations Income Et Expenditure A/c is prepared in place of Profit Ff

**Income ft Expenditure Account :—** (Profit Et Loss Account)—is cr statement which gives information as to all expenses, losses, incomes and gains. The account will have two sides, Debit Side-Expenditure and Amount; Credit Side-Incomes and Amount. All the expenses Et losses on one side hand side) and all incomes-sales etc. on another side (right hand side). The difference between the two sides will either be Icss or honp. Naturally, if incomes are more than expenses, then profit and if expenses are more than income then loss. The resulting profit/loss will be Ac counts to Balance Sheet, the other Statement forming part of Final

**Balance Sheet :—will** contain and Assets side alongwith Amount. Liabilities side, alongwith amount All the Liabilities including loans,

borrowing. amounts payable and Capital/Funds/Reserves if an show. in Lia5ilitie; si Ia (left side) of Balance Sheet. All the property Cash, Bank Bala ice, Assets such as Furniture, Machines, E quipment, Vehicle 3, Amount Receivables, Debtors, Closing Stocks etc. will be sh own on Assets side (right side) of Balance Sheet. Profit from P rofit Loss A/c or Income Er Expenditure A/c will be added to Capital or Fund and Loss will be deducted. After all the remaining figures of Trial Balance as explained above are noted in Balance Sheet, the two sides will be t otalled and total of both the sides—Assets Er Liabilities, should tally.

**Bank Reconciliation :**

Bank reconciliation is an important aspect of accounting whi ch relates to the accuracy of the transactions made through bank by t Organisation during the year. Normally balance shown by bank statem or Pass Book and by Bank Account in the Ledger, do not tally therefore is necessary to tally both the records, say Bank's records i. e. Bank S ment or Bank Pass Book and Bank Account shown in the Organisations Ledger. A statement calved 'Bank Reconciliation Statement' therefore prepared to reconcile both the records. Cheques issued to the parties not presented to the bank for payment, Cheque deposited but not cred by the bank to us, Bank Charges, Bank Interest may be the reason differences in the balances shown by the bank and in the ledger in party' books. The Statement reconciling these differences is known as Bank Reconciliation Statement.

**Stock Register :** is maintained to effectively control receipt/ issues of assets, materials, equipments etc. The Stock-Register will look like:—

Dcte	V. No.	Particulars	Quantity Received	Quantity Issued	Quantity Balance
		Item .....			

On receipt of each asset/article the same will be entered in qu received Column. If any of these items is sold or issued or donated same wi l be shown in quantity issued Column. The balance will be out after each receipt or issue. The closing balance can be tallied ti me with reference to physical inventory of the material/assets b Organisations. Stock Register is a type of subsidiary record and will show quantity and not value.

Thus, summarily we have understood how and what financial records are maintained by an organisation Et which informations are made Vs organ' to the organisation by the these records. It depends on each how effectively these records give information to them, by keeping correctly and upto date.

# ORIGIN AND DEVELOPMENT OF SERVICES FOR THE BLIND IN INDIA

—LAL ADVANI

## INTRODUC TION

As in most other countries the educational implications of the loss of vision received attention in the first place. In their germinal form concepts of work-for the blind were brought to India by British and other European Missionaries. There was a rag of over a hundred years before ideas tested in Europe were transplanted to India.

The first school for the blind was set up in Amritsar in 1887-103 years after the establishment of the first school for the blind in Paris in 1784. The first attempt to devise a common Braille code for Indian langti- ages was made in 1902—a little over 50 years after the acceptance of Br ie as the universal medium of reading and writing for the blind in Eutope and the United States.

The tradition of erudition of the-blind, however, dates back at least 4000 years in this country. It is believed that quite a number of the 'Mantras' of the Rigveda were framed by great blind saints.

Even though the first school for the blind was set up in the country in 1887, progress was slow and sporadic. Only 3 or 4 schools for the blind were set up in different parts of the country by the end of the 19th century. By 1944, India had just 32 schools. The rate of acceleration in develop- men 200 t could be gauged from the fact that in 1982 the number is well over

Concern for the education of blind children continued to dominate the scene until the 1950's. It is only by the mid-century that education for children began to be looked upon as a means towards rehabilitation. The Original feeling that education ought to be given to the blind just as a ifnedn.lightenment began to be replaced by more practical considera- i on and some modifications in the pattern of education and training to the blind began to be advocated and sometimes carried out.

Thus, two distinct phases in the development of services for the blind la could be clearly delineated. The period between 1 887 and

1947 was marked by slowly growing number of schools but with very attention to the quality of education imparted to blind children. The independent period saw much more rapid expansion of schools and diversification of educational and training programmes.

#### BRAILLE DEVELOPMENT

Since education received foremost attention in both the phases development the evolution of a common Braille code for all Indian languages claimed the highest attention. The first such attempt was made in 1902 by Rev J. Knowles and Mr. L. Garthwaite, two British Missionaries. Though the code was circulated for opinion, it did not receive acceptance.

As schools began to spread across the country, everyone of had to devise its own code to meet the educational needs of blind children. The Report, "Uniform Indian Braille" published by the then Central Bureau of Education lists 7 different codes. The existence of so many could not have failed to cause considerable confusion. The codes based on differing principles. The battle of codes that began in 1902 claimed the attention of the Central Advisory Board of Education in January 1923. Though the Board expressed itself in favour of a uniform Braille code and recommended the establishment of a Braille printing press nothing much could be done on account of the financial stringencies prevailing at that time. The issue also came up for consideration at the Session of the Oriental Conference at Calcutta the same year. This was followed by the Conference of Workers for the Blind in Bombay in 1923. The Conference reiterated with considerable force the recommendations of the 1922 meeting of the Central Advisory Board of Education but these recommendations met the same fate as the previous expressions of the Central Advisory Board of Education.

The matter was raised at several successive meetings of the Board but could not be discussed for want of time. It was only in 1941 that the Central Advisory Board of Education recommended the appointment of a committee to draw up a uniform Indian Braille code. The committee was appointed the following year under the chairmanship of Sir John Sargent, the then Educational Commissioner to the Government of India. The committee drew up a code which received the approval of the Board in 1946. Earlier, Mr. H. D. Chhatrapati had been advocating that Indian Braille used in the Victoria Memorial School for the Blind should be accepted as a Uniform Braille Code for Indian languages. Sir Clutha Mackenzie, he then Officer on Special Duty (Blindness) evolved a Standard Indian Braille based on principles very similar to those of

Indian Braille of Mr. Chhatrapati, He made a strong plea that uniformity with English and other European languages should be the primary focus of a common Braille code for Indian languages.

Thus, by 1945, the basic lines were drawn. A group led by Mr. P.M. Advani, Principal, School for the Blind, Karachi, advocated the retention of the 7-line symmetrical arrangement of the Braille system. On the other hand, another group led by Sir Clutha Mackenzie and supported by eminent blind persons like Mr. R. M. Alpawala, urged with equal force that to the extent possible common sounds in Indian and European languages should be represented by the same or similar Braille symbols,

The cleavage became so sharp that in April 1949, Mr. Humayun Kabir, the then Joint Educational Adviser in the Ministry of Education requested the Director-General, UNESCO to consider evolving some basic principles for the world usage of Braille. UNESCO agreed to accept this assignment and appointed Sir, Clutha Mackenzie as Officer on Special Duty to undertake this task.

The first conference on Braille Uniformity was held in Paris in March 1950. From India it was attended by the author of this article, Dr. Suniti Kumar Chatterjee and Mr. P. M. Advani. Despite considerable Indian opposition, the conference was overwhelmingly in favour of phonetic uniformity between various linguistic groups of the world and the principle of using the same or similar symbol for the same or similar sound. This conference was followed by several regional conferences.

The first regional conference for Asia was held at Beirut in 1951. The basic principles of Bharati Braille were enunciated at this conference. Subsequently, a code was drawn up for India jointly by Dr. Suniti Kumar Chatterjee and the author of this article. The code was presented to the Indian expert committee presided over by Mr. Humayun Kabir in April 1951. The committee accepted the code with minor modifications and recommended its acceptance by all schools for the blind in India.

Then came the demand for contractions and abbreviations, a common code for Hindustani and Karnata'xa music and a common notation for mathematics and science. In 1954, UNESCO had convened a conference in Paris to consider a common Braille music notation. Unfortunately, owing to sharp disagreements only a common Braille music notation for Western music could be agreed upon at this meeting. No serious effort was made to bring about some measure of uniformity between various Eastern systems of music.

Over the next 25 years or so a number of individuals in India devised their own systems of music as well as contractions and abbreviations. In

1973. the Government of India appointed a Committee Under the chairmanship of Mr. R. P. Naik. the then Hindi Adviser to the Government and with the author as its Secretary, to devise a system of Hindi contractions and abbreviations as well to enunciate general principles the formulation of contractions and abbreviations for various Indian languages. The work of the committee continued for several years. It received a special fillip when the National Institute for the Visually Handicapped was established in July 1979. •

In 1981, the Institute convened a workshop which was presented a draft system of contractions and abbreviations for Hindi. The workshop which was attended by about 19 representatives from 8 different States approved the system with minor modifications. The Institute has since conducted some courses to train teachers in the use of this system. It also initiated the production of some textbooks.

Very similar is the history of efforts to evolve a common Braille music notation. Almost every musician devised his own system. As a result material written by one student was of no practical value to another.

In 1981 the National Institute for the Visually Handicapped convened a workshop at Ahmedabad which was attended by 35 experts from various States. At this workshop was approved a common system, However, number of details remain to be finalised.

The Institute has finalised a book setting forth the various symbols as well as rules for the use for Hindustani music. A total fusion of the Vishnu Digambar and Bhatkhande systems has not been possible. However, it has been indicated how the needs of both the systems could be effectively met.

Some problems concerning Karnataka music continued to delay the production of the second part of the book. It is hoped that these would be resolved in the near future. The issue of a common Braille system of codes for mathematics notation is far more complex, A number of codes are currently being used in different parts of the world. Principles among them are Nemeth Code used in the United States and the very common Braille notation prepared by the Soviet Union.. This is in addition to the Fre!!! and German versions.

In 1951, UNESCO had set up a World Braille Council to oversee the development of various aspects of Braille reading and writing in different parts of the world. Even the Council did not succeed in bringing about a measure of world uniformity in mathematics and science. A serious problem is that the World Council for the Welfare of the Blind is making a serious effort to achieve this purpose.

A couple of years ago, the National Association for the Blind decided a committee to develop a mathematics and science notation for the author of this article as its chairman. However, the country with the

We were therefore, waiting for the work of the Committee Council for the Welfare of the Blind to be finalised before the code developed by them fully met the needs of the students and socialists.

On importance being placed on the teaching of science and mathematics the early accomplishment of this task is of crucial importance. We hope that the next few years will ensure that a comprehensive and effective code for writing mathematics and science is available to students in this country.

### DEVELOPMENT OF SERVICES

The first demand for services was made by the Central Advisory Board of Education as early as 1922. A decade later, the National Institute for the Blind, London recommended that an advisory committee on blind welfare should be set up in India and a Braille printing plant established. But unfortunately this recommendation was rejected by the majority of Provincial governments at that time on account of financial stringency. Though the recommendation was reiterated in 1936 it still did not find favour with the provincial governments. The outbreak of World War II in 1939 seems to have given a special impetus to work for the blind in India as it did in many other parts of the world. In 1942 Sir Clutha Mackenzie was appointed as Officer on Special Duty (Blindness) in the Directorate-General of Health Services. A joint committee of the Central Advisory Boards of Education and Health was appointed the same year to suggest measures both for the prevention of blindness and the welfare of the blind. A year later, came St. Dunstan's Hostel for the Indian War-blinded in Dehra Dun. Its main purpose was to train blinded soldiers, sailors and air-men in some rural occupations.

The joint committee submitted its report in 1944. That year could be regarded as a landmark in the history of the development of services for the blind. Among other things; the report recommended the appointment of an adviser on blindness both in the Ministries of Education and Health. The Ministry of Health Education accepted this recommendation, the Ministry of Health did not. Some feeble attempts were made in 1947, the tide of the consequences of this was that while the Ministry of Health was busy at promoting the education and rehabilitation of the blind, the Ministry of Education organised measures to prevent blindness.

A major recommendation of the Council was the establishment of an Indian Council on Blindness to deal with problems of both rehabilitation and prevention. But unfortunately, the Council never came into being though some States like those of Maharashtra and Gujarat did set up State Councils on Blindness.

The report envisaged the establishment of a National Centre under the auspices of the Indian Council on Blindness. By December 1949, the training of blinded ex-servicemen at the St. Dunstan's Training Centre in Dehra Dun had been virtually completed. Accordingly, the Ministry of Education took over the Centre with effect from January 1, 1950 and renamed it as Training Centre for the Adult Blind. This step marked the beginning of the establishment of the National Centre for the Blind envisaged in the "Report on Blindness in India". Historical forces at work slightly distorted the sequence of events. The 'Report on Blindness in India' and earlier conferences had envisaged the establishment of Braille printing plant as a first step. However, the establishment of the Central Braille Press at Dehra Dun was not far in coming. With the machines imported from the United States it was set up a few months later in two rooms housing two stereotypes imported from the American Printing House for the Blind. Mr. Kalidas Bhattacharya, the first Manager of the Press, was also trained at the American Printing House for the Blind. Various units of the Centre at Dehra Dun were added in the following years. The Women's Wing came in 1957 followed by a Model School for Blind Children in 1959. Sheltered Workshop and Workshop for Making Braille Appliances were both initiated in 1961. National Library for the Blind was set up in 1964. A School for Partially-Sighted Children was established in 1969. In December 1967 the Centre at Dehra Dun was renamed as the National Centre for the Blind. The primary object of the Centre was to provide a comprehensive rehabilitation service under the same roof. Unfortunately, the development of the Centre did not adopt a smooth and progressive course.

In 1973 when the then Education Minister visited the Centre, he expressed serious dissatisfaction with the progress of the Centre. Accordingly a committee under the chairmanship of Mrs. P.P. Trivedi, the then Joint Secretary in the Ministry of Social Welfare, and the author of an article as its Secretary, was appointed to carry out a thorough going review of the role and charter of the Centre and to recommend measures for its improvement.

The Committee recommended the establishment of the National Institute for the Visually Handicapped with three basic objectives

- (1) To undertake and sponsor research.
- (2) To undertake the training of personnel.
- (3) To provide certain national level services, including the production of Braille literature and Braille appliances.

The Institute was set up on July 2, 1979. It is still in the initial phases of development. However, it has undertaken certain research projects in diverse fields including the application of technology to rehabilitation. It has also undertaken several courses specially for training resource and itinerant teachers. The Institute has begun to undertake the production of Braille books for various States in order to stimulate the growth of integrated education. The production of appliances has been substantially expanded.

But the establishment of the National Institute for the Visually Handicapped just marks the beginning of a new phase. A great deal remains to be done.

In the post-1947 period, apart from setting up the National Centre for the Blind which gradually became the National Institute for the Visually Handicapped at Dehra Dun, a number of other schemes were initiated by the Central Government. What stands out in this period is the growing concern for the employment of the blind. A small employment office was set up by the Ministry of Education at Madras in 1954. In 1959 was established the first special employment exchange for the physically handicapped at Bombay followed by a similar exchange in Delhi in 1961. Today the country has 19 special employment exchanges.

The main purpose of these exchanges is to register blind, deaf and orthopaedically handicapped persons. An attempt is made to put qualified disabled persons in touch with prospective employers.

While the exchanges have achieved a degree of success insofar as orthopaedically handicapped are concerned, their achievement in terms of placement of the blind and the deaf has been dismally poor. In the late 70's, however, the Government tried to remedy the situation by offering financial assistance to various voluntary agencies for appointing placement officers.

This programme has met with moderate success, though the placement of blind and deaf persons through voluntary agencies is also riddled with numerous administrative problems.

In the late 60's was initiated another programme of setting up vocational rehabilitation centres. This programme began initially with a grant from the U.S. Department of Health, Education and Welfare and was initiated by the Ministry of Labour and Employment. The main purpose of

these Centres was to carry out an assessment of the aptitude and capabilities of disabled persons. Today the country has thirteen vocational rehabilitation centres. In the 6th Plan period some of them are being invested with the additional responsibility of offering skill training. They are also expected to undertake rural expansion work. They have also been authorised to submit candidates to employers against vacancies notified to the National Employment Service.

In 1977, Indian Parliament approved the proposal to reserve one per cent vacancies for the blind in groups 'C' and 'D' posts in the Central Government as well as in comparable posts in Central Public Sector Undertakings. In fact, earlier, some States had already taken similar measures. But reservation of vacancies by the Central Government evoked a quick and favourable response and most States took similar action. The Government of Gujarat is the only State which has by now taken legislative action to reserve 1/2 per cent vacancies for the disabled including the blind in all sectors of the economy.

But reservation of vacancies did not immediately meet with success. It was necessary to set up an effective monitoring machinery to follow up the execution of the orders. This machinery has now been set up in the Ministry of Social Welfare.

There was considerable dissatisfaction among the blind over the reservation of vacancies only in groups 'C' and 'D' posts. In 1981, the Ministry of Labour and Employment carried out a survey to determine what posts could be reserved for the disabled in groups 'A' and 'B' posts. The report suggested only a small number of gazetted posts that could be filled by the blind. Yet, following the recommendations of this report, a number of blind persons have secured responsible positions.

On December 18, 1971; the Prime Minister announced in the Lok Sabha that she would bring forward legislation making it compulsory for employers to reserve a percentage of vacancies for the disabled. Unfortunately such a piece of Legislation has not come before Parliament. In July 1980, the Ministry of Social Welfare appointed a working group under the chairmanship of the author to recommend what legislative measures should be taken to promote the rehabilitation of the blind. The working group submitted a preliminary report in June 1981, followed by a final report in December 1981. It has submitted to the Government a report in three parts :-

- (a) some suggestions to form the basis of the national policy on education.

- (b) a draft piece of legislation covering rehabilitation, social security and other matters connected with the education and welfare of the disabled, and
- (c) a review of the existing legislation to bring out if there were any discriminatory measures in existence. Happily, no discriminatory measures were discovered.

The suggested draft piece of legislation lays considerable emphasis on reservation of vacancies for the blind and other disabled persons in the public and private sectors. It also lays over-riding emphasis on providing facilities for integrated education.

Indeed, for the last 20 years or so integrated education has been uppermost in the minds of administrators of services for the blind. The first ever attempt at integrating blind children was made with the initiation of a programme of post-school scholarships in 1952. The scholarships were obtainable only in ordinary schools and colleges. The scheme was liberalised both in 1955 and 1961. The scheme which was earlier operated by the Central Government is now managed by various State Governments, though it continues to be a Central Scheme and the funds are provided by the Government of India. Under the scheme, blind students who obtain a minimum of 40% marks in the aggregate at the last annual examination can be considered for a scholarship. In addition to a basic rate of scholarship they also receive a reader's allowance which varies according to the stage of education. The final liberalisation of the scheme took place early in 1982.

Since the 3rd Plan period some feeble attempts were made at promoting integrated education. But unfortunately, the response has not been very encouraging. A much more intensive effort is being made in the 6th Plan period. The object is to bring to ordinary schools as many disabled children as possible. Both the resource room and itinerant teacher programmes are being advocated. Indeed, considerable flexibility is allowed. Programmes of partial integration are also envisaged.

But once again, the response has not been very encouraging. Probably not more than three to four thousand handicapped children of all categories are in formal programmes of integrated education in various parts of the country. Madhya Pradesh has been laying particular emphasis on the integration of blind children. They have had a number of resource teachers for the blind trained at the National Institute for the Visually Handicapped.

## SOME MISCELLANEOUS CENTRAL PROGRAMMES

(1) In 1981 a major step taken by the Government of India was to start a scheme to assist blind and other disabled persons in the purchase and fitting of special equipment needed for their education or rehabilitation. In earlier years assistance was only available to organisations. It was for the first time that the Government in 1981 initiated a programme of direct assistance to the individuals.

The scheme is very broad-based. It provides no list of equipment to be given. The object is to offer any equipment likely to be of special assistance to a blind person either in his education or employment.

The Central Government provides assistance to the tune of Rs. 1500. The balance, if any, is to be paid by the recipient. The full sum of Rs. 1500 can be provided to a person whose income is below Rs. 750 per month. The quantum of assistance would be halved if the recipient's or his parents income is between Rs 751 and Rs. 1500 per month.

There has been some considerable difficulty in deciding on equipment that would be of special value to the blind. Tape recorders and watches are not provided. The typewriter is probably the only standard piece of equipment that is being given at the present time. Musical instruments and other equipment have also been sanctioned. The scheme is operated by various employment agencies. For the blind, the major implementing agency is the National Institute for the Visually Handicapped, Dehra Dun.

(2) Recently the Government have also announced a special rebate in income-tax for employers appointing the minimum prescribed percentage of disabled persons. This is of course, in addition to an income-tax rebate allowed to blind and other seriously disabled persons in personal income-tax.

(3) The Government have announced exemption from Central Excise on Braille paper provided purchases are made through the National Institute for the Visually Handicapped. Braille writers have also been exempted from Central Excise.

(4) India took a significant step forward in the application of modern technology to rehabilitation when in 1976, at the instance of the Union Ministry of Social Welfare H M.T. took the production of Braille watches. India is one of the few Asian countries manufacturing Braille watches.

(5) The National Institute for the Visually Handicapped provides Braille books to blind individuals as well as institutions for the

subsidised prices. One third of the cost of materials used is charged. Braille appliances are sold at the cost of materials used.

(6) Since 1967, India has had Braille printing presses other than the one at Dehra Dun. Most of the equipment for these presses were provided by UNICEF. The Government of India give grants to several presses. Most of these presses also provide Braille literature at highly subsidised prices.

Today India has six Braille printing presses. UNICEF is considering the possibility of helping in the establishment of Braille presses in each

State

## TEACHER TRAINING

In 1963 the Union Ministry of Education initiated an ad hoc course for the training of teachers of the blind in New Delhi. A scheme was developed for the establishment of regional centres for this purpose. By 1970, 4 regional centres were set up at Bombay, Calcutta, Delhi and Madras.

All the centres are financed by the Government of India. They have a uniform syllabus and common theory examinations are organised. At the end of the one-year course, a diploma is offered. The centres function under the National Institute for the Visually Handicapped. Over the last 20 years or so, over 300 teachers have been trained. What is now needed is a higher level of training. The National Institute for the Visually Handicapped is trying to set up a Master's degree level course affiliated possibly to the University of Garhwal.

## AWARDS

In 1970 the Government of India initiated a scheme to give awards to the most efficient handicapped employees as well as to the most outstanding employers of the handicapped. Every handicapped awardee was given a cash of Rs. 500 and a citation. The amount has been raised to Rs. 1000.

The Government have now initiated another award. Under this scheme, an outstanding voluntary worker for the disabled can be awarded a sum of Rs. 20,000. A voluntary organisation adjudged suitable, could be given a cash award of Rs. 1,00,000.

Several voluntary agencies have also initiated awards. Since 1973, the National Association for the Blind gives regularly R. M. Alpaiwala Memorial Awards both to professionals and voluntary workers. Similarly, the National Society for Equal Opportunities for the Handicapped gives annually N. D. Dewan Memorial Awards to volunteers and professionals every

## VOLUNTARY ACTION

Voluntary organisations have been pioneers in work for the blind in India as almost everywhere else. It is only largely during the post-independence period that Government action has supplemented the work of voluntary agencies.

In the initial phases, voluntary work took the shape of setting up schools and training centres. After 1947, however, organisations of and for the blind began to be set up. The first major agency that came into being was the National Association for the Blind which arose out of an All-India Conference on Work for the Blind held in Bombay in 1950. The activities of the Association have been described elsewhere in this volume. Then came the National Association of Instructors of the Blind set up in 1966. This is a professional organisation of instructors and one of its aims is to improve professional standards.

The first attempt towards the establishment of self-help movements for the blind began with the establishment of the National Federation of the Blind in Delhi in 1970. The establishment of this organisation did spark off a great deal of interest in organisations of the blind. A new trend set in with the establishment of All India Confederation of the Blind in 1975. This is a Confederation of various organisations of and for the blind. It provides a common platform for the expression of views, development of services and for educating public and community opinion in favour of education and rehabilitation of the blind.

About a decade ago was established the National Society for Equal Opportunities for the Handicapped at Bombay. The establishment of this organisation also marked a new trend in that it tried to bring about the integration in the approach to the problems of the disabled including the blind. This trend has in some cases been exemplified in some combination workshops for the disabled set up in different parts of the country.

This is just a bird's eye-view of the growth and development of services for the blind in India. It is by no means easy to summarise the developments of almost a century in a single chapter. Yet we trust that this presentation will provide the needed background and will assist our historians to bring out the richness of detail of this period of development.

## National and International Organisations of and for the Blind

Welfare work for the blind in India and overseas has depended largely on voluntary initiative. The first school for the blind in the world was set up in 1784 in Paris through the efforts of a French individual, Valentin Haüy and his colleagues—a shining example of how voluntary effort could make significant contributions in pioneering work for the blind. Similarly, the first school for the blind in India was established at Amritsar in 1887 through the untiring attempts of the Missionaries.

In India, as elsewhere, organisations in the voluntary sector have continued to play a leading, nay, crucial role in initiating and running multi-faceted welfare services for blind children and adults. In fact, it would be no exaggeration to state that a large portion of the services available for the blind today would not have been possible but for the active interest and initiative of a number of voluntary organisations/associations working in the field.

In view of the vital significance of such organisations in the area of work with the blind, it was considered necessary that office management trainees should be provided useful insights into the functioning and services of leading voluntary organisations of and for the blind at the national and international levels. With this end in view, we approached such leading organisations to furnish us with the necessary information and were happy to note that our requests have evoked a very favourable

The rest of the present section presents a roundup of the historical development and current activities of these organisations. The information running here is based on the details provided to us by these organisations.

Organised work for the blind in our country has gained momentum mainly after the dawn of independence. The Government of India in the Ministry of Social Welfare have also shown the way in organising and running the model services for the blind. Most of the programmes originating and aiming to help the blind are routed

through a unique national organisation, the National Institute for the Visually Handicapped. Any list of organisations engaged in welfare work the blind would be incomplete without listing the significant contribution the Institute has been making towards enabling blind persons to become useful members of the community. It is, therefore, considered only fair proper to start off our discussions of different organisations with a look at the functioning of the National Institute for the Visually Handicapped, Dehra Dun and the manifold services administered by it.

## **NATIONAL INSTITUTE FOR THE VISUALLY HANDICAPPED DEHRADUN**

The origin of the National Institute for the Visually Handicapped dates back to over three decades. It was on January 1, 1950 that the Government of India under the Ministry of Education took over the St. Dunston's Hostel for the War Blind and renamed it as the Training Centre for the Adult Blind. Subsequently, a sheltered workshop, a training section for blind women, a section for the manufacture of Braille appliances and the National Library for the Blind were added to the Training Centre for the Adult Blind during the decades of the 50's and early 60's. In the meantime, the Central Braille Press and the Mo School for Blind Children were established as independent units in 1951 and 1959 respectively.

The second stage in this evolutionary process was reached when all of the above units and sections were re-organised into an integrated whole as the National Centre for the Blind in November 1967. As time passed, the Government realised the need for promoting research and development activities and services for the visually Handicapped and with a view to giving these research and development efforts a new focus, the Government appointed a working Group in 1973 to prepare the outline for a National Institute covering all major aspects of work for the blind. The recommendations of the Working Group were considered by Government and it was on July 2, 1979 that National Institute for Visually Handicapped came into being at its present location. The Institute reached its present status when it was converted into an autonomous body under the Ministry of Social Welfare on October 21, 1985.

The Institute functions as an apex body in the field of work for visually handicapped in the country. It has the unique distinction being one of the very few organisations of its kind in the whole of

developing world. Provision of modern educational, training and rehabilitation services, production and distribution of 'aids and appliances and reading materials in Braille and in audio forms, training of personnel and human resources development, collection and dissemination of information pertaining to work for the blind in all its forms and phases along with parent/public education as well as organising meaningful and practical research into various aspects of work for the blind in the country are amongst the major roles and responsibilities the Institute has been discharging during the last few years. The Institute is also deeply conscious of the fact that institutionalised services alone would not enable us to reach out to the large number of Visually Handicapped persons in the country. Accordingly it is Institute's endeavour to plan, undertake, and promote useful community-based services to provide educational and vocational facilities to an increasing number of Visually Handicapped persons at their own doorsteps, especially, those residing in the rural areas.

With the above ends in view, the Institute has initiated a variety of programmes and services since its inception and also worked for consolidating the programmes and services being run by the different units of the National Centre for the Blind before its conversion into a National Institute.

The major functions of the Institute are three-fold : training of personnel; research and development and delivery of rational level services.

The Institute is sponsoring four regional training centres for the teachers of the visually handicapped at primary level located at Bombay, Delhi, Calcutta and Madras. Besides, the Institute is providing hundred percent financial assistance towards sixteen week course of training for the orientation and mobility instructors of the visually handicapped run at New

Starting from 1984-85, the Institute introduced within its premises a diploma course for the training of secondary teachers of the Visually Handicapped

The Institute regularly conducts short-term training and refresher Courses for professionals, para-professionals and teachers responsible for the education at various levels and in different subjects, rehabilitation and employment of the blind throughout the country.

Promoting meaningful need-based research and motivation and stimulating similar developmental activities among other organisations/institutions is one of the vital responsibilities assigned to the Institute. The Institute is engaged in work on a wide variety of research projects

culminating in a number of useful strategies and approaches pertaining to the education, training and rehabilitation of the visually handicapped.

The Institute has already developed and adapted quite a few tests for the psycho-educational and personality assessment of the visually handicapped and similar work is being continued.

The Institute also undertakes to develop and design model out-reach programmes for the rural blind of all ages.

The Institute's Braille Development Unit is engaged in developing various Braille codes and research in Braille at the Institute and in promoting similar activity elsewhere in the country.

As regards delivery of national-level services, the Institute runs several such programmes. It has a training centre for adult blind men and women where training is imparted in modern crafts, industrial arts and occupations. The Institute's Model School for the Visually Handicapped provides education upto high school to blind and partially seeing boys and girls. The Institute also runs a model sheltered workshop, the Central Braille Press of the Institute is the biggest of its kind in the country. The National Library for the Print Handicapped and the Talking book Unit regularly lend Braille and audio books as well as print books and journals to its visually Handicapped members and other professionals all over the country. The Institute's Workshop for the Manufacture of Braille Appliances is the leading source for production and supply of such aids in India.

The Institute also has a crises intervention unit for counselling the newly blinded as well as a rehabilitation and consultancy department which provides technical know-how to other agencies in the area of rehabilitation.

### THE NATIONAL ASSOCIATION FOR THE BLIND

The National Association for the Blind came into existence on January 19, 1952. Intended originally to ensure the implementation of resolutions adopted at the First All India Conference for the Blind held in Bombay in January 1952, it has progressed far beyond its original goals and is today recognised as the most important organisation working for the welfare of the blind in India. In addition to providing a common platform to approximately 300 schools, institutions and associations spread over the country, it has inspired united action and has established several pilot projects.

SO

### Objectives

The aims and objects stated briefly are as follows :

1. To look after the welfare of the blind in general including legislation.
2. To work in harmony with other institutions and associations and persons working for the welfare of the blind in India and to coordinate work for the blind on a national basis.
3. To take steps towards prevention and cure of blindness including Research and to start eye clinics and mobile ophthalmic units.
4. To develop facilities for the education, rehabilitation and training of the blind including the Rural blind, and to help the blind to secure employment in open industry and sheltered workshops.
5. To arrange and organise conferences of the blind and of workers for the blind where important problems concerning the blind can be discussed.
6. To establish Braille libraries for the blind and to establish presses for the embossing of Braille literature for the blind.
7. To promote the manufacture of apparatus and equipment used in educational, vocational and cultural activities for the blind.

### Membership :

Individuals both blind and sighted interested in the welfare of the blind can become ordinary or life members of the NAB. Schools/institutions and associations for the blind are enrolled as institutional members.

### Management :

The general management and control of the NAB vests in the Executive Council composed of :

All the Office Bearers, max. 14.

The immediate past President of the Association.

All co-opted members.

One representative of each of the NAB State Branches.

Ten elected representatives of institutions classified as NAB Activities.

(f) Ten members elected from amongst individual (life and ordinary) members of whom preferably five shall be from amongst the blind.

(g) Twenty members elected from amongst representatives of institutional members.

The Executive Council is elected once in three years.

Managing Committee consisting of all the Office Bearers of the Association and 3 representatives of the Executive Council is responsible for the day to day management of the Association.

The Executive Council shall also appoint Committees of Management for different Activities of the NAB and Committees for different services provided by the NAB e.g. Education, Employment and Placement etc.

#### Funds :

The funds of the National Association for the Blind come mainly from voluntary sources. The Finance Raising Committee of the NAB works round the year raising funds by way of donations through direct appeals, organising of programmes and publication of a souvenir. The organising of an All India Flag Day and collections by school children, through firms and companies, organisation of competitions etc. In addition funds are received from international agencies and grants from the Government of India for specified projects.

#### Activities :

The activities of the NAB cover a wide range of services and programmes. They include :

#### Prevention of Blindness

- a) Identification and treatment of children suffering from Malnutrition and Xerophthalmia.
- b) Promotion of Eye Camps.
- c) Provision of Low Vision Aids,

#### Education

In the area of education they include the granting and securing of scholarships; the production of braille and recorded literature; the loaning of

wafflers; the provision of readers and other ancillary services. The NAB also secures scholarships for the training of teachers of the blind at the Perkins School for the Blind, USA.

NAB runs The NAB Mata Lachmi Nursery for the Blind, Bombay;

Provides guidance and counselling to blind children and their families; promotes the concept of integrated education for the blind.

#### Vocational Training

Vocational training for the blind is provided at the NAB Workshop for the Blind, the M. N. Banajee Industrial Home for the Blind and the NAB Kaka Patil Centre for the Blind, all in Bombay. Training in Telephone Operating is also provided by the NAB's Rehabilitation, Training and Employment Committee. The NAB has recently also established the NA6-1081 Polytechnic at Ambarnath which will provide advanced training for employment including entrepreneurship.

#### Employment :

The Employment and Placement Service of the NAB secures jobs for the blind in open employment. The recently established NAB Bureau of Self Employment is helping the blind to achieve economic independence by providing vending stands, encouraging the establishment of small businesses and helping them to launch out as Salesman. The NAB has also encouraged the establishment of Placement Services in many parts of India by providing financial assistance received through the Royal Commonwealth Society for the Blind of the UK.

#### Rural Blind :

The Rural Blind are provided training in agricultural and rural Pursuits at the Tata Agricultural and Rural Training Centre at Phansa in Gujarat.

Rehabilitation programmes of a domiciliary nature have been established in Gujarat, Karnataka, Maharashtra, Madhya Pradesh and Haryana. A team of Field Workers surveys a cluster of villages and takes rehabilitation service to the door-steps of the blind.

#### Rehabilitation :

Rehabilitation of the newly blind and those who have had no earlier

opportunity of schooling and/or training is provided at the NAB Department of Rehabilitation in Bombay and at the NAB Pheroze Et No Merwanji Rehabilitation Centre for the Blind at Mount Abu, Rajasthan. The NAB through its Karnatka Branch also runs the NAB Mobility Training Centre for the Blind in Bangalore. A Social Welfare Officer in Bombay helps to locate, identify and assist blind people in the city of Bombay. Mobility Officer provides domicilliary Orientation and Mobility training blind clients in Bombay.

#### Ageing Blind :

For the ageing blind the NAB has established the NAB Lions Home for Ageing Blind at Khandala in Maharashtra. Here 100 blind people provided shelter. To keep them occupied they are encouraged to part in pastime occupations.

#### Blind Women :

Realising that Blind Women are a neglected group, the NAB established the NAB Committee on Advancement of the Status of Blind Women which is engaged primarily in promoting the training and employment of blind women,

#### Research :

The NAB Louis Braille Memorial Research Centre and research projects on different aspects of work in the area of blindness also has a reference library on blindness.

#### Publications :

Regular publications of the NAB include 'Blind Welfare'—a professional journal in English both in ink-print and in braille; 'Sparsh' braille magazine in Hindi; the quarterly 'NAB Newsletter'; the 'NAB-LB Research Newsletter'; 'Vishwadarshan'—a braille magazine of special interest to blind women and recorded monthly magazines in English, Hindi, Marathi and Gujarati,

#### Awards

The National Association for the blind has instituted several awards. The Rustom Merwanji Alpaiwalla Memorial Awards are given annually to Voluntary and Professional Workers for outstanding work in the area

of prevention of blindness and work for the blind. The Burjor Darabshaw Pailonji Award is given annually to the most successful Placement Officer. The Neelum Kanga Memorial Awards and prizes are given twice a year to outstanding blind women. The Matushri Kesarbai Thanawala prizes are given to successful blind SSC students.

#### State Branches

NAB has established State Branches in a number of States and Union Territories including Tamil Nadu, Kerala, Karnataka, Andhra Pradesh, Gujarat, Maharashtra, Madhya Pradesh, Haryana, Uttar Pradesh, Bihar, Delhi, Assam, West Bengal and Sikkim and a Zonal Branch for Punjab, Himachal Pradesh, Jammu Et Kashmir and Chandigarh.

The NAB attempts to establish pilot projects and to encourage and promote the establishment of services and facilities for the welfare of the blind in different parts of the country through guidance and whenever possible through financial assistance.

#### International Relationship :

The NAB has not neglected its international responsibilities. Since its establishment it has been a member of the World Council for the Welfare of the Blind and its representatives have served as Chairman and members of Regional and Standing Committees. The NAB is now actively involved with the work of the World Blind Union (established in 1984 as a consequence of the dissolution of the WCWB and IFB) as Chairmen and Members of different Committees. The NAB has maintained close links with the Royal Commonwealth Society for the Blind, UK, the Christoffel Blindenmission, West Germany. Helen Keller International Inc, USA, Force Ten, Australian Council of Churches and other international Agencies in work for the blind. It has coordinated its efforts with the Perkins School for the Blind USA for over 25 years in the selection of Teachers of the Blind for training at the Perkins School for the Blind.

## THE NATIONAL FEDERATION OF THE BLIND

Reacting ever the bitter experiences of the agencies for the blind, half a dozen blind graduates organised the National Federation of the Blind in 1970 to give organised shape to the scattered views of the graduates movement. With the passage of time and on the strong urge of the non graduates to involve themselves in this movement, the word 'graduates' was deleted in 1973. Since then, this movement has been

getting new dimensions by organising programmes ranging from running various projects to pressurising the Government by launching agitations. The uniqueness of this organisation lies in the fact that through its constitutional provision under Article No. XV (1) Et (3) it has confined the posts of General Secretary and President only to the blind. In the constitution of the National Federation of the Blind, it is provided that the number of sighted members should not exceed forty percent of the total number of the membership and, further more by Article No. V (B) it is provided that the membership of a sighted person can be accepted only after the approval of Executive council of the branch concerned. The idea behind making this provision is nothing but restricting the policy making and executing to the blind and confining the number of the sighted persons so that they may not form the majority and, thereby, influence the policy.

This is one of the biggest democratic federations in India and having the provision of general body meeting after every two years to elect the new leadership and to give fresh mandate over the progressive dimensions of the policies. Hence, the executive body of the organisation is composed of two members from each branch/affiliate who is having the membership of more than one hundred, and one member from the branches/affiliates which is having the membership less than one hundred. All the five regions of our country are being represented by five Vice Presidents and five Secretaries.

It has already been stated that the federation came into existence to give the real shape of the philosophy of 'Lead the blind and be led by the blind', the aims and objectives enshrined in the constitution are nothing but the depiction of the self-help movement. These are as under :

- (1) To strive for equality of opportunity for the blind in their education, training and employment.
- (2) To stimulate the provision of remunerative employment for the blind in all occupations which they can successfully practise.
- (3) To explore new avenues of employment for the blind.
- (4) To promote the production and distribution of educational and recreational materials to the blind in all available media.
- (5) To promote the education of the blind in the light of modern and practicable concepts.
- (6) To undertake or promote public education with a view to disseminating information to the public at large regarding the potential of the blind as students, workers and citizens.

To establish, sponsor or collaborate with other agencies in establishing organisations, institutions or services in fulfilment of any or all the above objectives.

To undertake or promote research, designed to stimulate progress in any aspect of the rehabilitation of the Blind.

To co-operate with Local, National and International agencies having objectives similar to those of the Federation or with likeminded individuals for such purposes as the Federation may deem fit.

- (10) To acquire, sell, mortgage or dispose in any fashion such property as may be considered necessary or expedient for the efficient functioning of the Federation,
- (11) To establish branches in any part of the union of India on such terms as the Federation may decide from time to time.
- (12) To raise funds by subscriptions, donations, grants-in-aid bequests or in any other form that the Federation considers appropriate provided that such method of raising funds does not contravene any provision of the law in force for the time being.
- (13) To do such other things as are incidental or conducive to the achievement of any or all of the above objects.

To materialise these aims and objectives the Federation had taken various programmes description of which is as under :

**1. Placement service scheme :** The Federation places trained, qualified and capable blind persons in various jobs in Govt., public and private sectors. Within a period of about 5 years, since the inception of the project/scheme, the Federation could place about no less than 1000 Persons in open employment.

**2. Braille Books Library :** This is a circulating library which sends books in braille script to its blind readers all over India by post. This is a library situated in the Federation's own building at Bahadurgarh, Haryana and also prepares books in Braille At present there are about 8,000 braille volumes in the library This library has got a transcription unit attached to it which transcribe the basic books for humanities to keep at least 4 copies in tact for the readers to go through. At present, we are having a batch of 4 transcribers, two proof readers and two copy holders.

3. Recorded Books Library : The Federation has its own recording studio where it records ink-print books cassettes for blind students of the country.

4. Mobility service scheme : Independent locomotive of a blind person concerns very much in his complete rehabilitation. Keeping in view, the federation has appointed mobility instructors to train the blind in independent mobility.

5. Braille Preis Project : (With assistance from CBEMO) The braille press building is being constructed and the braille stereo typer and allied equipments has already been received and the press is now expected to be inaugurated in very near future. This is a project in process as the construction of its building is on the way. We are hoping to start this project very soon. It aims at providing desirable literature to the blind in bulk; printing magazines, journals of the federation and so on.

Recently, the Federation has witnessed a new dimension in terms of high-lighting the problem of the blind by organising democratic agitations particularly after 1980. Through this pressure tactics, it has made the Government realise to uphold the cause of the blind and expedite the policies made for the Blind. Due to this and due to various follow up, no less than 740 blind persons were employed in various Govt concerns. Not only this the federation as well as its philosophy has been widely popularised during this period.

In fine, it can be said that out of the past experience, the federation has not only spread its voice by including no less than 25 affiliated Branches/units composed of 7000 blind members, but also making the 7 million population of the India aware of its existence. Due to its activities and structure, it has got status of one of the organisations representing India in World Blind Union.

## ALL INDIA CONFEDERATION OF THE BLIND

### ORIGIN

The self-help movement of the blind assumed a new dimension in December, 1979, when representatives of the blind took a new and bold step forward in their endeavours to carve out a brighter and productive future for the blind through their own initiative and enterer. It was on December 14 that year that blind persons and their sighted wishers from 8 states and union territories organised themselves under

banner of a new organisation called "The All India Confederation of the Blind.- The Confederation quickly got busy drawing up a meaningful and time-bound action aimed at helping blind persons to have access to new vistas of opportunity in the field of vocational training on modern lines, remunerative job-placement and active participation in community life. The programme was also designed to reach out to the hitherto neglected sections of the blind following a need-based and client centred approach.

The Confederation launched into this mammoth and challenging programme forthwith, notwithstanding the fact that in the beginning it had hardly anything by way of monetary and material resources, not even a reasonable place to set its office in. It also faced considerable diffidence and misgivings from many quarters about its ability to take on such a stupendous task. Undeterred and undaunted the Confederation took the plunge laying great store by the unflinching determination to march forward with an abiding sense of commitment and purpose.

### IDEOLOGY

The Confederation was not just one more addition to the already existing plethora of associations and organisations claiming to work on a national canvas. It was an organisation with a difference. The underlying principle behind the establishment of the Confederation was not to multiply the number of its members; instead, its primary objective has been to strengthen and expand work for the blind at the grass-root level. The Founders of the Confederation had been convinced that the plight of the estimated 9 million blind persons cannot be improved with centralised services and programmes run from a distant central office located in some big city. The problems of the blind need to be tackled at the place of their origin i. e. the semi-urban and rural areas. Hence, the urgent need for supporting and strengthening local and state level associations of and for the blind. Also, the Confederation is convinced that the gains of development have to be equally and equitably distributed among all regions and states of India. Fragmented or isolated development of a single region or two can hardly improve the situation of the blind viewed in their totality and on a truly national perspective, Thus, the Confederation has set for itself 3 major objectives : 1. To identify and promote new and diversified employment opportunities for the blind all over the country; 2. To provide a dependable supportive hand to the existing local and state associations and for the blind and make these the pivotal point of its activities and 3. To reach out to the sections of the blind who have, so far, received scant or no attention whatsoever. The confederation is committed to staying clear of all kinds of confrontation and clashes and concentrates all

its energies on constructive and creative action programmes conducive to the fulfilment of its objectives.

## PRESENT STRUCTURE

In close consonance with its ideology explained above, the Confederation has a structure and an organisational set-up quite unique in its Firstly, it does not have any individual members since it is firmly convinced that the problems of the individual blind person can best be handled by an association closest to his place of residence and not from a far-off metropolitan city. As a consequence, the Confederation's membership is open to all registered organisations working with the blind with the only provision that the blind should have a major say in the management of their affairs. Thus, the members of all of such associations wishing to join the Confederation, automatically become the Confederation's members also, Associations joining the Confederation are known as its affiliates and today, the Confederation has 15 such affiliates representing all regions of the country.

Another salient feature of the organisational frame-work of the Confederation is the composition of its General Body and Central Executive Council. Each of our affiliates, whether big or small, enjoys equal representation in the General Body where each affiliate is entitled to upto 5 representatives. Similarly, each of the five regions of the country is equally represented on our C.E.C. with 3 members being elected for it each of these regions. Thus, both of vital decision-making organs of the Confederation assume truly national characteristics.

## RECOGNITION

The Confederation enjoys wide recognition in International and National spheres. Many of its programmes and services receive fulfilment from leading world bodies in the field of work for the blind. Christian Blindenmission, Royal Commonwealth Society For the Blind, Federation of the Visually Handicapped, K. F. O.. Blinden Hilf MISEREOR, Caritas and CASA India are some of these agencies. Confederation has been represented on various international forum gatherings. The President of the World Blind Union H. E. Sheikh A M EI-Ghanim is among the Patrons of the Confederation, bearing eloquent testimony to the world-wide appreciation being accorded to our work. The Confederation is also represented on a number of committees working groups set up by the Central Government. It also receives financial assistance from the Ministry of Social and Women Welfare, Government of India.

## A. PROGRAMMES AND SERVICES

Following are some of the major programmes of vocational and professional training taken up by the Confederation :

### I. Training in Dictaphone Typing And Braille Short-Hand :

This is a programme of one year's duration. 9 trainees from all over the country are admitted to each course. The programme was launched in April, 1983. Apart from intensive training in Hindi and/or English type writing and Braille short-hand in one of the languages, the programme imparts training in such additional areas as orientation and mobility, activities of daily living, signature-writing and language improvement, which are essential pre requisites for successful functioning as stenographer. Number on the course is being increased to meet the demand.

### II. Training in Management of Associations :

In pursuance of its cherished objective of strengthening the functioning of its affiliates the Confederation has conducted these training programmes for two years. The primary objective of this programme has been to provide the much-needed training to blind workers and office bearers connected with associations of and for the blind in various aspects of organisational management, office practices and procedures and elements of accountancy and book keeping. The Confederation conducted 8 such courses each of the duration of 3 months. 29 blind persons from all over India including 6 from Pakistan, Bangladesh, Sri Lanka and Uganda were provided training under this programme As a part of these courses, the Confederation prepared an extensive Manual containing relevant knowledge and information on aspects like the formation and functioning of organisations, office correspondence, office practices, accountancy, fund raising, and public relation as well as services and concessions available for the blind in India, besides leading national and international organisations working with the blind. At the request of a large number of associations, the programme is now being repeated after a gap of about one year.

### III. Training of the Rural Blind :

The Confederation is also administering a community-based training-rehabilitation programme for the rural blind. Under this programme, 61 persons in the district of Gurgaon, (Haryana) are being provided training facilities at their own door-steps. Some of the areas in which such training is imparted are : orientation and mobility, Braille, Daily living skills, home management, animal husbandry, poultry farming

and village crafts. Over 50 blind persons have been helped or resettled under this programme during the last 8 months. The programme was launched in July 1984 and has a staff of 5 field workers and one project officer selected from the concerned district and provided necessary orientation before placement in the project.

Another important component of the Confederation's rural programme is the proposed training-cum-rehabilitation centre for blind women living in rural areas. The programme being located in village Behrampur, District Gurgaon, aroused such keen interest among local inhabitants that one of the families of the area gifted to the Confederation 6 thousand square yards of land for constructing a suitable building for the project. The construction work is currently in full swing and when completed, the project would provide training and rehabilitation facilities to 25 blind women from the rural area of Northern India each year.

This and the Extension programme outlined earlier form an important part of the Confederation's effort to reach out to these hitherto neglected sections-one of the major objectives of the Confederation

#### **I V. Home Management :**

The Confederation's objective of paying special attention to the hitherto neglected sections has taken a step further with the program which seeks to help blind women in an area receiving little attention elsewhere. Under this programme which was started in June 85, 30 blind women are provided training in the following areas in courses of one year duration : Home Management, Child Rearing and Development, Orientation and Mobility, Daily Living Skills, Crafts like Cutting and Tailoring, Jute'D Bag making, Pickles/Juice bottling etc.

#### **B. EMPLOYMENT**

**I.** The Confederation has been running placement Unit ever its inception. It has run such units for its affiliates in Delhi, Bihar and Tamil Nadu.

**II.** The Confederation has done pioneering work in securing for blind stenographers trained under its programme. Thus, 21 of the trainees of its three batches who completed the course here by April 1985 have been found regular employment in the Nationalised Banks, government departments.

**III.** Besides, about 260 blind persons have been placed in various sectors through the efforts of the Confederation's placement Unit the last 5 years.

#### **C. ASSISTANCE TO AFFILIATES :**

**I. Braille Equipment Bank :** The Confederation has initiated the first ever scheme of its kind in the country whereby Braille Equipment Banks have initially been set up at 12 of its affiliates. Under this scheme the Confederation procures basic educational, vocational and mobility aids and equipment from indigenous sources. The equipment worth upto Rs. 15,000,00 is placed at the disposal of each of the 12 affiliates, who then, sell the items to individual blind consumers at 75 per cent of the original cost. Confederation would provide these affiliates the necessary subsidy of 25 per cent to keep the bank going beside providing them the concerned equipment. The distinct advantage of this scheme is easy and expeditious provision of the much-needed equipment for the blind individuals from sources close to their own place of residence and that too at concessional rates

**II.** The Confederation has also been making gifts of Braille writers and office type writers to its affiliates, beside providing them cash grants from time to time. The Confederation thus, renders to its affiliates assistance in cash or in kind.

**III.** Besides, the Confederation has been regularly making available to its affiliates valuable consultancy services in respect of the preparation of their project-plan and taking up liaison work for them with Government and voluntary funding agencies for the implementation of their programmes.

#### **D. WOMEN SUPPORT PROGRAMMES :**

Blind women in the country have so far, been afforded little opportunity for preparing them to assume important role in the conduct of Programmes relating to their own well being. To remove this lacuna, the Confederation under-took a comprehensive nation-wide programme for creating necessary awareness among blind women and providing them training in leadership roles. Thus, it conducted 3 regional leadership seminars for them in Bangalore for the Southern region, in Ludhiana for Northern region and in Indore for the Western, Eastern and Central regions, 82 blind ladies were provided intensive training at these seminars.

**II.** The Confederation has set up 5 regional committees of blind Women, which are being managed exclusively by their own representatives trained at these seminars. The Confederation has now set up in May 85 a national forum of blind women which would guide and coordinate the

functioning of these committees as also promote the interests of blind ladies throughout the country.

III. The Confederation is bringing out in English a quarterly "International Newsletter For Blind Women" which is edited by Dr. (Mrs.) Salma Maqbool, Chair Person, World Blind Union's Standing Committee for Women.

#### E. PUBLICATIONS :

The Confederation is editing the following Braille journals :

- I. ' Braille Bharati"—A Bimonthly Hindi Journal.
- It. 'Braille Digest"—A Bimonthly English Journal.

Besides the Confederation has brought out a pamphlet on parent education which was prepared by a leading specialist from Bombay. Originally published in Hindi, the pamphlet has since been translated into English, and 7 Indian languages and was distributed free of charge among about ten thousand parents through the Confederation's affiliates and institutions for the blind.

### NATIONAL SOCIETY FOR THE PREVENTION OF BLINDNESS - INDIA

The National Society for the Prevention of Blindness is a registered Society registered under the Registration of Societies Act, 1860. It is Government approved National Organisation working in the field of Prevention of Blindness or Impaired vision and managed by topmost eye surgeons of the country who are rendering services free of any charge for the noble cause. At present, the Society has 21 State and 67 District Branches all over the country.

The objects of the Society are as under :-

- (a) To endeavour to ascertain, through research and investigation causes, whether direct or indirect which may result in blindness or impaired vision.
- (b) To advocate measures and engage in community service activities which shall lead to the control or elimination of the causes of blindness;

- (c) To disseminate knowledge concerning all matters pertaining to the care and use of eyes;
- (d) To publish studies, periodicals, reports and other literature relating to prevention of blindness;
- (e) To take such actions as are incidental to or conducive to the attainment of the above objects of the Society.

The membership of the Society is classified under (i) ordinary members (ii) Life members and (iii) donor members.

The General Body elects the members of the Governing Council which elects the Executive Committee for day to day function of the Society.

The activities of the Society are as under :-

- (i) Publication of educational materials on eye care and their wide distribution;
- (ii) Examination of pre-school and school-going children for the detection of eye defects early;
- (iii) Examination of industrial workers;
- (iv) Organise educational activities on eye health in schools and in the community;
- (v) Arrange educational programmes on All India Radio and Doordarshan (T.V )
- (vi) Through educational exhibitions on eye health;
- (vii) Organise eye care camps to provide treatment of the curable blindness in the community;
- (viii) Periodically arrange workshops and seminars on important causes of blindness,

### WORLD BLIND UNION

The World Blind Union is an international non-governmental organization composed of representatives of national associations of the blind and agencies serving the blind. It was formed in October 1984 upon the initiative of the International Federation of the Blind and the World Council for the Welfare of the Blind. It was registered on 20th December, 1984, with the authorities in Paris in accordance with the French Law of 1st July, 1901,

The Headquarters of the Union are located in Paris, France native pountry of Louis Braille, the inspired blind French genius, inventor of t Braille alphabet in 1829 which is still used all over the world.

## PURPOSES

The purposes of the Union are to work for the prevention of blindne and the advancement of the well-being of blind and visually impair people, with the goal of equalization of opportunities and full participatiin in society by special, legal or administrative measures; to strengthen t self-awareness of blind persons, to develop their personaiity. self-resp and sense of responsibility; and to provide an international forum for exchange of knowledge and experience in the field of blindness.

## HISTORY

The international exchange of knowledge and experience ges b to 1873, when a conference was held in Vienna. It was followed several other meetings, attended by teachers and representatives of organ zations working for the blind. At a conference held in New Ycrk 1931, desire was expressed for a permanent international organization whic would maintain liaison between all working in the field of blind welfar It was, however, not until a conference was held in Oxford in 1949 that a international committee was elected, charged with the task of exploring t possibilities for the creation of a world organizaticn. In 1951, in Paris, draft constitution for an international organization was adopted, bringin into being the World Council for the Welfare of the Blind. This ne organization grouped mainly representatiyes of organizations for the blind. In the years that followed, associations of blind people were established! many countries of the World. They claimed influence on all matters relate to their own situation at a General Assembly in New York 1964. Whet this desire was not met, the International Federation of the Blind wa created in 1969. Several attempts were made to unite the two vvcr' bodies and at their General Assemblies concurrently held in Riyadh, Sal., Arabia, it was decided to substitute the two organizations by one unite world body. the WORLD BLIND UNION.

## REGIONAL COOPERATION

The members of the WORLD BLIND UNION are grouped into geographical unions, which serve as bridges between the National Me and the Union at the world level and further the work of the Union

regional level. The geographical regions are Africa, Asia, Europe, the Middle East, North America Latin America and East Asia Pacific.

## COMMITTEES

The functions of the WORLD BLIND UNION cover a wide range of interests in society. In its efforts to fulfill these function, the Executive Committee of the Union has created several Standing Committees. These committees consist of experts in the field and represent a global view on the issue in question. The Standing Committees maintain regular contacts with the United Nations specialized agencies and other international non-governmental organizations. In addition to the Finance Committee, the following Standing Technical Committees have been established : Committee on Social Development, Committee on Access to Information and Culture, Committee on Research, Committee on Rehabilitation, Training and Employment, Committee on Aid to Developing Countries, Committee on the Status of Blind Women, Committee on Activities of Deaf-Blind People, Committee on Recreation and Leisure Activities, and the Louis Braille Memorial Committee.

## STRUCTURE

### The General Assembly

The General Assembly, the principal deliberative body of the WORLD BLIND UNION, meets every four years to determine the general policies, elects the Executive Committee and the Officers, considers their recommendations, approves reports of activities and adopts the budget of the Union. The National Members are entitled to send two, four or six delegates to the General Assembly depending on the size of the country's general population. At least one-half of the members in each delegation must be representatives of organizations of blind people. International and Honorary Life Members have one vote. Associate and Sponsoring Members have the right to speak but are not entitled to vote. All delega-tes must hold responsible positions in the direction or administration of ganizations of blind people or agencies providing services to them.

### The Executive Committee

The Executive Committee is the principal administrative body of the Union. It consists of the President, the Vice President, the Immediate Past Presidents, the Treasurer, the Secretary General, 1 representative of

the International Members, and the 7 Presidents of Regional Unions, as well as 3 delegates from each Regional Union.

#### RELATIONS WITH THE UNITED NATIONS, ITS SPECIALIZED AGENCIES AND OTHER INTERNATIONAL ORGANIZATIONS

The WORLD BLIND UNION has official relations with the Economic and Social Council of the United Nations, UNESCO and UNICEF, the World Health Organization and the International Labour Office. The Union is a member of the Council of World Organizations interested in the Handicapped. It is represented on the Board of the International Agency for the Prevention of Blindness and has consultative status with the International Federation of Library Associations and Institutions, and the International Organisation for Standardization. It also enjoys Observer status with the Intergovernmental Copyright committee and the World Intellectual Property Organization.

#### MEMBERSHIP

**National Members** are those countries which have been admitted to membership by the Executive Committee. Countries with a general population of less than 20 million are entitled to name two delegates. Countries with a population of between 20 and 40 million are entitled to name four, and countries with a population exceeding 40 million shall have six delegates. At least one half of the delegates in each National Members' delegation should represent recognized national organizations of blind people.

The annual membership fee is currently US \$ 100 - for the Less Developed Countries, US \$ 250 - for Middle Income Countries and US \$ 400 - for Industrialized Countries, using the UN economic classification of countries.

**Grouped Members** are those countries each with a general population not exceeding 2 million wishing to combine their representation with the Union. The membership fee follows the same rules as those for the National Members.

**Special Members** are those countries where there is no national organization of blind people, and where the interests and well-being of blind people are looked after by agencies or institutions providing services to the blind. Special Members are entitled to half the number of delegates as the National Members. The membership fee follows the same rules as those for the National Members.

**International Members** are those international organizations which promote and coordinate substantial international programmes of activities for the benefit of blind people or for the prevention of blindness. International Members are entitled to one delegate. The current annual membership fee is US \$ 500.

**Associate Members** are those persons, organizations or foundations, who in consultation with the National Member country are admitted by the Executive Committee. Associate Members are eligible to serve on committees other than the Executive Committee and the Finance Committee as non-voting members. The annual membership fee is US \$ 100.

**Honorary Life Members** are those persons deemed to have rendered long and outstanding service to blind people or to the prevention of blindness, and who upon the recommendation of the National Delegation have been elected by the General Assembly as Honorary Life Members of the Union.

**Sponsoring Members** are those profit making organizations or foundations which are admitted as Sponsoring Members of the Union. A representative of a Sponsoring Member may be eligible to serve on committees other than the Executive and Finance Committees in a consultative capacity. The annual membership fee is US \$ 1,500.

Applications for membership of the Union should be submitted in Writing to the Headquarters of the WORLD BLIND UNION in Paris.

#### PUBLICATION

The Bulletin of the WORLD BLIND UNION, **The World Blind**, is published quarterly in English in print, braille and recorded on cassette. Translations into French and Spanish are also available. **The World Blind** is distributed free of cost to the delegates of all members in one medium. The annual subscription fee for non-members is US \$ 10 - which shall be paid to the Paris Headquarters of the Union.

#### FOUNDING MEMBERS (October 1984)

from India countries ; Royal Commonwealth Society for the Blind, **RCSB**; Helen Keller International, **HKI**; Christoffel Blindenmission, **CBM**; and 6 Honorary members including Captain Homi J. M. Desai of N A B

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## CHRISTOFFEL BLINDENMISSION

CHRISTOFFEL BLINDENMISSION 'CBM' —as it is popularly known is a West German, interdenominational Christian organisation. committed to the service of sightless and handicapped people all over the world. Founded by Pastor E J Christoffel, who worked amongst the blind and handicapped in Turkey and Iran from 1908 till 1955, it has rapidly grown in the past twenty five years and has reached out worldwide and is now serving in 98 countries in Asia including Oceania, Africa, Europe and Latin America.

CBM operates from Bensheim in West Germany under the leadership of Paster Siegfried Wiesinger, Executive Director, assisted by Mr Gerhard Weiland as CBM's Director of Overseas Services. It maintains seven Regional Offices in

Tiruchirapalli, India	— South Asia Region
Penang, Malaysia	— East Asia Region
Nairobi, Kenya	— East Africa Region
Lome, Togo	— West Africa Region
Port Au Prince, Haiti	— Central American Region
Asuncion, Paraguay	— South American Region
Haifa, Israel	— Israel Region

Mr G Reichmann is CBM coordinator for Asia and is placed in Bangkok, Thailand.

CBM provides preventive and curative services in eye care and educational and rehabilitational services for the incurably blind and

CBM funds are not derived from Government or Church grants. The required funds to support CBM's extensive services come ENTIRELY from hundreds of thousands of individual supporters in Germany and other European countries, most of whom are average men and women from various walks of life. The great majority of these friends have an abiding interest in the programme and projects supported by Christoffel Blindenmission and are kept regularly informed of the Mission's activities.

Branches have also been established in Canada, USA and Australia to organize the support of our growing circle of friends in those countries. These branches are incorporated as Christian Blind Mission International CaMI in the three countries with Mrs Magdalena Wiesinger as President.

CBM's working principles are :-

- \* Delivery of help, quickly and efficiently through Project Partners to those in need irrespective of nationality, religion, race or colour
- Elimination of the causes of disease, as well as the treatment the disease and relief to the victims of the disease.
- Preference to comprehensive programme of action reaching 06 and serving the people, instead of building up large institutions.

In the delivery of services, CBM does not establish and maintain its own stations in developing countries. It works in harmonious partnership with local Churches, missions and associations. There are over 800 project partners in these 98 countries. CBM puts its counsel, experience, workers (both expatriate and national) and funds at the disposal of its partner organisations. Such partner organisations are decided upon after negotiation for "on going" partnership in mutually accepted programs and an agreement is entered into between CBM and such selected partners. CBM usually does not provide one time or sporadic grants.

It also encourages its partners to work in close consultation and cooperation with Government agencies so that their services can become an integral part of the National Plans, thus avoiding duplication and overlapping of services.

CBM's efforts are directed wherever possible towards integrated education and in training of the visually and physically handicapped for their rehabilitation. It particularly stresses practical teaching of the blind in their own communities, without dislocating them from their surroundings to distant places - with the overall aim of making each person self-reliant, self-sufficient and independent. Activities include training of teachers and other personnel, braille literature production and distribution, Orientation and mobility training, community based rural rehabilitation services, homes for the aged, handicapped, etc.

Many projects are involved in the fight against blindness in all its aspects. Great emphasis is put on all forms of medical training - both formal and inservice, of ophthalmologists, paramedical and nursing personnel. The CBM eye workers see to it that curative programs are invariably linked with programs for the promotion of eye health, particularly in rural areas. CBM eye teams are engaged in school eye care and screening, and in giving eye care to those undergoing adult literacy courses.

While assisting partners at the grassroot level, CBM also plays its due role on the international scene. It is a founder/supportive member of the International Agency for the Prevention of Blindness. It maintains a fruitful working relationship with other Internationally serving Organisations

like Helen Keller International of USA, Royal Commonwealth Society for Blind of UK, Operation Eye Sight Universal of Canada, Kindernote Hilife and Andheri Hilife of West Germany and other similar organisations.

The South Asia Regional Office covers the countries of India, Nepal, Bangladesh, Bhutan and Sri Lanka. As on March 1986, South Asia Regional Office has 247 projects.

The countrywise and servicewise breakdown is as follows :-

	Medical Project	Educational Et Rehabilitation Service Projects
INDIA	115	86
BANGLADESH	14	8
BHUTAN		1
NEPAL	7	2
SRI LANKA	4	10
TOTAL	140	107

For 1986, a total grant of DM 18 million, (equivalent to over Rs. 90 million), will be provided by CBM for these projects and services.

**SOUTH ASIA REGIONAL OFFICE  
CHRISTOFFEL BLINDENMISSION**

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## HELLEN KELLER INTERNATIONAL (HKI)

### Helen Keller International Incorporated

Helen Keller International (HKI) was founded in 1915 by Miss Keller and other caring Americans to combat blindness outside the United States. Since then, HKI introduced braille printing, launched education and rehabilitation services, and undertook the prevention of blindness on a large scale. HKI's activities quickly extended from Europe to Asia, South America, and Africa. Its present work takes place entirely in developing nations, where people suffer disproportionately from destructive eye diseases, especially xerophthalmia (nutritional blindness), trachoma, and cataract.

To deter the overwhelming human and economic consequences of immense numbers of unnecessarily blind people in the world's poorest countries, HKI offers technical assistance to governments and organizations determined to establish blindness-related care. HKI projects make a permanent impact because they are designed in the self-help tradition for eventual upkeep by local personnel.

At the present time, HKI is active in Africa, Asia, Latin America and the South Pacific. Chief among the agency's programs are those devoted to integrated eye care, which includes the creation of primary eye care services and referral systems to regional centers for the prevention, diagnosis, and treatment of eye disease and rehabilitation of the incurably blind.

In the drought-stricken areas of Africa, several HKI programs are devoted entirely to the control of xerophthalmia by means of vitamin supplementation.

A relatively new and different HKI approach to rehabilitation joint venture with the Caribbean Council of the Blind for the development of small business run for profit by blind persons in 22 countries of the Caribbean. Other free-standing rehabilitation programs are in Asia and the South Pacific, Island nations, where HKI is training cadres of community-based fieldworkers who teach the skills required for independent living of the rural blind. Parents of blind babies are counselled to provide complementary experiences in their children's early developmental stages. Young blind students are integrated into regular village school classrooms. Our teachers are trained to deal with their special needs.

Helen Keller International is governed by a Board of Trustees, it has a Committee of Sponsors that includes many prominent people

Gerald R. Ford, former President of the United States, serves as Honorary President of HKI. The agency is supported by public and private funds, including the regular gifts of 100,000 American citizens.

HKI is a member of the World Blind Union and the International Society for the Prevention of Blindness. The agency serves on committees of the World Health Organization and the Pan-American Health Organization and is linked to the United Nations Department of Public Information.

## Royal Commonwealth Society for the Blind

### Origin and Growth

The Royal Commonwealth Society for the Blind (RCSB) was founded on 1st January, 1950, with the opening of its office in U. K., on the initiative of the British Government following an official investigation to the needs of the blind in Africa and the Near East, which had been conducted in 1946-47. The Society was founded as a non-governmental organisation but with permanent government representation on its governing council, and with some Government subsidy. Since then the Society has developed into one of the most comprehensive organisations in the field on international work for the blind, and has given leadership in international action for the prevention of blindness which now is its major activity, involving about two-thirds of its annual budget.

### Objectives

The Society's Constitution gives a wide range of powers. Its primary objective is to promote the education, rehabilitation, employment and welfare of the blind, and to prevent blindness in developing countries of the Commonwealth. Its relationship with organisations of and for the blind throughout the Commonwealth is defined in the Constitution and the objective of establishing national programmes for the blind in each country involving collaboration of all relevant interests. The Society is also empowered to collaborate internationally with United Nations, with the Commonwealth Secretariat and with all national Governments.

### Membership

The Society took the initiative during the 1950's in the establishment of representative organisations for the blind in some 28 Commonwealth Countries. These organisations are represented on the Society's Governing Council and their delegates constitute the "Overseas Members" of the

Society. The Society also has subscriber members—some 80,000 of them throughout the United Kingdom and overseas.

### Governing Body

The Society is governed by an Executive Council which, as stated above, contains representation from overseas affiliated organisations, from the British Government, from the Royal National Institute for the Blind in the United Kingdom and from a number of Commonwealth Organisations. There also is on the governing body a group of individual members appointed by reason of their special knowledge of Commonwealth conditions or their interest in work for the blind.

### Activities

In the current year, the Society is sponsoring over 2,000 projects in 34 Commonwealth countries. Two-thirds of the funds are spent on activities for the prevention and cure of blindness. Last year, the Society's medical teams in 18 Commonwealth countries restored sight to 1,65,000 blind people and treated 13,00,000 eye patients. During 1981, the Society is continuing and probably expanding this curative activity and at the same time launching in collaboration with the Government of India, a five-year programme, the aim of which is to save during their vulnerable years of childhood, some 60,000 children at risk of blindness from malnutrition in 16 States of India. The Society also operates a large programme concerned with the education, rehabilitation and employment of the blind. Over the years, the Society has pioneered rural employment—at one time it had 26 farm training centres in 16 Commonwealth countries—and the integrated education of blind children. In West Africa, it is now assisting the re-settlement of persons blinded because of 'river blindness'. In the West Indies, it has a "self-help programme" to assist individual blind people to obtain independent employment. Throughout the Commonwealth, the Society works with organisations of the blind, many of which it has helped in their establishment and growth. The Society also sponsors many staff training programmes.

### International Standing

The Society is an international, non-governmental organisation an international member of the World Blind Union and of the International Agency for the Prevention of Blindness, which it administers. It has official relationship with the World Health Organisation, UNICEF and other United Nations Agencies, and has direct contact with Governments and regional organisations throughout the Commonwealth.

## International Council for Education of the Visually Handicapped (ICEVH)

Following a meeting of workers for the blind at Oxford University in England in August 1949 the "World Council for the Welfare of the Blind" was formed. Among the participants of the first meeting were several people whose primary interest was the education of blind children. They formed themselves into a Committee on Education which, although being an independent group, became closely affiliated with the Council.

In 1959 the Education committee held its first International Conference in Bussum, Netherlands and from then on they held World Meetings every five years. (1957 Oslo, Norway-1962 Hannover W. Germany-1967 Watertown, USA-1972 Madrid, Spain-1977 Paris, France —1982 Nairobi, Kenya).

In the constitution the aims and objectives of ICEVH are described as "to promote the education of the visually handicapped throughout the world,

Leadership of the council came from each chairman per quinquennial period and an Executive Committee representative of all regions of the world.

Since 1967 ICEVH publishes a periodical called THE EDUCATOR.

Also called Resources Committee became the major instrument to assist the blind in developing countries. Through its efforts many projects involving training courses were arranged, also the provision of specialized equipment to needy countries.

Since 1972 ICEVH has served in an advisory capacity to UNESCO and since the formation of the World Blind Union, ICEVH also seeks constructive collaboration with this new world body. In recognition of specific needs in different areas of the world, ICEVH has also held many regional and national conferences between world meetings. The next quinquennial conference will be held in August 1987 in Wurzburg, W Germany.

### International Agency for Prevention of Blindness (IAPB)

International President—W. A. Stein, Postfach 364, D-6140 Bensheim, W. Germany.

IAPB was founded in 1975 by reorganising the International Association for the Prevention of Blindness which was mainly an Association of ophthalmologists. The IAPB formed to work for the prevention and cure of Blindness throughout the world and to collect funds for such activities. It has a large number of organisations among its members including W B U, R C S B, H K I, the International Federation of Ophthalmologists and charitable organisations such as the Lions Clubs etc, IAPB cooperates closely With World Health Organisation.

# Modern Technological Developments Concerning The Rehabilitation Of The Blind

( Royal National Institute for the Blind)

Over the last thirty years a rapidly growing number and diversity of sensory aids and adaptations have become available to aid the independence and integration of visually handicapped people in all aspects of their lives—daily living, education and, most significantly of all perhaps, in employment.

At the RNIB both our Technical Department and various service delivery departments such as Education, Vocational and Social Services, are constantly monitoring technical developments to make sure that their full benefits are exploited for visually handicapped people. This involves looking at technology as it is found in everyday life by sighted people (that is domestic equipments, office and industrial machinery, cash dispensers, public information system, etc.) and also technology as it relates to aids and adaptations specially made for blind people.

At the heart of today's technology is the microchip. We are truly in the electronic age. This has imposed new demands on us as an organisation involved with rehabilitating blind people, we have had to develop an understanding and expertise in this technology. We also have to communicate the needs of visually handicapped people for specialist consideration by general manufacturers. This sophisticated and rapidly evolving electronic technology is making huge demands on our organisation and is necessitating rapid changes in the type of service, support, advice, training, research and development we are giving.

As I understand this paper will form a chapter of a proposed manual for office administrators, I have decided to focus on the development of technology as it relates to visually handicapped people in this environment—although of course many of the equipment has, I am sure you appreciate much broader relevance.

In order that visually handicapped people in the United Kingdom are not disadvantaged when seeking and relating employment in offices, the RNIB has specialist staff who are constantly looking at the changing office

environment and its equipment; the way jobs are changing and how visually handicapped people can do these jobs. For the past three years we have also run an experimental electronic office where we can test equipment and demonstrate new technology, helping people to use terminals, word processors and microcomputers. Once the experiments are proven they are then passed on to our Commercial Training College, which now offers training in wide range of electronic aids and office equipments, as well as courses in skills such as programming, typing and word processing, telephony and computer literacy.

Technical Department can make small adaptations and aids for specific needs. Our engineers have produced talking output for a scientific calculator, an electronic "person sensor" for a receptionist and a speech module for an electronic typewriter,

When persons already employed in offices lose their sight and need rehabilitation, they are able to attend the RNIB's Rehabilitation Centre at Torquay where, amongst other things, they can examine and learn to use a range of equipment and adapted devices. They can also have the benefit of the assistance of RNIB Employment Officers and government (Manpower Services Commission) Blind Persons' Resettlement Officers. In identifying and obtaining equipment suited to their particular job requirements as, indeed, can any visually handicapped person already in employment.

The RNIB has also run, for the last three years, a Resources Centre attached to our showroom, where visually handicapped people can try out a large range of employment and other aids.

The supply of employment aids in the United Kingdom is greatly assisted by two government funding schemes; the Special Aids to Employment scheme (SAE) which funds government-purchased aids to blind people and the Adaptation to Premises and Equipment scheme (APE) which helps the employer with funds to purchase the aid for his employee. The idea is that the employer should not discriminate against blind workers because they cost more to employ.

When deciding on aids and adaptations there are two main considerations: (1) the nature and degree of the person's visual handicap; (2) the type of work the person is doing and the job environment. Some people have sufficient useful residual vision to benefit by a sight enhancing device, but this will only be a satisfactory solution if the amount of reading is not too great, making speed of reading an important secondary factor. A highly computerised office environment where most information is kept on a computer may be much easier for visually handicapped person to work in

independently and successfully than one in which the bulk of the information is kept on paper.

Each individual problem has to be carefully analysed in all its facets in order to come up with the optimal solution, and even then the rapid strides in electronics mean that today's "Modern Technology" is tomorrow's obsolescence, and so needs and jobs have to be constantly readdressed (as far as practicable) in the light of constant developments. It is virtually impossible, therefore, to give a comprehensive picture of the state of art of technology and its effect on the lives of visually handicapped people. What follows is, of necessity, a broad overview of trends as we perceive them at the RNIB and of aids which we use to help visually handicapped people to cope in the modern office and compete in the current employment scene.

As I mentioned earlier, we are well and truly into the electronic age, and computerised information technology is the name of the game. The computerisation of information means that vast quantities of text can be held and manipulated on electronic devices and looked at and reproduced in a variety of ways-and this includes ways suited to people with little or no vision as well as the sighted. By using the appropriate aids, large character, synthetic speech and braille displays can be offered as options for visually handicapped office workers. This means that the window displays of electronic typewriters, the UDU displays of computers and word processors, the numerical displays of photocopiers and switchboards can all be made available to visually handicapped people. Adaptations fall into two broad categories those which enhance visual display and those which replace it with braille or audible display.

#### Enhanced Systems :

Many blind people find that provided standard office equipment is carefully chosen and well positioned-they can in fact read the standard electronic displays-they find it a special advantage if equipment is chosen with their particular sight problem in mind. For example, in the case of visual display units the manufacturer often provides a range of sizes and colours of display. Sometimes a simple adaptation (for example a polaroid filter or hand held magnifier) may be all that is needed. CCTVs which have long been used for reading print, can also be used to magnify electronic displays, either by simply placing the display within the range of the camera or alternatively using one of the more sophisticated CCTVs which are linked directly to the computer to produce large character text.

Each particular situation has to be carefully analysed however, as very often the manufacturers of the standard equipment do not themselves realise that it is possible to obtain large display options-nor are the various large display options always suited to the particular piece of equipment in question. It is for this reason that we at the RNIB have an Electronic Development Technician to help people sort out just what configuration will be most suitable.

#### Braille and Audio Option :

These fall into three broad categories : dumb devices, intelligent terminals and complete systems.

#### Dumb Devices

These were the earliest to arrive on the scene and, as the name implies, have no "brain". They spew out the material from start to finish as it is transmitted from the device to which it is linked. In the case of braille this may be hard (or embossed) braille-that is, braille which is produced on paper. The earliest such device was produced by a British company (Clarke and Smith) over fifteen years ago and was very much like a line printer, producing yards and yards of paper. Nowadays there is a larger range of paper embossers, including one or two intended for personal use, such as the Brillo and the Cranmer modified brailier. As well as the various paper embossers there are devices which produce soft copy (or refreshable) braille. In these devices the Braille pops up on plastic strips or metal pins and the display is generally limited to no more than forty characters at a time. As well as dumb braille devices there are dumb audio options which are known as speech chips or sometimes voice synthesisers. Both the dumb braille and speech options may be built into standard devices or added on.

#### Intelligent Terminals :

These are more flexible than the devices discussed above as not only do they produce information but they have a brain of their own, that is a set of rules which makes it possible to get the information from them selectively. This is information for most occupations, where one needs not only to listen to information but also to manipulate it. Intelligent terminals may be either braille or speech and are generally used as a replacement to the standard terminal or run in parallel with it (thus allowing sighted and blind people to work together).

## Complete System :

Like the above these are available for visually handicapped people in both braille and speech forms. Some are adaptations of microcomputers used by sighted people and others have been developed specially for visually handicapped users. It has been found that in many cases when a sighted person would simply use pen paper a visually handicapped person needs to use a computerised system. One example of this would be for a newly blinded person who has no sight and no braille skills. providing he or she can learn to use a keyboard they can be supplied with a speech microcomputer on which to store, process and retrieve information. Complete microcomputer systems (either braille or speech) are often extremely useful too particularly when the blind worker needs to keep large quantities of information, as they provide flexible search and retrieval facilities and some also allow the user to input information in one medium and produce it in another, for example, he/she can store and display for his/her own use in braille and without further work produce print copies for his/her colleagues.

From the brief overview I have given I hope it is apparent that technology helps us to rehabilitate people who, perhaps, can read print with magnification, cannot see but can read braille, cannot see and cannot read braille but can listen. Probably the hardest category of handicapped worker to assist is the deaf-blind person. Provided he can use braille it is possible for him to receive and send information via a braille computer terminal, although the variety of tasks that can be controlled is severely limited. Meaningful office employment for deaf-blind persons with no braille skills is virtually impossible to identify. However, we are working towards helping such people by researching alternative tactile display options.

In general there is no one system which represents the perfect answer for the visually handicapped office worker. Few systems are easily portable in their entirety. Few systems are really low cost especially compared with similar devices for sighted people. Few devices are readily available with adequate support, back-up and maintenance world-wide. However, what we must constantly do is share our experiences, co-operate and apply international pressure on manufacturers of standard office equipment and of special aids to consider the needs of visually handicapped people in coping with this new, rapidly evolving and challenging technology which offers visually handicapped people the opportunity of integrating as never before in the office environment.

## CONCESSIONS FOR THE BLIND

—Ramesh P. Saxena

The attitude of the public towards the blind has witnessed changes of great significance from the time work for the welfare of the blind has begun. From intolerance to acceptance the wheels of progress have not moved on a simple, straight and even course anywhere in the world. It has a chequered history of ding dong set-backs and creditable achievements.

The attitude towards blind persons prior to the advent of religion was of intolerance to the extent that they were killed and eliminated, but the dawn of religion mellowed it to one of tolerance of their existence. Permission to live brought forth the problem of providing them the basic necessities of life.

Pages of history are replete with examples when religiously motivated kings did a lot to ameliorate the plight of the blind. Buddhist kings in India particularly Ashoka the Great seems to be the pioneer who erected some of the earliest formal institutions for the care of the blind. In France it was King Louis IX, "St. Louis, "who in 1254 built the Hospital des Quinze-Vingts for three hundred crusaders blinded by the order of the Turkish

The religious sanctity attached to helping the blind as service to God lent colour and aroma of respectability to the act of helping blind, weak, deprived and to those whom nature was not destined to be so kind. Establishing Asylums and Alm houses were the natural outcome of this trend. Society not only approved the parasitic existence of the blind but by establishing Alm houses made sure that the charity finds the approved Way of keeping them provided perennially and smoothly with the basic needs of life. This trend though guaranteeing scanty existence did a great harm to the cause of the blind. It not only reinforced the thinking of the public that blind could only live a life of a parasite but had a demoralising effect on those who wanted to earn their living by themselves and live an honourable and independent life. The blind had to willy-nilly conform to the expectations of the society for their survival. Few blind persons by dint of their sheer intelligence, unflinching faith in their abilities and relentless pursuit of their aim to lead an independent and honourable life did astound the Public by their laudable achievements but that was regarded by the

community a freak of nature to be treated as an exception rather than a rule.

Slowly with the universality of the education and also with the onset of industrial revolution, proper understanding of the problems faced by the blind as well as their potentialities began to be realised. The unusually heavy demand of the labour force that outstripped the supply of the able-bodied persons necessitated the need to employ handicapped persons. Wars, too played a vital role in bringing into sharp focus the problems faced by the blind. The state and the community in the outbursts of patriotic fervour and as an act of gratitude to the sacrifices made and the vicissitudes suffered by the soldiers went all out with rare vigour and speed to establish all the facilities to equip the war blinded to be economically viable and socially independent persons. In recognition of the services rendered to the country during the hostilities the blinded veterans were given liberal pensions, cash and land grants which went a long way in their rehabilitation in the society with dignity.

The combined effect of this trend led to rethinking and reappraisal of the whole gamut of the welfare work for the blind. The rational, open-minded objective and scientific approach and in-depth study of the problem resulted in the formulation of the meticulously drawn plans for their benefit. The determined implementation of these plans brought to light many lacunae which stood in the way of achieving desired results. The experience gained pointed out clearly that the blind should be treated as a special group who in their formative years needed special care, attention, education and training and afterwards special facilities designed to equip them to function effectively in the society.

It is the realisation and the recognition of the fact that persons who are blind as a group need extra-attention, greater help and understanding from the State and Community that special consideration were shown by granting concessions to them. The philosophy and the rationale behind granting concessions to the blind and for that matter to any category of the handicapped persons was to compensate the loss arising out of the handicap by granting monetary assistance, reservations in jobs exemption from certain rules, fees and duties and by necessary enactment of laws to facilitate their integration in the community. These special facilities which are called concession begin from the childhood stage to old age ranging from medical, counselling, educational, training, rehabilitation, employment and social security facilities.

The continuous and constant endeavour to go on evaluating the needs of the blind from time to time resulted in the ever increasing number of concessions which are meant to equip them effectively to

a good account of themselves in every facet of life. The wonderful progress made in the various disciplines of science and the fruitful application and utilisation of it in the shape of special devices and other similar gadgets have not only increased the functional ability of the blind significantly but have given birth to the fresh thinking that if necessary funds are made available and the attitude of the community is favourably disposed the day will not be far off when the adverse and the damaging effects of blindness will be reduced to the extent that it would be regarded like any other disease that could be cured or effectively tackled rather than to be considered a crippling calamity.

The optimistic outlook which is undoubtedly a sign of the culmination of the maturity in the thinking of the community found a very befitting slogan 'full participation and equality' in the International Year of the Disabled. Full participation presupposes opening of all the conceivable opportunities for them and the opening of all the opportunities has no meaning if they are not properly trained and adequately equipped to function effectively in all situations. This effective functioning depends entirely on the proper preparation which too in turn depends on the availability of well established and all embracing facilities. A properly trained and intellectually well equipped person alone could participate confidently and fully and with equality.

The ever increasing availability of the concessions for the blind stems from the firm belief that given the education, training, tools of the trade and the understanding by the community they could not only live a meaningful and self-fulfilling life but could participate in nearly all the activities with equality and as such no stone should be left unturned to provide to them all that may assist them to prepare themselves to their optimum capacity to function in the society with maximum ease.

Rationale

The principles that may serve as a guide in granting concessions to the blind are discussed below :—

1. Concessions must aim at substantially increasing the ability, confidence and the determination to lead a life of full participation in all the activities of the community.
2. Concessions must inculcate determination in the beneficiary that facility would be used to the extent it is indispensable and the moment it is felt that the continuance is no longer needed it would be voluntarily discontinued. Concessions should be regarded as a cushion and a catalyst of purely temporary nature for the final integration in the society.

3. Concessions must ultimately develop and inculcate a sense of responsibility of discharging their professional and civic duties like any citizen of the country.
4. Concessions must aim at compensating the additional and extra expenses that a blind person would have to incur because of the very nature of the handicap, for example travel with escort, postal expenses, purchase of special equipments, educational aids, services of the readers and amanuenses etc.
5. Concessions should encourage the employer by reimbursing the expenditure on special gadgets, attachments, devices or accessories that are indispensable for the efficient employment of the blind. The aim should be to make the blind economically viable employee.
6. Concessions should have provision to reimburse to the employer the financial loss suffered by employing the blind initially and some other incentives should be given to the employers who are willing to employ the blind without hesitation.

#### Pitfalls :

1. Every care should be taken to ensure that the concessions do not encourage and create parasitic mentality in the beneficiary.
2. Concessions should not be used by the granting authority as an instrument of appeasement or as a stop-gap arrangement to shelve the problem.

#### Kinds of Concessions :

1. One time concessions for purchasing books, aids, equipments, services machines, raw material etc.
2. Project bound concessions are those that are given for a particular project.
3. Continuing concessions are those which are given to compensate the additional or extra expenditure which is incurred due to the very nature of the handicap. These are travel concessions, exemptions from the postal fees, licence fees, charges for the services of the escort etc.
4. Social parity concessions : Out of turn allocation of telephones, cooking gas, residential houses or plots etc., come under this category.
5. Social Security for the old age : This facility is very important for banishing the lurking fear of insecurity during old age.

#### WATCH DOG MACHINERY

A committee of experts whose membership should be drawn from the various institutions for the blind and also from the concerned departments of the State and the Union governments and the voluntary organisations in the welfare work should be formed to keep an eye on the proper utilisation of the concessions evaluating the impact of the concessions and taking steps to make the same more fruitful, granting new ones and ultimately withdrawing ones that have outlived the utility or discontinuing those that are misused.

The Concessions available to the blind are listed in the separate sheet of the papers under the following headings.

1. Travel Concessions.
2. Postal Concessions.
- 3 Income Tax Concessions.
4. Customs Concessions.
5. Economic Assistance.
6. Reservation in the jobs.
7. Education and Training facilities.
8. Medical and Health facilities.

The most distinguishing characteristic of the philosophy of our cultural heritage which runs into centuries, is not only the stress placed on helping the weak, handicapped down trodden, old and infirm but the glorification of such an act to the extent that those who practice it are expected to achieve supreme bliss even in this life. History of the country is replete with innumerable examples that prove beyond doubt that the humanistic considerations always remained supreme in our thoughts and acts and we never succumbed to the materialistic consideration which is the bane of the century With limited resources the country's record of granting the concessions to the blind is second to none and we hope with the passage of time our country would be in forefront in this area.

The concessions admissible to the blind are mentioned on the basis of the granting bodies i.e. the concessions given by the Government of India and its subsidiary bodies and the concessions given by the different States.

## CONCESSIONS GRANTED

Concessions granted by the central government, State Government and Union Territories have been compiled in the following pages from the information received from the respective governments and universities.

### CONCESSIONS GIVEN BY THE GOVERNMENT OF INDIA AND ITS SUBSIDIARY BODIES

#### TRAVEL

##### By Rail

In accordance with the announcement made by the Minister of Railways, while replying to the budget discussions in the Parliament, the Ministry of Railways, Government of India, vide their telegram No. TC1 1/2196/81/1 dated 31st March 1981, have stipulated that :

Blind persons and some other categories of the handicapped, when travelling alone, would be allowed 75% concession in both first and second classes.

Whenever these persons travel along with an escort both the disabled person and the escort may each be allowed 75% concessions in 1st and 2nd class.

##### By Air

The Indian Airlines Corporation allows 50% concessional fare to blind persons on single journey or single fare for round trip journeys on all domestic flights. However, escorts will have to pay full fare.

Unaccompanied blind persons will be looked after by the air-hostesses or the steward on flight while the Public Relation Officer or the Traffic Officers will render necessary assistance to such infirm passengers at the Airports of departure and arrival.

##### By Sea

Some shipping companies offer concessional fare to the blind.

#### Conveyance Allowance

In accordance with Government of India, Ministry of Finance (Department of Expenditure) Office Memorandum No. F 19029/1/78-EIV (B) dated 31.8.1978, Central Government employees who are blind have been granted a conveyance allowance of 10% of basic pay subject to a maximum of Rs. 75% p.m. For this purpose blind employees 80 required to submit a recommendation from the Head of Ophthalmologic

Department of a Government Civil Hospital. The allowance is effective from the date the recommendation of the concerned medical authorities is received by the head of the department. However, in the case of existing employees the allowance would be granted with effect from 1-8-1978. The allowance will not be admissible during leave (except casual leave).

#### Supply of petrol/diesel on subsidies to handicapped persons owning and using motorised transport vehicles.

A scheme to make petrol/diesel available at concessional rates to physically handicapped persons has been introduced in 1977, by the Union Department of Social Welfare.

Physically handicapped owners of motorised vehicles granted exemption from the payment of road tax by the State Government/Union Territory Administration are eligible to claim refund up to 50 percent of the expenditure incurred by them on purchase of petrol/diesel from recognised dealers subject to certain limitations.

#### COMMUNICATIONS

Payment of postage, both inland and foreign, for transmission by post of Braille Literature packets is exempted if sent by surface route only. If packets are to be sent by air, prescribed air-mail charges should be paid.

The maximum weight limit prescribed for each packet is 7 Kilograms. These packets should consist only of articles impressed in 'Braille' or other special type for the use of blind and should not contain any communication. The packet should be super-scribed with the words 'Literature for the Blind' and should contain written or printed name and address of sender. The packet should be posted without a cover or in an open cover to facilitate examination thereof in course of transmission by post.

In addition, payment of registration fee, acknowledgement fee and attested copy of the receipt are also exempt in respect of these packets. For detail refer for to post office guide section 129 and 131.

#### Wireless Licences

Institutions for blind are exempted from the payment of the prescribed licence fee in respect of Wireless Receiving Sets used by them for the exclusive benefit of blind inmates.

Individual Wireless Receiving set owners who are blind are also exempted from the payment of licence fee (vide Bhartiya Dak Tar Vibhag letter No. 2029/77 - BRL dated 11th Jan. 1979. New Delhi.)

## Income Tax Concessions

The Government of India allows the blind a generous deduction of Rs. 10,000/- from total income when computing the net income for income tax purposes. For detailed information refer to Government of India, Ministry of Finance, Department of Revenue. (Central Board of Direct Taxes) Circular No. 278 F. No. 275/12/80 dated New Delhi, the 26th, August 1980.

## Custom Concessions

Institutions for the blind are permitted to import equipment and apparatus required for the education and training of the blind, free of custom duty if such equipment and apparatus are received as bonafide gifts. For this purpose, the institutions are not required to obtain any import licence. All they have to do is to apply for permission to the Chief Controller of Imports and Exports, Udyog Bhawan, New Delhi. For detailed information, refer to part 2nd Section 3 sub-section (1) of the Extra Ordinary Gazette of India, dated 10-11-1979.

Braille paper has also been exempted from the excise duty. This is subject to the condition that such paper is purchased from the National Institute for the Visually Handicapped, Dehra Dun. For detailed information refer to part 2nd, section 3, sub-section (1) of Gazette of India Extra Ordinary, dated 1.3.1981.

## AWARD OF DEALERSHIPS/AGENCIES OF OIL COMPANIES

According to a decision of the Department of Petroleum, blind persons are now eligible for consideration against the sanctioned reserved quota of 15% for the award of dealership/distributionships. They however, have to give proof of near relations working with them. For details see Government of India, Ministry of Petroleum, Chemicals and Fertilizer Departments of Petroleum, letter No. **F-19012/169/80-10** dated/6-3-1981.

## RESERVATION IN THE JOBS

One percent vacancies in group C Er group D posts in the Government of India and Public Sector Undertakings have been reserved for the blind vide Department of Personnel and **A. R. O. M. No. 39016/6/77-Estt** dated 4.11.1977. The Government of India through a survey, have identified certain jobs for the blind for detailed information refer to booklets published by the central government.

## Economic Assistance

Most of the Banks in the country provide the benefits of the Deferential Rate of Interest to physically handicapped persons as well as institutions working for the welfare of the handicapped. Under this scheme loans upto a maximum of Rs. 5000/- at 4% rates of interest, are provided to handicapped individuals.

### Scheme of Assistance to the Disabled Persons for purchases/fittings of aids, appliances.

Ref. **Pamphlet issued by the Ministry of Welfare, Government of India, Shastri Bhawan, as amended vide their letter No. 4-23/82-NW-1 of 1986.**

### Eligibility :

Persons who have not received assistance from Government, local bodies or non-official organisation during the last two years (1 year for the children below 12 years) for the same purpose having income not exceeding Rs. 2500/- p. m.

### Quantum of assistance :

Between Rs. 25/- and Rs. 3000/-.

- (i) Full cost of aid to those whose income does not exceed Rs. 1200/- p. m.
- (ii) 50% of the cost whose income between Rs 1200/- and Rs. 2500/-
- (iii) Travel cost to a maximum of Rs. 150/-

### Aids to be given to the Visually Handicapped :

Educational kit comprising Braille slate, Braille Pocket frame, abacus, Measuring tapes, micrometer caliphar, Braille writer and tape recorders.

### Mode of assistance :

The applicant will approach the registered society recognised by the Ministry of Welfare for the purpose, who will satisfy itself about the eligibility of person and give necessary aid/appliances after recovering the balance amount, where applicable from the individual. In no case assistance will be given as a grant.

The registered society will submit the application in the prescribed form indicating its annual requirement through the concerned State

Governments. The funds will be released in advance on half-yearly Only if the account of the previous quarter has been submitted and application is accompanied by the following information/documents :

1. Number of beneficiaries expected to be covered during the year.
2. Type of aids should be given.
3. Estimated expenditure on aids to be supplied.
4. Utilisation certificate.
5. Registration certificate, copy of constitution and copy of certified audited accounts for the last two years and fulfill conditions for tence given in the pamphlet.

#### CONCESSIONS AVAIABLE IN THE STATES OF THE COUNTRY

##### Andhra Pradesh

1. Charges for a reader have been enhanced to Rs. 60/- per month.
2. It has been decided to sanction financial assistance to Law Gradua who are Blind, at Rs. 500/- for enrolment fee including Stamp d and Rs. 1,000/- for the purchase of Law Books for each law gradu
3. The reservation of vacancies (State and Subordinate Services) and concession in favour of physically handicapped person has extended from 23-9-1980 to 22-9-1990
4. Conveyance allowance at 10% of the basic pay subject to a ma of Rs. 50/- to the blind and orthopaedically handicapped gone employees for going to and coming from the place of their d been granted.
5. Government have decided that the orphans be allowed to sta hostels of the Government Special School for the physically capped during the vacation.
6. For recruitment for posts in various services of the State (in posts that are outside the purview of the Andhra Pradesh Commission) a relaxation by 10 years in the upper age limit h granted.
7. Incentive Awards for marriage between the blind and persons: Government **have** decided that the incentive grant ad to inter-caste married Scheduled Caste and Scheduled Tribe as sanctioned in the Government orders be extended to **the** between the blind and the non-blind persons.

Government have ordered that qualified and suitable blind perscrs be trained in typewriting and other trades. on the same pattern as available for Scheduled Castes, Scheduled Tribes and Backward Classes.

Assistance in the form of equipment could be provided to the blind in cases where the annual income of their parents does not exceed Rs. 6000!-

10. Financial assistance in cash for the purchase of some of the essential equipment could be extended to the deserving persons whose annual income does not exceed Rs. 6000/-

##### ASSAM

Education is given in Braille in 5 schools.

- 2 Students receive scholarship at varying rates.
3. There are two sheltered workshops at Nogaon and Diphu where the blind are imparted training in various crafts such as soap making, and bamboo work to make them economically independent. Financial assistance is also given to them for their rehabilitation.
- 4 Braille press is going to be set up. (Ref. Directorate of Social Welfare Et Probation No. DSW(G) 113,82/151 dated Nov. 85 )

##### BIHAR

Reservation of 5% seats in undergraduate hostels/hostels under their charge for the blind and other handicapped students reading in any college or Deptt. under the Patna University.

(Authority :—Patna University circular dated July 1979.

Priority is given to the blind in employment of teachers in the educa- tion department especially in the posts of Music and Craft teachers though it is applicable in other subjects also under special situation.

(Authority :—Bihar Govt Edu. Deptt No. S/03-03147/80 Edu. dated 5 Sept. 1981.)

5 Seats in each B. Ed. College are reserved for the blind.

(Authority-Patna University circular No. 19938 dated 28th June/23 July 84).

Chair- caning job in all governmet offices is reserved for the blind A blind candidate can be given regular employment in offices/depart- ments where the quantity of work so demands.

(Authority Bihar Govt. Welfare Deptt. No. 3/8/N-1040/81K 15 dt. 14-2-85)

5. **Other Concessions :** — (See Welfare Deptt. No. 3<sup>132</sup>-1051/84K 7256 dt. 20-8-85).

5.1. Handicapped employees are allowed conveyance allowance of Rs. 50/- p. m

5.2. Unemployed handicapped are paid pension (a Rs. 30/- p. m.

5.3. 50% of cost of petrol upto 50 litres a month is reimbursed to handicapped employees who use their own vehicle.

5.4. Scholarships are given to handicapped students.

5.5. Maximum age of the blind for employment as teachers-45 years.

(Authority—letter dated 20th March 1985).

### DELHI

1. 1% of the vacancies are reserved for the blind in group C Et D posts.
2. There is a hostel in the government school for the blind; which accommodates students of the same school. Besides this, it also provides hostel facilities to college going students. They are also given free lodging.
3. There is a sheltered workshop at Ramesh Nagar, where blind workers are engaged in the recaning of chairs and earn good income.
4. The Delhi Transport Corporation offers full concession for the blind when travelling alone and charges only 50% fare for the escort for journeys within the city.
5. Allotment of shop/Khokha/Thara free of cost to such blind persons who have been residing in Delhi for more than 5 years on application to the Director Social Welfare, Delhi Administration.
6. Reimbursement of 50% of cash expenditure of petrol upto 25 litres a month to blind employees using own vehicles.
7. Training-cum-Production centres at **C-12 Green Park Extension** (For Men), at 20 North Avenue Punjabi Bagh and Nand Negri (For women) provide Training facilities and arrange orders after **training** especially in Chair caning for blind in age group **18-40** years.
8. Free Education to blind boys at Government Blind Boys School Kingsway Camp, Sewa Kutir.
9. Miscellaneous **other Concessions/facilities.**
- 9.1. Reservation of wax Quota by Director of Industry.

9.2. Loan Facility by the State Bank of India Parliament Street New Delhi.

9.3. Integrated Education Scheme.

9.4. Reservation of 5% shops, 1% residential plots and 1% flats by D.D.A. for the Handicapped.

9.5. Grant in Aid to Registered Societies.

### GUJARAT STATE

#### 1. RESERVATION IN SERVICES :

The State Government have made statutory reservation of 1% vacancies for the blind in all sectors of the economy.

#### 2. Awards :

Awards are given to the outstanding employers of Physically Handicapped, most efficient physically handicapped employees and best placement officers

The Awards will be allowed in three types of organisational level :

- (i) Government level organisations.
- (ii) Public Sector Undertakings.
- (iii) Private Sector.

#### Economic Assistance :

Under economic assistance scheme of Gujarat State, Gujarat Government is providing Rs. 45/- monthly assistance to those physically handicapped who are more than 45 years of age and belong to the category of blind, orthopaedically handicapped or mentally disturbed persons and Rs. 50/- to those physically handicapped who are married and living with their spouses. The persons should have 75% disability. The annual income should not exceed Rs. 3000/-.

#### 4. Allotment of Accomodation

The physically handicapped **industrial** workers will get out of **turn allotment** of accommodation.

#### 5. Travel Concessions :

- (i) The Gujarat State Transport Corporation is providing 100% fare concession to the blind,
- (ii) The Ahmedabad Municipal Transport Service is providing for **free** bus service for travelling to any destination for blind persons.

## 6. Conveyance allowance :

Conveyance allowance is available to the State Government employees on the same lines, as is admissible to central government employees.

## 7. Educational/Technical Courses :

- (i) State Government has declared 3% seats reserved for physically handicapped in the admissions to post graduate, engineering, technical & polytechnical courses.
- (ii) State Government has reserved 3% seats for getting admission for the physically handicapped in the degree or diploma courses of pharmacy.
- (iii) Director of Employment & Training has issued instructions to reserve 4% seats for physically handicapped in the ITI courses. Those physically handicapped having the "suitability" certificate from the Vocational Rehabilitation Centre for Physically Handicapped and possessing the minimum qualifications will be admitted and also get 5 years age relaxation.
- (iv) At least one seat is reserved for physically handicapped for the training in Primary Teachers Certificate (P,T C )

## 8. Scholarship :

State Government is providing scholarship upto standard VIII for the physically handicapped getting 40% marks in the last examination passed and with annual income not exceeding Rs. 7200/-.

The Gujarat Government provides Rs. 50/- to Rs. 100/- per month upto 2 years for the physically handicapped unemployed persons registered with the Directorate of Employment & Training on or before 30-5-78, as per the following rates :

Qualification	Rate
(a) S S C	Rs. 50/-
(b) Diploma holder & Non-technical graduate	Rs. 75/-
(c) Technical & Vocational graduate, post graduate	Rs. 100/-

## 9. Apprenticeship Scheme

In apprenticeship scheme, there is a provision to fill up 4% seats of overall apprenticeship seats from physically handicapped persons as per the instructions of Gujarat Government.

## 10. Employment :

Qualified blind persons will be employed as Lecturers in Colleges/ Universities and in Central Schools.

Four Special Employment Exchanges for the Physically Handicapped i.e., at Ahmedabad, Baroda, Rajkot and Surat are working for the placement of physically handicapped persons in the Government organisations.

In the State Government services, 10 years' age relaxation for the physically handicapped persons is given for the appointment in Class I & II posts.

## 11. Accommodation :

Gujarat Housing Board reserved 3% flats of new constructions for the physically handicapped persons with the priority to the blind. It will be applicable to the construction of panchayat, local bodies, housing colonies of government schemes.

Those blind persons whose annual income is not more than Rs. 5000/- and have no residential accommodation of their own will get land for construction from the state government.

## 12 Stipends & Other Concessions

In the training-cum-production centres aided by the Department of Social Welfare, Government of India, all the physically handicapped persons undergoing training or working in the production unit will get Rs 100/- to Rs. 250/- per month as stipend.

As per the agreement of Textile Labour Association & Ahmedabad Textile Mill Association, the blind or physically handicapped persons appointed as Learners as per the said agreement shall be paid stipend as under;

- (i) First Year of Learning Rs. 7.50 per day.
- (ii) Second Year of Learning Rs. 10/- per day.
- (iii) Third Year of Learning Rs. 12.50 per day.
- (iv) Fourth Year of Learning Rs. 15/- per day.

Every Textile Mill will appoint blind or physically handicapped persons as Learners if it does not have a minimum number of 3 such persons selected from the persons registered with the Textile Labour Association.

The Association has decided to give 10 metres of cloth free of cost to those physically handicapped persons who are placed as Learners in the Textile Mills.

All the Physically Handicapped Persons are completely exempted from paying the State Professional Tax.

NASEOH will bear the 50% cost of the rehabilitation aid, if the case is recommended by any voluntary organisation.

Those parents who send their physically handicapped children or adults to welfare agencies for registration will get Rs. 30/- or 10 kg. grain from the Gujarat Government.

If an employer employs a physically handicapped person in his organisation, he will be liable for deduction of Rs. 5000/- in the **Computation** of his taxable income for payment of income tax.

250 seats are reserved for physically handicapped persons in Kutir Udyog Talim Yojana of Gujarat State.

### HARYANA

Blind in Haryana enjoy the following facilities and concessions :-

1. Free travel in Haryana Roadways buses.
2. Blind Govt. employees get 10% of their basic pay to the maximum of Rs. 75/- per month as conveyance allowance.
3. Blind Govt employee can retain Govt. accommodation for six months after retirement.
4. 1.5% houses constructed by Haryana Housing Board are reserved for the handicapped including blind.
5. Priority is given to blind applicants at the time of allotment of houses.
6. 1% vacancies in class III and IV posts are reserved for the blind.
7. Facility of boarding, lodging, education and books and stationery is provided free of cost to the blind children in age group 6-20 years at the school for the blind, Panipat.
8. Similar facilities are made available by Sanatan Dharm Netraheen Institute, Hisser. Grant-in-aid is given by the Govt to these organisations.
9. Education and training is imparted to the adult blind at Sonapat Boarding, lodging, education and training is free at this Institute.
10. A school for Blind Girls has been established at RAI by Red Cross Society Sonapat with the grants given by the Government.
11. Scholarship, Reader allowance and conveyance allowance as well as hostel allowance is given to the blind students at the varying rate between Rs. 40 and Rs. 270/- p. m.

12. Blind persons between 21 and 55 years of age of Rs. 50/- p. m. are given pension of
13. Unemployment allowance at the following rates is granted to the educated unemployed blind youth
  - a) Middle Pass/Diploma holder Rs. 50/- p. m.
  - b) B.A./Metric Rs. 100/- p. m.
  - c) M. A./B. A. Rs. 150/- p. m.
14. A special committee under the chairmanship of the commissioner and secretary to the Govt of Haryana Social Welfare Deptt. has been constituted to solve the problem of the handicapped including blind.
15. A special cell has been constituted at Faridabad to help the blind in getting employment in the private sector.
16. One Post of chair caner at each district Head Quarters and two at Chandigarh have been exclusively reserved for the blind.
17. Special Employment Exchange Sonapat has been established to help the handicapped including blind in getting Employment.
18. In order to give maximum Employment to the blind, recruitment of blind to class II and III posts has been excluded from the purview of Public Service Commission and Subordinate Service Selection Committee.
19. Grant-in-aid is given to voluntary organisations running Braille Libraries at Faridabad, Panipat, Kurukshetra and Ambala. Grant-in-aid is sanctioned to voluntary organisations to organise Eye camps.
21. Prizes are awarded to the outstanding blind employees, self-employed Organisers and Placement Officers.
22. In the Haryana Public Service Commission Regulations 1973 in schedule under item (32) the following item has been inserted :
  - (33) such class I and II posts as are to be filled in by blind persons." (Gazette notification No. GSR 42)

### HIMACHAL PRADESH

Education-cum-training centre at Kamla Nagar Shimla provides education in Braille method, training in Calligraphy, Basket-making, Typing, Candle-making, Soap, Det and Vim-making.

The blind are allowed free travel concession in HRTC Buses.

3. Disability relief allowance Q,r, Rs. 50,- p.m. is given to those who income from all sources does not exceed Rs. 100/- p.m.

(Refer to Directorate of Social Women's Welfare, No. 9-8/30 Wel-SW  
Dated : 5th August 85.)

## KERALA

### Education

#### 1.1. Special schools :

There are eleven schools for the Blind where education upto 7th Standard is imparted. Upper age limit for admission is 10 years. Those students whose income is less than Rs. 15,000/- per annum are allowed the following concessions/assistance

- (a) Rs. 1,050/- for boarding expenses for the year.
- (b) Rs. 100/- per year for clothing.
- (c) Rs. 25/- or Rs. 45 /- for the year for school necessities.
- (d) 1 \$ times of actual expenses for journeys to home and back once a year.
- (e) Free medical inspections and medical aid.
- (f) Attendant is provided when necessary who is paid Rs. 4/- per day.
- (g) Exemption from all fees.

#### 1.2. High School Education :

Six Higher Secondary Schools have been selected as integrated schools. Lodging and boarding is provided free and blind pupils are given Rs. 100/- and Rs. 90/- per year, for clothing and stationery respectively. They are provided free service of amensuensis and allowed 15 minutes per hour extra in the examination.

#### 1.3 Scholarships :

State department of Social Welfare awards scholarships from Standard 1 to 8. Under this scheme blind pupils at the lower Prim level get Rs. 490/- per year provided the family income does not exceed Rs. 6,000/- annually.

Departments of Social Welfare, Government of India grants scholarships at varying rates to pupils from standards 9 onwards.

Lodging and Boarding in College Hostels is free and a student resides in a private hostel is granted Rs. 200/- per month and one

does not reside in any hostel is given Rs. 100/- per month to meet the expenses, by the higher education department.

### Training

There are two Rehabilitation Centres for the blind men and two for the blind women. In addition, blind persons are given admission into vocational training centres for the handicapped under the department of Social Welfare where they are granted stipends i.e. Rs. 100/- per month if the annual income is below Rs. 8,000/-.

### Employment

Age relaxation-15 years ; grace marks upto 12%. No fees are charged for medical certificate required for the purpose of employment. State Government provides travelling and daily allowance to the blind persons and the escorts for interviews if the distance is more than 15 Kilometers.

### Conveyance Allowance

Government of Kerala granted conveyance allowance of Rs. 75/- per month to the Handicapped employees including the blind. This benefit has been extended to employees in Government service, aided schools, boards and corporation and public undertakings.

### Financial Assistance

DPI Kerala provides equipment and raw material upto a maximum of Rs. 2,000/- subject to the income limit of Rs. 5,000/- per annum. Department of S.W. provides Rs. 500/- for running small trade or business. Kerala Federation of the Blind provides financial assistance upto Rs. 2,000/- for self-employment.

Blind Advocates are granted ex-gratia grant of Rs. 2,500/- for the Purchase of books and Rs. 400/- per month as reader's allowance for three Years or till the income does not exceed Rs. 18,000 - which-ever earlier.

### Reservation of Posts

25% Posts of teachers in the schools for the Blind are reserved.

150 Handicapped persons including the Blind are appointed by direct recruitment without consulting the Kerala Public Service Commission.

## Awards

State Governments gives 5 awards for the employers and 18 for the disabled employees.

## Social Security

Blind persons are granted pension *(ti)* Rs. 75/- per month subject to the annual income (family) limits of Rs. 3,600/- and individual income limits of Rs. 900/-.

## Travel

Free on KSRTC ordinary buses and departmental boats.

## Miscellaneous

**KFB** provides free guidance and counselling service in all districts; gives training in mobility and orientation, telephone operator, dictaphone typing. In addition, there is a Braille Press, Braille Library Service, Braille Transcription Centre and a Talking Books Service.

## MADHYA PRADESH

According to the social welfare and Panchayat Directorate **No. the**  
**A.** K.185-86/789 dated 23-7-85, M. P. Government offers the blind the following facilities and concession :-

1. Schools, Training Centres and Hostels have been established **where** the blind are provided free education, training, lodging, food, clothing, medical aid and entertainment facilities. There are 10 **governmental and** 11 non-governmental institutions at present running **this** programme.
2. The state government gives liberal grant-in-aid to voluntary **social** organisations
3. Provides free text books to blind students.
4. Vocational training to the blind youth is imparted at Indore, Jabalpur, Bhopal and Rewa.
5. Reservation in class III posts for educated/trained blind youth.
6. Priority to the blind in allotting chair caning jobs.
7. Social security pension of Rs. 60/- p. m. for the blind destitute **without** any pre-condition.
8. Exemption from professional tax.

Hundred per cent subsidy for purchase of aids like spectacles, tape-recorder etc.

10. Free medical treatment in government hospitals.

## MANIPUR

Conveyance allowance to the maximum of Rs. 75/- is given to the blind state government employees.

(Authority OM No. 14/2'83-PIC dated 29 the Dec. 1984)

## NAGALAND

According to Government of Nagaland, Department of Social Welfare letter No. DSW/HW-25/81, dated 24-9-81, the blind have the following facilities and concessions in the State :

- (i) A Government Blind School is running at Pherima for imparting education in Braille and vocational training in handicraft, tailoring etc. After successful completion of their vocational training in selected trades, they have been provided Government financial assistance as a part of their rehabilitation programme.
- (ii) Government is extending relaxation of maximum age limit by 5 years and educational qualifications whenever possible for physically handicapped persons including the blind. Moreover, all State Government Departments have been asked to employ one physically handicapped persons including the blind each year for certain categories of jobs suitable for them.
- (iii) Concessions for blind for travelling in State Transport Buses.
- (iv) Monthly pension of Rs. 60/- for the blind is given from the financial year 1981-82.

## ORISSA

(**Authority :—Letter** No. 25531 EYS Dated : 25-7-77 from Government of Orissa Education and Youth Services Department to the Director of Public Instruction Orissa )

## Education

Blind students reading in different colleges in Orissa **are** exempt from payment of monthly tuition fees and the hostel seat rent.

## Jobs

- 2.1. One percent vacancies in class II and class III Posts and Services under the State Government and Public Sector undertakings are reserved for the blind. (Ref. to para 2 8. 3)
- 2.2. In the categories of jobs which are identified by the Government/ Department as being particularly suitable for the blind, other things being the same, preference should be given to the blind for such jobs in excess of the quota reserved for them. (Para 6)
- 2.3. Relaxation of upper age limit up to 10 years. (Para 8)
- 2.4. Physically Handicapped persons shall not be subjected to the usual medical examination on first appointment and the question should be decided on the basis of the reports of the medical board attached to the C.D. 8. R.R Department for the physically handicapped.

In case a physically Handicapped is found medically unfit for such post/service he is holding and from which he is proposed to be discharged may, where ever, practicable be considered for another identical, equivalent post for which he may be found suitable against direct recruitment quota without insisting on the condition of appointment through C.D. and R.R. department. For this purpose his previous service be deducted from his actual age and if the resultant age does not exceed the prescribed maximum age limit by more than three years he should be deemed to satisfy the condition of age limit.

In case of retirement on medical grounds, his son/daughter/near relative may be considered for appointment on compassionate ground. (Para 9)

(Authority : resolution No. 15338—Gen. Govt. of Orissa dated 4th May, 1981 published in Gazette extra ordinary number 11011 on August 12, 1981)

- 2.5. In the roster of vacancies for posts/services the 4th 34th and 69th vacancies occurring in a particular year should be reserved for the Blind, Deaf and orthopaedically handicapped and in case of non-availability of person from the particular category, may be filled with "handicapped or other categories. (authority resolution No. 6228 dated 18th March, 1984)

## Facilities in Matters of Employment

- 3.1 A cell constituted under the Community Development and S

Welfare Department registers the names of physically handicapped category-wise. (Para 5)

- 3.2 Medical Board appointed by the Director of C.D. Et R.R examines the handicapped free of charge and issues a certificate of suitability and capability to perform the duties for different posts. (Para 6)

-- The Director C.D. Et S.W. recommends the cases to different deptts. for appointments against different posts reserved for the handicapped on the basis of educational and training qualifications and the medical certificate issued by above mentioned Board. (Para 7)

- 3.4. Concessions allowed. (Para 12)

- (a) 5% of marks in any examination wherever min. marks are prescribed.
- (b) The condition of training/test'experience, wherever prescribed shall not apply to the handicapped person who shall however complete such training within two years from the date of appointment.

- 3.5 Persons already in employment, who may suffer from handicap shall be entitled to be absorbed against the vacancies reserved in different posts.

Authority : resolution No 16443-2R:1-15/78-Gen dated 24th July 1978.

## Concession to blind students/persons travelling in Public Vehicles.

- 4.1. 50% travel concession subject to production of certificate from the Association of Blind Persons, District Magistrate/SDO/Tehsildar.

(Authority : (1) Orissa State Road Transport Corporation No. 24724/SDR-1175/OSRTC dated 18-12-78.

- (2) ORT Company No. 8013/C.D./ORTC/82 dated 22-3-80)

## Attended Public Telephones

A sizeable number of attended type public telephones have been provided at public places like Bus Terminals, Public Parks etc. These telephones are manned by the handicapped persons.

Wherever P Er T Dept. proposes to open such public telephones, the concerned Govt./local authority provides space without rent and electricity (Authority Govt. of Orissa Commerce and Transport Dept. No. 110 (31) corn, dated 7th Sep. 1981)

## Self-employment

50% subsidy is provided by the Government and the other 50% made available as Bank Loan from State Bank of India for the following trades :-

1. Cane and Bamboo Work
2. Book Binding
3. Paper Bag making
4. Shop of pan and cigarettes
- 5 Telephone Booth

Application is to be forwarded to the Director Community Development and Rural Reconstruction Department duly recommended by the Head Master, School for the Blind, Bhubaneswar.

(Authority C D. Et R.R. Dept. No. 3088/C.D.I.H.W.  
74/80 dt. 20-2-1982)

Extension of Reservation of vacancies in class II Gazetted posts.

Reservation of 3% of vacancies for physically handicapped (1% for the Blind) has been extended to Gazetted Posts under the State Government for which direct recruitment is made with effect from 4-5-1981.

(Authority resolution No. 116189/Gen. dt. 16-7-82)

## PUNJAB

1. Priority is given to the disabled persons in state government class III posts after the disabled defence personnel or their widows.

(Circular letter No. 80 (901)-S II (3)-73/12092 dt. 18 April 1973)

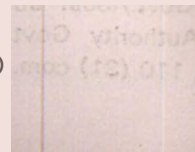
2. Upper age limit for employment in Punjab Education Services has been raised to 45 years in case of completely blind persons (Gazette notification No. 7198-3 EDI-81;6421 dated 9 June 81)

3. 1.5% houses built by Housing Board reserved for the blind and physically handicapped persons.

(Govt of Punjab, Department of Housing and Urban Development No. 4 (21)-5 HF-83/4966 dt. 11-4-84)

4. Free travel concession has been granted to the blind in the buses the Punjab Roadways subject to production of identity card issued by the Deputy Commissioner.

(Memo No. 3/2/78/T-I/16863 dt. 4-8-78)



5. 1% of vacancies in class III and IV posts are reserved for the blind at point 11 in the 100 point roster.

- 5.2. 10 Years age concession in the upper age limit.

- 5.3. The handicapped employee in class III and IV services if found medically unfit for the post he is holding and from which he is proposed to be discharged or has been discharged may be considered for other posts.

- 5.4. In the case of a Govt. servant retired on medical ground his son/daughter or near relative can be considered for appointment on compassionate ground if the family is in great distress after his pre-mature retirement.

(Dept. of social Welfare No. 13/280/81-SSW/10283 dt. 24-11-82)

## KARNATAKA

### Education Et Training

- 1.1 **School** for the blind :—There are four schools for the blind run by the government in Mysore, Hubli, Gulbarga and Devanagar.

- 1.2 In all these school Boarding and lodging are free.

- 1.3 There is a training centre attached to the school for the Blind Mysore where training is given in cane and bamboo work for 10 months on stipend of Rs. 40/- p.m.

- 1.4 In the sheltered workshop in Mysore provision for handloom and powerloom weaving on wages is being made.

### Grant-In-Aid

The state gives 100% of the teacher's salary and 50% of other items of expenditure as grant-in-aid to about 22 voluntary organisations running institutions for the handicapped.

### Scholarship

- 3.1 **Blind students studying in standards I to VIII, undergoing training in Music, physiotherapy are eligible for** scholarship in addition to readers allowance.

- 3.2 Govt. of India scholarship is being given to those who study in standard IX and above.

## Financial Assistance

4. Financial Assistance is given for purchase of Braille watches.

## Maintenance Allowance

5. Maintenance Allowance of Rs. 50 per month is given to those band persons who have no means of livelihood and whose family income is less than Rs. 3,600/- p.m.

## Transit Home

6. Three Transit Homes have been started in Bangalore, Belgaum and Gulbarga where poor disabled persons who come to these cities for treatment get free boarding and lodging.

## Hostel For The Disabled Employees And Trainees

7. Two hostels for disabled employees and trainees (one for men and one for women) have been started in Bangalore where those getting less their Rs. 750/- p.m. are given admission on payment of 5% of salary/stipend.

## Social Service Complex

8. Disabled persons of age group above fifteen years are admitted in this complex for their maintenance, medical care and training; here boarding and lodging are free.

## Financial Assistance To The Disabled Entrepreneurs

9. Disabled persons whose family income does not exceed Rs 10,000/- p.a. are eligible for loan and subsidy for setting up small scale industries. 25% of the loan is met by the state Government as subsidy. Maximum loan to be given by state Financial Corporation, Bangalore is Rs. 25,000/- at the rate of 1% p.a., re-payment period from 5 to 8 years.

## Braille Press

5. To overcome the short supply of reading material for the Blind Press their academic work and general reading a separate and independent Press has been established on the premises of the school for the Blind. Mysore.

## Other Facilities/Concessions

11.1 4% Reservations for the Handicapped including Blind in class III and IV direct recruitment vacancies.

11.2 The Blind employees or wage earners are exempted from paying professional tax.

11.3 Conveyance allowance to Government servants at the rates of 4% maximum Rs 40/- per month.

11.4 Vocational Rehabilitation Centre for the Physically Handicapped in Bangalore renders the following services :-

- (a) Evaluation service
- (b) Referral service
- (c) Adjustment training and counselling
- (d) Employment service

## RAJASTHAN

1. Government of Rajasthan, Department of Education vide circular No. FDB/Estt./F 1/12101/76. D/1-7-81 dated 10-5-1981 advised that of the total vacancies would be reserved for the appointment of physically handicapped persons who are qualified and registered with the Employment Exchange.
2. Rajasthan Government vide its letter No. (22) Group-2/Store/72 Jaipur, dated 23rd Feb. 1977, Department of Finance, has fixed the rates of the recaning of chairs for the blind and directed that this should be given to the physically handicapped persons.
- 3 Rajasthan Government vide its Finance (Gr. 2) Department order No. F 10(4) FD (Gr. z)/76 dated Jaipur, the 4th November 1978 has granted Conveyance Allowance to the blind and Orthopaedically Handicapped government servants on the lines of the central government.

## 4. Central Registry for Physically Handicapped

The Director, Social Welfare Department shall make proper arrangements through the agencies such as Investigators, Social Welfare Inspectors, Assistant Probation Officers etc. for registering physically disabled persons for finding opportunities of employment to such persons.

Relaxation in age :

The maximum age-limit prescribed for appointment to various posts/services may be relaxed by ten years in case of the blind.

## 6. Concessions :

Following concessions shall be allowed to blind and deaf persons for making them eligible for employment :—

- (i) A relaxation of 5% of marks to be allowed whenever minimum percentage of marks in any examination is prescribed
- (ii) The condition or desirability of training/tests/experience wherever prescribed, shall not apply to the physically handicapped for temporary appointment. Where a particular training is essential for appointment to a post, the Physically Handicapped person may be required to receive such training within two years of his appointment.

### Travelling Expenses :

The physically handicapped persons, called for interview, tests or examination in respect of selection for employment, shall be paid second class fare by Railway or actual ordinary Bus fare, as the case may be, for both the journeys.

## 8. Priority in Government accommodation :

The blind and deaf, so employed may be given priority in allotment of Government accommodation whenever possible

## 9. Other concessions :

The physically handicapped holding the Identity Card, shall be entitled to all concessions and reservations made applicable to the physically handicapped from time to time by the Government and shall not be required to produce any other document in respect of ascertaining his physical disability.

## 10. Persons employed if physically handicapped later :

Persons already in employment of the Government who may suffer from Physical Handicap as defined in these rules also be entitled to relaxation of Physical and Medical Examination provided in Rule 4 of these rules for reservation and shall also be entitled to be absorbed or adjusted on any other alternative post to which a physically handicapped person may be entitled under these rules, with the approval of the Government

## 11. Fee for Medical Examination

No fee shall be payable to any Medical Officer or expert in the employ of the Government for any Medical Examination or grant of certificate under these rules.

## 12. Miscellaneous concessions :

- 12.1 Free travel concession on Rajasthan Roadways Buses.
- 12.2 Priority to the blind in the job of chair-caning.
- 12.3 Priority is given in the sale of articles produced by the blind under Hand!com programme.
- 12.4 Reservation of seats in B.Ed. Course.
- 12.5 1% reservation in government posts.
- 12.6 1.5% reservation in the allotment of houses constructed by Rajasthan Housing Board.

(See letter No. RNKS/8586/173 dt. 22-8-85 from secretary Rajasthan Netraheen Kalyan Sangh.)

SIKKIM

## Welfare Measures for the Blind

1. Stipend (a' Rs. 75/- p.m. to Rs. 100/- p.m. granted to blind children for their academic education in special institutions outside Sikkim. The variation of the rate of stipend depended upon the type of institutions. The desirous blind are also sent for further courses like training in physiotherapy, music, ;unior engineering etc. after completing school education.
2. A sheltered workshop for disabled is established in West Sikkim for imparting training in cane and bamboo works to disabled persons including the blind. All the instructors of the workshop are blind.
3. All the blind are provided with Free Travel Pass enabling them to travel in the Sikkim Nationalised Transport buses along with an escort.
4. A regular financial dole in the form of subsistence allowance Rs. 60/- p.m. is granted to completely helpless disabled persons including the blind. Among the eligibility criteria for this monthly grant the beneficiary must attain a minimum age of 40 years.
5. White folding sticks are provided free of cost to all the blind.
6. There is an arrangement of regular special classes at a local Girl's School in Gangtok for education and integration of disabled children

along with the normal children under the 100% funded CSS-1 integrated Education of Physically Handicapped Children. Among other category of disabled children, a few blind are also benefitted under this scheme. There are two trained teachers for imparting education who are given special additional salary :g 15% of pay scale. A lady teacher was sponsored by the school to undergo specialised course in education of the disabled children in England who is very shortly likely to return after the completion of the said course.

7. Conveyance allowance 10% of the basic pay not exceeding Rs. 50/- p m. is granted to disabled employees including the blind of the state Government and public sector undertaking

(Refer to Govt. of Sikkim Social Welfare Dept No. 98 (85-86)  
MPP/HPW/332 'SW dated Gangtok the 31 July 1985)

## TRIPURA

Details of the following facilities and concessions granted by the Government of Tripura may be seen in the pamphlet titled "Concessions and Facilities for the Physically Handicapped in Tripura" published by the Directorate of Social Welfare and Social Education, Agartala in 1982 :—

### In the area of Education

1.1 Expenditure on food, clothing, bedding, toiletries, school stationery medicine etc. are all borne by the Government against per capita scale of maintenance (i Rs 5/- per capita per day for blind children admitted to the Institute for the Visually Handicapped for boys at Nursingarh and for girls at Badharghat which provide education upto Secondary level in Braille.

1.2 Scholarship at varying rates from Rs. 50/- to Rs 100/- per month is granted for prosecution of studies in music physio-therapy, at apprenticeship courses and vocational courses at certificate and diploma levels and at university level.

1 3 Exemption from payment of examination fees.

### In the sphere of Training

2.1 Two seats in each trade at ITI are reserved for the handicapped including Blind.

2 2 Financial aid is made available for rehabilitation on completion of regular vocational/technical courses.

## In the area of Rehabilitation

3.1 2% of total ministerial posts (Class III non-technical) and of class IV posts are reserved for the physically handicapped including Blind.

3 2 Upper age limit has been raised by 5 years.

3.3 Academic qualification for recruitment to the posts of class IV has been reduced to "read upto class V".

3.4 Separate 'Special Employment Exchange' has been established at Agartala for the handicapped.

3.5 Actual expenses on lowest class of accommodation and/or cheapest mode of travel for both ways journey given to those persons who are to appear before a selection board etc.

3.6 Free medical examination by special Medical Board for certifying disability.

## Miscellaneous Concessions and Facilities

4.1 Monthly Pension at the rate of Rs. 30/- per month. for unemployed handicapped of age group 18 and above.

4.2 Conveyance allowance to non-gazetted blind employees and DRWS/Contingent workers under various departments at the rate of 10% of basic pay maximum of Rs. 30/- p.m.

4 3 Free travel concessions in TRTC buses.

## UTTAR PRADESH

### 1. Educational and other facilities :

(i) Three schools for blind boys and one school for blind girls are run by the Government at Lucknow, Gcrakhpore, Banda for the boys and at Saharanpur for the girls.

(ii) Two training cum Sheltered Workshops are run by the Government at Gorakhopre and Lucknow.

ii) Government of Uttar Pradesh gives liberal grants to the schools for Blind run by private associations numbering ten.

(iv) Government gives stipends to the students and the trainees of the State.

- (v) State Transport Corporation allows the Visually handicapped to pay half for the journey.
- (vi) Vocations for the blind have been identified and arrangements made to train them in the same institutions run by the government.
- (vii) A Special Employment Exchange at Kanpur provides selective employment.
- (viii) A Vocational Rehabilitation Centre at Kanpur provides vocational rehabilitation facilities to the blind.
- (ix) Government has directed the education & institutions that qualified blind persons should not be rejected on account of blindness.

## WEST BENGAL

According to letter No. 13636 SW/1 M-111181 dated 29-9-1981 the blind enjoy the following facilities and concessions in the State : -

The following institutions are run by Government of West Bengal for the Blind :—

(i) Schools	6
(ii) Vocational/Technical Training Centers	2
(iii) Agricultural Training Centre	1

### 1. Scholarship to Physically Handicapped students :

Physically Handicapped students (Orthopaedically handicapped, Deaf and Dumb and Blind) reading upto Class VIII and belonging to monthly income group of Rs. 500/- are given scholarship by the Welfare Department and from Class IX and above by the Director of Technical Education of West Bengal, 1, Kiron Sanker **Roy Road, Calcutta-700 001.**

### 2. Capitation allowance Scheme :

Grant-in-aid at the rate of Rs. 80/- per head per month is given to institutions for handicapped persons for their maintenance

### 3. Rehabilitation Assistance for the Physically Handicapped Persons :

The Scheme has been introduced since 1981 for giving assistance in kind to adult physically handicapped persons to facilitate the

rehabilitation. Persons with family income of Rs. 500/- per month or less are eligible. Ceiling on assistance is **Rs. 1,000/-** per case.

### 4. State Award for efficient handicapped workers and their outstanding employers :

Under this scheme every year award is given to the most efficient handicapped workers and their outstanding employers. This Award is given on World Disabled Day on the 3rd Sunday of March every year.

### 5. Reservation of vacancies in the State Government establishments :

2% of the vacancies in Government establishments are to be filled up by physically handicapped persons. It was ordered that during **1980** and 1981 at least one handicapped person should be appointed in each Government establishment.

6. Upper age limit for entry into State Government Services has been raised upto 45 years for disabled.
7. Steps are being taken for setting up of vocational training centre in each District and in Calcutta for the physically Handicapped.
8. Pension (q; of Rs. 30,-' per month for Destitute unrehabilitated disabled persons for maintenance is given.
9. Government of West Bengal have constituted a Board - The West Bengal Board for the Physically Handicapped and Mentally **Retarded** Persons - for advice for the welfare and rehabilitation of the disabled.
10. A special employment exchange in Calcutta and Special Cells in district employment exchanges have been set up for the employment of the physically handicapped persons.
11. Orders have been issued for free travel of the disabled in State Buses and Trams in West Bengal.
12. Free education as per rules in the general institutions for the handicapped is given. Professional tax exempted and 1% of Government flats and plots of land are reserved.

Besides, Cottage and Small Scale Industries Department, Government of West Bengal grants margin money/seed grant assistance upto **20%** of the Project cost sanctioned by Nationalised Banks for economic rehabilitation of the disabled.

## UNIVERSITIES

Universities grant the following concessions :-

- (a) Exemption from payment of tuition fees.
- (b) Exemption from payment of Examination fees.
- (c) Stipends
- (d) Free boarding and lodging facilities
- (e) Appointment of amensuenses
- (f) Financial assistance
- (g) Extra Time in examinations
- (h) Relaxation of marks for admission
- (i) Miscellaneous -Braille library etc.

All these concessions are not available at all Universities. To know whether a certain concession is available at a particular University or not the following list may be referred to

### 1. Exemption from payment of tuition fees

The following Universities grant exemption from payment of tuition fees for the blind students.

Guru Nanak University; Annamalai University; University of North Bengal; University of Baroda; University of Cochin; Utkal University; JNU; Jiwaji University, Gwalior.

### 2. Exemption from payment of Examination Fees

Guru Nanak University, Annamalai University, Osmania University, Bhavnagar University, Dibrugarh University, Ananthpur University, University of Bombay, University of Calicut, Ghasidev Vishva Vidyalaya, Bilaspur University; Kakatiya, Jabalpur University. South Gujarat University, Surat; Amaravati University, Rabindra Bharathi University, Jadavpur University, Calcutta; University of Jammu; Kurukshetra University; Mother Teresa Women's University, Kodaikanal; University of Delhi.

### 3. Financial Assistance

Guru Nanak University gives assistance for Purchase of Books; University of Cochin grants Rs 70/- annually for purchase of college requisite and pays times of actual expenses for journeys from home to college back once a year.

### 4. Stipends

Guru Nanak University grants stipends to meet contingent expenses and readers allowance, Osmania University grants Rs. 60/- p.m. as reader's allowance, Kakatiya University grants Rs. 30/- as reader's allowance.

### 5. Free Boarding and Lodging Facility in College Hostels

Guru Nanak University, Utkal University, Kakatiya University. University of Delhi gives priority for provision of seat in the Hostel

### 6. Appointment of amensuensis

Writers are provided by the following Universities :

Gurunanak University, Osmania University, Bhavnagar University, University of North Bengal, University of Bombay Dibrugarh University, Krishna Dev- atya University, Ananthpur; Patna University, Utkal University, University of Rewa, University of Calicut, Women's University of Bombay, Bilaspur University, Kumaon University, Nainital; Surat University, Amaravati University Jadvapur University, Calcutta; Sardar Patel University, Kerala University.

### 7. Extra time in the Examination

Osmania University-10 minutes per hour. North Bengal University - half an hour. Utkal University—half an hour Bhavnagar-10 minutes per hour. Dibrugarh University—half an hour. Cochin University-15 minutes per hour. Kakatiya —half an hour, Jadavpur University, Calcutta—half an hour. University of Bombay-10 minutes per hour Amravati University-30 minutes, University of Delhi-up to one hour Surat University—half an hour Kerala University-15 minutes per hour for the total blind and 10 minutes per hour for partially sighted.

### 8. Relaxation of Marks in Admissions

Osmania University	: 5%
J. N. University	: Passing the qualifying examination irrespective of marks
Kurukshetra University	: 5%
Vishva Bharati	: 5%
University of Delhi	: 10%

### 9. Reservation of Seats

Guru Nanak Dev University	<b>3% for the handicapped including Blind.</b>
University of Calicut	<b>: 1% for the Blind.</b>
J. N. University	<b>3% for handicapped including Blind.</b> 3% of seats in hostel. 1 % as junior research fellow

University of Kerala Triven-irtim : Opp Font ir. LLB degree course.  
 Sardar Patel University : 3% for handicapped including the blind.  
 Calcutta University b seats for the handicapped including the blind.

10. Miscellaneous Facilities

University of North Bengal : Tape Recordings are provided.  
 J. N. University : Tape record/Reader provided.

Kurukshetra University : Cassette R3corder with 12 cassettes and some books recorded on cassettes are issued for the whole year.

University of Delhi : has set up a Braille Library.

UGC has directed the universities that they can utilize a part of library grant for purchase of books in Braille vide F-1-63 71 (CD,CP) dated 12/17 January 1978.

Dibrugarh University and Utkal University permit candidates to appear in University examinations as private candidates [except in Public Administration (Utkal only)]

Conclusion :

We have endeavoured to collect all the relevant information about the concessions available in the country but obviously the list given above is neither exhaustive nor conclusive. We know that many of the states of our country have done good job in this area but in the face of the non-availability of the information we could not include the facts and figures and would request the readers to contact the Government department of their State for authentic information not included here.

The concessions for the blind allowed by the Central and State Governments are in keeping with the spirit of Constitution of India in which the chapter on the Directive Principles of State Policy clearly shows the path on which the Central and State Government should move provided the resources permit them We are hopeful that the concessions for the blind would be on the increase and be commensurate with the increasing awareness and the understanding of the problems faced by the blind.

# PRINCIPLES AND TECHNIQUES OF PUBLIC RELATIONS

—Mr. R. N. Gupta

The science and art of Public Relations is gaining increasing recognition in modern and new fields and its employment potential is rapidly multiplying. Its scientific study in more and more institutions of learning is therefore gathering momentum.

Public Relations means winning good-will, confidence and trust of the public towards an institution one is working for. As defined by the Institute of Public Relations of USA, "Public Relations is a sustained and deliberate effort to establish and maintain mutual understanding between an Organisation and its public". It is defined by Edward L. Burney as "An attempt by information, persuasion and adjustment to engineer public support for an activity, cause, movement or institution". It is the art and science of dealing with people. This dealing with people requires a two-way traffic—talking to them and listening to their point of view. P. R. is thus a two-way flow of information for mutual understanding based on truth and honesty. In the words of Cornfield and Moore, "P. R. is social philosophy of management expressed in its policies and programmes, through a two-way communication with its public, striving to secure mutual understanding and good will". P.R. is thus an occupation of human understanding. It is a dynamic concept and it is constantly changing in the context of social changes.

## HOW IS P. R. PRACTISED ?

PR is practised through the process of communication. Communication means conveying of information in a simple, easy to understand and convincing manner to a 'target audience'. Every day, every where, every moment we exchange ideas, converse with each other and share information. This sharing of information in a systematic, planned and scientific manner, using modern and the most apt media, suiting a particular occasion and the audience in view, is known as COMMUNICATION TECHNOLOGY.

The question arises, why is the communication process, in which ordinary people are engaged every moment of their life through speech,

signs, gestures and symbols, written or spoken words, considered a TECHNOLOGY ?

In the present day world of fast advancing knowledge, due to technological revolution, every one needs reliable and easy sources of information at his door-step, to keep himself abreast of the fast changing social, economic, political and cultural spectrum. It is necessary to do so not only to lead a vibrant, purposeful and active social life but for the preservation and survival of men in the economic struggle. Take the case of our farming community. Can it survive in the present day world on the basis of traditional methods of agriculture, mode of living and education ? Certainly not, till it keeps itself abreast of the most modern technological developments in the field of agriculture, animal husbandry, agro-industries, credit or marketing mechanism etc. This is a task which requires a high degree of communication skill, planning, expertise and vision. These traits can only be acquired by a scientific study of P.R.

#### WHAT DOES A.P.R PRACTITIONER AIM AT ?

A Communicator or P.R. practitioner does not merely aim at conveying information. He aims at conveying it in a manner as to convince and motivate the contact into action. P.R therefore aims at 3 things; (1) Creating awareness by conveying information, (2) motivating the person by convincing him of the good result of proposed action and (3) inducing action by adoption of the practice suggested.

A P.R. practitioner can carry conviction and motivate his contact only if, he is (i) truthful and sincere and does not exaggerate things unduly, (ii) has faith and conviction in what he intends to communicate. (iii) has sound and up-to-date information of the subject he wants to communicate (iv) has complete and full knowledge of the audience he wants to deal with and is aware of its capacity for comprehension and (v) selects his media with utmost care and forethought.

#### THE TECHNOLOGY OF PUBLIC RELATIONS

A P.R. practitioner can attain his objective only by scientific Campaign Planning. A Campaign is a determined and systematic attempt at motivating people and inducing them to act in a desired direction. It can succeed only if (i) the objectives of the campaign are clear, (ii) its target audience is known, (iii) it uses the most modern and apt media to reach its audience. For scientific Campaign Planning it is also necessary to (i) know the

product, (ii) define the precise message, (iii) know the audience profile, (iv) know the market profile and (v) know the budget available.

In most cases it is not a single medium that can achieve the objectives of a campaign but a judicious MEDIA MIX which can ensure the maximum exposure of the message with the minimum of expenditure.

#### KINDS OF MEDIA

Media are of various kinds. Their extent and scope are not static but constantly developing. New media are growing fast with the ingenuity, imagination and resourcefulness of campaign planners. Proper selection of media, in the context of an ever-growing, complex and competing media depends, therefore, on scientific media research.

Broadly the Media can be classified as (I) Print Media—newspapers and journals, magazines and pamphlets, folders and brochures, letters and circulars, broad-sheets and posters etc., (ii) Audio Media—Radio, Public Address System, Record Players etc, (iii) Visual Media—Film strips, slide projectors, exhibitions etc, (iv) Audio Visual Media—Films, TV etc., (v) Outdoor Media—Hoardings, Neon Signs, Enamel Boards, Transit Advertising, Kiosks etc, (vi) Direct Mail—typed or printed letters addressed to individuals, (vii) Group Media—seminars symposia etc. and (viii) Interpersonal contact through direct talk, meetings etc.

Each Medium has its own limitations and good points. The total media need most careful selection, taking into consideration the audience aimed at, its educational and cultural background, its customs and traditions, pride and prejudices, the time, the season, the cost involved, the facilities available, the language understood by the contacts and so on. If electricity is not available, it is pointless to use electronic media. It is not good to plan only for the big and expensive. Sometime simple and inexpensive media such as film strip, record players, portable exhibition kits posters and reading material etc. can achieve much better results.

The Media need to be selected in the right way, at the right time, with the right purpose, to do the right job and for the right audience. Each link in the chain has to be strong.

#### MESSAGE AND VISUAL

Along with the right selection of the Media, it is also necessary that the MESSAGE sought to be conveyed and the VISUAL to illustrate the same are also selected with utmost care. The message should be clear,

concise, brief to the point, accurate, complete and practical. It should appeal to sentiments and reason and should not be offensive to any section.

The VISUAL similarly should be appropriate to the message. attractive, appealing, in pleasing colours, easily discernible— not abstract or obtruse and should be balanced in composition.

Lastly, it needs to be understood that no message can prove effective unless it is repeated again and again through various media.

In short, it is only the right message, delivered at the right time, in the right way, to the right and receptive audience, through planned campaign, making use of the most suitable multi-media approach which can help in building image and solving problems. The scientific break-through in our agriculture is, to quote an example, as much the work of an appropriate communication technology as of the admirable work of our agricultural scientists. The P.R. technology can be applied with equal force in solving the problems of national discipline, national integration, communalism, sectarianism, population control, untouchability and other social evils.

The special technique of P.R., therefore, is;

1. Selection of Simple and Inexpensive Media Suited to the Audience.
2. Full knowledge of the Audience and the exact Information it needs.
3. Clarity and Practicability of the Message.
4. Combination of Spoken, Written and Visual Message in proper proportion.
5. Safeguards against mental blocks and prejudices of the audience and appeal to their sentiments and emotions along with reason.

## FUND-RAISING

**Mrs. Rehmata S. Fazelbhoy**  
**Hon Secretary**

**The National Association for the Blind**

In India, fund-raising for public causes has become a very frequent event and rather bothersome for the donors. However, in a society like ours, voluntary organisations are obliged to undertake a great deal of responsibility for raising funds to complement government efforts towards welfare programmes for the weaker sections of the community.

All public welfare organisations are dependent on public support, morally and financially. It is vitally important that the organisation receives recognition from society and an appreciation of the services it is rendering to the particular section of the social group which it is serving.

Any organisation working for the disabled has many needs— dedicated workers, efficient administration, decent premises and decent living conditions for the inmates, and so on. And the first of many needs is recognition and financial contributions from the public. Some of the problems connected with this task and the methods of overcoming them are explained below.

In our discussions, we shall consider our fund-raising techniques as being associated with institutions for the visually handicapped.

### KNOW YOUR SUBJECT

In fund-raising the first imperative requisite is, KNOW YOUR SUBJECT. Any fund-raiser, be it an individual or a team, must have thorough knowledge of the organisation for which they are raising the money. It is a common feature that a committee of volunteers is brought together by the organisation and requested to help in a fund-raising drive. Usually these volunteers are prominent citizens of the area who use their good offices and status to sell tickets for a premiere show, to collect advertisements or organise a Mela or Bazaar where stalls are set up by various parties who sell their goods and give a percentage of the intake to the charity which has approached them.

The money that is collected in this manner is largely as a result of personal contact of the committee members. However, the value of the

services rendered by the Institute in question remains unknown to the donors. If fund-raising is to be on a regular and systematic basis, persons must be absolutely conversant with every aspect of the organisation they are helping. This knowledge will help fund-raiser to present his matter with confidence and conviction. He will be in a position to answer all questions which the donors may put to him and it is likely that the potential donor responds favourably.

On the other hand, should the fund-raiser not know his subject, and be halting and groping in his responses to queries, it will be immediately apparent to his audience—whether that be one person or a group, and he will very likely lose the donation.

### **DO NOT LET THE NEGATIVES GET YOU DOWN**

Every fund-raiser must accept the fact that he will have to face several "NO" responses when he seeks for public donations. The reasons for refusal will be many.

'Times are tough .....there is so much inflation ..... ' are likely to be some of the negative responses. The way to handle them is to explain to the client that blindness in the country is on the increase and that this national calamity is affecting the whole economic situation. A contribution given to control and check the malady will be a contribution towards solving a national problem. This will help to lower the burden on the tax payer considerably since through the work of the organisation the number of 'the blind and visually impaired will be reduced. If the donation is solicited for a school or workshop, point out that the more the blind are educated and helped to become self-sufficient, the better will be their chances of becoming productive members rather than remain dependent on society.

'How can we be sure that the money we give will be well used? The answer to this lies in the publicity material, the reports and audited statements which the fund-raiser carries with him when soliciting for funds. It helps greatly if the appeal is presented on a good letter-head with the names of the committee members printed. The donor should be given the assurance that he can contact any of the office bearers for further details of the organisation, or visit it himself should he wish to do so. It often pays good dividends if the prospective donor is encouraged to visit the institution and observe the working for himself,

'We do not believe in cash donations .....we would like to feed the poor blind children.' This is a very common experience. If the organisation

in question is in need of such a service, then the fund-raiser she would accept the offer and fix the date when the meal should be served. It is advisable for the authorities to explain the kind of dishes which would be nutritious so that these may be beneficial for the health of the children. All too often donors are inclined to give too many sweets or richly spiced foods. However, seasonal fruits and milk products would be more healthy.

It is not uncommon for institutions for the blind to receive quantities of 'left-over' from wedding or festival meals. If the quality is good, it may be accepted. If, however, the quality is poor or the food is stale, the donation must be refused—gently, but firmly. The same applies to clothing. It is not correct that throw-away items be given to the blind, or to any charity, for this is not a charitable act on the part of the donor, but rather an unkind action.

'Everyday we receive so many appeals, and we cannot give to everyone.' This is true. Competition is ever present and donors are hard pressed for funds. There are so many worthy causes, each vying for funds from the public. This is why the fund-raiser needs to be well-informed so that his arguments may bear that extra degree of conviction and concern which will get him the positive results.

### **THE PLUS POINTS**

However, there are many points to aid the fund-raiser, which, if followed with care can bring tangible and heart-warming results.

It is of utmost importance that, prior to any campaign, a plan must be prepared. No fund-raising operation should ever be started until the plan is totally ready and has the approval of the committee in charge. Slipshod methods can have disastrous results and may give unwanted and totally wrong impressions to donors and observers. Thus, heading the list of PLUS POINTS IS :

Prepare a plan. You may need to alter or amend it after trial, adding useful ideas as they appear, and eliminating others. Always remember that your programme must have a start and must be continuous. After all, the need for financial backing from the public is an on-going one.

The fund-raiser must have the conviction that the money he aspires to raise is for a worthwhile cause.

He must always have convincing knowledge and proof to show to potential donors.

- It is preferable to have just one single co-ordinator in charge of the fund-raising drive. Reporting to too many persons can cause confusion.
- Some modest amount of money must be allotted towards expenses for getting the programme underway. It is important that the organisation for which the fund-raiser is working must become well-known in the community and some publicity will therefore be essential.

**For the fund-raiser himself, the following points are helpful :**

The will to carry through with a programme is of paramount importance, even though the initial efforts may be disappointing.

Remember, the potential is vast and that there is no limit to what can be achieved.

Always boost up the morale of the supporting team and commend each successful attempt made by them.

- Always keep available some stand by workers to replace those who drop out for drop out they will, for a variety of reasons— temperamental differences, lack of interest, transport difficulties, domestic problems and so on.
- Read and study fund-raising material. Methods and techniques are ever changing and one cannot afford to be lagging behind. Keep up-to-date; discard old traditional ideas and launch ahead on new and exciting ventures.
- The fund-raiser may think that this task is beyond him. If so, the chances are that he has never tried it. The simple rules given here should help him. However, if he is still diffident, he should seek help. Advertising agencies can guide with the preparation of publicity aids. Also, some professional fund-raisers may give guidance. Bear in mind if a fund-raising programme has been..started and has failed, it is generally due to lack of leadership and not lack of donors !

**A NEW APPROACH—A POTPOURRI OF PROGRAMMES :-**

The current philosophy in fund-raising is to have a variety of programmes through which every section of society can make contribution.

Generally, the main sources of income are received from :

- State and Central Governments and local bodies.
- Trusts.
- Industrial and commercial organisations
- Social service organisations such as the Rotary and Lions Clubs, the Jaycees, the Giants, etc.
- School and College students.
- Individual donors.

**Governments :-**

Funds received through the Central and State Governments or local authorities such as the Municipal Corporation, are generally given as grants for maintenance, towards staff salaries and for new projects.

Whilst there has been an increase in the amount sanctioned for these purposes, the oodles of red tape connected with applying for the grant, its sanction and the final receipt of the money is very time-consuming and tedious. Furthermore as stated at the very start of this article, the amount sanctioned is seldom adequate and has necessarily to be supplemented by other donations.

**Trusts :-**

Applications made for funds to registered Trusts also entail the completing of many formalities and occasionally, legal assistance may be required. Once again, this is a time-consuming process and there is no guarantee that the funds will be forthcoming. Nonetheless, it is an avenue which should not be left untapped.

**Industrial and Commercial Organisations :-**

These are the channels through which fund-raisers approach with considerable success for advertisements, for sponsorship of programmes, for gifts and earmarked donations for specific projects, and so on. It is good to bear in mind that there are several organisations who have funds to donate, but they always want to ensure that the money is given where there is high integrity and authentic work being done.

**Social Service Organisations :-**

Service Clubs are always searching for worthy projects to support. Their motto requires them to keep 'Service above self', and towards this end they raise funds for deserving projects.

Here is the chance to get funds for any suitable programme which will fit into their objectives. When appealing for aid, offer a variety of projects. For example.

- Sponsoring the education of a child;
- Sponsoring an eye camp;
- Sponsoring the publication of a Braille Book or Talking Book;
- Giving implements for self employment;
- Contributing a 'Meal-a-Month';
- Supplying aids and appliances such as Braille wrist watches, white canes, alarm clocks and so on.

Such a choice will enable the members to contribute according to their means and inclinations, and it will often be seen that many more members will participate in the programme.

### School and College Students

The scope for fund-raising among school and college students is unlimited. A variety of 'SPONSORED' programmes can be organised which bring in large funds.

An example of one such programme is a 'SPONSORED WALK'. In a programme of this type, the students undertake to walk certain distances to aid the blind. They find donors who are referred to as 'SPONSORS' who agree to pay them a certain sum for each half mile which the student walks. For instance, if a sponsor has promised to pay to student Ramesh, Re. 1/- per each half mile which he walks and Ramesh completes three miles, the sponsor has to pay him Rs. 6/-. Thus, if Ramesh collects 10 sponsors to support his efforts at the same rate, **his total collection will amount to Rs. 60/-**. It is quite possible that some sponsors will agree to pay a higher rate; it is also possible that some students will succeed in getting a large number of sponsors. Thus the amount each student can raise can vary from relatively small collections of say, Rs. 50/- upto large contributions of over Rs. 1,000/-

In view of this nature, there is active participation both from the students and often also from the sponsors who come to watch their performance. Furthermore, there is no heavy financial commitment **on any** single sponsor, since each one makes a promise according to his capacity.

Targets are set for students to receive 'Merit Certificates' and gifts based on the amount they raise. The targets are generally small and easy to reach so that the students strive to do their best to earn the promised reward.

The Sponsored Programme can be made applicable in a variety of ways — such as sponsored swim, sponsored spell, sponsored cycling or skipping, etc.

Other programmes in which the services of the students are utilised include — selling flags for Annual Flag Days, raising funds through the sale of old newspapers, boxes and bottles, the 'Bob-a-Job' (Similar to 'Khari Kamer of boy scouts) programme and other such events.

### Individual Donors

Some fund-raising programmes suitable for individuals in the moderate income group are :-

Monthly contributions preferably through the banks.

Small monthly deductions from the salaries. This can be done by the organisations such as the factory or mill and the amount sent as a consolidated cheque each month to the Association by the Company.

- Through purchase of gift items which the organisation may prepare and give against donations for specific amounts such as eraser, key chains, ball pens, candy packets and so on.

Housie parties, coffee mornings, bring-and-buy sales are specially popular in ladies groups.

- Most welfare organisations raise funds through premiere show, dance and drama programmes, melas and bazaars. (The sale of seals and stickers can also bring in substantial money). Arranging supper parties and banquets with film stars or sportsmen as Chief Guests is getting increasingly popular. One example of a unique fund-raising idea carried out for the first time in India was the chartering of a full train by the Revenue Unit of the National Association for the Blind in 1979. The train which was chartered from Bombay to Pune carried race goers for the major racing event of the Pune season. The train, designated as the **"HELP THE BLIND—NAB SPECIAL"**, carried 700 passengers for a package deal of Rs. 150/-per head.

This amount included a guaranteed reserved seat on the outward and return journey, free breakfast and dinner on the train, a free entrance ticket to the Race Course and free transport from Pune Station to the Race Course and back. A fortune teller and a magician on the train added to the fun and frolic were worth. stars as Chief Guests, the passengers got more than their

This fund-raising event has become an annual feature with the Revenue Unit of the NAB with increasing returns each year.

One of the major traditional forms of fund-raising is through direct mail appeals. In some countries, professional agencies are engaged to send out appeals to various sections of the community. For instance, one agency may be required to go through the telephone directory and send out appeal to all the doctors and others in the medical circle. When that is over, they may go on to the Chamber of Commerce and Industry. Another group may approach the armed forces, etc. Thus turn by turn every section of the community would be covered by the appeal. This form of fund-raising entails a substantial amount of expense in the preparation of the appeal, in stationery and for postage. The returns seldom exceed 2.1 /2% to 5% in positive responses. However, if this target is reached, the Association will have received good returns.

Those welfare organisations which cannot afford to employ professional people, can use the services of volunteers.

### **ACKNOWLEDGE EVERY DONATION OR GIFT**

Every donation or gift which is received must be acknowledged and a receipt given. A letter of appreciation and thanks will go a long way in ensuring continued support of the donor.

Every gift, though it be small, is in reality great when given with trust and affection.

### **PERSONAL QUALITIES AND QUALIFICATIONS OF A FUND-RAISER**

When selecting a person as a fund-raiser, it is very important that the candidate has some basic qualities which are essential for the job. These qualities include :

- Full faith and confidence in the worthiness of the cause he/she is supporting.
- Unquestionable integrity.  
An ability to communicate clearly and precisely.  
Good grooming and polite manners.
- It helps if the candidate belongs to a fairly good social strata so that he/she has access to the top management cadre in any organisation which has to be approached.
- The ability to entertain and play host.  
Effective public speaking.

If the candidate has these qualities, it will be easier for him/her to handle the assignment.

### **IN CONCLUSION**

Fund-Raising can be an exciting, creative and rewarding activity. It is an assignment which teaches a person much about human nature and the factors which make people "want to give." For a fund-raiser with a creative mind there is no dearth of new ideas which can be implemented with good results.

For a fund-raiser with leadership qualities, it will be possible to build up a band of volunteers which will have the same involvement and enthusiasm in performing their task well. And finally for a fund-raiser who has complete faith and belief in the worthiness of the cause he/she is serving, there can be no failure. His conviction will inspire others to give and he will be able to render a most essential service to that section of the community which is socially underprivileged.

# MOTIVATION

## Introduction

Active participation of the Blind and the public in the formation and functioning of Organisations of and for the blind is essential for amelioration of the blind. There are two ways of active participation namely :

(a) To work as executives and active members to help in formation and functioning of the organisation financially as well as physically.

(b) To come forward to avail of the opportunities the organisation try to open for the blind.

It is experienced that latter type of participation is rather more difficult to find than the former though none is so easily available.

Those awakened individuals who are intelligently and diligently trying to do their best in this field have to evolve and adopt certain technique to motivate the public and especially the blind to come forward and take active part in the activities of the Organisations.

## Principles 3s of Motivation :

In spite of individual differences and different situations and conditions like urban and rural; educated and illiterates; privileged and under-privileged and so on, there are certain principles which can help in motivating the people for active participation in the activities of a voluntary organisation. An individual likes to participate in any activity where his desire for improvement is satisfied : improvement of knowledge or skill ; improvement of economic social or political status; satisfaction of physical or psychological needs-health, publicity, status, money, authority and so on.

People like to participate in activities from which they may derive some pleasure Games and sports, cultural/entertainment activities like drama, dance, music, film show etc attract many people both as active participants and also as passive spectators and supporters.

Emulation plays an important part in motivating the people to come forward for participation in an activity just because one does not want lag behind his companions, friends and people of one's status.

One enjoys a sense of achievement/superiority and derives an inherent pleasure when one finds somebody dependent on him/her for anything big or small. So when, through some actions, one finds that somebody looks up to him for assistance, guidance : one becomes more active.

Tangible results like publicity, promotion in status, economic enhancement rehabilitation, attract people for active participation.

Thus factors like involvement, desire of self-improvement, tangible results, motivate the people to participate in the activities of an organisation in both or either capacity of the executive and/or the beneficiary. These principles lead us to consider methods and activities which are based on these principles.

## Methods and Activities :

The following methods and activities will prove helpful in motivating the people to participate and to accelerate/strengthen participation :

### 1. Maximum judicious use of media :

It is through own publications like newsletters Souvenir; and other media of publicity like newspapers, T. V. and Radio, as also other advertising techniques like use of sign boards/panels, that the public is kept informed about the activities of an organisation. This general information should be followed with personal contacts through correspondence and personal interviews/meeting with a selected section of society for a specific purpose of involving them in one or more of the activities of the organisation.

### 2. Entertaining Programmes/Social Activities :

To attract the people the following methods may be adopted :-

- (a) Lunch or Dinner party
- (b) Cards games or competition or any other indoor outdoor game in which the concerned people are interested
- (d) Cultural activity : music, dance, drama and the like.

All these activities should be preceded and/or followed with a short meeting to explain the main purpose. Other methods like posters, tape record, a dialogue, or fancy dress may replace the formal meeting to achieve the same end.

### 3. Seminars/workshops :

These are useful to involve intellectuals. Though the number of participants may not be large, yet it will motivate the people to participate who may not be attracted by parties.

4. Reception of a dignitary on an appropriate occasion on which people of higher strata of society may be invited.

5. Demonstration by beneficiaries of some training/rehabilitation programme :

Needy people who are reluctant to get the benefit of the programmes being carried out planned for their welfare are brought to see for themselves how people of their category have been benefitted with the same or similar programmes. This is one of the best ways to outreach the most neglected and needy people. Arrangement should be made for their conveyance to and from as well as for meals/refreshment to make their trip comfortable. Such demonstrations should be arranged at different places to cover clusters of villages/colonies within a reasonable distance and not at far-off places. This is necessary to motivate the needy people who do not come forward to benefit from the various programmes being carried out for their welfare by the government and voluntary organisation because of sheer ignorance and because they have remained the most neglected people so far.

6. Inviting information about the blind in a certain area with the help of the media of newspapers, T. V. and Radio by repeating the need and purpose. Some people may come forward to furnish the necessary information and suggestions about necessary steps for the amelioration of the blind. Letters to the editor(s) of important newspapers commonly read in the concerned area may be one of the ways for this purpose. In taking for information, important headings under which useful information is required to be collected must make a part of the letter or advertisement as the case may be. Collecting detailed and up-to-date information of the prospective beneficiaries is a must for preparation and implementation of any project. Survey is the best way for this purpose but inviting information may be a useful alternative which can motivate a large number of people in the activities of an organisation.

#### Critique :

A few well-known causes of lack of interest in the activities of the B organisations are discussed in the paragraphs that follow : —

(a) Lack of information : People at large and the blind especially in the rural areas little know about what the organisations and the Governments are doing and 'or intend doing for them.

(b) Lack of confidence : People especially the blind lose faith in the organisations and the Governments because of the too many formalities, certificates, proofs required from them even for small concessions and above all of it the workers and officials expect them to come to them (officials) rather the other way round especially because of the handicap the blind suffer from.

(c) Lack of Rehabilitation programme : Even the well established organisations and training centres leave the trainees in the lurch on completion of training. This results in greater frustration and destroys faith.

(d) Urban Centred programmes : Very few programmes have been 'are being carried out in rural areas for obvious reason of difficulty in approaching and high per capita expenditure. Yet the importance, significance and necessity of rehabilitation of the rural blind especially rural blind women cannot be diminished.

(e) Lack of awareness on the part of parents : On account of lack of awareness of the potentials of the blind, many parents do not let their wards avail of the available opportunities. This is more true in case of blind girls whom the parents have great hesitation to send out of the homes for any cause.

(f) Overlapping activities of the organisations and governments : Many a time more than one organisation and more than one department/Government take up the same or similar activities in the same area. This creates confusion and some times degrading remarks of workers/officials about other organisations and departments do an untold harm to the cause of rehabilitation of the blind.

(g) Lack of funds : Programmes cannot be carried out without proper financing. Voluntary organisations have to create their own resources. This is not so easy. Government aid seldom comes near the actual requirement.

(h) Lack of leadership : Whereas it is heartening to see that high level leadership is doing their best at international level as well as national level; all their efforts can not achieve desired result unless an army of workers with graded leadership starting from the grass-root level is raised.

(i) Identification of needs of blind individuals

Without proper identification of needs of individual blind persons it is not possible to chalk out suitable programmes for rehabilitation of the individuals and it is the individual who is important. Proper survey is found lacking at all levels.

(j) Lack of proper Recognition : Every individual wants recognition. Whether it is for the financial aid he gives or for the work he does or the efforts he makes to learn or for the efficiency he shows at work.

(k) Incentive : Lack of incentive for both types of participants, the executives and the beneficiaries, also stand in the way of their coming forward.

Study and discussion of these causes lead to ways and means to combat them. It will be easy to understand how keeping the above causes in view can lead us to think of the line of approach for motivating the blind and the public for more and more active participation. A systematic approach demands that it should be considered separately for the two types of participants namely : (a) the executive, and the public and (b) the clientele for availing benefits.

For the executive members of an organisation the question is how to motivate the blind as well as the public to come forward to help them in the execution of their projects. The type of people they want for this purpose are those who are; intelligent, diligent, ready to help others, are resourceful and self-supporting and come forward willingly. Such people can be located in colleges and universities, clubs of sorts and number increases on the principle of 'each one add one'. For this purpose a small team of enthusiastic influential people take a lead. Motivation of such people depends on sound policies, clear indication of how their services will get recognition and publicity; the part each one of them is expected to play. So maximum use of media to circulate information about the Organisation, the projects in hand and type of people required will do the trick, if it is done with advertisement skill.

Occasional short business-like meetings followed with community meals and fun and frolic will make it a success, especially when the project of 'each one add one' principle is repeated in every meeting. The funds for the meals can be met by the members on one account or the other such as birthday celebration, success in any field or simple 'at home' for sake of company of like minded people and so on. A secretary with an insight of human psychology and dedication of purpose easily succeeds in motivating such people. Such people need not to be in large number but they must come from various fields where they might have achieved some importance through their work.

The other type of people the Executive has to look for are those through whom they have the projects implemented. These people generally be paid employees. Hence, they have to be properly selected. The factors which could help in motivating suitable candidates to come forward are reasonable emoluments and appreciation for good work.

**The clientele :** The blind people whom the organisation wants to serve need to be motivated in different ways depending on their background. The background may be classified as urban and rural; educated and illiterate; needy and well-set; the demanding and non-assertive; knowledgeable and ignorant, aspiring and dejected. Based on the above classification methodology of motivation will differ from person to person. In all cases the factor of lack of anything has to be taken in consideration and efforts have to be made to make good the deficiency. Efforts have to be made continuously.

Persuasion with patience and deliberation is required to motivate people of various kinds. However, success of an organisation depends on how far the various people involved in the working of their organisation are motivated to take part in various activities and play their role efficiently and with consciousness.