

**Information Handbook**

**Under Section 4(1) (b)**

**Right to Information Act, 2005**



**Pandit Deendayal Upadhyaya National Institute for Persons with Physical Disabilities  
(Divyangjan)**

**Department of Empowerment of Persons with Disabilities (Divyangjan),  
Ministry of Social Justice & Empowerment, Govt. of India)**

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**Chapter- 1**  
**Introduction**  
**Sec-4(1)(b)(i)**

**Name and Address of the Organization**

Pandit Deendayal Upadhyaya National Institute for Persons with Physical Disabilities (Divyangjan)

(Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice & Empowerment, Govt. of India), 4- Vishnu Digamber Marg, New Delhi- 110002

**Brief History of the Institute (Genesis):-**

Pt. Deendayal Upadhyaya National Institute for Persons with Physical Disabilities (Divyangjan) is an autonomous organization under the administrative and financial control of Ministry of Social Justice & Empowerment, Govt. of India .

The institute, formerly known as institute for the physically handicapped (IPH), was established as a non- governmental organization in the year 1960 by the society for crippled and handicapped and came into being when the erstwhile Jawahar Lal Nehru institute of physical medicine and rehabilitation and other allied institutions run by the council for the aid of crippled & handicapped were taken over by the Govt. of India on 22<sup>nd</sup> may 1975 and converted into an autonomous body in the year 1976. it was registered as a society in the year 1976 under societies registration act, 1860.

The institute was renamed as Pt. Deendayal Upadhyaya National Institute for the Physically Handicapped (PDUIPH) in 2002 and subsequently to Pt. Deendayal Upadhyaya National Institute for Persons with Physical Disabilities (Divyangjan) in year 2016.

**Working Hours:-**

- Monday – Friday - 9.00 A.M. – 5.30 pm  
(Lunch break: 1:00 pm – 1:30 pm)
- Holiday: Saturday, Sunday and All Central Govt. Holidays

**Head of the Organization**

Sh. Jitendra Sharma, Director, PDUNIPPD (D)

## **Chapter- 2**

### **Description of Particulars of Organization, Function & Duties**

#### **Sec- 4(1)(b)(i)**

**The main aims and objectives of the Institute are as follows:-**

- To undertake the training of the Physiotherapists, Occupational Therapists, Prosthetics & Orthotics and other such professionals that may be needed for providing services to the persons with disabilities.
- To offer education, training, work-adjustment and such other rehabilitation services as the society may deem fit to persons with locomotor disabilities with or without associated intellectual disabilities.
- To undertake the manufacture and distribution of such aids and appliances as are needed for the education, training and rehabilitation of the persons with disabilities.
- To provide such other services as may be considered appropriate for promoting the education and rehabilitation of the divyangjan, including organizing meetings, seminars and symposia.
- To undertake, initiate, sponsor or stimulate research aimed at developing more effective techniques for the education and rehabilitation of the persons with disabilities.
- To co-operate with national, regional or local agencies in research or such other activities as may be designed to promote the development of services for the persons with disabilities.
- To undertake or sponsor such publications as may be considered appropriate.
- To do such other things as may be necessary or incidental to the realization of the above objectives.

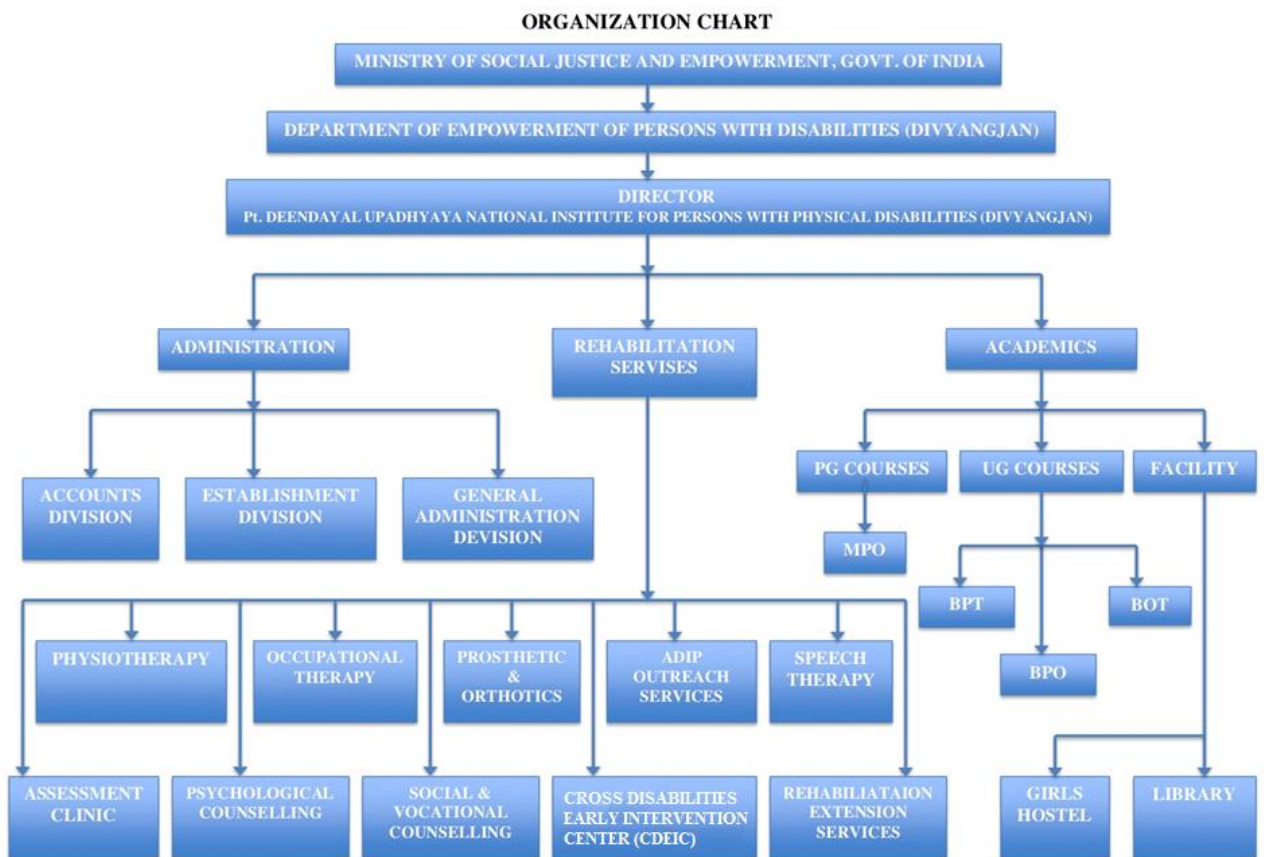
#### **Vision**

To actualize the potential of every person with locomotor disability and to ensure him/her equal opportunities, equal rights to lead a qualitative life to protect their rights and full participation in the society, with committed professionalism, accessible environment, positive attitudes and appropriate, affordable and available technological interventions.

#### **Mission**

To optimally enable persons with locomotor disabilities by quality interventions that go beyond their medical needs and to provide him/her need based comprehensive rehabilitation through team approach facilitating inclusion, ensuring empowerment of their families and by substantiating field based research and development of human resources, so as to achieve their social and economic independence, train rehabilitation professionals and undertake research. To this end the institute endeavors to provide opportunities to the students and faculty that will enable them to acquire a high level of professional knowledge, skills & attitudes, undertake research which will augment the knowledge base and advance the practice of physiotherapy, occupational therapy and prosthetics & orthotics and develop innovative programs, projects and models of practice in these professions.

# Organization Chart



## Functions & Duties

### 1. Human Resource Development

One of the main objectives of the institute is to develop manpower to serve the persons with locomotor disabilities. The institute runs different courses in pursuits of alleviating the suffering of people with various mobility related impairments, and to provide quality services in the field of Physiotherapy, Occupational Therapy and Prosthetics & Orthotics.

| Course  | Duration                            | Starting Year | Annual Intake |
|---|-------------------------------------|---------------|---------------|
| <b>A. Certificate Course</b>  |                                     |               |               |
| i) Certificate Course in Bench Skills (CBS)   |                                     | 2023-2024     | 20            |
| <b>B. Under Graduate Courses</b>  |                                     |               |               |
| i) Bachelor of Physiotherapy (BPT) under Physiotherapy Department                       | 4 <sup>1</sup> / <sub>2</sub> years | 2004          | 68            |
| ii) Bachelor of Occupational Therapy (BOT) under Occupational Therapy Department        | 4 <sup>1</sup> / <sub>2</sub> years | 2005          | 68            |
| iii) Bachelor of Prosthetics & Orthotics (BPO) under Prosthetics & Orthotics Department | 4 <sup>1</sup> / <sub>2</sub> years | 2004          | 39            |
| <b>C. Post Graduate Courses</b>   |                                     |               |               |
| i) Master of Prosthetics & Orthotics (MPO)  | 2 years                             | 2017          | 10            |
| ii) Master of Physiotherapy, MPT - Neurology  | 2 years                             | 2024          | 10            |
| iii) Master of Physiotherapy, MPT - Sports  | 2 years                             | 2024          | 10            |
| iv) Master of Physiotherapy, MPT - Orthopaedics   | 2 years                             | 2024          | 12            |
| v) Master of Occupational Therapy, MOT- Paediatrics                                     | 2 years                             | 2024          | 10            |
| vi) Master of Occupational Therapy, MOT- Orthopaedics                                   | 2 years                             | 2024          | 10            |
| vii) Master of Occupational Therapy, MOT- Neurology                                     | 2 years                             | 2024          | 12            |

\*Reservation in the above mentioned courses are provided as per Govt. of India and University of Delhi norms.

\*\* The Certificate Course in Bench Skills (CBS), Bachelor of Prosthetics & Orthotics (BPO) is recognized by Rehabilitation Council of India.

## **2. Rehabilitation Services**

### **Assessment Clinic**

The objective of the assessment clinic is to evaluate and assess the patients for therapeutic services, aids and appliances and referring them to appropriate departments for their therapeutic treatment and rehabilitation. Registration of new patients is being done at the registration counter and the registration fee is NIL.

The orthopedic surgeons, pediatrician and other doctors are examining the patients in the assessment clinic for their rehabilitation needs. A digital x-ray facility is also available in the Institute.

After initial assessment, the patients are sent to various units such as Physiotherapy, Occupational Therapy, Speech Therapy and P&O workshop for providing therapeutic treatment and fitment of aids and appliances. The Institute has also arranged the services of a clinical psychologist on specific days for providing psychological counseling to the patients and their family members. A medical officer has been engaged to examine and provide general medical care to the employees & students of the Institute. An ayurvedic Physician is also engaged to attend assessment clinic twice in a week.

### **Physiotherapy**

The main objective of the physiotherapy department is to provide comprehensive outpatient rehabilitation services to the patient with various disabilities and developing manpower in the field of physiotherapy. The department is equipped with highly sophisticated therapeutic modalities for the management of patients with various functional limitations, impairments and disabilities resulted from injury, disorders and diseases. An average of 110 patients with musculoskeletal, neurological, cardiovascular and sports injuries of all age groups attend the department daily from 9:00 AM to 5:30 PM for maximizing, improving, restoring their motor functional limitations and motor movements.

The physiotherapists including teaching faculty are posted in the physiotherapy OPD on the rotation basis. The physical therapists operate as an independent practitioner, as well as member of health service provider teams, and are able to act as first hand contact practitioners.

The department runs 4<sup>1/2</sup> years duration bachelor of physiotherapy (BPT) in affiliation with the faculty of science, University of Delhi. The annual intake capacity is 68. The department does have state of the art Physiotherapy outpatient department with various sub units, clinical labs and lecture theatres to cater the needs of the students of bachelor of physiotherapy course.

### **Occupational Therapy**

The occupational therapy department is imparting training to bachelor of occupational therapy students who are pursuing their undergraduate program here under University of Delhi. The annual intake capacity is 68. The department also provides treatment and rehabilitation to persons with neuromuscular and musculoskeletal disorders. Occupational therapy is intended to restore physical functions in daily living skills, development of work tolerance and maintenance of functional skills through active involvement in therapeutic activities.

The patients who suffer from cerebral palsy, autism spectrum disorder, traumatic injuries, spinal cord and nerve injuries and other conditions like all types of arthritis are assessed, evaluated and treated in occupational therapy department by using various therapeutic activities and equipments to improve or restore functional capabilities.

## **Prosthetics & Orthotics**

The department of prosthetics & orthotics caters the need of persons with physical disabilities by fabricating and fitting of various kinds of aids and appliances visiting to this institute. The department has well equipped workshop with tools and machineries. The department has two separate units i.e prosthetics units and orthotics units where person with physical disabilities are assessed, prescribed and design to fabricate suitable appliances.

The department runs long-term training programs of 2 years masters in P&O course and 4 ½ years BPO course, affiliated with University of Delhi & certificate course in bench skills (CBS) recognized by RCI. The department of prosthetics and orthotics renders services apart from academic responsibility to outdoor patients by means of providing on the job training to the student of bachelor in prosthetics & orthotics. Qualified professionals are responsible for the treatment and fitment of various orthotics & prosthetics devices to the patients.

## **Assistance to Disabled Persons Scheme (ADIP)**

The main objective of the scheme is to assist the needy divyangjan in procuring durable, sophisticated and scientifically manufactured modern, standard aids and appliances that can promote their physical, social and psychological well being, by reducing the effects of disabilities and enhance their economic potential.

The ADIP scheme is being implemented through different implementing agencies including this Institute to provide fabrication and distribution of standards aids and appliances that are in conformity with objective of the scheme. The Institute is implementing the ADIP scheme of Govt. of India, ministry of social justice & empowerment as per prescribed guidelines of the scheme.

## **Aids & Appliances**

The tailor made aids and appliances required to rehabilitate the persons with disabilities are fabricated in the prosthetics and orthotics workshop of the institute, according to the individual needs at the recommendation of the treating doctors. Readymade appliances are also provided in order to improve mobility of the persons with locomotor impairments.

## **Speech Therapy**

Speech therapy unit provides services to persons affected with speech and hearing disorders covering all age groups. The services are being provided in the form of speech and hearing assessment and speech therapy. Hearing aids are also provided to needy hearing-impaired persons under ADIP scheme. Speech therapy outpatient services also receives patients referred by different hospitals. outpatient department is equipped with modern equipments such as impedance audiometer, clinical audiometer, metronome, speech trainer etc.

## **Social and Vocational Counseling**

The social worker of the institute provides social & vocational counseling services to the patients for their rehabilitation. Various other services like job placement, vocational training, self-employment, placement in schools and old age home being arranged for the concerned persons with disabilities.



## **Psychological Counseling**

The institute is providing psychological counseling services through an experienced clinical psychologist who evaluates the children having cerebral palsy, mental retardation, and emotional and behavior problems using standardized batteries. Parents are counseled for home management and taught age appropriate learning techniques and behavior modification.

## **Outreach Services**

The Institute is an implementing agency of the ADIP scheme of Government of India to provide the rehabilitation services to the persons with disabilities in rural, tribal, remote and interior areas. The institute has been conducting rehabilitation camps in collaboration with district authorities and NGOs to provide aids and appliances in different states of the country including Delhi.

## **Legal Counseling**

The institute has a legal services clinic (LSC) which provide free legal services on monday every week from 11:00 AM to 1:00 PM. The institution's legal services cooperates under the central district legal services authority (CDLSA) in compliance to article 39A of the Indian constitution which imposes an obligation on the state to provide free legal aid to ensure access to justice for all citizens.

### **3. Composite Centers under PDUNIPPD (D)**

#### **CRC, Lucknow**

Composite Regional Centre – Lucknow

Composite regional center for skill development, rehabilitation and empowerment of persons with disabilities, CRC (Lucknow). Under administrative control of Pt. Deendayal Upadhyaya National Institute for Persons with Physical Disabilities (Divyangjan)

Address:- Mohaan road, near mohaan road police chowki, Lucknow- 22601

The center is providing comprehensive rehabilitation services such as physiotherapy, occupational therapy, speech & hearing, prosthesis & orthosis, clinical psychology, and special education services. Besides providing mobility and hearing aids, vocational guidance & counseling, to persons with disabilities. The institute also conducts outreach camp services to the persons with disabilities and organizes skill-training programs. The institute also runs diploma in special education, a two-year course having specialization in visual impairment & intellectual disabilities with 35 intake per year.

#### **CRC Srinagar**

Composite Regional Centre, Srinagar, Jammu and Kashmir

Composite regional center for skill development, rehabilitation and empowerment of persons with disabilities, CRC (Srinagar). Under administrative control of Pt. Deendayal Upadhyaya National Institute for Persons with Physical Disabilities (Divyangjan)

Address:- Bemina bypass, Srinagar, Jammu and kashmir 190018

The center is providing comprehensive rehabilitation services such as physiotherapy, occupational therapy, speech & hearing, prosthesis & orthosis, clinical psychology, and special education services.

Besides providing mobility and hearing aids, vocational guidance & counseling, to persons with disabilities. The institute also conducts outreach camp services to the persons with disabilities and organizes skill-training programs.

### **CRC Jammu**

Composite Regional Center for skill development, and empowerment of persons with disabilities, (crc) jammu, (divyangjan) under administrative control of Pt. Deendayal Upadhyaya National Institute for Persons with Physical Disabilities (Divyangjan)

Address:- 11-A/D 2 Extension, Gandhi Nagar, Jammu

The center is providing comprehensive rehabilitation services such as physiotherapy, occupational therapy, speech & hearing, prosthesis & orthosis, clinical psychology, and special education services. Besides providing mobility and hearing aids, vocational guidance & counseling to persons with disabilities. The institute also conducts outreach camp services to the persons with disabilities.

### **Extension Centre**

#### **Nilokheri**

This satellite centre was opened at nilokheri, haryana which provides outpatient clinical services in physiotherapy, occupational therapy, speech therapy, social work, psychological and vocational counseling services.

All services at satellite center nilokheri are provided free of cost to all beneficiaries.

Address:- Satellite center, nilokheri, sh. sanatan dharam mahabir dal (eye hospital) Nilokheri, near civil hospital, G.T. road, hospital area, Nilokheri dist.: Karnal, Haryana – 132117.

This centre has shifted to new location at community center, sector- 7, Karnal- 132001

#### **Seemapuri**

This satellite centre was opened at seemapuri, Delhi which provides outpatient clinical services in physiotherapy, occupational therapy, psychological & vocational counseling, speech therapy, social worker and prosthetics & orthotics services.

All services at satellite center seemapuri are provided free of cost to all beneficiaries.

Address:- Basti Vikas Kendra, Indira Nehru, Ambedkar Camp, Dilshad Garden, Ghaziabad Delhi- 110095.

## **Narela**

This Satellite centre was opened at narela, Delhi which provides services like physiotherapy, occupational therapy, prosthetics & orthotics, speech therapy, psychological & vocational counseling, social work services.

Address:- Gangaram Colony, Tikri Khurd, Delhi 110040.

## **Tonk**

This extension centre was opened at tonk, Rajasthan which provides out patient clinic services in physiotherapy, occupational therapy, prosthetics & orthotics services, audiometry & speech therapy, psychological counseling services. This centre also conducts assessment & distribution camp for aids & appliances for PwDs under ADIP scheme.

Address:- District Saaddat Hospital Campus, Tonk, Rajasthan-304001.

## **5. Awareness Media & Awareness**

Technical queries by the patients and persons with disabilities and issues related with human resource development are dealt by the concerned head of department.

The Institute's public information officer is held responsible for supplying the information to the seeker as per Right to Information Act, 2005 guidelines.

The institute from time to time uses the following media for awareness generation.

(a) Electronic media:

- Television
- Radio
- Internet etc.

(b) Print media

- Newspapers
- Booklets
- Flyers

(c) Outdoor media

- Exhibition
- Animation Boards
- Hoardings
- Bus side/Back panels
- Public utility services etc.

## **6. Administration Department**

### **Establishment & General Administration Division**

The department cater the personnel and administrative needs of the institute including recruitment of manpower, DPC, training along with ensuring punctuality and discipline. Also, providing all logistics to run various activities of the institute through the general section.

### **Accounts Division**

The account section caters to the accounting needs of the institute. The maintenance of accounts, money transactions, salary of the employees and other budgetary compliance are accomplished by this division.

### **Library**

This Institute has a well-equipped library to cater the needs of Master of Prosthetics & Orthotics, Master of Physiotherapy, Master of Occupational therapy, Bachelor of Physiotherapy, Bachelor of Occupational Therapy, Bachelor of Prosthetics & Orthotics and CBS (certificate in bench skills) for students and faculty.

The library facilitates reading and borrowing facilities to the employees of the institute also. The library clientele avail the facility of photocopy, internet and printout. Students, professional and doctors of other institutions can also avail the library facilities by becoming reference members. The library is also subscribing to main professional foreign journals of OT, PT and P&O and 12 newspapers (06 Hindi and 06 English) & Magazines (12 English & 11 Hindi). The library remains open from 9:00 AM to 5:30 PM on all working days; 10:00 AM to 01:00 PM on weekends (except gazette holiday) and timing are extended to 7:00 PM during annual examinations. Users may avail the facility of DELNET database also.

### **Hostel**

The Institute offers limited hostel accommodation exclusively for female students enrolled in 4<sup>1/2</sup> years & degree courses of BPT/BOT/BPO. The hostel is situated within the institute premises & rooms are allocated on a triplet basis to students' residing outside Delhi & NCR. A television Room is available on the 4<sup>th</sup> Floor for recreational purposes, computer facility & washing machine in each wing.

A Mess is available on the ground floor of the hostel block, managed cooperatively by the students. Subsidized support is provided by the Institute, including:-

- Manpower: One cook and three assistants.
- Utensils and infrastructure: Includes PNG, furniture, deep refrigerator,
- Mess is fully air conditioned.

## **Cross Disability Early Intervention Centre (CDEIC)**

Cross Disability Early Intervention Centre (CDEIC), PDUNIPPD is for infants and toddlers from 0-6 years of age who are at risk for developmental delays in areas of physical, cognitive, communication, social- emotional development and adaptive development.

The main aim of Early Intervention is:

- Early identification of infants at risk.
- Early identification of development delays.
- Enhancement of normal development.
- Acceleration of rate of development.
- Acquisition of new skills.
- Increase in independent functioning.
- Early detection and prevention of secondary handicap.
- Minimizing the effects of handicapping condition.
- Cost effectiveness.
- Psychological support to families.

Early intervention is important as child's brain is adaptable in the first five years of life. It forms the foundation for learning, behavior and health. Intervention is more effective in the early stages of life. Early intervention helps the family and caregivers cope with academic demands and also reduce the financial burden. The centre follows a trans-disciplinary approach where there is sharing of roles across disciplinary boundaries and interaction and cooperation is maximized among team members.

Cross Disability Early Intervention Centre (CDEIC), PDUNIPPD, New Delhi was virtually inaugurated on 17<sup>th</sup> June, 2021 by honorable minister.

### **The CDEIC has the following facilities:-**

- Reception and waiting area.
- Clinic, feeding and changing room/ADL.
- Physiotherapy and transdisciplinary therapy Unit.
- Speech therapy & audiology unit.
- Family counseling and behavior management.
- Occupational therapy, sensory integration, and visual stimulation training unit.
- Preparatory school (0-3years); preparatory school (3-6years).

## **Chapter- 3**

### **Powers and Duties of Officers and Employees**

#### **Sec-4(1)(b)(ii)**

Under Process

## Chapter- 4

### Procedure Followed in the Decision Making Process

#### The procedure followed in the decision making process, including channels of supervision and accountability Section-4(1)(b)(iii)

The Institute is adopting all procedures prescribed in the manual of office procedure issued by ministry of personnel public grievances and pensions.

All the officers of the institute follow the manual of office procedures by the ministry of personnel public grievances and pensions. General financial rules, delegation of financial power rules published by the ministry of finance.

For Individual information in specific case the following method of communication are used to inform the decision: letters, orders, office memorandum, notices, websites, email, etc.

The authorities are prescribed in various govt. rules adopted by institute such as fundamental rules & supplementary rules, general financial rules, delegation of financial power rules etc. depending upon the type of the decision require, officers of the rank of HOD & Deputy Director and Director of the Institute might finally take a decision. However, the officers lower to that of the final decision making authority may convey a decision taken at higher level. For all general and policy matters, the standing committee or general council is the competent authority in taking decision.

|  |  |               |
|--|--|---------------|
| Subject on which the decision is to be taken                         | Service matters of the employee of the institute as per the procedures laid down under the govt. rules and regulations as adopted by the institute.  |               |
| Guidelines/direction, if any   | As given under the relevant rules and regulations as framed/adopted by the institute.  |               |
| Process of execution   | Through the procedure as stated above.   |               |
| Designation of the Officers involved in decision making (down to up) | Administrative officer<br>Deputy director (Administration)<br>Head of the departments<br>Director<br>Chairman standing committee<br>President general council<br>Department of empowerment of persons with disabilities (Divyangjan)<br>Ministry of social justice & empowerment |               |
| Contact information of above mentioned officers                      | Officer/department   | Telephone no. |
|  | Administrative officer   | 23236207      |
|  | Deputy director (Administration)   | 23220120      |
|  | Head of the departments  |               |
|  | (I) PT   | 23236193      |
|  | (II)OT   | 23232980      |
|  | (III)PO  | -----         |
|  | Director   | 23232403      |
|  | Chairman standing committee  | 24369056      |
| President general council  | 24369055<br>24369067   |               |
| If not satisfied by the decision, where and how to appeal            | Appeal can be made to the Minister (SJ&E), Minister of state (SJ&E), Secretary (DEPwD) , Joint secretary (DEPwD)   |               |

## **Chapter- 5**

### **Norms set for the Discharge of Function**

#### **Sec. 4 (1) (b) (iv)**

All the functions are being discharge through e-office medium to ensure transparency.



## Chapter- 6

### Rules, Regulations, Instructions, Manual and Records for Discharging Functions For Discharging Administration, Personnel & Financial Functions The rules, regulations, instructions manual and records for discharging functions Section- 4 (1)(b)(v)

The following are inter alia some of the important rules, regulations, instructions, guidelines used by the institute for discharging its function.

| S. No. | Name of the document          | Type of the Document | Brief write up the document  | Address   | Tel./email address |
|--------|-------------------------------|----------------------|--|---|--------------------|
| 1.     | The Memorandum of Association | Memorandum           | It provides information about aims and objectives of the Institute   | Facilitation centre<br>'The document can be obtained by way of an application addressed to the director of the Institute on prescribed fees'. | 011-23232403       |
| 2.     | Bye-Laws                      |                      | It provides the information about the service matters of the employees and General rules, regulations on administrative matters.   | Facilitation centre<br>'The document can be obtained by way of an application addressed to the director of the institute on prescribed fees'. | -Do-               |
| 3.     | Manual of Office Procedure    | Manual               | This is a standard manual prescribed by the government of India and is issued by the central govt. ministries/departments discharging the work allocated to them. it gives the detailed procedures of handling of cases/receipts till their final disposal and also describes the duties of various authorities channel of submission of / cases/decision making levels etc. | Available at all the leading bookstores. published by the ministry of personnel, public grievances and pensions.                              | -Do-               |

|    |   |          |  |      |  |
|----|---|----------|--|------|--|
| 4. | Delegation of Financial Powers            | Rules    | The rule book issued by Govt. of India describes in detail the rules relating to pay, combination of appointments, deputation, foreign service, dismissal, removal and suspension, retirement, joining time, government residences, etc. | -Do- |  |
| 5. | General Financial Rules                   | Rules    | The rule book issued by Govt. of India describes in detail the rules relating to pay, combination appointments, deputation, foreign service, dismissal, removal and suspension, retirement, joining time, government residences, etc.    | -Do- |  |
| 6. | Central Civil Services (CCA) Rules 1965   | Rules    | The rule book issued by Govt. of India describes in detail the rules relating to pay, combination appointments, deputation, foreign service, dismissal, removal and suspension, retirement, joining time, government residences, etc.    | -Do- |  |
| 7. | Central Civil Services Conduct rules 2005 | RR Rules | The rule book issued by govt. of India describes in detail the rules relating to pay, combination appointments, deputation, foreign service, dismissal, removal and suspension, retirement, joining time, government residences, etc.    | -Do- |  |

|     |  |       |  |      |   |
|-----|--|-------|--|------|---|
| 8.  | Central Civil Service(pension) rules 1972  | Rules | The rule book issued by Govt. of India describes in detail the rules relating to pay, combination appointments, deputation, foreign service, dismissal, removal and suspension, retirement, joining time, government residences, etc.        |      |   |
| 9.  | Fundamental rules and Supplementary rules  | Rules | The rule book issued by -do- Govt. of India describes in detail the rules relating to pay, combination of appointments, deputation, foreign service, dismissal, removal and suspension, retirement joining time, government residences, etc. | -Do- | Fundamental rules and Supplementary rules                                       |
| 10. | Central civil service (conduct rules 1964)and general provident fund rules (GPF) | Rules | The rule book issued by Govt. of India describes in detail the rules relating to services and general provident fund.  | -Do- | Central civil service (conduct rules 1964)and general provident fund rules(GPF) |
| 11. | House building advance rules   | Rules | The rule book issued by Govt. of India describes in detail the rules relating to house building advance  | -Do- | House building advance rules  |
| 12. | New pension scheme 2004  | Rules | The rule book issued by Govt. of India describes in detail the rules relating to new pension scheme  | -Do- | New pension scheme 2004   |

## Chapter- 7

### List of Documents held or under Control of the Institute

#### A Statement of the Categories of Documents That Are Held By It or Under Its Control

##### Section-4 (1)(b)(vi)

| S.No. | Nature of Record   | Details of information available  | Unit/section where available | Retention period, Where available                            |
|-------|--|---|------------------------------|--|
| 1.    | Service books of all staff members irregular establishment   | All service matters   | Admin– Estt.                 | To be retained even after superannuation/death/insanity etc. |
| 2.    | Personal files of all staff members in regular establishment   | - Do-   | - Do-                        | - Do-  |
| 3.    | ACR/APAR dossiers & confidential reports   | Performance appraisal maintained every calendar year wise.  | - Do-                        | -Do-   |
| 4.    | Grant of advances, all personal claims and advances of short & long durations - files and registers. | Nature of advance, term of advance sanctioned, documents in support of the advance claimed / passed etc., | - Do-                        | - Do-  |
| 5.    | Leave accounts of regular and casual leave and its sanction orders.                                  | Nature of leave availed, its recovery details etc.,   | - Do-                        | Regular leave attached with SR and for CL 05 years.          |
| 6.    | Cash book of PDUNIPPD main account   | All financial transactions of the Institute   | Accounts                     | As specified under GFR.                                      |
| 7.    | Cash book of PDUNIPPD ADIP Accounts  | All financial transactions pertaining to ADIP   | - Do-                        | - Do-  |
| 8.    | Cash Books on GPF, NPS etc.,   | All transactions pertaining to such funds.  | - Do-                        | - Do-  |

|     |  |   |                      |       |
|-----|--|---|----------------------|-------|
| 9.  | Register on GIA received   | Details showing the amount, date of GIA received etc.,  | - Do-                | - Do- |
| 10. | Pay Bill register (PBR)  | All details of entitlements & deductions of regular employees   | - Do-                | - Do- |
| 11. | Central Assets Register  | All assets held with the institute with details of date of purchase, amount of purchase, present value of the item etc. | General store        | - Do- |
| 12. | Central Stock Register   | Details of all non-consumable, consumable items & perishable items etc., procured, issued, held in stock etc.,          | General store        | - Do- |
| 13. | Inventory registers  | Details of inventories issued / held in the name of staffs in regular establishment.                                    | - Do-                | - Do- |
| 14. | Central Plant & Building Register of Fixtures and equipment in the PDUNIPPD Buildings. | Details of fixtures held with PDUNIPPD buildings  | -Do-                 | - Do- |
| 15. | Annual Reports   | Year wise annual reports of the institute functioning   | - Do-                | - Do- |
| 16. | Minutes of General council/ standing committee meeting                                 | All placed agendas  | Director secretariat | - Do- |

## **Chapter- 8**

### **Arrangement for Consultation with, or Representation by, the Members of the Public in relation to Formulation of its policy or Implementation thereof Sec-4 (1)(b)(vii)**

- Being autonomous organization, we are under administrative & financial control of ministry of social justice & empowerment, Government of India.
- The institute has general council & standing committee which takes decisions & gives direction in relation to formulation of policy of its implementation.
- The primary function of the institute is manpower development and providing services to PwDs along with facilitating ADIP schemes.

## Chapter- 9

### **Boards, Council, Committees and other Bodies Constituted** **Boards, Councils, Committees and other Bodies constituted as part of the Public Authority** **Sec-4(1)(b)(viii)**

#### **General Council**

##### **The composition of the General Council**

1. The secretary to the Government of India in charge of department of empowerment of persons with disabilities shall be the president of the council.
2. Two prominent social workers to be nominated by the Government of India.
3. One prominent medical practitioner to be nominated by the Government of India.
4. An officer designated by the ministry of finance, Government of India.
5. A representative of the department of empowerment of persons with disabilities.
6. Director of the institute who shall be the member-secretary of the general council.
7. Not more than ten persons who in the opinion of the Government of India are experienced or knowledgeable either in the field of social welfare or in management of public finance who shall be nominated by the Government of India.

##### **Term of Office of General Council**

The term of office of the nominated members except the president shall ordinarily be two years. The tenure of office can, however, be reduced or extended at the pleasure of the nominating authority; nominated members shall be eligible for re-nomination.

##### **Meetings of the General Council**

The General Council shall meet as many times in a year as deemed necessary, provided, however, that there shall be an interval of not less than three months between two successive meetings:

##### **List of Members of the General Council 2023-2024:**

| <b>S.No.</b> | <b>Name &amp; Designation</b>  | <b>Status in the Committee</b> |
|--------------|--|--------------------------------|
| 1.           | Shri Rajesh Aggarwal<br>Secretary to the Government of India, DEPwD,<br>Ministry of Social Justice & Empowerment,<br>Antyodaya Bhawan, CGO Complex,<br>Lodhi Road, New Delhi | President                      |
| 2.           | Shri Rajeev Sharma, IFoS<br>Joint Secretary, (DEPwDs)<br>Ministry of Social Justice & Empowerment<br>Antyodaya Bhawan, CGO Complex,<br>Lodhi Road, New Delhi                 | Member                         |

|    |   |                  |
|----|---|------------------|
| 3. | Ms. Debolina Thakur<br>JS & FA, (DEPwDs)<br>Ministry of Social Justice & Empowerment<br>Shastri Bhawan, New Delhi       | Member           |
| 4. | Shri Iytha Mallikarjun<br>103, Dwarkadeesh Apartment, Sector -12,<br>Pocket-2, DDA Flats, Dwarka,<br>New Delhi – 110078 | Member           |
| 5. | Dr. Arun Jain<br>D-124, IIIrd Floor<br>Ashok Vihar, Phase-I<br>Delhi – 110052   | Member           |
| 6. | Dr. Sunil Singhal<br>Singhal Medical Centre,<br>E-4/2, Krishna Nagar, Delhi – 110051                                    | Member           |
| 7. | Sh. Jitendra Sharma<br>Director, PDUNIPPD, New Delhi  | Member-Secretary |

### Standing Committee

Subject to general control and directions of General Council, the standing committee is responsible for management and administration of the Institute.

The Composition of the Standing Committee of the Institute shall be as follows:-

| S. No. | Details  | Designation                  |
|--------|--|------------------------------|
| 1.     | The representative of the department of empowerment of persons with disabilities.                      | Chairman                     |
| 2.     | The officer designated by the ministry of finance  | Member                       |
| 3.     | One non-official member of the general council elected by the general council.                         | Member                       |
| 4.     | One non-official member of the general council to be nominated by the president of the general council | Member                       |
| 5.     | Secretary to the general council, i.e. the director of the institute                                   | Member Secretary & Treasurer |

### Term of Office of the Standing Committee

The term of office of the members of the standing committee is two years. The nominated members are eligible for re-nomination

| S.No. | Name & Designation   | Status in the Committee |
|-------|--|-------------------------|
| 1.    | Shri Rajeev Sharma, IFoS<br>Joint Secretary, (DEPwDs)<br>Ministry of Social Justice & Empowerment<br>Antyodaya Bhawan, CGO Complex,<br>Lodhi Road, New Delhi | Chairperson             |
| 2.    | Ms. Debolina Thakur<br>JS & FA, (DEPwDs)<br>Ministry of Social Justice & Empowerment<br>Shastri Bhawan, New Delhi  | Member                  |



|    |   |                  |
|----|---|------------------|
| 3. | Shri Iytha Mallikarjun<br>103, Dwarkadeesh Apartment, Sector -12,<br>Pocket-2, DDA Flats, Dwarka,<br>New Delhi – 110078 | Member           |
| 4. | Dr. Arun Jain<br>D-124, IIIrd Floor<br>Ashok Vihar, Phase-I<br>Delhi - 110052   | Member           |
| 5. | Sh. Jitendra Sharma<br>Director, PDUNIPPD, New Delhi  | Member-Secretary |

### Research Committee

The committee is chaired by the Director of the Institute. It scrutinize, reviews and monitors research proposals submitted by the departments and take decision on merits for funding. The committee comprises of –

| S.No. | Name & Designation  | Status in Committee |
|-------|---|---------------------|
| 1.    | Director, PDUNIPPD  | Chairperson         |
| 2.    | Head, Department of Occupational Therapy  | Member              |
| 3.    | Head, Department of Physiotherapy   | Member              |
| 4.    | Head, Department of Prosthetics and Orthotics   | Member              |
| 5.    | Two (02) Senior most Assistant Professors from<br>Department of Occupational Therapy      | Member              |
| 6.    | Two (02) Senior most Assistant Professors from<br>Department of Physiotherapy             | Member              |
| 7.    | Two (02) Senior most Assistant Professors from<br>Department of Prosthetics and Orthotics | Member              |
| 8.    | Accounts Officer  | Member              |
| 9.    | Dr. Kamal Narayan Arya, Lecturer Occupational<br>Therapy                                  | Member Secretary    |

### Institutional Ethics Committee (IEC)

The committee reviews the ethical aspect of the research projects to be conducted at the Institute. The committee ensures that the research work involving human subjects should allow safeguarding the dignity, rights, safety and well-being of all research participants. A standard operating protocol (SOP) for the same has been formulated.

| S. No. | Name of Expert  | Status in the Committee | Expert Area                               |
|--------|---|-------------------------|---|
| 1.     | Professor Vandana Roy<br>Director-Professor & Head,<br>Deptt. of Pharmacology, Maulana<br>Azad Medical College, New Delhi | Chairperson             | Pharmacology<br>(Basic medical scientist) |
| 2.     | Professor Preeti Jain<br>Professor, Deptt. of Physiology<br>Maulana Azad Medical College,<br>New Delhi                    | Member                  | Physiology<br>(Basic medical scientist)   |

|     |  |                  |  |
|-----|--|------------------|--|
| 3.  | Professor Sunit Sural<br>Director-Professor, Deptt. of<br>Orthopedics, Maulana Azad Medical<br>College, New Delhi                          | Member           | Orthopaedics (Clinical)                                  |
| 4.  | Dr. Jyotsna<br>Consultant Pediatrician,<br>Sir, Ganga Ram Hospital, New Delhi  | Member           | Paediatrics/Child health<br>(Clinical)                   |
| 5.  | Mrs. Manda Chauhan<br>Associate Professor (Physiotherapy),<br>Department of Physiotherapy,<br>PDUNIPPD, New Delhi                          | Member           | Physiotherapy  |
| 6.  | Vacant   | Member           | Occupational Therapy                                     |
| 7.  | Mr. G. Pandian<br>Assistant Professor (Prosthetics &<br>Orthotics) Department of Prosthetics<br>& Orthotics, PDUNIPPD, New<br>Delhi        | Member           | Prosthetics & Orthotics                                  |
| 8.  | Shri Saravan Kumar<br>L.L.B. Govt. Panel Counsel,<br>New Delhi   | Member           | Legal  |
| 9.  | Mr. Md. Sarfaraz<br>Coordinator, Action for Ability,<br>Development & Inclusion (AADI)<br>(Formerly Spastic Society of<br>Northern India), | Member           | Representation of NGO in<br>the field of rehabilitation. |
| 10. | Shri Sanjoy Singha<br>Gandhi Smarak Nidhi<br>New Delhi   | Member           | Gandhian philosophy<br>(Ethicist/Philosopher)            |
| 11. | Mr. Jamal Md. Abdulla<br>B.A. Delhi  | Member           | A Post- Stroke Patient<br>(Lay Person)                   |
| 12. | Dr. Kamal Narayan Arya<br>Lecturer (Occupational Therapy)<br>PDUNIPPD, New Delhi   | Member Secretary |  |

### Sports Committee

| S.No. | Name of the Official & Designation       | Status in the Committee |
|-------|--|-------------------------|
| 1.    | Dr. Arun Kishor, Lecturer (OT)           | Chairperson             |
| 2.    | Dr. Anoop Aggarwal, Senior PT            | Member                  |
| 3.    | Dr. Amit Kumar Vimal, Demonstrator (P&O) | Member                  |
| 4.    | Sh.Uma Shanker Singh, UDC                | Member Secretary        |

## Anti-Ragging Committee

Anti- Ragging Committee for 2024-2025:-

| S.No. | Name & Designation                      | Status in Committee |
|-------|---|---------------------|
| 1.    | Ms. Shanta Pandian, AP (OT)             | Chairperson         |
| 2.    | Mr. Roshan Lal, Lecturer (PT)           | Member              |
| 3.    | Ms. Anju Aggarwal, Lecturer (PT)        | Member              |
| 4.    | Dr. Arun Kishor, Lecturer (OT)          | Member              |
| 5.    | Ms. Smita Nayak, Demonstrator (P&O)     | Member              |
| 6.    | Mr. Tapas P. Behera, P&O                | Member              |
| 7.    | Ms. Arpita, BPT- 3 <sup>rd</sup> year   | Member              |
| 8.    | Mr. Saurabh , BOT- 4 <sup>th</sup> year | Member              |
| 9.    | Ms. Sakhi, BPO – 3 <sup>rd</sup> Year   | Member              |
| 10.   | Ms. Sunita, Assistant (Estt.)           | Member Secretary    |

## Anti-Ragging Squad

|  |   |
|--|---|
| Squad-1 for 1 <sup>st</sup> floor and Canteen. <ul style="list-style-type: none"><li>Ms. Manju Vats, Lecturer (PT)</li><li>Ms. Mita Singhal, Sr. OT</li><li>Dr. Amit Kumar Vimal, Demo (P &amp;O)</li></ul>                                | Squad-1 for 2 <sup>nd</sup> floor and Canteen. <ul style="list-style-type: none"><li>Dr. Kamal Narayan Arya, Lecturer (OT)</li><li>Mrs. Anju Aggarwal, Lecturer (PT)</li><li>Dr. Anoop Aggarwal, Sr. PT</li></ul> |
| Squad-3 for Hostel Block, Mess, Water Tank Left Gate & Back side of the Building <ul style="list-style-type: none"><li>Mr. K. Ramprabhu, AP (PT)</li><li>Mr. R.L. Bhadula, Hostel Warden</li><li>Ms. Smita Nayak, Demo (P&amp;O)</li></ul> | Squad-4 for Ground Floor and Basement. <ul style="list-style-type: none"><li>Ms. Shanta Pandian, AP(OT)</li><li>Mr. Pradeep Marandi, Supt. (PT)</li><li>Mr. Kshitiz Chandra Vishal, P&amp;O</li></ul>             |

These squads and committee are requested to make round in the Institute premises including class rooms, corridors, canteen, hostel block, library, outdoor service area, all the three gates of the Institutes etc. so, as to prevent any incidence of ragging as well as sexual harassment. The committee/squads can visit any place outside Institute also. If any squad/committee member observes any incidence, he/she has to immediately intervene and prevent the harassment. If necessary, a preliminary report has to be submitted either to Anti-Ragging Committee or Institute authorities for further examination of the matter and necessary action.

**Committee for Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal):**

|       |  |   |
|-------|--|---|
| I.    | Name of Bodies, Council Committee etc                        | Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal)   |
| II.   | Composition  | <ol style="list-style-type: none"> <li>1. Ms. Madhuchhanda Mohanty, Assistant Professor (OT) Chairperson</li> <li>2. Mrs. Shweta Jain, Member of Local Level Committee in Mahila &amp;” bal Kalyan (Distt. Ghaziabad) (NGO)</li> <li>3. Ms. Anita Gupta, Advocate, District Magistrate Office, East Delhi Member (PWD)/Legal Female</li> <li>4. Sh. Rohit Kumar Upadhyay, Accounts officer, Member</li> <li>5. Mrs. Prachi Raj Meena, Lecturer (PT), Member</li> <li>6. Mrs. Mita Singhal, Senior OT, Member</li> <li>7. Mrs. Aarti Mishra, Sr. Limb Maker, Member Secretary</li> </ol> |
| III.  | Date from which Constituted                                  | 7 <sup>th</sup> April, 2022   |
| IV.   | Term/Tenure  | The Committee will remain in existence till further dissolution.  |
| V.    | Power and Functions  | The Committee shall enquire into all types of cases relating to Sexual Harassment at Workplace and submit its report to the competent authority in a time bound manner.   |
| VI.   | Whether their meetings are open to the public?               | -NO-  |
| VII.  | Whether the minutes of the meetings are open to the public?  | -NO-  |
| VIII. | Place where the minutes if open to the public are available? | -NO-  |

## Library Physical Verification Committee

|       |   |  |
|-------|---|--|
| I.    | Name of Boards, Council Committee etc.                      | Library Physical Verification Committee  |
| II.   | Composition   | Smt. Gunjan Wadhwa, Lecturer (OT), Chairperson<br>Dr. Amit Kumar Vimal, Demonstrator (P&O), Member<br>Smt. Sheelu Sharma, Sr. PT, Member<br>Sh. Rakesh Kumar, Member Secretary |
| III.  | Date from which constituted                                 | 20.10.2023   |
| IV    | Term/Tenure   | Two years  |
| V     | Power and Functions   | The committee shall physically verify the books in the PDUNIPPD Library with the Library Accession Register.   |
| VI    | Whether their meetings are open to the public?              | -No-   |
| VII.  | Whether their minutes of meetings are open to the public?   | -No-   |
| VIII. | Place where the minutes if open to the public are available | Through request or RTI   |

**Chapter- 10**

**Directory of Officers and Employees  
Sec- 4(1)(b)(ix)**

**Name of the Institute :- Pandit Deendayal Upadhyaya National Institute for Persons with Physical Disabilities (Divyangjan), New Delhi- 110002**

| S.No.                            | Departments               | Designation  | Intercom | Landline Telephone No. Office | Room No. |
|----------------------------------|---------------------------|--|----------|-------------------------------|----------|
| <b>Director</b>                  |                           |  |          |                               |          |
| 1.                               | Sh. Jitendra Sharma       |  | Director | 322                           | 23232403 |
| <b>Director Secretariat</b>      |                           |  |          |                               |          |
| 2.                               | Sh. Tushar Kumar          | PA to Director   | 323      |                               | 108      |
| 3.                               | Sh. Karan Kapoor          | UDC  |          |                               |          |
| 4..                              | Smt. Sarla                | MTS  |          |                               |          |
| 5.                               | Sh. Nitin Kumar           | MTS  |          |                               |          |
| <b>Administration Department</b> |                           |  |          |                               |          |
| 6.                               | Dr. Akhilesh Kumar Shukla | Associate Professor (OT)/H.O.D (OT)/ Deputy Director (Admn.) (Officiating) | 333      | 23220120                      | 120      |
| <b>Establishment Section</b>     |                           |  |          |                               |          |
| 7.                               | Smt. Sunita               | Assistant  | 305      |                               | 119      |
| 8.                               | Sh. Hemant Kulshreshtha   | Junior Translation Officer   | 337      |                               | 117      |
| 9.                               | Smt. Reena Kumari         | Primary Teacher  | 336      |                               |          |
| 10.                              | Sh. Puneet Kumar          | UDC  | 336      |                               |          |
| 11.                              | Sh. Khanish Arora         | UDC  | 336      |                               | 119      |
| 12.                              | Sh. Uma Shankar Singh     | UDC  |          |                               |          |
| 13.                              | Sh. Rajneesh Kumar        | UDC  | 336      |                               |          |
| 14.                              | Sh. Kshitij Sharma        | UDC  | 336      |                               | 119      |
| 15.                              | Sh. DeepakYadav           | Stenographer Gr.III  | 333      |                               |          |
| 16.                              | Sh. Saurabh Parkash       | Stenographer Gr.III  | 333      |                               |          |
| 17..                             | Smt. Neha                 | LDC  | 336      |                               |          |
| 18.                              | Sh. Ashish Kumar Singh    | MTS  | 336      |                               | 119      |
| 19.                              | Sh. Ankit Kumar           | LDC  | 337      |                               |          |
| 20.                              | Sh.Vipin Kumar            | MTS  | 336      |                               | 119      |
| <b>General Section</b>           |                           |  |          |                               |          |
| 21.                              | Sh. Sudhakar Mishra       | AM (T)   | 317      | 23235692                      |          |
| 22.                              | Sh. L.R.Meena             | Assistant  |          |                               |          |
| 23.                              | Sh. Suresh Kumar Singh    | Offset Machine Operator  |          |                               |          |
| 24.                              | Sh. Vikas                 | LDC  |          |                               |          |
| 25.                              | Sh. Sanjay Babu           | Electrician  |          |                               |          |
| 26.                              | Sh. Kaptan Singh          | School Bus Driver  | 340      |                               |          |
| 27.                              | Sh. Sunny Chopra          | Staff Car Driver   |          |                               |          |
| 28.                              | Sh. Virender Kumar        | LDC  | 340      |                               |          |
| 29.                              | Sh. Akshay Kumar          | LDC  | 340      |                               |          |
| 30.                              | Sh. Tej Narayan           | MTS  | 340      |                               |          |

| <b>Physiotherapy (PT) Department</b>               |                          |                                    |     |          |                    |
|--|--------------------------|------------------------------------|-----|----------|--------------------|
| 31.  | Smt. Manda Chauhan       | Associate Professor (PT)/ HOD (PT) | 355 | 23236193 | 209                |
| 32.  | Smt. Rajni Kalra         | Assistant Professor (PT)           | 339 |          | 20                 |
| 33.  | Sh. K.Ramprabhu          | Assistant Professor (PT)           | 344 |          | 306                |
| 34.  | Sh. Roshan Lal           | Lecturer (PT)                      | 341 |          |                    |
| 35.  | Smt. Prachi Raj Meena    | Lecturer (PT)                      | 335 |          |                    |
| 36.  | Smt. Anju Aggarwal       | Lecturer (PT)                      | 306 |          |                    |
| 37.  | Smt. Manju Vats          | Lecturer (PT)                      | 306 |          | 07 (PT Staff Room) |
| 38.  | Sh. Pradeep Marandi      | Superintendent (PT)                | 335 |          |                    |
| 39.  | Sh. A.M.R Suresh         | Senior Physiotherapist             | 335 |          |                    |
| 40.  | Dr. Anoop Aggarwal       | Senior Physiotherapist             | 308 |          |                    |
| 41.  | Smt. Sheelu Sharma       | Senior Physiotherapist             | 335 |          |                    |
| 42.  | Sh. Anoop Kumar Tarsolia | Demonstrator (PT)                  | 335 |          |                    |
| 43.  | Ms. Sheena Arora         | Demonstrator (PT)                  | 308 |          |                    |
| 44.  | Sh. HimanshuWalia        | Physiotherapist                    | 308 |          |                    |
| 45.  | Sh. Manish Panchal       | Physiotherapist                    | 308 |          |                    |
| 46.  | Smt. Kusum Sharma        | Assistant                          | 332 |          |                    |
| 47.  | Smt. Barkha Kachhap      | UDC                                | 332 |          |                    |
| 48.  | Sh. Rahul Singh          | MTS                                | 332 |          |                    |
| <b>Occupational Therapy (OT) Department</b>        |                          |                                    |     |          |                    |
| 49.  | Smt. MadhuChanda Mohanty | Assistant Professor (OT)           | 302 |          |                    |
| 50.  | Smt.ShantaPandian        | Assistant Professor (OT)           | 302 |          |                    |
| 51.  | Dr. Kamal Narayan Arya   | Lecturer(OT)                       | 302 |          |                    |
| 52.  | Dr. MeenakshiBatra       | Lecturer(OT)                       |     |          |                    |
| 53.  | Smt. GunjanWadhwa        | Lecturer(OT)                       |     |          |                    |
| 54.  | Dr. Arun Kishor          | Lecturer(OT)                       | 326 |          |                    |
| 55.  | Smt. Mita Singhal        | Senior Occupational Therapist      | 326 |          |                    |
| 56.  | Smt. Rajni Pandey        | Occupational Therapist             | 309 |          |                    |
| 57.  | Smt. Archana Kaushik     | Senior Occupational Therapist      | 309 |          |                    |
| 58.  | Sh Balvant Kumar Meena   | Demonstrator (OT)                  | 309 |          |                    |
| 59.  | Sh. Ghan Shyam Meena     | Assistant                          | 332 |          |                    |
| 60.  | Sh. Hargovind Singh      | MTS                                | 332 |          |                    |
| 61.  | Sh. Bhupender Singh      | MTS                                | 302 |          |                    |
| 62.  | Sh. Virender Kumar       | LDC                                | 340 |          |                    |
| 63.  | Sh. Parmanand Prasad     | MTS                                | 332 |          |                    |
| <b>Prosthetics &amp; Orthotics (PO) Department</b> |                          |                                    |     |          |                    |
| 64.  | Sh. G.Pandian            | Assistant Professor (PO)           | 313 |          |                    |
| 65.  | Sh. Rajnish Kumar Sharma | Assistant Professor (PO)           | 332 |          |                    |
| 66.  | Sh. IndraVijay Singh     | Lecturer (PO)                      | 332 |          |                    |
| 67.  | Smt. Shivani Sharma      | Demonstrator (PO)                  | 312 |          |                    |
| 68.  | Dr. Amit Kumar Vimal     | Demonstrator (PO)                  | 312 |          |                    |
| 69.  | Smt. Smita Nayak         | Demonstrator (PO)                  | 312 |          |                    |
| 70.  | Sh. Mohit Gupta          | Demonstrator (PO)                  | 312 |          |                    |

|                         |                           |   |     |          |     |
|-------------------------|---------------------------|---|-----|----------|-----|
| 71.                     | Sh. Tapas P Behera        | Prosthetics & Orthotics                     | 313 |          |     |
| 72.                     | Sh.Vivek Kumar            | Prosthetics & Orthotics                     | 315 |          |     |
| 73.                     | Sh.Tarun Kumar Verma      | Prosthetic & Orthotics                      | 315 |          |     |
| 74.                     | Sh. Kshitiz ChandraVishal | Prosthetic & Orthotics                      | 313 |          |     |
| 75.                     | Sh. Sunil Kumar           | Compositor Gr.I                             | 332 |          |     |
| <b>P&amp;O Workshop</b> |                           |   |     |          |     |
| 76.                     | Smt. Aarti Mishra         | Senior Limb Maker                           | 315 |          |     |
| 77.                     | Sh. Manas Ranjan Behera   | Senior Caliper Maker                        | 313 |          |     |
| 78.                     | Sh. Davinder Kumar Gautam | Senior Caliper Maker                        | 313 |          |     |
| 79.                     | Sh.Vikas Kumar            | Caliper Maker                               | 313 |          |     |
| 80.                     | Sh. Radhey Shyam          | Caliper Maker                               | 313 |          |     |
| 81.                     | Sh. Abhimanyu Malhotra    | Caliper Maker                               | 312 |          |     |
| 82.                     | Sh. Mohit Mudgal          | Caliper Maker                               | 313 |          |     |
| 83.                     | Sh. Bhoopendra            | Limb Maker                                  | 315 |          |     |
| 84.                     | Smt. Jyoti                | Limb Maker                                  | 315 |          |     |
| 85.                     | Sh. Laxman Singh          | Ortho Shoe Maker                            | 313 |          |     |
| 86.                     | Sh. Hari Prasad           | Ortho Shoe Maker                            | 315 |          |     |
| 87.                     | Sh. Nitin Kamal           | Ortho Shoe Maker                            | 313 |          |     |
| 88.                     | Sh. Nand Kishore          | Ortho Shoe Maker                            | 315 |          |     |
| 89.                     | Sh. Kapil Gautam          | Leather Worker                              | 313 |          |     |
| 90.                     | Sh. Narender Kumar        | Rubber Maker                                | 340 |          |     |
| 91.                     | Sh. Mukesh Kumar          | Carpenter                                   | 315 |          |     |
| 92.                     | Sh. Ganesh Ram            | Junior Limb Maker                           | 315 |          |     |
| 93.                     | Sh. Himansu Bhusan Das    | Junior Limb Maker                           | 315 |          |     |
| 94.                     | Smt. Bhagyashree          | Junior Caliper Maker                        | 313 |          |     |
| 95.                     | Sh. SanjeevDogra          | UDC   | 316 |          |     |
| 96.                     | Sh. Prakash Dobhal        | UDC   | 316 |          |     |
| 97.                     | Sh. Gyaneshwar            | MTS   | 315 |          |     |
| 98.                     | Smt. Sunita               | MTS   | 316 |          |     |
| 99.                     | Sh. Sajan Kumar           | MTS   | 313 |          |     |
| 100.                    | Sh. Shyam Lal             | Binder                                      | 317 |          |     |
| <b>Accounts Section</b> |                           |   |     |          |     |
| 101                     | Sh. Rohit Kumar Upadhyay  | Account Officer                             | 345 | 23236207 | 115 |
| 102.                    | Sh. Sanjay                | Assistant (On deputation w.e.f. 31.12.2023) | 338 |          | 123 |
| 103.                    | Sh. Arvind Kumar Premi    | Assistant                                   | 328 |          | 123 |
| 104.                    | Sh. Munesh Kumar          | UDC   | 328 |          | 123 |
| 105.                    | Sh. Joginder              | UDC   | 328 |          | 123 |
| 106.                    | Sh. Hariom Singh          | UDC   | 328 |          | 123 |
| 107.                    | Sh. Raj Kumar             | LDC   | 328 |          | 123 |
| 108.                    | Sh. Vinay                 | MTS   | 328 |          | 123 |
| <b>Hostel Section</b>   |                           |   |     |          |     |
| 109.                    | Sh. Roshan Lal Bhadula    | Hostel Warden                               | 330 |          |     |
| 110.                    | Smt. Varsha               | Assistant Hostel Warden (F)                 | 330 |          |     |
| 111.                    | Sh.Ved Singh              | Lift Operator                               | 331 |          |     |
| <b>Social Work Unit</b> |                           |   |     |          |     |
| 112.                    | Sh. Mahesh Sharma         | Vocational Counselor/Placement Officer      | 304 |          | 17  |
| 113.                    | Smt. Apeksha Sharma       | Primary Teacher                             | 301 |          |     |



|                                    |                         |                                  |                    |     |           |
|------------------------------------|-------------------------|----------------------------------|--------------------|-----|-----------|
| 114.                               | Sh. Serbin Rongpi       | Assistant Social Service Officer | 301                |     |           |
| 115.                               | Sh. Vinay Kumar         | LDC                              | 336                |     |           |
| <b>Assessment Clinic</b>           |                         |                                  |                    |     |           |
| 116.                               | Ms. VS Shivani          | Speech Therapist                 | 311                |     |           |
| 117.                               | Smt. Nishi Dogra        | LDC                              | 300                | 300 | Reception |
| 118.                               | Sh. Karamvir Singh      | UDC                              | 300                | 300 | Reception |
| <b>Library</b>                     |                         |                                  |                    |     |           |
| 119.                               | Sh. Rakesh Kumar        | Librarian                        | 318                |     | Basement  |
| 120.                               | Smt. Ratan Bala         | UDC                              | 359                |     | Basement  |
| <b>Posted at DEPwD, MoSJ&amp;E</b> |                         |                                  |                    |     |           |
| 121.                               | Sh. Yashpal Singh Rawat | Assistant                        | Posted in Ministry |     |           |

## Chapter- 11

### The Monthly Remuneration received by each of its Officials and Employees including the system of Compensation (As on 31.03.2024)

#### Sec-4(1)(b)(x)

| S.No | Name                          | Designation  | Pay Matrix Level | Basic Pay      |
|------|-------------------------------|--|------------------|----------------|
| 1    | Sh. Jitendra Sharma           | Director   | Equivalent to 13 | 175000 (Fixed) |
| 2    | Dr. A.K. Shukla               | Associate Professor (OT)/<br>Deputy Director (Admn.) | 12               | 112400         |
| 3    | Smt. Manda Chauhan            | Associate Professor (PT)                             | 12               | 119300         |
| 4    | Smt. Rajni Kalra              | Assistant Professor (PT)                             | 11               | 102500         |
| 5    | Sh. K.Ram Prabhu              | Assistant Professor (PT)                             | 11               | 88400          |
| 6    | Smt. Madhu Chhanda<br>Mohanty | Assistant Professor (OT)                             | 11               | 99500          |
| 7    | Smt. Shanta Pandian           | Assistant Professor (OT)                             | 11               | 91100          |
| 8    | Sh. Rajnish Kr. Sharma        | Assistant Professor (PO)                             | 11               | 102500         |
| 9    | Sh. G.Pandian                 | Assistant Professor (PO)                             | 11               | 99500          |
| 10   | Sh. Indra Vijay Singh         | Lecturer (PO)  | 10               | 69000          |
| 11   | Dr. Meenakshi Batra           | Lecturer (OT)  | 10               | 82400          |
| 12   | Smt. Gunjan Wadhwa            | Lecturer (OT)  | 10               | 76500          |
| 13   | Dr. Kamal Narayan Arya        | Lecturer (OT)  | 10               | 82400          |
| 14   | Dr. Arun Kishor               | Lecturer (OT)  | 10               | 62200          |
| 15   | Sh. Roshan Lal                | Lecturer (PT)  | 10               | 80000          |
| 16   | Smt. Prachi Raj Meena         | Lecturer (PT)  | 10               | 80000          |
| 17   | Mrs. Anju Aggarwal            | Lecturer (PT)  | 10               | 80000          |
| 18   | Mrs. Manju Vats               | Lecturer (PT)  | 10               | 73200          |
| 19   | Sh. Pradeep Marandi           | Superintendent (PT)                                  | 10               | 72100          |
| 20   | Sh. Rohit Kumar Upadhyay      | Accounts Officer                                     | 8                | 68000          |
| 21   | Sh. Sudhakar Mishra           | Assistant Manger (Tech.)                             | 8                | 72100          |
| 22   | Sh. Shyam Lal                 | Binder   | 8                | 53600          |
| 23   | Sh. Roshan Lal Bhadula        | Hostel Warden  | 8                | 60400          |
| 24   | Sh. Mahesh Sharma             | Placement Officer                                    | 8                | 76500          |
| 25   | Smt. Mita Singhal             | Senior (OT)  | 7                | 58600          |
| 26   | Dr. Anoop Aggarwal            | Senior (PT)  | 7                | 55200          |
| 27   | Sh. A.M.R. Suresh             | Senior (PT)  | 7                | 55200          |
| 28   | Ms. Sheelu Sharma             | Senior (PT)  | 7                | 47600          |
| 29   | Sh. L.R.Meena                 | Assistant  | 7                | 66000          |
| 30   | Sh. Hemant Kulshreshtha       | Junior Hindi Translator                              | 7                | 52000          |
| 31   | Sh. Rakesh Kumar              | Librarian  | 7                | 47600          |
| 32   | Sh. Suresh Kr. Singh          | Offset Machine Operator                              | 7                | 74300          |
| 33   | Sh. Hari Prasad               | Shoe Maker   | 7                | 68000          |
| 34   | Sh. Prakash Dobhal            | UDC  | 6                | 53600          |
| 35   | Smt. Sunita                   | Assistant  | 6                | 58600          |
| 36   | Sh. Yashpal Singh Rawat       | Assistant  | 6                | 42300          |

|    |                             |                                     |   |                                    |
|----|-----------------------------|-------------------------------------|---|------------------------------------|
| 37 | Sh. Arvind Kumar            | Assistant                           | 6 | 44900                              |
| 38 | Sh. Ghanshyam Meena         | Assistant                           | 6 | 49000                              |
| 39 | Smt. Kusum Sharma           | Assistant                           | 6 | 53600                              |
| 40 | Sh. Sanjay                  | Assistant                           | 6 | On Deputation<br>w.e.f. 31.01.2024 |
| 41 | Sh. Serbin Rongpi           | ASSO                                | 6 | 35400                              |
| 42 | Sh. Mukesh Kumar            | Carpenter                           | 6 | 53600                              |
| 43 | Sh. Sunil Kumar             | Compositor                          | 6 | 52000                              |
| 44 | Sh. Balvant Kr. Meena       | Demonstrator (OT)                   | 6 | 43600                              |
| 45 | Ms. Shivani Sharma          | Demonstrator (P&O)                  | 6 | 43600                              |
| 46 | Dr. Amit Kumar Vimal        | Demonstrator (P&O)                  | 6 | 43600                              |
| 47 | Smt. Smita Nayak            | Demonstrator (P&O)                  | 6 | 43600                              |
| 48 | Sh. Mohit Gupta             | Demonstrator (P&O)                  | 6 | 37600                              |
| 49 | Sh. Anoop Kumar Tarsolia    | Demonstrator (PT)                   | 6 | 41100                              |
| 50 | Ms. Sheena Arora            | Demonstrator (PT)                   | 6 | 35400                              |
| 51 | Ms. Rajni Pandey            | Occupational Therapy                | 6 | 36500                              |
| 52 | Sh. Tushar Kumar            | PA to Director                      | 6 | 29600                              |
| 53 | Sh. Manish Panchal          | Physiotherapy                       | 6 | 37600                              |
| 54 | Sh. Himanshu Walia          | Physiotherapy                       | 6 | 37600                              |
| 55 | Ms. Reena Kumari            | Primary Teacher                     | 6 | 42300                              |
| 56 | Ms. Apeksha Sharma          | Primary Teacher                     | 6 | 44900                              |
| 57 | Sh. Tapas Priyaranjan Behra | Prosthetics & Orthotics             | 6 | 43600                              |
| 58 | Sh. Kshitiz Chandra Vishal  | Prosthetics & Orthotics             | 6 | 43600                              |
| 59 | Sh. Vivek Kumar             | Prosthetics & Orthotics             | 6 | 41100                              |
| 60 | Sh. Tarun Kumar Verma       | Prosthetics & Orthotics             | 6 | 47600                              |
| 61 | Smt. Archana Kaushik        | Senior (OT)                         | 7 | 56900                              |
| 62 | Sh. Laxman Singh            | Shoe Maker                          | 6 | 70000                              |
| 63 | Ms. V.S.Shivani             | Speech Therapist                    | 6 | 36500                              |
| 64 | Smt. Nishi Dogra            | UDC                                 | 6 | 49000                              |
| 65 | Sh. Sanjay Babu             | Electrician                         | 5 | 55800                              |
| 66 | Smt. Aarti Mishra           | Senior Limb Maker                   | 5 | 34900                              |
| 67 | Ms. Varsha Paliwal          | Assistant Hostel Warden<br>(Female) | 4 | 34300                              |
| 68 | Sh. Kaptan Singh            | Bus Driver                          | 4 | 33300                              |
| 69 | Sh. Davinder Gautam         | Caliper Maker                       | 4 | 37000                              |
| 70 | Sh. Vikas Kumar             | Caliper Maker                       | 4 | 30500                              |
| 71 | Sh. Kapil Gautam            | Caliper Maker                       | 4 | 30500                              |
| 72 | Sh. Radhey shyam            | Junior Caliper Maker                | 4 | 39800                              |
| 73 | Sh. Ved Singh               | Lift Operator                       | 4 | 39800                              |
| 74 | Smt. Sarla Devi             | MTS                                 | 4 | 41000                              |
| 75 | Sh. Nand Kishore            | Ortho Shoe                          | 4 | 37500                              |
| 76 | Sh. Nitin Kamal             | Ortho Shoe Maker                    | 4 | 42800                              |
| 77 | Sh. Narender Kumar          | Rubber Maker                        | 4 | 33300                              |
| 78 | Sh. Manas Rajan Behera      | Senior Caliper Maker                | 5 | 34900                              |
| 79 | Sh. Saurabh Parkash         | Stenographer Gr.III                 | 4 | 26300                              |
| 80 | Sh. Deepak Yadav            | Stenographer Gr.III                 | 4 | 26300                              |
| 81 | Sh. Kshitiz Sharma          | UDC                                 | 4 | 39800                              |

|     |                        |                      |   |       |
|-----|------------------------|----------------------|---|-------|
| 82  | Sh. Puneet Kumar       | UDC                  | 4 | 29600 |
| 83  | Sh. Khanish Arora      | UDC                  | 4 | 29600 |
| 84  | Sh. Karan Kapoor       | UDC                  | 4 | 25200 |
| 85  | Sh. Rajneesh Kumar     | UDC                  | 4 | 27900 |
| 86  | Sh. Joginder           | UDC                  | 4 | 29600 |
| 87  | Sh. Munish Kumar       | UDC                  | 4 | 41000 |
| 88  | Sh. Hari om singh      | UDC                  | 4 | 29600 |
| 89  | Smt. Barkha Kachhap    | UDC                  | 4 | 25200 |
| 90  | Smt. Ratan Bala        | UDC                  | 4 | 39800 |
| 91  | Sh. Uma Shankar Singh  | UDC                  | 4 | 29600 |
| 92  | Sh. Sanjeev Dogra      | UDC                  | 4 | 49000 |
| 93  | Smt. Bhagyashree       | Junior Caliper Maker | 2 | 23800 |
| 94  | Sh. Ganesh Ram         | Junior Limb Maker    | 2 | 24500 |
| 95  | Sh. Himanshu           | Junior Limb Maker    | 2 | 23800 |
| 96  | Sh. Bhoopendra         | Limb Maker           | 3 | 34300 |
| 97  | Sh. Tej Narayan        | Mali                 | 3 | 38300 |
| 98  | Sh. Sajan Kr.          | MTS                  | 3 | 38300 |
| 99  | Smt. Sunita            | MTS                  | 3 | 33300 |
| 100 | Sh. Gyneshwer          | MTS                  | 3 | 38300 |
| 101 | Sh. Mohit Mudgal       | Caliper Maker        | 3 | 26300 |
| 102 | Sh. Abhimanyu          | Caliper Maker        | 2 | 27100 |
| 103 | Sh. Sunny Chopra       | Driver               | 2 | 24500 |
| 104 | Sh. Ankit Kumar        | LDC                  | 2 | 20500 |
| 105 | Sh. Virender Kumar     | LDC                  | 2 | 36100 |
| 106 | Sh. Vikas              | LDC                  | 2 | 25200 |
| 107 | Ms. Neha               | LDC                  | 2 | 20300 |
| 108 | Sh. Vinay Kumar        | LDC                  | 2 | 21100 |
| 109 | Sh. Akshay Kumar       | LDC                  | 2 | 21100 |
| 110 | Sh. Raj Kumar          | LDC                  | 2 | 21100 |
| 111 | Sh. Virendra Kumar     | LDC                  | 2 | 20500 |
| 112 | Sh. Karmavir Singh     | LDC                  | 2 | 36100 |
| 113 | Smt. Jyoti             | Limb maker           | 2 | 27100 |
| 114 | Sh. Ashish Kumar Singh | MTS                  | 1 | 20300 |
| 115 | Sh. Vipin Kumar        | MTS                  | 1 | 19100 |
| 116 | Sh. Parmanand Prasad   | MTS                  | 1 | 18500 |
| 117 | Sh. Nitin Kumar        | MTS                  | 1 | 18000 |
| 118 | Sh. Vinay              | MTS                  | 1 | 19100 |
| 119 | Sh. Rahul Singh        | MTS                  | 1 | 20300 |
| 120 | Sh. Hargovind Singh    | MTS                  | 1 | 39800 |
| 121 | Sh. Bhupendra Singh    | MTS                  | 1 | 20300 |

## Chapter- 12

### Pandit Deendayal Upadhyaya National Institute for Persons with Physical Disabilities (Divyangjan), Expenditure Statement for the year 2023-2024 Sec-4(1)(b)(xi)

The budget allocated to each agency including all plans, proposed expenditures and reports on disbursement made etc.

#### A) Support to National Institutes Scheme (Rs. in lakh)

| Year      | Notional Allocation | GIA Received | Expenditure |
|-----------|---------------------|--------------|-------------|
| 2021-2022 | 2670.06             | 2720.06      | 2702.79     |
| 2022-2023 | 3090.00             | 2943.48      | 2880.61     |

#### B) ADIP Scheme (Rs. in lakh)

| Year      | Notional Allocation | GIA Received | Expenditure |
|-----------|---------------------|--------------|-------------|
| 2021-2022 | -                   | 200.00       | 129.37      |
| 2022-2023 | -                   | 223.14       | 270.91      |

## Chapter- 13

### Details of Information available in Electronic form Sec-4(1)(b)(xiv)

| S.No. | Details of Information available in electronic form | Name/Title of the document/record/other information | Location where available   |
|-------|---|---|--|
| 1.    | Employees directory                                 | Telephone directory                                 | <a href="#">PDF Link</a>   |
| 2.    | Decision making and work distribution               | Organization chart                                  | <a href="#">PDF Link</a>   |
| 3.    | Annual report of PDUNIPPD (D)                       | Annual report                                       | <a href="#">PDF Link</a>   |
| 4.    | RTI handbook  | Information handbook                                | <a href="#">PDF Link</a>   |
| 5.    | Notification/Circular                               | Notification/Circular                               | The Notices and Circulars are available on home page of Institute's Website under the Columns of Notices |
| 6.    | Employees list (Bilingual)                          | Employee list (Bilingual)                           | <a href="#">PDF Link</a>   |

## Chapter- 14

### Particulars of Facilities Available for obtaining Information Sec-4(1)(b)(xv)

The Facilitation Centre in PDUNIPPD (D) is a part of Reception Counter. On all Working days, any information pertaining to all the sections is available at the Reception Counter from 9:00 AM – 5:30 PM.

| <b>S.No.</b> | <b>Name and Location of the Facility</b> | <b>Details of Information made available</b>    | <b>Working Hours of the Facility</b>                     | <b>Contact details</b>                    |
|--------------|--|---|--|---|
| 1.           | Director<br>PDUNIPPD (D)                 | All the information pertaining to the institute | 9:00 AM to 5:30 PM (Monday to Friday )<br>5 Days working | Landline no.<br>011-23233782<br>Extn. 323 |
| 2.           | Deputy Director (Admin.)<br>PDUNIPPD (D) | All the information pertaining to the institute | 9:00 AM to 5:30 PM (Monday to Friday )<br>5 Days working | Landline no.<br>011-23220120<br>Extn. 333 |
| 3.           | Reception<br>PDUNIPPD (D)                | Information pertaining to the institute         | 9:00 AM to 5:30 PM (Monday to Friday )<br>5 Days working | Landline no.<br>011-23233782<br>Extn. 300 |

## Chapter- 15

### Information related to Procurement made by this Institute

#### Sec. 4(1) (b) (xi)

#### Information related to procurement made by this Institute since 01.04.2023-31.03.2024

| S.No. | Type of Procurement                       | Tender Notice dated /procured Through | Tender Award to | Award Extension letter dated | Total Amount (Including GST) |
|-------|---|---------------------------------------|-----------------|------------------------------|------------------------------|
| 1     | Split AC (03 Nos.)                        | Through GEM                           |                 | 07.07.2023                   | 144441.00                    |
| 2     | Window AC (10 Nos.)                       | Through GEM                           |                 | 06.03.2023                   | 369200.00                    |
| 3     | Occupational Therapy Equipments (32 Nos.) | Through GEM                           |                 | 01.06.2023                   | 958719.00                    |
| 4     | CCTV Camera (03 Nos.)                     | Through GEM                           |                 | 25.07.2023                   | 88500.00                     |
| 5     | CCTV Camera (47 Nos.)                     | Through GEM                           |                 | 24.09.2023                   | 1373760.00                   |
| 6     | CCTV Camera (03 Nos.)                     | Through GEM                           |                 | 25.09.2023                   | 13744.00                     |
| 7     | Desktop Computer (15 Nos.)                | Through GEM                           |                 | 22.09.2023                   | 1020000.00                   |
| 8     | Desktop Computer (04 Nos.)                | Through GEM                           |                 | 12.09.2023                   | 236000.00                    |
| 9     | Laptop (01 Nos.)                          | Through GEM                           |                 | 09.05.2023                   | 62082.00                     |
| 10    | Multifunction Printer (01 Nos.)           | Through GEM                           |                 | 16.05.2023                   | 29488.00                     |
| 11    | Multifunction Printer (01 Nos.)           | Through GEM                           |                 | 04.09.2023                   | 82500.00                     |
| 12    | Printer (02 Nos.)                         | Through GEM                           |                 | 12.09.2023                   | 46000.00                     |
| 13    | Printer (01 Nos.)                         | Through GEM                           |                 | 22.09.2023                   | 37990.00                     |
| 14    | Printer (01 Nos.)                         | Through GEM                           |                 | 04.09.2023                   | 82500.00                     |
| 15    | Computer UPS (01 Nos.)                    | Through GEM                           |                 | 09.05.2023                   | 8100.00                      |
| 16    | LED Monitor (01 Nos.)                     | Through GEM                           |                 | 04.01.2024                   | 18450.00                     |
| 17    | Aadhar Based Machine (03 Nos.)            | Through GEM                           |                 | 19.12.2023                   | 104997.00                    |
| 18    | Water cooler (01 Nos.)                    | Through GEM                           |                 | 07.07.2023                   | 72000.00                     |
| 19    | Web Camera (01 Nos.)                      | Through GEM                           |                 | 19.03.2024                   | 3060.00                      |
| 20    | Electric water Heater (01 Nos.)           | Through GEM                           |                 | 08.01.2024                   | 11300.00                     |
| 21    | Electric water Heater (01 Nos.)           | Through GEM                           |                 | 17.03.2024                   | 12145.00                     |
| 22    | Canon Scanner (01 Nos.)                   | Through GEM                           |                 | 30.05.2023                   | 14900.00                     |
| 23    | Photo Copier Machine (03 Nos.)            | Through GEM                           |                 | 02.06.2023                   | 357000.00                    |
| 24    | Photo Copier Machine (05 Nos.)            | Through GEM                           |                 | 08.11.2023                   | 875980.00                    |
| 25    | OT Equipments (32 Nos.)                   | Through GEM                           |                 | 01.06.2023                   | 958719.00                    |
| 26    | UPS Battery (16 Nos.)                     | Through GEM                           |                 | 28.08.2023                   | 44782.00                     |
| 27    | Display Data Wall Aero (02 Nos.)          | Through GEM                           |                 | 18.01.2024                   | 309996.00                    |
| 28    | Institute Name Board                      | Through Tender                        |                 | 07.08.2023                   | 522504.00                    |

|    |  |              |  |            |           |
|----|--|--------------|--|------------|-----------|
| 29 | Dining Table (06 Nos.)                   | Through GEM  |  | 11.02.2024 | 152000.00 |
| 30 | Heat Convector (Heater) (23 Nos.)        | Through GEM  |  | 31.01.2024 | 89700.00  |
| 31 | Bed Wooden                               | Local Market |  | 11.08.2023 | 49206.00  |
| 32 | LED Tringa Light                         | Local Market |  | 11.08.2023 | 66670.00  |
| 33 | Three Seater Chair (18 Nos.)             | Through GEM  |  | 11.07.2023 | 108000.00 |
| 34 | Three Seater Chair (06 Nos.)             | Through GEM  |  | 11.07.2023 | 33000.00  |
| 35 | Two Seat Chair (06 Nos.)                 | Through GEM  |  | 11.02.2024 | 33000.00  |
| 36 | Office Chair (129 Nos.)                  | Through GEM  |  | 07.06.2023 | 198015.00 |
| 37 | Hot Case (04 Nos.)                       | Through GEM  |  | 31.10.2023 | 18800.00  |
| 38 | Patient Revolving Stool (07 Nos.)        | Through GEM  |  | 09.06.2023 | 8680.00   |
| 39 | Revolving Stool (04 Nos.)                | Through GEM  |  | 05.10.2023 | 21600.00  |
| 40 | X- Ray Machine                           | Through GEM  |  | 01.09.2023 | 578355.00 |
| 41 | Almirah Steel (51 Nos.)                  | Through GEM  |  | 09.06.2023 | 366180.00 |
| 42 | Almirah Steel (05 Nos.)                  | Through GEM  |  | 05.10.2023 | 119000.00 |
| 43 | Table Office (32 Nos.)                   | Through GEM  |  | 13.07.2023 | 200000.00 |
| 44 | Almirah Glass Door (08 Nos.)             | Through GEM  |  | 13.09.2023 | 72400.00  |
| 45 | Almirah with Glass Door (02 Nos.)        | Through GEM  |  | 05.10.2023 | 48000.00  |
| 46 | Book Self (12 Nos.)                      | Through GEM  |  | 13.09.2023 | 75000.00  |
| 47 | Presenter of Desktop (06 Nos.)           | Through GEM  |  | 11.10.2023 | 13194.00  |
| 48 | Notice Board (02 Nos.)                   | Through GEM  |  | 08.10.2023 | 4000.00   |
| 49 | Notice Board (04 Nos.)                   | Through GEM  |  | 11.10.2023 | 16000.00  |
| 50 | Mic System (03 Nos.)                     | Through GEM  |  | 08.10.2023 | 1500.00   |
| 51 | Collar Mic Set (03 Nos.)                 | Through GEM  |  | 08.10.2023 | 24000.00  |
| 52 | Bed Wooden Single (40 Nos.)              | Through GEM  |  | 20.02.2024 | 288000.00 |
| 53 | Network Cable Cat6 (01 Nos.)             | Through GEM  |  | 22.09.2023 | 8500.00   |
| 54 | Desking One Seater (30 Nos.)             | Through GEM  |  | 28.12.2023 | 126000.00 |
| 55 | PVC Vinxe Flooring (430Sqm)              | Local Market |  | 27.10.2023 | 20941.00  |
| 56 | Reception Table and storage (01 Nos.)    | Local Market |  | 09.03.2024 | 245000.00 |
| 57 | Samarsibal Moter with board (01 Nos.)    | Local Market |  | 15.01.2024 | 34480.00  |
| 58 | White Board (02 Nos.)                    | Local Market |  | 13.10.2023 | 3200.00   |
| 59 | Hardware Holder Tool Rack (05 Nos.)      | Through GEM  |  | 05.10.2023 | 123500.00 |
| 60 | Student Chair (80 Nos.)                  | Through GEM  |  | 05.10.2023 | 888000.00 |
| 61 | Cervical Neck Traction Devices (02 Nos.) | Through GEM  |  | 05.10.2023 | 19400.00  |
| 62 | Projector (02 Nos.)                      | Through GEM  |  | 05.10.2023 | 83000.00  |
| 63 | File Rack (05 Nos.)                      | Through GEM  |  | 05.10.2023 | 63000.00  |
| 64 | Lab. Stool (15 Nos.)                     | Through GEM  |  | 05.10.2023 | 66000.00  |
| 65 | Tool Cabinet (04 Nos.)                   | Through GEM  |  | 05.10.2023 | 179200.00 |
| 66 | D-Link Wire (340 Mtr)                    | Through GEM  |  | 17.08.2023 | 9272.00   |
| 67 | Switch 16 Port (01 Nos.)                 | Through GEM  |  | 20.08.2023 | 4999.00   |
| 68 | Square PVC Channel (20 Nos.)             | Through GEM  |  | 22.08.2023 | 1200.00   |
| 69 | D-Link Switch DGS (01 Nos.)              | Through GEM  |  | 22.09.2023 | 41900.00  |
| 70 | HDMI (10 Nos.)                           | Through GEM  |  | 05.10.2023 | 9900.00   |



|    |  |              |  |            |           |
|----|--|--------------|--|------------|-----------|
| 71 | HDMI TO VGA Converter (01 Nos.)                      | Through GEM  |  | 05.10.2023 | 4760.00   |
| 72 | D-Link Cat -6 Cable (100 Mtr)                        | Through GEM  |  | 05.10.2023 | 8000.00   |
| 73 | HDMI Cable 15 Mtr (01 Nos.)                          | Through GEM  |  | 23.03.2024 | 797.00    |
| 74 | Cat 6 wire (610 Mtr.)                                | Local Market |  | 06.11.2023 | 25193.00  |
| 75 | Telephone Instruments Clitele Twin 88 Set (03 Nos.)  | Local Market |  | 06.11.2023 | 13782.00  |
| 76 | Casting Bar (01 Nos.)                                | Through GEM  |  | 05.10.2023 | 11100.00  |
| 77 | Speech Therapy Item (07 Nos.)                        | Local Market |  | 13.09.2023 | 87550.00  |
| 78 | Flower Pots Plant (04 Nos.)                          | Through GEM  |  | 19.10.2023 | 25000.00  |
| 79 | Patient Assessment Couch (02 Nos.)                   | Through GEM  |  | 05.10.2023 | 106200.00 |
| 80 | Pointer (05 Nos.)                                    | Through GEM  |  | 05.10.2023 | 20750.00  |
| 81 | High Temperature Fire F1200F Teflon Sheet (10 Sheet) | Through GEM  |  | 05.10.2023 | 4160.000  |
| 82 | Portable Curtains (02 Nos.)                          | Through GEM  |  | 05.10.2023 | 17600.00  |
| 83 | SSD Hard Disk 1 TB (02 Nos.)                         | Through GEM  |  | 15.02.2024 | 16000.00  |
| 84 | SSD Hard Disk 1 TB (01 Nos.)                         | Through GEM  |  | 27.12.2023 | 8135.00   |
| 85 | SSD Hard Disk 480 GB (01 Nos.)                       | Through GEM  |  | 12.03.2024 | 3500.00   |
| 86 | PT Equipments  | Through GEM  |  | 15.06.2023 | 55240.00  |
| 87 | POP Network Switch 24 Port (01 Nos.)                 | Through GEM  |  | 22.09.2023 | 41900.00  |

### CRC Jammu

|    |                                    |              |  |            |           |
|----|------------------------------------|--------------|--|------------|-----------|
| 1  | PT Equipment                       | Local Market |  | 15.07.2023 | 212398.00 |
| 2  | Non Revolving Chair (25 Nos.)      | Through GEM  |  | 19.07.2023 | 62500.00  |
| 3  | Three Seater Chair (05 Nos.)       | Through GEM  |  | 19.07.2023 | 45000.00  |
| 4  | Office Table (10 Nos.)             | Through GEM  |  | 19.07.2023 | 85000.00  |
| 5  | Plinth Table with Stairs (04 Nos.) | Through GEM  |  | 19.07.2023 | 68000.00  |
| 6  | Almiraha (10 Nos.)                 | Through GEM  |  | 19.07.2023 | 100000.00 |
| 7  | Revolving Stool (04 Nos.)          | Through GEM  |  | 18.07.2023 | 8000.00   |
| 8  | Rack Self (05 Nos.)                | Through GEM  |  | 18.07.2023 | 25000.00  |
| 9  | Split AC (02 Nos.)                 | Through GEM  |  | 26.07.2023 | 89860.00  |
| 10 | Window AC (03 Nos.)                | Through GEM  |  | 26.07.2023 | 100227.00 |
| 11 | Wire 6mm Core (180 Mtr.)           | Through GEM  |  | 18.07.2023 | 44820.00  |
| 12 | Wire 4mm Core (180 Mtr.)           | Through GEM  |  | 18.07.2023 | 39421.00  |
| 13 | Wire Flexible (90 Mtr.)            | Through GEM  |  | 18.07.2023 | 53820.00  |
| 14 | Wire 1.50 mm Core (360 Mtr.)       | Through GEM  |  | 17.07.2023 | 89640.00  |
| 15 | Tube Light LED (399 Nos.)          | Through GEM  |  | 18.07.2023 | 19950.00  |
| 16 | Ceiling Fan (15 Nos.)              | Through GEM  |  | 18.07.2023 | 43035.00  |
| 17 | Wall Fan (12 Nos.)                 | Through GEM  |  | 04.08.2023 | 37080.00  |
| 18 | Ceiling Fan (15 Nos.)              | Through GEM  |  | 31.08.2023 | 10500.00  |
| 19 | Freeze (01 Nos.)                   | Through GEM  |  | 13.07.2023 | 18885.00  |
| 20 | Hot Case (02 Nos.)                 | Through GEM  |  | 18.07.2023 | 9990.00   |
| 21 | Room Heater (05 Nos.)              | Through GEM  |  | 18.07.2023 | 15975.00  |

|    |   |             |  |            |           |
|----|---|-------------|--|------------|-----------|
| 22 | RO System (01 Nos.)                           | Through GEM |  | 31.08.2023 | 69900.00  |
| 23 | TV 43" (01 Nos.)                              | Through GEM |  | 24.08.2023 | 44798.00  |
| 24 | Table Executive (01 Nos.)                     | Through GEM |  | 07.02.2024 | 79000.00  |
| 25 | Sofa 3 Seater (01 Nos.)                       | Through GEM |  | 29.01.2024 | 40300.00  |
| 26 | OT Equipments                                 | Through GEM |  | 20.12.2023 | 251148.00 |
| 27 | Two SEater Tubular Steel sofa Set (01 Nos.)   | Through GEM |  | 29.01.2024 | 21850.00  |
| 28 | Tubular Steel sofa Set (01 Nos.)              | Through GEM |  | 07.02.2024 | 10750.00  |
| 29 | Revolving Chair (01 Nos)                      | Through GEM |  | 07.02.2024 | 24990.00  |
| 30 | Rectangular Centre Table with Glass (01 Nos.) | Through GEM |  | 07.02.2024 | 8188.00   |
| 31 | Centre Table with Glass (01 Nos.)             | Through GEM |  | 07.02.2024 | 9100.00   |
| 32 | Drill Machine                                 | Through GEM |  | 31.07.2023 | 10000.00  |
| 33 | Printer (01 Nos.)                             | Through GEM |  | 14.07.2023 | 125000.00 |
| 34 | Pen drive (04 Nos.)                           | Through GEM |  | 14.07.2023 | 3200.00   |
| 35 | Biometric Machine (02 Nos.)                   | Through GEM |  | 14.07.2023 | 60000.00  |
| 36 | Scanner (02 Nos.)                             | Through GEM |  | 14.07.2023 | 60000.00  |
| 37 | Desktop Computer (05 Nos.)                    | Through GEM |  | 14.07.2023 | 325000.00 |
| 38 | Photo State Machine (01 Nos.)                 | Through GEM |  | 14.07.2023 | 300000.00 |
| 39 | Water Cooler (02 Nos.)                        | Through GEM |  | 31.07.2023 | 80000.00  |

## **Chapter- 16**

**Foreign Tours of Official of the Rank of Joint Secretary to the Government of India and above heads of Departments since 01.03.2024.**

### **Sec. 4 (1) (b)**

No Foreign Tours.

## **Chapter- 17**

**Proactive Disclosure of RTI applications, Appeals and their Responses on the website**

Under Process

## Chapter- 18

### The Name, Designations and other Particulars of the Public Information Officers, Nodal Officer & First Appellate Authority

| S.No. | Name of the Public Information Officer (PIO) | Designation       | Contact No                               | E-mail id  |
|-------|--|-------------------|--|--|
| 1.    | Dr. Arun Kishor                              | Lecturer (OT)/PIO | 9999978036,<br>011-23233782<br>Extn. 359 | <a href="mailto:piopdunippd@gmail.com">piopdunippd@gmail.com</a> |

| S.No. | Name of the First Appellate Authority (FAA) & Nodal Officer | Designation   | Contact No                               | E-mail id  |
|-------|---|---|--|--|
| 1.    | Dr. Akhilesh Kumar Shukla                                   | Associate Professor (OT)/<br>First Appellate Authority/<br>Deputy Director (Admin.) (Offg). | 9891509568,<br>011-23220120<br>Extn. 333 | <a href="mailto:ddapdunippd@gmail.com">ddapdunippd@gmail.com</a> |

## **Chapter- 19**

### **Details of employees against whom Disciplinary Action has been pending or finalised for Minor Penalty and Major Penalty proceedings**

#### **Sec. 4(2)**

It is certified that no disciplinary action has been pending or finalised for minor and major penalty on any employees currently working in PDUNIPPD (D) as on 31.03.2024.

## **Chapter- 20**

### **Programmes to advance understanding of RTI**

The employees and officials of the institute are regularly sensitised on RTI matters and are encouraged to participate in the training/workshops in the institute and outside. The CPIOs are also encouraged to get well versed with the best practices with respect to RTI matters. Guidelines of RTI are regularly published by public authorities concerned.

## **Chapter- 21**

### **CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both House of Parliament**

The inspection report on accounts of PDUNIPPD (D) has been done upto 2022-2023 and final report of IR audit is still awaited and the SAR audit up to the year 2022-2023 has been completed and certified by C&AG. Currently upto march, 2024 there are 39 outstanding paras during by PAC.

## **Chapter- 22**

### **Details of third- party audit of voluntary disclosure**

The last transparency audit of voluntary disclosures in respect of PDUNIPPD (D) was conducted By Indian Institute of Mass Communication (IIMC).

## **Chapter- 23**

### **Details of Questions asked in the Parliament**

#### **Sec-4(1) (d) (2)**

Copy of the parliamentary questions is available in PDF format under download section.

[PDF Link](#)

## **Chapter- 24**

### **Details of STQC certification**

#### **Sec-4(6.2)**

Work on Updating of Website for compliance of STQC and GIGW is under process.

## Chapter- 25

### Details of Schemes/Projects/Programmes

**Schemes:** ADIP, PM DAKSH, & NIRAMAYA

- i) ADIP: The main objective of the scheme is to assist the needy divyangjan in procuring durable, sophisticated and scientifically manufactured modern, standard aids and appliances that can promote their physical, social and psychological well being, by reducing the effects of disabilities and enhance their economic potential.  
Link: <https://depwd.gov.in/adip>
  
- ii) PM DAKSH: Inauguration of Skill Training Centre for Mobile Repairing training under PM DAKSH Yojana, DEPwD was held in the premises of PDUNIPPD (D). 30 PwDs beneficiaries had attended the orientation programme on 15 February, 2024.  
Link: <https://pmdaksh.depwd.gov.in>
  
- iii) NIRAMAYA (Health Insurance Schemes): The scheme aims to provide comprehensive and affordable health insurance coverage to persons with specific disabilities, including autism, cerebral palsy, mental retardation and multiple disabilities.  
Link: <https://thenationaltrust.gov.in/content/scheme/niramaya.php>

**Project:** UDID

- i) UDID: UDID card or unique disability identity card is an initiative by Government of India with a view of creating a national database for PwDs, and to issue a unique disability identity card to each person with disabilities. This aims to encourage transparency, efficiency and ease of delivering the government benefits to the person with disabilities, and to ensure uniformity. This will help in stream-lining the tracking of physical and financial progress of beneficiary at all levels of hierarchy of implementation – from village level, block level, District level , State level and National level.  
Link: [www.swavlambancard.gov.in](http://www.swavlambancard.gov.in)

**Programme:** Legal Services

- i) Legal Services: PDUNIPPD (D) has a legal services clinic (LSC) which provide free legal services on monday every week from 11:00 AM to 1:00 PM. The institution's legal services cooperates under the central district legal services authority (CDLSA) in compliance to article 39A of the Indian constitution which imposes an obligation on the state to provide free legal aid to ensure access to justice for all citizens.  
Link: <https://dlsa.org/central/wings/legal-aid-wings/legal-services-clinics>

## Chapter- 26

### List of materials available at (i) Free of cost and Reasonable Cost of Medium

#### (i) Free of Cost

All the documents available online in public domain or any document which is in .pdf and .doc or other accessible formats and open to public are available free of cost. No physical copy of any document is available free of cost. The list of electronic documents available at our website [www.iphnewdelhi.in](http://www.iphnewdelhi.in) free of cost are:-

- I. Annual Report
- II. RTI Handbook
- III. Organisation Chart
- IV. Telephone Directory
- V. Notifications/Circular