



CSU/Scheme-VDPT/Admn-2025/1268

06.09.2025

सेवा में/To

All Directors / Principals / Heads of Departments
Constituent Campuses and Affiliated Institutes
Central Sanskrit University, Delhi.

विषय/Subject: -Submission of Details – Financial Assistance Scheme for Visually Disabled
Permanent Teachers

Sir/Madam,

I am directed to inform you that the University Grants Commission (UGC), vide its letter dated 20th August 2025, has introduced a scheme to provide **financial assistance to visually challenged permanent teachers** to support them in discharging their teaching and research responsibilities more effectively.

The assistance under this scheme includes:

- Reader's Allowance
- Funds for the purchase of Braille books
- Access to recorded material and other teaching-learning aids
-

This scheme is intended to help such teachers become more independent in their academic work by providing the necessary resources and support.

In this regard, you are kindly requested to submit the details of any visually challenged permanent teachers in your campus/institute who may be eligible. The submission should include:

1. A formal application from the concerned teacher
2. Relevant documents as per UGC's 12th Plan Guidelines
3. Any other supporting documents, if applicable

You are requested to send the above information to this office on or before 15th September 2025, to enable timely processing and further necessary action. Your attention to this matter is appreciated.

Thanking you.

भवदीय/Yours faithfully,

(कृष्णकुमार के.टी./Krishnakumar K.T.)
उप निदेशक (प्रशा.)/Deputy Director (Admn.)

संलग्न/ Encl.: Copy of UGC Letter dated 20.08.2025 / 12th Plan Guidelines

F.No.5-7/2023(SCT)

August, 2025

All The Registrar/Principal, All Central/State/Deemed to be Universities/Colleges and Grants-in-aid Institutions

Sub: Financial Assistance to Visually-Disabled Teachers regarding.

Dear Madam/Sir,

In continuation to this office letter of even number dated 29.02.2024. As you are aware that UGC has extended the scheme of Financial Assistance to Visually-Disabled Teachers up to 2024-25. The Scheme has been formulated to help visually challenged permanent teachers to pursue teaching and research with the help of a Reader and by using teaching and learning aids by way of providing Reader's Allowance and funds for the purchase of Braille books, recorded materials, etc. and help such teachers achieve self- dependence by using various aids for teaching, learning and research activities.

You are, therefore, requested to kindly send the application along with relevant documents as per the 12th plan Guidelines through your University/College to take further necessary action in this regard. This advisory should also be circulated to all the constituent & affiliated colleges of your university which comes under 2(f) & 12(B).

With regards,

Yours sincerely,
Digitally signed by
Gambhir Singh
Date: 20-08-2025
11:40:59
(Dr. G.S. Chauhan)
Joint Secretary



**Guidelines
for
Persons with Disabilities Scheme in Colleges
XII Plan (2012-2017)**



**University Grants Commission
Bahadurshah Zafar Marg
New Delhi – 110 002**

UGC Website: www.ugc.ac.in

FACILITIES FOR DIFFERENTLY-ABLED PERSONS

There are two schemes namely:

- A. Higher Education for Persons with Special Needs (HEPSN)
- B. Visually- Challenged Teachers

(A) HIGHER EDUCATION FOR PERSONS WITH SPECIAL NEEDS (HEPSN)

Introduction

The Persons with Disabilities Act 1995 indicates that differently-abled persons should have access to education at all levels. In the higher education sector, the University Grants Commission (UGC) is supporting universities and colleges in the country to involve in special education activities to empower differently-abled persons. The UGC had started the scheme of assistance to universities/colleges for Higher Education for Persons with Special Needs (Differently- abled Persons) (HEPSN) during the Ninth Five-Year Plan, which continued in the Tenth Plan. Keeping in view the need to provide infrastructure to differently-abled persons in higher education institutions, the scheme is extended to the Twelfth Plan too. The details of the scheme are enumerated as follows:

The HEPSN scheme is basically meant for creating an environment at the higher education institutions to enrich higher education learning experiences of differently-abled persons. Creating awareness about the capabilities of differently-abled persons, construction aimed at improving accessibility, purchase of equipment to enrich learning, etc., are the broad categories of assistance under this scheme.

Specific Objectives of HEPSN

The specific objectives of the HEPSN Scheme are as follows:

- 1 To provide equal educational opportunities to differently-abled persons in higher education institutions.
- 2 To create awareness among the functionaries of higher education about the specific educational needs of differently-abled persons.
- 3 To equip higher education institutions with the facilities to provide access to differently-abled persons.
- 3 To provide special devices to higher education institutions that will augment the learning experiences of differently-abled persons.
- 4 To monitor the implementation of all existing and future legislation and policies, which are pertaining to higher education of differently-abled persons.

Eligibility

Higher education institutes will be provided assistance under the HEPSN scheme when they fulfill the following conditions:

1. The college applying for grant for any one of the components of the scheme should have enrolled disabled persons, including persons with visual impairment, hearing

- impairment, and locomotor disability, etc., in various courses of the institute. The definitions of disability are in accordance with the Persons with Disabilities Act 1995.
2. Institutions applying for the scheme should have been approved by the UGC under Sections 2(f) and 12 B.
 3. The college should have constituted an expert committee involving faculty members, experts in the field and differently-abled persons themselves. The committee should meet at least once a year to review the activities related to the concerned scheme(s).

Provision of Facilities and Financial assistance

The HEPSN scheme has three components. They are enumerated as follows:

Component 1

Establishment of Enabling Units for differently-abled persons:

In order to develop awareness in the higher education system and also to provide necessary guidance and counselling to differently-abled persons, it is proposed to establish resource units in colleges in the country, which will be called as Enabling Units. The functions of this Enabling Unit will be to:

1. Facilitate admission of differently-abled persons in various courses;
2. Provide guidance and counselling to differently-abled individuals;
3. Create awareness about the needs of differently-abled persons, and other general issues concerning their learning; and
4. Assist differently-abled graduates to gain successful employment in the public as well as private sectors.

The special unit will be coordinated by a faculty member to be nominated by the head of the institution. He/she will work as honorary coordinator for which a token honorarium of Rs. 4000/- per month will be paid. The unit will also have a budgetary provision of Rs. 50,000/- per year towards general administration, stationery, contingencies, and to avail the services of experts and personnel for organising awareness programmes, counselling sessions, etc., for efficient and independent functioning in order to achieve its objectives. The major functions of the Enabling Unit will be as follows:

- a) To provide counselling to differently-abled students on the types of courses they could study at the higher education institutions.
- b) To ensure admission of as many differently-abled students as possible through the open quota and also through the reservation meant for them.
- c) To gather orders dealing with fee concessions, examination procedures, reservation policies, etc., pertaining to differently-abled persons.
- d) To assess the educational needs of differently-abled persons enrolled in the higher education institutes to determine the types of assistive devices to be procured.
- e) To conduct awareness programmes for teachers of the institute about the approaches to teaching, evaluation procedures, etc, which they should address in the case of differently-abled students.
- f) To study the aptitude of differently-abled students and assist them in getting appropriate employment when desired by them after their studies.

- g) To celebrate important days pertaining to disability such as the World Disabled Day, White Cane Day, etc., in the institute and also in the neighborhood in order to create awareness about the capabilities of differently-abled persons.
- h) To ensure maintenance of special assistive devices procured by the higher education institute under the HEPSN scheme and encourage differently-abled persons to use them for enriching their learning experiences.
- i) To prepare annual reports with case histories of differently-abled persons who are benefited by the HEPSN scheme sanctioned to the higher education institute. An expert team appointed by the University Grants Commission will carry out evaluation of the functioning of the Enabling Unit from time-to-time to enrich their services to differently-abled persons.

Component 2

Providing Access to Differently-abled persons

It has been felt that differently-abled persons need special arrangements in the environment for their mobility and independent functioning. It is also a fact that many institutes have architectural barriers that disabled persons find difficult for their day-to-day functioning. The colleges under this scheme are expected to address accessibility related issues as per the stipulations of the

Persons with Disabilities Act 1995, and ensure that all existing structures as well as future construction projects in their campuses are made disabled friendly. The institutes should create special facilities such as ramps, rails and special toilets, and make other necessary changes to suit the special needs of differently-abled persons. For this purpose, the UGC will make a one-time grant of up to **Rs.5.00 lakh** per college during the Plan period. The construction plans should clearly address the accessibility issues pertaining to disability. Guidelines on accessibility laid out by the office of the Chief Commissioner of Disabilities, Government of India (website: www.ccdisabilities.nic.in) may be followed in the case of construction and making the environment disability friendly.

Component 3

Providing Special Equipment to augment Educational Services for Differently-abled Persons

Differently-abled persons require special aids and appliances for their daily functioning. These aids are available through various schemes of the Ministry of Social Justice and Empowerment. In addition to the procurement of assistive devices through these schemes, the higher education institute may also need special learning and assessment devices to help differently-abled students enrolled for higher education. In addition, visually challenged students need Readers.

Availability of devices such as computers with screen reading software, low-vision aids, scanners, mobility devices, etc., in the institutes would enrich the educational experiences of differently-abled persons. Therefore, colleges are encouraged to procure such devices and provide facility of Readers for visually challenged students. The UGC will provide an ad hoc one-time grant of up to **Rs. 1.50 lakh** per college during the Twelfth Plan period.

How to Apply for the Scheme

1. Application for specific projects should be sent in the prescribed proforma along with College Development proposal.

Procedure for release of grant

- Component 1. Honorarium to coordinator and other budgetary provision @ Rs.50,000/- per year will be released for the 1st year after approval of the proposal. Subsequent grants will be released on the basis of audited utilization certificate and statement of expenditure.
- Component 2. Grant will be released on receipt of detailed plans and estimate as per UGC building guidelines.
- Component 3. 90% of the grant allocated will be released as 1st installment and the remaining 10% on reimbursement basis, on receipt of audited statement of expenditure and utilization certificate.

PROFORMA**UNIVERSITY GRANTS COMMISSION
NEW DELHI****PROFORMA FOR FINANCIAL ASSISTANCE UNDER THE SCHEME TO ASSIST FOR COLLEGES
TO FACILITATE HIGHER EDUCATION FOR PERSONS WITH SPECIAL NEEDS (HEPSN)
SCHEME**

1. Name and address of College
2. Year of establishment
3. Does the College come under sections 2(f) and 12(B) of the UGC Act?
4. Whether the College is Located under SC/ST/Minority concentrated District.
5. Nature of services currently offered by the university for the welfare of disabled persons
6. How many disabled persons are currently enrolled in the University/College
7. Name of the component(s) of HEPSN for which assistance from the UGC is sought
8. How the scheme will be implemented?
9. Whether the proposal has been forwarded through the University?
10. Brief history of the College
11. List of the managing committee members of the College
12. Annual expenditure of the course (recurring and non-recurring)
13. Any other relevant information supporting the proposal

1.	Name of Account Holder With Complete Contact Address, Telephone Number and Email.	
2.	Bank Name	
3.	Branch Name With Complete Address, TelePhone Number And Email	
4.	Whether The Branch is Computerised?	
5.	Whether the Branch is RTGS Enabled? If Yes, Then What is the Branch's IFSC Code	
6.	Whether the Branch Also NEFT Enabled?	
7.	Type of Bank Account (SB/Current/Cash Credit)	
8.	Complete Bank Account Number (Latest)	
9.	MICR Code of Bank	

Date

Signature

**Principal
(with seal)**

UTILIZATION CERTIFICATE

Certified that the grant of Rs. _____
(Rupees _____) Sanctioned
to _____

by University Grants Commission vide its letter
No. _____ dated _____ towards

_____ has been utilized
for the purpose for which it was sanctioned and in accordance with the terms
and conditions as laid down by the Commission. The university/college has
also utilized the amount of Rs. _____

as interest earned on the University Grants Commission grant.

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

Signature: _____ Signature: _____ Signature:

Registrar/Principal (Finance Officer) Chartered Accountant/Govt.
Auditor

(Seal) _____ (Seal) _____ (Seal) _____

(B) FINANCIAL ASSISTANCE TO VISUALLY CHALLENGED TEACHERS

1) INTRODUCTION

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

2) OBJECTIVE

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

3) ELIGIBILITY/ TARGET GROUP

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

4) NATURE OF ASSISTANCE

Allowance to visually challenged permanent teachers will be **Rs.36000/- p.a.** The amount is to be utilized for the following purposes:

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

The amount payable to Reader shall not exceed Rs.50/- per hour. The College shall reimburse the amount to visually challenged teachers on receipt of the actual amount received by the Reader **and actual expenditure incurred by the visually challenged teacher subject to a maximum of Rs.36000/- per annum. Bills, in original, will be required to be submitted by the teacher to the college. However, these are not required to be submitted to the UGC.** The scheme will end with the Plan period.

5) PROCEDURE FOR APPLYING

The proposal may be sent directly to the respective Regional Offices/ NRCB of the UGC along with the proposal for Twelfth Plan General Development Grant showing the consolidated list of all the visually challenged teachers in the Institute.

6) PROCEDURE FOR APPROVAL BY THE UGC

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

7) RELEASE OF GRANT BY THE UGC

The first installment will be released with the letter of approval. However, subsequent installments would be paid on receipt of Utilization Certificate of the previous grant together with the Statement of Expenditure incurred in the previous year. Details pertaining to visually challenged teachers be appended with it.

8) PROFORMA FOR SUBMITTING PROPOSAL

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

UNIVERSITY GRANTS COMMISSION
New Delhi

PRESCRIBED FORMAT FOR GETTING FINANCIAL ASSISTANCE TOWARDS VISUALLY HANDICAPPED
TEACHERS OF COLLEGES

1. Name of the College :
2. Address of the College :
Phone No.Fax No.E-Mail
3. Name of the University its Affiliated to :
4. Whether falls under Section 2(f) and 12(B) of the UGC Act :
5. Whether the College is Located under SC/ST/Minority concentrated District.
6. Whether receiving Non-plan/
Plan Grant from UGC/State Govt. :
(please indicate)
7. Name of the person :
8. Nature of Blindness:
Fully Blind:
Low Vision :
(A certificate from a Govt. Hospital Be attached with to this effect)
9. Name of the Department :
10. Date of appointment in the Department :
11. Name of the Reader :
12. Educational Qualification of Reader :
13. Honorarium paid to the Reader @ Rs per month.
14. Total amount to be paid :
(Attach a receipt from the Reader With revenue stamp) :
15. Bank Details :-

1.	Name of Account Holder With Complete Contact Address, Telephone Number and Email.	
2.	Bank Name	
3.	Branch Name With Complete Address, TelePhone Number And Email	
4.	Whether The Branch is Computerised?	
5.	Whether the Branch is RTGS Enabled? If Yes, Then What is the Branch's IFSC Code	
6.	Whether the Branch Also NEFT Enabled?	
7.	Type of Bank Account (SB/Current/Cash Credit)	
8.	Complete Bank Account Number (Latest)	
9.	MICR Code of Bank	

Signature

**Principal
With Seal**

UTILIZATION CERTIFICATE

Certified that the grant of Rs. _____
(Rupees _____) Sanctioned
to _____

by University Grants Commission vide its letter
No. _____ dated _____ towards

_____ has been utilized
for the purpose for which it was sanctioned and in accordance with the terms
and conditions as laid down by the Commission. The university/college has
also utilized the amount of Rs. _____

as interest earned on the University Grants Commission grant.

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

Signature: _____ Signature: _____ Signature:

Registrar/Principal (Finance Officer) Chartered Accountant/Govt.
Auditor

(Seal) _____ (Seal) _____ (Seal) _____