

Scheme for Financial Assistance to Spinal Injuries
Centers
(ASIC Scheme)

Government of India
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Department of Empowerment of Personswith Disabilities (Divyangjan)
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Scheme for Financial Assistance to Spinal Injury Centers (ASIC)

1. BACKGROUND

The Department of Empowerment of Persons with Disabilities (DEPwD), Ministry of Social Justice and Empowerment (MSJE), Government of India (GoI) implements the scheme for Assistance for Spinal Injury Centers is the result of merger of two erstwhile Schemes, namely Scheme for Financial Assistance to Indian Spinal Injury Centers, New Delhi and Scheme for Financial Assistance for Setting up of State Spinal Injury Centers. Accordingly, the Scheme has two components:

- i. Assistance to Indian Spinal Injury Centre, New Delhi
- ii. Setting up of State Spinal Injury Centers

1.1 Introduction

Spinal Cord Injury (SCI) is one of the most debilitating conditions afflicting humans. It not only physically disables the individual but also has the potential to worsen the lives of the individuals and their families socially, economically and psychologically. Spinal cord injury (SCI) is a life-threatening condition that carries a high risk of morbidity and mortality. Such patients require continuous monitoring and comprehensive management of life. Spinal cord injury is associated with lower rates of school enrollment and economic participation, and it carries substantial individual and societal costs. According to WHO, the mortality risk increases with injury level and severity and is strongly influenced by availability of timely, quality medical care. Prior to Independence, there was no facility dedicated to spinal injuries in India and the concept of rehabilitation took time to grow amongst the medical fraternity. Patients afflicted with SCI require dedicated monitoring and management for life, and therefore, it becomes imperative to provide support to the Spinal Injury Centres catering to their needs in the country.

1.2 Objective

The objective of the scheme is to provide financial assistance for setting up and operation of the Spinal injuries centres across India including existing centres so as to enable the patients with spinal injuries lead their life to their fullest abilities.

1.3 Eligibility of the Beneficiaries

For the purpose of this scheme, the eligibility criterion is an Indian Citizen with spinal cord injury having a family income not more than ₹3,00,000/-(Rupees Three Lakhs) per annum. The said poor spinal injury patient shall be eligible to get benefits under the Scheme. A certificate from Revenue Department of State Government may be obtained for each beneficiary and/or

BPL cards and/or other cards issued by Government Authority indicating the annual family income to be less than ₹ 3 lakhs per annum.

1.4 Duration of the scheme

The scheme shall be operational w.e.f. the date of notification and shall be reviewed periodically within the period of scheme (2025-26)

2. COMPONENT-I: ASSISTANCE TO INDIAN SPINAL INJURY CENTRE (ISIC), NEW DELHI

2.1 Union Cabinet Decisions

The previous Union Cabinet decisions pertaining to this component are available at **Annexure-I** for reference.

2.2 Objective

2.2.1 The main objective of the Scheme is reimbursement of funds to ISIC by way of grants-in-aid by the Department for maintaining 25 free beds and 5 free beds to be maintained by ISIC for providing indoor treatment to spinal cord injured poor patients and their rehabilitation.

2.2.2 10% free beds to be maintained for indoor treatment of EWS category as per Delhi High Court Order dated 22.03.2007 will not be clubbed by ISIC with the Scheme of the Ministry and the same shall necessarily need to have been provided to the concerned patients prior to provisioning the benefits of free beds under Centre's ASIC scheme.

2.3 Implementing Agency

Indian Spinal Injuries Centre (ISIC), Sector-C, Vasant Kunj, New Delhi shall be the sole implementing agency of the ISIC component of the scheme.

2.4 Financial Support

2.4.1 Recurring Cost

2.4.1.1 Recurring support for maintaining 25 free beds and 5 free beds to be maintained by ISIC for providing indoor treatment to spinal cord injured poor patients and their rehabilitation.

2.4.1.2 The rate of reimbursement would be ₹7,000/- per bed per day on actual occupancy basis.

2.4.1.3 For future enhancement in the rate of reimbursement, ISIC should take prior approval based on complete costing analysis from the Department and any enhancement in this regard shall be subject to approval of the Competent Authority in the Ministry.

2.5 Procedure for receipt of Grants-in-aid

- 2.5.1 ISIC has to register with NGO Darpan Portal and generate a unique ID Number. ISIC will submit their proposal for reimbursement of funds on quarterly basis to the Department of Empowerment of Persons with Disabilities (Divyangjan). The proposal should be accompanied with the following documents/information:
- 2.5.1.1 Detailed list of beneficiaries for whom reimbursement is claimed in the prescribed format (Annexure-I).
 - 2.5.1.2 10% free beds to be maintained for indoor treatment of EWS category as per Delhi High Court Order dated 22.03.2007 will not be clubbed by ISIC with the Scheme of the Ministry and the same shall necessarily need to have been provided to the concerned patients prior to provisioning the benefits of free beds under Centre's ASIC scheme. Documentary evidence of the said provision is to be submitted to DEPwD by ISIC whilst submitting the proposal for reimbursement.
 - 2.5.1.3 ISIC shall certify that the 10% free beds to be maintained for indoor treatment of EWS category as per Delhi High Court Order dated 22.03.2007 have already been availed by the patients before seeking reimbursement under the ASIC scheme.
 - 2.5.1.4 Utilization Certificate of previous Grants-in-Aid to be submitted as per Annexure-III.
 - 2.5.1.5 A copy of Audited Accounts and Annual Report for the previous year.
 - 2.5.1.6 ISIC should also upload details of grants received, utilized and list of beneficiaries along with photo and Ration Card Number/Voter ID Number/Aadhaar Card Number, as the case may be, in the website.
 - 2.5.1.7 ISIC shall take feedback from all beneficiaries under the scheme and the same shall be shared by ISIC with the Department on a quarterly basis. The proforma for feedback is attached at Annexure IV. The said proforma shall necessarily need to have been filled by the beneficiaries before being discharged from ISIC. The minimum set of documents (indicative) required for processing the proposals to be submitted by the ISIC, Delhi may be seen as per Annexure-II, Annexure-III , Annexure-IV and Annexure-V.

2.6 Sanction/release of Grants-in-aid

- 2.6.1 ISIC will be sanctioned grants-in-aid in a particular financial year after receiving complete proposal as stipulated in para 2.5 above. The subsequent financial assistance would be sanctioned after receipt of Utilization Certificate as prescribed for previous grants-in-aid.

2.7 Terms and Conditions

- 2.7.1 ISIC shall obtain proof regarding monthly income of beneficiaries assisted. This will include the beneficiaries provided under the 25 free beds reimbursed under ASIC Scheme by DEPwD as well as the details of beneficiaries of the 5 free beds to be provided by ISIC under the ASIC Scheme.
- 2.7.2 ISIC will maintain separate record of beneficiaries assisted under the Scheme.

- 2.7.3 ISIC shall maintain a separate account of funds received and utilized from the Department of Empowerment of Persons with Disabilities (Divyangjan) for maintaining 25 free beds for poor patients. The funds received under the scheme should be kept in a separate bank account i.e. Saving Account and operated accordingly. The final accounts for a financial year will be rendered through Utilization Certificate and Audited Accounts signed by Chartered Accountant within six months of the close of the financial year.
- 2.7.4 The Department shall reserve the right to inspect the premises of ISIC at any time and the same shall be assisted to the fullest extent by ISIC.
- 2.7.5 When the Government of India has reasons to believe that the sanction is not being utilized for the approved purpose, the amount would be recovered from ISIC with interest and no further assistance would be given by the Centre. The Department will be at liberty to debar the organization and to take legal action as per law.
- 2.7.6 The funds released under the scheme shall be utilized by ISIC as per terms and conditions stipulated in the Sanction Order including utilization of funds earmarked for SC/ST beneficiaries.
- 2.7.7 List of beneficiaries provided free-bed treatment under the Scheme of the Department will be uploaded on the website of ISIC (**Annexure-II**).
- 2.7.8 Prominent display of free bed facility provided by the Centre for poor patients under the Scheme of the Department in the public domain of the Centre shall be ensured by the Centre for wide publicity among needy patients. This should be displayed prominently near the reception/building area as well as on the website.
- 2.7.9 For making the beneficiary aware about this Scheme of the Department, the Indian Spinal Injury Centre, Delhi shall display it on the LED and also through electronics and outdoor media.
- 2.7.10 The 25 beds for beneficiaries under the ASIC Scheme for which the Department shall bear the expenses should be clearly marked as –“DEPwD, MSJE, GoI Beds covered under ASIC Scheme” and to be numbered from “1-25”. The reimbursement for the same shall be made as per actual occupancy. Furthermore, the 5 beds for beneficiaries under the ASIC Scheme for which ISIC shall bear the expenses should be clearly marked as –“ISIC Beds covered under ASIC Scheme” and to be numbered from “1-5”. These 5 beds for which ISIC shall bear the expenses shall necessarily be occupied before the 25 beds for which the Department shall bear the expenses.
- 2.7.11 ISIC shall form an inbuilt monitoring mechanism and ensure that there is no redundancy in respect of the scheme beneficiaries and the beds earmarked for EWS category under Delhi Government at all. At the end of each financial year, ISIC shall submit a detailed report of its operation, with special reference to the funds utilized and assistance provided to SCI patients under the scheme.

2.7.12 To eliminate duplication of beneficiaries, they may be identified using their Aadhar Number in addition to the Registration Number.

2.7.13 In case beds earmarked for SC/ST beneficiaries remain unoccupied, the same may be allocated to the next available PwD beneficiary with benchmark disability as per the Rights of Persons with Disabilities Act, 2016 (RPwD Act, 2016). In case of non-availability of both, the said beds may be allocated to the next EWS beneficiary.

3. Component II: Setting up of State Spinal Injury Centres (SSIC)

3.1 Objectives

The objective of the scheme is to provide financial assistance for setting up and operation of the Spinal injuries centres across India including existing centres i.e. SMS Medical College Jaipur, so as to enable the patients with spinal injuries lead their life to their fullest abilities.

3.2 The operational objectives of the Centres shall be to provide following services:

- a) Dedicated OPD
- b) 12 bed facility

The Department of Orthopedics and Rehabilitation attached to the district hospital, where the Centre is set up, shall look after the activities of the Centre.

3.3 Role of State/UT Government

3.3.1 Non-recurring support

The approximate area required for the rehabilitation area and area for 12 beds facilities is 4,000 - 6,000 sq. ft, which shall be provided by the concerned state/UT. The concerned states/UTs shall also to bear the infrastructure cost (basic structure work, finishing work including interior and other engineering services and cost on engineering plant requirement, if required).

3.3.2 Recurring support

3.3.2.1 The recurring cost on (i) salaries of medical, paramedical and allied health staff required for running the Centre; (ii) drugs and consumables; (iii) maintenance of infrastructure and equipments iv) Awareness Generation(refer para 3.4), shall be borne by the concerned State Spinal Injury Centre (State/UT).

3.3.2.2 Out of 12 beds, the concerned State/ UT Government will bear the cost involved on management of two beds of State Spinal Injury Centre. The Central Government will support by reimbursement to the State/UT the cost involved on management of remaining 10 beds daily for treatment of poor patients. For the purpose of the scheme, a poor patient shall be an individual having a family income not more than ₹3,00,000/-(Rupees Three Lakhs) per annum. The said poor spinal injury patient shall be eligible to get benefits under the Scheme. A certificate from Revenue Department of State Government may be obtained for each beneficiary and/or BPL cards and/or other cards issued by Government Authority indicating the annual family income to be less than ₹ 3 lakhs per annum.

3.4 Awareness Generation Component

For making the beneficiary aware about this Scheme of the Department, the State Spinal Injury Centres shall display it on the LED and also through electronics and outdoor media. Expenditure for the same shall be borne by the concerned State/UT Government (refer para 3.3.2). It shall be a prerequisite for the concerned SSIC to have expended funds to the tune of ₹ 2 Lakhs (minimum) under the said component for claiming grants from the Department under the scheme.

3.5 Role of Central Government

The Central Government shall bear the following cost:

3.5.1 Recurring Support

3.5.1.1 Reimbursement of maintenance cost of 10 beds on annual basis @ ₹ 1000/- per bed per day or as per actual, whichever is lesser. Recurring expenditure liability in respect of remaining 2 beds will be borne by State Government/Implementing Hospital, subject to fulfillment of conditions.

3.5.1.2 The reimbursement shall be on year to year basis, @ ₹1,000 per bed per day or as per actual, whichever is less. The rate per bed shall be fixed by the Central Government from time to time. The concerned State shall bear the cost involved on management of remaining two beds (For example, if the rate of reimbursement per bed per day is fixed ₹1,000 and 10 beds remained occupied for 360 days in a year, the Central Government shall reimburse to the State ₹1,000x10x360=36,00,000)

3.5.2 Non-Recurring support

For the SSICs, the Central Government shall bear the non-recurring expenditure upto ₹ 2.33 crores on setting up of the State Spinal Injury Centre which include the expenditure on (i) medical equipments; (ii) medical/ surgical instruments (OT); (iii) rehabilitation equipment - (a) OT & PT; (b) orthotics and prosthetics; and (c) assistive technology and non-recurring expenditure cost upto ₹ 0.56 crores for setting up of 12 bed wards.

3.6 Implementing Agency

The component of SSIC shall be implemented by DEPwD as a Central Sector Scheme. The Department shall release the funds to the concerned State/UT authorities for recurring and non recurring components of the scheme.

3.7 Terms and Conditions

3.7.1 SSICs will maintain separate record of beneficiaries assisted under the Scheme.

3.7.2 SSICs shall maintain a separate account of funds received and utilized from the Department of Empowerment of Persons with Disabilities (Divyangjan) for maintaining 10 free beds. The funds received under the scheme should be kept in a separate bank account i.e. Saving Account and operated accordingly. The final accounts for a financial

year will be rendered through Utilization Certificate and Audited Accounts signed by Chartered Accountant within six months of the close of the financial year.

- 3.7.3 The minimum set of documents (indicative) required for processing the proposals to be submitted by the concerned SSIC may be seen as per Annexure-II, Annexure-III and Annexure-VI.
- 3.7.4 The Department shall reserve the right to inspect the premises of SSICs at any time and the same shall be assisted to the fullest extent by the concerned SSIC.
- 3.7.5 When the Government of India has reasons to believe that the sanction is not being utilized for the approved purpose, the amount would be recovered from SSIC with interest and no further assistance would be given by the Centre. The Department will be at liberty to debar the organization and to take legal action to the fullest extent of the law.
- 3.7.6 The funds released under the scheme shall be utilized by SSIC as per terms and conditions stipulated in the Sanction Order including utilization of funds earmarked for SC/ST beneficiaries.
- 3.7.7 List of beneficiaries provided with free-bed treatment under the Scheme of the Department will be uploaded on the website of SSICs (Annexure-II).
- 3.7.8 Prominent display of free bed facility provided by the Centre for poor patients under the Scheme of the Department in the public domain of the SSIC shall be ensured by the SSIC for wide publicity among needy patients.
- 3.7.9 For making the beneficiary aware about this Scheme of the Department, the SSICs shall display it on the LED and also through electronics and outdoor media.
- 3.7.10 SSICs shall form an inbuilt monitoring mechanism to ensure that there is no redundancy in coverage of beneficiaries under the scheme in any respect for the support received from the Centre under the scheme. At the end of each financial year, SSICs shall submit a detailed report of its operation, with special reference to the funds utilized and assistance provided to SCI patients under the scheme.
- 3.7.11 SSICs shall device a mechanism to take feedback from beneficiaries under the scheme and the same shall be shared by SSICs with the Department on a quarterly basis.
- 3.7.12 SSICs shall ensure that PwDs are treated with respect and dignity by generating awareness through interventions such as charts, pictures, awareness sessions etc.

Annexure I: Union Cabinet Decisions (in respect of ISIC)

I. Date: 28.03.1989

- a. Establishment of Indian Spinal Injuries Centre in New Delhi – a joint venture of Government of Italy and Government of India through Italian NGO Italian Association for Solidarity among People (AISPO) and India Spinal Injuries Centre (ISIC).
- b. One time grant of ₹ 2.50 crore by the Government of India towards non-recurring expenditure during 1989-90.
- c. Grant amounting to 50% of recurring expenditure of the Centre for the first five years (Pay & Allowances, Maintenance and Spare Parts for Equipments, Surgical consumable items, Linen items, Cleaning materials, Drugs & Chemicals, Diet etc).

II. Date: 15.12.1997

- a. Amendment to the earlier Cabinet decision dated 28.03.1989 – instead of bearing 50% of the recurring expenditure, Govt. to sponsor 30 beds for indoor treatment of poor patients involving an expenditure of ₹1.67 crore during the year 1997- 98 and an annual increase of 10% thereafter.
- b. To release non-recurring grant of ₹ 5.80 Crore for completion of infrastructure.
- c. Project to be reviewed before the conclusion of IX FYP (1997-2002) and future grants on satisfactory functioning of ISIC as also on an assessment of necessity of funding it.
- d. From 2004-05 onwards, 25 free-beds were to be reimbursed by the Government and 5 free beds to be borne by ISIC.
- e. The Ministry has been releasing funds under the Scheme since 1989-90 based on the proposal received from ISIC and approved by the Ministry on year-to-year basis in the light of Cabinet decision and allocation of funds for the Scheme.

Annexure II: List of beneficiaries provided free-bed treatment with spinal cord injuries under the Scheme of DEPwD to be maintained/uploaded on the website of ISIC and SSICs excluding the Aadhaar Number

S.No.	Name of beneficiary with name of father/mother/husband	Complete Address	Age	Male/ Female	Category Gen/SC/ ST	Monthly Income (income certificate to be obtained)	Nature of case	Date of Admission	Date of discharge
1	2	3	4	5	6	7	8	9	10

Duration of stay (in days)	Expenditure incurred	Aadhaar Card No.*	Besides Aadhaar Card, documents required as Identity proof**	Mobile No. or land line number with STD Code***	Photo of beneficiary
11	12	13	14	15	16

* Aadhaar Number of beneficiaries should not be disclosed / uploaded on the website.

** Voter ID Card/ Passport/ Driving License/ Passbook of a nationalized bank with photo ID/PAN Card/Employee Government ID Card/ Ration Card with photo/ Photo ID card issued by the Competent Authority for SC/ST/OBC/Photo identity Card issued by Competent Authority for differently abled.

*** Uploading mobile number or land line number with STD Code of beneficiary to enable the Ministry to get feedback about the free treatment provided to the beneficiary by ISIC. In case the same is not available with beneficiary, mobile number or land line number with STD Code of relative/acquaintance of the beneficiary has to be uploaded.

Annexure III: GFR 19-A

[See Rule 212(1)]

Form of Utilization Certificate

S. No.	Letter No. and Date	Amount (₹)	Certified that out of ₹_____of grants-in-aid sanctioned during the year _____in favour of _____ under this Ministry/Department letter No. given in the margin and ₹_____ on account of unspent balance of the previous year, a sum of ₹_____ has been utilized for the purpose of _____ for which it was sanctioned and that the balance of ₹_____remaining unutilized at the end of the year has been surrendered to Government (vide No. _____ dated _____)/ will be adjusted towards the grants-in-aid payable during next year_____.
	Total		

2. Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled/are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of checks exercised

- 1.
- 2.
- 3.
- 4.
- 5.

Signature_____

Designation_____

Date_____

Annexure IV: Feedback form to be filled by Patient at the time of Discharge from Hospital

S.No	Details	Remarks				
1	Name of the Patient					
2	Father's Name					
3	Address					
4	Phone No.					
5	Gender	Male		Female		Others
6	Hospital Registration No					
7	Whether belong to BPL	Yes		No		
8	Whether subscribed to PM-JAY	Yes		No		
9	Annual Income of Patient/Father (in case of Minor/Dependent)					
10	Category	SC	ST	OBC	Minority	Others
11	Whether free beds provided under DEPwD, MSJE, GoI's ASIC Scheme	Yes		No		
12	Whether a PwD	Yes		No		
13	If yes, % and type of disability					
14	Stay in the hospital	From.....to.....				
15	Package/Facilities provided					
16	Whether any fee charged	Yes			No	
	If yes, how much	₹				
17	Whether satisfied	Excellent			Good	
	if yes, please give ratings	Average			Poor	

18	Source of information about the scheme	Hospital	Doctor
		Friend	Others
19	Suggestions, if any		

Note : tick whatever is applicable.

(Name & Signature of Patient/Attendant)

1. Checklist[@]

S. No.	Document	Status
1	Unique ID number duly registered with NGO Darpan Portal	
2	Previous GIA Utilization Certificate(GIA released on reimbursement basis)	
3	Annual Report	
4	Consolidated Audited accounts of the center	
5	Complete project audited account (balance sheet, income & expenditure statement, receipt and payment statement)	
6	Whether Audited account accepted by Program Division as mandated under Rule 238(2)	
7	Aadhar Card with beneficiary list	
8	Declaration by ISIC that the beneficiaries under the ASIC Scheme are not already subscribed to any Health Insurance Scheme of State Govt/UT or Prime Minister Jan Arogya Yojana (PM JAY)	
9	<p>Detailed list of Beneficiaries under the ISIC Component of the ASIC Scheme of DEPwD (which includes Name of beneficiary with name of father/ mother/ husband, Complete Address, Age, Male/Female, Category(Gen/SC/ST), Monthly Income Certificate, Nature of case, Date of Admission, Date of Discharge, Duration of Stay/In days), Expenditure incurred, Aadhaar Card No., Besides Aadhaar Card, document required as identity proof * , Mobile No. or landline no. with STD code, Photo of Beneficiary)</p> <p>(a) Separate list of beneficiaries who occupied the 25 free beds maintained by the Department under the scheme</p> <p>(b) Separate list of beneficiaries who occupied the 5 free beds maintained by the ISIC under the scheme</p>	
10	Separate list of 10% free beds to be maintained for indoor treatment of EWS category as per Delhi High Court Order dated 22.03.2007. The same should not be clubbed under the Scheme	
11	Monthly Income Certificate of the beneficiaries with serial wise	
12	Separate account of funds received from the DEPwD for maintaining 25 free beds for poor patients under the ISIC Scheme. Details of account statement for the particular period	
13	Undertaking of the beneficiary	

14	Voter ID Card/ Passport/ Driving License/ Passbook of a nationalized bank with photo ID/PAN Card/Employee Government ID Card/ Ration Card with photo/ Photo ID card issued by the Competent Authority for SC/ST/OBC/Photo identity Card issued by Competent Authority for differently abled.	
15	Undertaking by ISIC, Delhi that for the beneficiaries covered under the ISIC claim, the said beneficiaries have not been covered under the 10% free beds for EWS as per Delhi High Court order and the claim for the said beneficiaries have not been made from anywhere else other than DEPwD's ISIC scheme)	

* Voter ID Card/ Passport/ Driving License/ Passbook of a nationalized bank with photo ID/PAN Card/Employee Government ID Card/ Ration Card with photo/ Photo ID card issued by the Competent Authority for SC/ST/OBC/Photo identity Card issued by Competent Authority for differently abled.

@ Please note that the aforementioned checklist is indicative in nature. Additional document(s) may be identified for processing the proposals from time to time

2. Monthly Bed occupancy status

Bed Numbers *	ISIC Bed Number covered under ASIC Scheme	Occupancy Status - DEPwD, MSJE, GoI Beds covered under ASIC Scheme (Occupied(O) / Unoccupied(U))	Remarks
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Annexure VI: Checklist@ for claims under the SSIC Component

S. No.	Document	Status
1.	Previous GIA Utilization Certificate(if Applicable)	
2.	Annual Report	
3.	Consolidated Audited accounts of the center	
4.	Complete project audited account (balance sheet, income & expenditure statement, receipt and payment statement)	
5.	Whether Audited account accepted by Program Division as mandated under Rule 238(2)	
6.	Aadhar Card with beneficiary list	
7.	Declaration by concerned SSIC that the beneficiaries under the ASIC Scheme are not already subscribed to any Health Insurance Scheme of State Govt/UT or Prime Minister Jan Arogya Yojana (PM-JAY)	
8.	Detailed list of Beneficiaries under the Scheme of DEPwD (which includes Name of beneficiary with name of father/ mother/ husband, Complete Address, Age, Male/Female, Category(Gen/SC/ST), Monthly Income Certificate, Nature of case, Date of Admission, Date of Discharge, Duration of Stay/In days), Expenditure incurred, Aadhaar Card No., Besides Aadhar Card, document required as identity proof * , Mobile No. or landline no. with STD code, Photo of Beneficiary)	

	Monthly Income Certificate of the beneficiaries - serial wise	
10.	Separate account of funds received from the DEPwD for maintaining 10 free beds for poor patients under the SSIC Component. Details of account statement for the particular period	
11.	Undertaking of the beneficiary	
12.	Voter ID Card/ Passport/ Driving License/ Passbook of a nationalized bank with photo ID/PAN Card/Employee Government ID Card/ Ration Card with photo/ Photo ID card issued by the Competent Authority for SC/ST/OBC/Photo identity Card issued by Competent Authority for differently abled.	

* Voter ID Card/ Passport/ Driving License/ Passbook of a nationalized bank with photo ID/PAN Card/Employee Government ID Card/ Ration Card with photo/ Photo ID card issued by the Competent Authority for SC/ST/OBC/Photo identity Card issued by Competent Authority for differently abled.

@ Please note that the aforementioned checklist is indicative in nature. Additional document(s) may be identified for processing the proposals from time to time
