



NATIONAL COUNCIL FOR PERSONS WITH DISABILITIES

The National Council for Persons with Disabilities was set up in November 2004 following the enactment of the Persons with Disabilities Act (PWD) 2003. The Council is a Semi-autonomous Government Agency (SAGA) whose parent Ministry is the Ministry of Gender, Children and Social Development. The membership consists of nominees of Organizations of and for persons with disabilities, key government ministries, the Office of the Attorney General, Federation of Kenya Employers and the Central Organization of Trade Unions. The Board is headed by a non-executive Chairperson. The day-to-day activities are run by a Secretariat headed by a Director.

Vision

A vibrant agency promoting disability mainstreaming in National Development

Mission

To mainstream disability issues in all aspects of socio-cultural, economic and political development.

Citizens' Service Delivery Standards Chart

The Council is committed to provision of the following services to our customers/clients

	TYPE OF SERVICE PROVIDED	REQUIREMENTS	CHARGES (IF ANY)	DURATION
1.	Registration of Persons with disabilities	<ul style="list-style-type: none"> • One passport photo • Duly filled registration form 	Free	1 day
2.	Registration of Disabled persons Organizations	<ul style="list-style-type: none"> • Duly certified photocopy of registration Certificate of Organization • Duly filled registration form 	Free	1 day
3.	Recommendation letter for employment	<ul style="list-style-type: none"> • Registration with NCPWD • Letter of request 	Free	30 minutes
4.	Recommendation for tax exemption on importation of vehicles designed for use by persons with disabilities	<ul style="list-style-type: none"> • Registration with NCPWD • Medical report from DMS • Bill of lading • PIN number • Letter of request • Valid Driving License • Invoice for the vehicle to be purchased • Original and photocopy of 	Free	1 day

		bank statement for the last six months		
5.	Recommendations of persons with disabilities for extension of retirement beyond 55 years	<ul style="list-style-type: none"> • Identification Card • Registration with NCPWD • Letter of Request • Employment record 	Free	30 minutes
6.	Face to face enquiries	<ul style="list-style-type: none"> • Officers availability 	Free	Immediate or upon availability
7.	Telephone communication	_____	Free	Within 3 rings
8.	Electronic communication	<ul style="list-style-type: none"> • Written mail 	Free	2 days
9.	Written correspondence	<ul style="list-style-type: none"> • Clarity of correspondence 	Free	7 days upon receipt
10.	Processing of tax exemption application on personal income to Kenya Revenue Authority	<ul style="list-style-type: none"> • Registration with NCPWD • Copy of medical report • PIN certificate • KRA return form • Duly filled form 1 • Current Pay slip or proof of income • Annual financial returns 	Free	7days for submitting to KRA

11.	Funding application to National Development Fund for Persons with Disabilities	<ul style="list-style-type: none"> • Proposal (for organizations) • Registration with NCPWD 	Free	Three months (Quarterly)
12	Disability Mainstreaming Process	<ul style="list-style-type: none"> • Letter of Request 	As per the Council's rates	2days
13	Capacity building Training for Disabled Peoples organizations	<ul style="list-style-type: none"> • Registration with NCPWD • Resource allocation as per NCPWD's annual work plan 	Free	As per the work plan