

No. B-13017/4/2020-DD-1
(Ministry of Social Justice & Empowerment)
Department of Empowerment of Person with Disabilities (Divyangjan)
Pt. Deendayal Antodaya Bhavan,
CGO Complex, 5th Floor, New Delhi
Dated:10.06.2020

To,
The Chairman cum Managing Director,
Artificial Limbs Manufacturing Corporation of India (ALIMCO),
G.T. Road, Kanpur, Uttar Pradesh.

Subject: Standard Operating Procedure (SOP) furnished by ALIMCO for conducting ADIP distribution camps after lockdown gets over- regarding

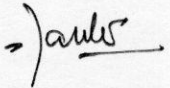
Sir,

I am directed to refer to your email dated 15.05.2020 on the above subject and to convey the approval of the competent authority for Standard Operating Procedure (SOP) furnished by ALIMCO for conducting ADIP distribution camps after lockdown gets over.

2. A copy of Standard Operating Procedure (SOP) is also enclosed herewith.

Yours faithfully,

Encl: As above



(S.K.Mahto)

Under Secretary to the Government of India.

Standard Operating Procedure (SOP) for Conducting Virtual ADIP Distribution Camps

(Special Arrangements in View of Covid-19 Pandemic)



ALIMCO



Department of Empowerment of Persons with Disabilities
Ministry of Social Justice & Empowerment
Government of India

Ministry of Social Justice & Empowerment
Department of Empowerment of Person with Disabilities (Divyangjan)
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&

Artificial Limbs Manufacturing Corporation of India (ALIMCO)

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INTRODUCTION

The outbreak of COVID-19 pandemic in India has posed a tough challenge before the entire nation. In the current situation, distribution of Aids & Appliances may not be possible in camp mode. It is therefore proposed to distribute Aids & Appliances at closest possible locations of the beneficiaries i.e. at the Block level in the districts all over the country.

OBJECTIVE

Aids & appliance would be made available to Divyangjan at the locations as near as possible to their residence in batches.

STANDARD OPERATION PROCEDURE

Stage – I: Pre Distribution

Step – 1 To establish communication with district administration for deciding the convenient dates and time for conducting the virtual distribution camp. Once the date and time of the distribution camp are finalised, the same needs to be communicated to DEPwD, MSJE.

Step – 2 To firm up the distribution camp venue & consignee details for material despatch in consultation with the District Authorities. The venue of the distribution camp, preferably, will be kept the same where assessment camps were originally conducted or within the block level in the District. In order to maintain social distancing, limited beneficiaries will be called to the venue of distribution camp. This will also substantially reduce presence of officials/staff of district administration & officials of the Corporation. Distribution at Block/Cluster level shall be organised in close coordination with concerned BDO/Tehsildar/SDM/ concerned DC/DM. ALIMCO will provide assistance in transportation of the beneficiaries to the site earmarked for distribution of aids and assistive devices to the extent possible & within the provisions of ADIP scheme on mutually agreed terms.

Step – 3 Once venue & consignee details of the camp are received from district administration, Logistic Support department of the Corporation will despatch the material from Warehouse at Kanpur & from other 05 AAPCs in the country to the respective venues of distribution camps along with teams of assemblers for tricycle assembly. Concerned camp In-charge shall keep Assessment / block level beneficiary & appliance wise lists handy for the purpose. Simultaneously, teams of online data entry & fabricating vendors will be asked to be prepared for the distribution camps. Warehouse at HQ & AAPC will ensure sanitization/ fumigation of appliances and transportation vehicles prior to despatch of the material for distribution. This activity will be completed 15 days' prior to the distribution date.

Step -4 Beneficiaries will be informed about the dates & venue of distribution camp through different channels of communication i.e. local administration (BDO, ADO, Gram Pradhans, Village Secretary, Asha worker etc), mass SMSs on mobile phones of beneficiaries & publication of advertisement in one leading newspaper of the concerned district about organising of the distribution camp. Beneficiaries may also be called on their mobile phone numbers in order to disseminate information about the distribution camp. This will ensure attendance of required number of beneficiaries at the camp venue on the date/s of the distribution camp.

Step -5 HoD/ Centre Heads will depute a team of 02/03 rehabilitation experts along with teams for fitment of fabricated Prosthetic & Orthotics at least 02 days prior to the distribution camp. The team with the help of district administration will ensure the following aspects:-

- a. To check condition of material at the site.
- b. To discuss floor plan with the district / local administration.
- c. To ensure with the help of local administration that all the norms & measures, as issued from time to time by Govt. of India for social distancing / sanitisation of appliances / personal hygiene, are followed.

Apart from the above, in order to ensure that norms of social distancing and sanitisation are followed, the beneficiaries and their attendants will be provided with facemask & sanitizers with the help of volunteers from district administration. The team of rehabilitation experts & staff of the Corporation, (who are going to be front line workers in the distribution camp) will be equipped with complete protective gears like N-95masks, PPE-kits, hand gloves & sanitizers.

Stage – II: Distribution Camp

Step -1 In consideration of variable factors like total number of beneficiaries to be provided aids & assistive devices in a particular block via-a-vis the resource & infrastructure available at the nominated Block level including the availability of suitable ground /building where distribution of aids and assistive devices is proposed; on an average 100 beneficiaries per block per day shall be called. Further, such 100 beneficiaries shall be called for distribution at staggered time slots during the day (8 AM to 4 PM) in batches of 30 to 40 per time slot, with clean interval of 45 minutes in between two batches” to allow adequate margin for Assembly / Dispersals. Each time slot will be of around 90 minutes.

Step -2 Thermal scanning of all the beneficiaries & their attendants at the entry gate will be done before entering the distribution camp premises. Any person found to be symptomatic will not be allowed to enter the premises.

Step-3 Checking & verification of beneficiaries' registration slip and entering the same into beneficiaries master list is to be done at the entry gate itself. Only bonafide beneficiaries & their attendants will be allowed to enter the premises to ensure necessary social distancing. Face masks & sanitizers will be provided to beneficiaries & their attendants by the Corporation.

Step- 4 Seating arrangements to be made for beneficiaries keeping social distancing norms (6 ft. distance) in mind.

- a. Beneficiaries assessed to get fabrication aids & appliances (Prosthetic & orthotics and hearing aids) will be asked to stay at their respective seats. Such aids & appliances would be provided / fitted at their respective places.
- b. Beneficiaries assessed for Ready to Use (RTU) aids & appliances (Tricycle, wheelchair, CP chair, MSIED kit, crutches etc.) will be asked to collect the same from respective stalls erected for this purpose at the site.

Step- 5 Unlike earlier distribution camps wherein a grand stage program used to be organized, especially in Mega Camps with number of beneficiaries more than 1000, a simple stage event will be organised at one of the Blocks/ Clusters, with proper display of backdrop of Ministry to show case the scheme. This event may be attended by District Magistrates themselves or their representative, viz, BDO/Tehsildar, as also the local public representatives Hon'ble M.P/ Hon'ble MLA or their representatives. This will be broadcast on one of the virtual conferencing platforms. This may also be used to facilitate video addressing by HMSJE/HMS'SJE/Hon'ble CMs or Hon'ble PM as the case may be, with prior instructions/confirmation from their respective Offices / Ministry.

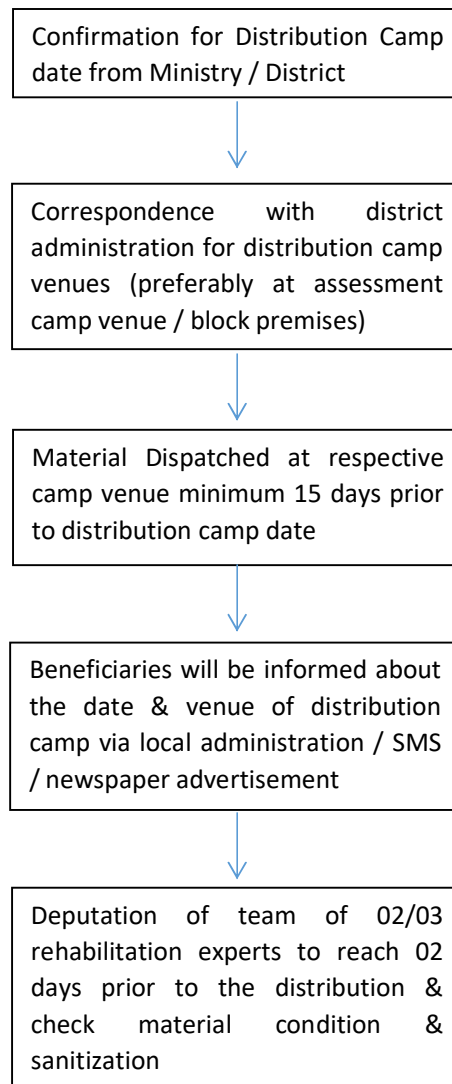
Step -6 On the notified date of distribution at Block/Cluster Level if any material remains undistributed, the left out beneficiaries of that Block shall be informed over phone directly or through Gram Pradhan. ALIMCO team will stay back on subsequent days to distribute aids and assistive devices to the left out beneficiaries. But in spite of best efforts, if the aids and assistive devices still remained undistributed then the list of such beneficiaries & corresponding material will be handed over by ALIMCO to concerned BDOs./District Officials. Moreover, in the event of an eventuality of material still remaining undistributed after a reasonable time period, ALIMCO will retrieve the material back to its factory/ centre and parallel action will be taken by ALIMCO to delete the names of such beneficiaries from the camp list and take the material in its charge through MRV (Material Return Voucher) and reverse the corresponding sales value.

Stage - III: Post distribution

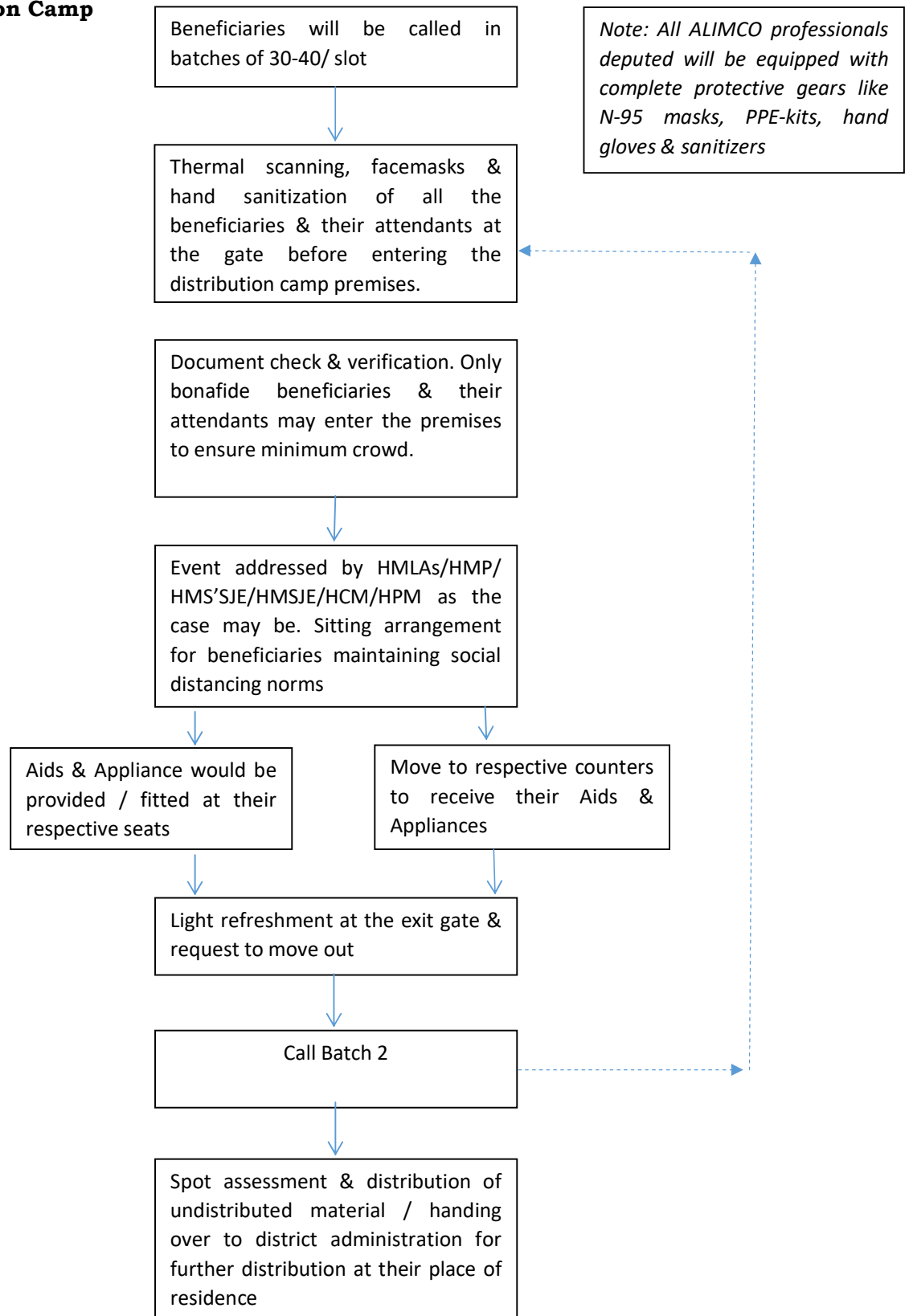
- Step -1 Test check report & distribution certificates will be collected from district administration as per Annexure-I, clause 2 (iv) of OM no4-2(6)/2014-DD-I, dated 15th October 2014 of the Department of Empowerment of Persons with Disabilities.
- Step -2 Camp in-charges will ensure the uploading of beneficiaries data on the Corporation website.
- Step-3 Team deputed in the distribution camp will ensure collection of all bills from concerned vendors & submission of the same to Finance department of Corporation for payment after necessary scrutiny.
- Step- 4 Centre in-charge to ensure timely submission of utilization certificate/s to finance department of the Corporation for the settlement against the Grant-in-aid.
- Step- 5 Camp closed. DEPwD, MoSJE informed.

Standard Operation Procedure: Flow Diagram

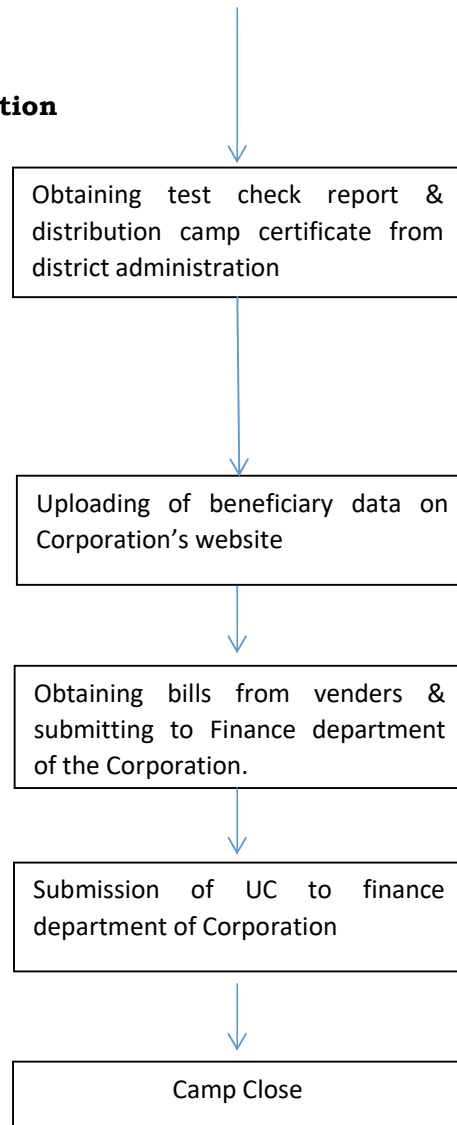
Stage-I: Pre Distribution Stage



**Stage -II :
Distribution Camp**



Stage III: Post Distribution



DEFINITIONS

- i. AAPC: ALIMCO Auxiliary Production Centre
- ii. Bonafide Beneficiary: Divyangjans assessed in the assessment camp for receiving free of cost aids & appliance under ADIP scheme
- iii. Corporation: Artificial Limbs Manufacturing Corporation of India(ALIMCO)
- iv. Corporation website: <https://alimco.in/>
- v. Competent Authority: CMD ALIMCO or person nominated by him for specific task

- vi. District Administration: District Magistrate/Collector or person nominated by him for the task
- vii. Distribution Camp: Distribution Camp for the distribution of Aids & appliances to divyangians free of cost aids & appliance under ADIP scheme
- viii. Logistic Support: Logistic department of the Corporation
- ix. Warehouse: Warehouse of the Corporation

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