

INFORMATION HANDBOOK

Suo motu disclosure under Section 4 of the RTI Act

**UNDER
THE RIGHT TO INFORMATION ACT – 2005**



National Institute for Locomotor Disabilities (Divyangjan)

(An Autonomous body under the Department of Empowerment of Persons with Disabilities,
Ministry of Social Justice and Empowerment, Government of India, New Delhi)
B T Road, Bonhooghly, Kolkata - 700 090, EPBX Phone: 033-2531 0279 / 0610
Fax: 033-2531 8379, E-mail: mail@nioh.in

Chapters	<u>Obligations of public authorities:</u>
I.	The particulars of its organisation, functions and duties;
II.	The powers and duties of its officers and employees;
III.	The procedure followed in the decision making process, including channels of supervision and accountability;
IV.	The norms set by it for the discharge of its functions;
V.	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;
VI.	A statement of the categories of documents that are held by it or under its control;
VII.	The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;
VIII.	A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;
IX.	A directory of its officers and employees;
X.	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;
XI.	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
XII.	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;
XIII.	Particulars of recipients of concessions, permits or authorisations granted by it;
XIV.	Details in respect of the information, available to or held by it, reduced in an electronic form;
XV.	The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;
XVI.	The names, designations and other particulars of the Public Information Officers;
XVII.	Such other information as may be prescribed, and thereafter update these publications every year;

CHAPTER-I
The particulars of its organization, functions and duties;

Name of the Organization	National Institute for Locomotor Disabilities
Address	B.T Road, Bonhoogly, Kolkata-700090, West Bengal
Contact	Phone:033-2531 0279/0610 Fax-03325318379
Email-	mail@nioh.in
Head of the Organization	Director
Establishment	National Institute for Locomotor Disabilities (Divyangjan) erstwhile the National Institute for the Orthopaedically Handicapped (NIOH) was established in the year 1978 in Calcutta, West Bengal under Ministry of Social Welfare, Govt. of India as an autonomous body under Societies Registration Act 1961. NILD is a leading Central Government organization funded by the Department of Empowerment of Persons with Disabilities, Ministry of Social Justice & Empowerment, Govt. of India.

Vision, Mission & Key Objectives:

To develop Human Resource (manpower) for providing services to the Orthopaedically Handicapped population, namely training of Physiotherapists, Occupational Therapists, Orthotists & Prosthetists, Employment & Placement Officers and Vocational Counsellor etc. To conduct and sponsor research in all aspects related to the rehabilitation of the Orthopaedically handicapped. To provide services in the area of rehabilitation, restorative surgery, aids & appliances and vocational training to the persons with disability. To standardize aids and appliances and to promote their manufacturing and distribution. To provide consultancy to the State Government and voluntary agencies. To serve as an apex documentation and information centre in the area of disability & rehabilitation

Function:

- To conduct/sponsor, co-ordinate or subsidize research in all aspects of the education and rehabilitation of the Orthopedically Handicapped which expression shall also include the neurologically handicapped with problems of coordination or mobility.
- To undertake, sponsor, co-ordinate or subsidize research in biomedical engineering leading the effective evaluation of aids or suitable surgical or medical procedures or the development of new aids.
- To undertake or sponsor the training of trainees and teachers, employment officers, psychologists, vocational counsellors and such other personnel as may be deemed necessary by the institute for promoting education, training or rehabilitation of the orthopedically handicapped.
- To distribute, promote or subsidize the manufacture and distribution of any or all aids designed to promote any aspects of the education, rehabilitation or therapy of the orthopedically handicapped.

The Activities of this Institute comprise broadly the following areas:

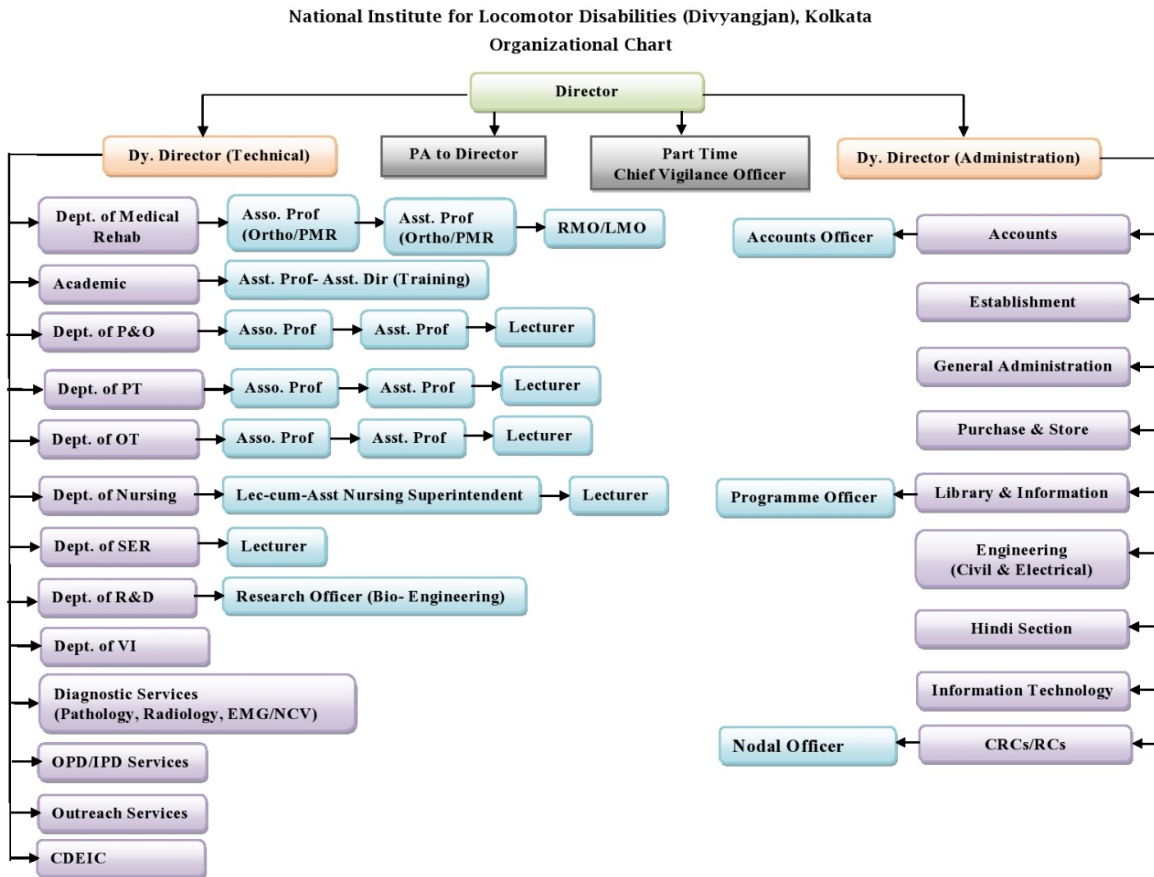
- 1) Human Resource Development
- 2) Rehabilitation Services
- 3) Research and Development
- 4) Library, Documentation and Dissemination of Information
- 5) Out Reach & Extension Services
- 6) Awareness Generation
- 7) Students' Placement

The above activities are undertaken by various departments, units, composite regional centers, regional centers and regional chapter under administrative control of the Institute.

- Medical Rehabilitation
- Physiotherapy
- Occupational Therapy
- Prosthetics and Orthotics
- Socio-Economic Rehabilitation
- Rehabilitation Nursing
- Rehabilitation Engineering
- Library, Information & Documentation
- Outreach Unit
- Students' Placement Cell

Other Details

Annexure – I. a



CHAPTER II

The powers and duties of its officers and employees:

Sl. No.	Name of the Posts	Powers & Duties
1.	Director	Administrative, Financial, Legal powers for Group B and below
2.	Dy. Director (Tech.)	Administrative powers & Technical duties
3.	Dy. Director (Admn.)	Administrative powers & duties
4.	Associate Professor (PMR)	Administrative powers & Technical powers with duties
5.	Associate Professor (Orthopaedics)	Administrative powers & Technical powers with duties
6.	Associate Professor (Prosthetics & Orthotics)	Administrative powers & Technical powers with duties
7.	Associate Professor (Physiotherapy)	Administrative powers & Technical powers with duties
8.	Associate Professor (Occupational Therapy)	Administrative powers & Technical powers with duties
9.	Assistant Professor (PMR)	Technical powers with duties
10.	Assistant Professor (Orthopaedics)	Technical powers with duties
11.	Assistant Professor-cum-Assistant Director (Training)	Administrative powers & Technical powers with duties
12.	Accounts Officer	Administrative, Financial & Legal powers
13.	Assistant Professor (Prosthetics & Orthotics)	Technical duties
14.	Assistant Professor (Physiotherapy)	Technical duties
15.	Assistant Professor (Occupational Therapy)	Technical duties
16.	Assistant Professor (Rehabilitation)	Technical duties
17.	Resident Medical Officer	Technical duties
18.	Resident Medical Officer-cum-Anaesthetist	Technical duties
19.	Lady Medical Officer	Technical duties
20.	Lecturer (Prosthetics)	Technical duties
21.	Lecturer (Orthotics)	Technical duties
22.	Lecturer (Physiotherapy)	Technical duties
23.	Lecturer (Occupational Therapy)	Technical duties
24.	Lecturer (Nursing)	Technical duties
25.	Research Officer (Bio-Engg.)	Technical duties
26.	Lecturer (SER)	Technical duties
27.	Programme Officer	Technical duties
28.	Lecturer cum Assistant Nursing Superintendent	Technical duties and Administrative duties
29.	Estate Officer	Administrative duties
30.	Senior Physiotherapist-cum-Junior Lecturer	Technical duties
31.	Senior Occupational Therapist-cum-Junior Lecturer	Technical duties
32.	Extension Service Officer	Technical duties
33.	Staff Nurse	Technical duties
34.	P A To Director	Administrative duties
35.	Pathology Technician	Technical duties
36.	X-Ray Technician	Technical duties
37.	Assistant	Administrative duties
38.	Accountant	Administrative duties
39.	Demonstrator (Prosthetics)	Technical duties
40.	Demonstrator (Orthotics)	Technical duties
41.	Junior Orthotics	Technical duties
42.	Junior Prosthetics	Technical duties
43.	Demonstrator (Physiotherapy)	Technical duties
44.	Demonstrator (Occupational Therapy)	Technical duties
45.	Physiotherapist	Technical duties
46.	Occupational Therapist	Technical duties
47.	Clinical Instructor-cum- Nursing Sister	Technical duties
48.	Media Officer	Technical duties
49.	Special Educator	Technical duties

50.	Senior Store Keeper	Administrative duties
51.	Junior Engineer (Electrical)	Technical duties
52.	Librarian	Technical duties
53.	Hindi Translator	Technical duties
54.	Cashier	Administrative duties
55.	Instructor	Technical duties
56.	Stenographer Grade-III	Administrative duties
57.	Senior Operation Theatre Technician	Technical duties
58.	E.M.G. Technician	Technical duties
59.	Lab. Technician	Technical duties
60.	Upper Division Clerk	Administrative duties
61.	Assistant Store Keeper	Administrative duties
62.	Library Assistant	Technical duties
63.	Operation Theatre Technician	Technical duties
64.	Lower Division Clerk	Administrative duties
65.	Typist	Administrative duties
66.	Surgical Boot Maker Grade-III	Technical duties
67.	Junior Job Worker	Technical duties
68.	Physiotherapy Assistant	Technical duties
69.	Multi Tasking Staff	Administrative duties
70.	Electrician-cum-Generator Operator (Residential)	Technical duties
71.	Electrician-cum-Pump-Operator (Residential)	Technical duties
72.	Supernumerary Group - D	Administrative duties

Rules / Orders, under which powers and Duty are derived, exercised and work allocation:

Recruitment rules of the Institute. Annexure II

CHAPTER-III

The procedure followed in the decision-making process, including channels of supervision and accountability;

Final decision-making Authority: The Joint Secretary & Chairperson, EC NILD, Govt. of India, Department of Empowerment of PwDs, Ministry of Social Justice & Empowerment and Director, NILD, Kolkata.

Channels of supervision and Accountability: As per Recruitment Rules of the Institute. [Annexure – II]

CHAPTER IV

The norms set by it for the discharge of its functions;

The Institute follows the Memorandum of Associations, Rules laid down in the Byelaws (Appendix-1) and Govt. of India guidelines to discharge its functions.

Process of redress of Grievances

[Annexure-I.b]

CHAPTER-V

The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;

Following guidelines, Rules, Instructions are used for discharge of functions.

1. DOPT rules
2. Institute's byelaws
3. FR & SR
4. General Financial Rules
5. CCS (CCA) Rules, 1965
6. Swamy's Rule for Central Government Employee
7. CPWD Manual
8. Instructions/Orders from the Ministry.

Transfer policy and Transfer orders: [F No. 1/6/2011-IR dt. 15.04.2013]

The Employee will be liable to serve in any center of the Institute located anywhere in India.

CHAPTER-VI

A statement of the categories of documents that are held by it or under its control;

1. Register of grants;
2. Register of assets shall be maintained;
3. Register of loans and advances given to employees with recovery position;
4. Register of rents;
5. Register of fees recovered;
6. Register of cheque books;
7. Register of receipt books;
8. General Provident Fund Accounts, ledger and balance sheets;
9. Service books;
10. Register of Selection Committee's proceedings Academic Committees proceedings etc;
11. Acquaintance rolls and register of periodical increments;
12. Departmental patient registers
13. OPD patient registers
14. Students register
15. Personal files of employees
16. Register of library books.
17. Acquaintance rolls and register of periodical increments.
18. Cash books and impress cash books.
19. Bank reconciliation register (If possible to be maintained with the cash book).
20. Bill control register.
21. Ledger for control of expenditure.
22. TA/DA registers.
23. Pay bill register.
24. Contingent bill register.
25. Foul account register.
26. Stamp account register.
27. R.A. Bill registers.
28. Stock register.
29. Stationery register
30. Miscellaneous expenditure registers.

CHAPTER-VII

The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof

CHAPTER-VIII

A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;

The minutes of Executive Council meetings are accessible for public on the website of the Institute

GOVERNING COUNCIL

As per Bye laws of the Institute and clause 3.1 (e) of Rules and Regulations, in addition to the ex-officio members following non-official members were nominated vide order no.22-64/2014-NI, GOI, Ministry of Social Justice & Empowerment dated 29th June, 2018.

List of Members

- | | |
|---|-----------|
| 1. Secretary to the Government of India
Department of Disability Affairs,
Ministry of Social Justice & Empowerment
Shastri Bhawan, New Delhi | President |
| 2. Joint Secretary to GOI, Department of Disability Affairs
Ministry of Social Justice & Empowerment, New Delhi | Member |
| 3. Financial Advisor to the
Member
Ministry of Social Justice and Empowerment, GOI | |
| 4. Director General, Employment and Training
Member
Ministry of Labour, Govt. of India | |
| 5. Chairman, ALIMCO | Member |
| 6. A nominee of the Ministry of Health, GOI | Member |
| 7. A nominee of the Ministry of Education, GOI | Member |
| 8. Two nominees from Government of West Bengal
(Secretary, Social Welfare & Director of Health Services, W.B) | Members |
| 9. Director, NILD, Kolkata
Secretary
Specialists/Representatives of Voluntary Organizations/Social Workers in the field.
(Nominated by Govt. of India) | Member |

Annexure III a

EXECUTIVE COUNCIL

were nominated vide order no. 22-64/2014-NIs, GOI, Ministry of Social Justice & Empowerment, dated 29th June, 2018 (in addition to the ex-officio members).

- | | | |
|----|---|------------------|
| 1. | Joint Secretary to Government of India
Department of Empowerment of Persons with Disability
Ministry of Social Justice & Empowerment, GOI
Shastri Bhawan, New Delhi | Chairman |
| 2. | Financial Advisor to Govt. of India
Ministry of Social Justice & Empowerment
Shastri Bhawan, New Delhi. | Member |
| 3. | Nominated by Ministry | Member |
| 4. | Nominated by Ministry | Member |
| 5. | Director, NILD, Kolkata | Member Secretary |

ANNEXURE III b

ACADEMIC COMMITTEE

As per Bye laws of the Institute and clause 3 (i) and clause 11.5 of Rules and regulations, members were nominated for Academic Committee by 92nd meeting of Executive Council held on 20th September, 2016.

OTHER COMMITTEES AND CELLS:

1. Scientific committee
2. Ethical committee
3. Disciplinary committee for students
4. Sexual Harassment of Women at Workplace Cell
5. Condemnation Committee
6. Canteen Committee
7. Anti Ragging Committee
8. Students Placement Cell

CHAPTER-IX

A directory of its officers and employees

Directory of Officers and Employees as on 01/07/2023

Directory of Officers and Employees.

Sl. No.	Designation	Name of incumbent	Email
01	Director	Vacant	-
02	Dy. Director (Tech.)	Vacant	-
03	Dy. Director (Admn.)	Vacant	-
04	Associate Professor (PMR)	Vacant	-
05	Associate Professor (Orthopaedics)	Vacant	-
06	Associate Professor (Prosthetics & Orthotics)	Vacant	-
07	Associate Professor (Physiotherapy)	Vacant	-
08	Associate Professor (Occupational Therapy)	Vacant	-
09	Assistant Professor (PMR)	Dr. Abhishek Biswas	abhishekpnr@gmail.com
10	Assistant Professor (Orthopaedics)	Vacant	
11	Assistant Professor-cum-Assistant Director (Trg.)	Dr. Ameer Equebal	ameed69@gmail.com
12	Accounts Officer	Shri Bratin Sarkar	bratinsarkar2008@gmail.com
13	Assistant Professor (Prosthetics & Orthotics)	Dr. Prasanna Kumar Lenka	prasanna.lenka08@gmail.com
14	Assistant Professor (Physiotherapy)	Shri Pravin Kumar	drpravinkumar@gmail.com
15	Assistant Professor (Occupational Therapy)	Smt. Rupali Sen	rupalisen83@gmail.com
16	Assistant Professor (Rehabilitation)	Vacant	
17	Resident Medical Officer	Dr. Subhajit Patra	drsubhajitpatra@gmail.com
18	Resident Medical Officer-cum-Anaesthetist	Dr. Shubhadeep Das	shubha5883@yahoo.com
19	Lady Medical Officer	Vacant	-
20	Lecturer (Prosthetics)	Vacant	-
21	Lecturer (Orthotics)	Vacant	-
22	Lecturer (Physiotherapy)	Vacant	-
23	Lecturer (Occupational Therapy)	Shri Jeetendra Mohapatra	jeetendra741@rediffmail.com
24	Lecturer (Nursing)	Vacant	-
25	Lecturer (SER)	Vacant	-
26	Research Officer (Bio-Engg.)	Dr. Himel Chakraborty	himelchakraborty@gmail.com
27	Programme Officer	Shri Pawara Darasing Mangat ya	
28	Lecturer-cum-Assistant Nursing Superintendent	Smt. Subhra Srimani	subhrasrimani2015@gmail.com
29	Clinical Instructor-cum-Nursing Sister	Shri Jinji B.S.	
		Smt. Shiuli Adhikary	
30	Estate Officer	Shri Pranabashish Maji	eonild.pranab@gmail.com

31	Senior Physiotherapist-cum-Junior Lecturer	Shri SourovSaha	sourov.saha.pht@gmail.com
32	Sr. Occupational Therapist-cum-Junior Lecturer	Smt. Eva Snehlata Kujur	eskujur@yahoo.com
33	Extension Service Officer	Dr. Jami Gangadhara Rao	jgangadhar26@gmail.com
34	Staff Nurse	Smt. Kakali Bhunia	
		Smt. Richa Raman	richaraman42@gmail.com
		Smt. Sumana Mondal	sumana85mondal@gmail.com
		Smt. Chandrima Das	
		Ms. JayetaSaha	jayetasaha.india75@gmail.com
35	P A To Director	Shri Prasanta Sadhukhan	prasantadaa@gmail.com
36	Pathology Technician	Ms. Samata Dhar	
37	X-Ray Technician	Shri Koushik Saha	koushik.saha0000@gmail.com
38	Assistant	Shri Jyotimoy Sarkar	
39	Accountant	Shri Sushil Kr. Mallick	
40	Demonstrator (Prosthetics)	Shri Prakash Sahoo	prakash23bpo@gmail.com
41	Demonstrator (Orthotics)	Shri Sanjib Bhattacharjee	battacharjee.s5678@gmail.com
		Shri Aratatran Patra	atpatra@gmail.com
42	Junior Orthotics	Shri Milan Kr. Samanta	
43	Junior Prosthetics	Shri Samir Kr. Samanta	samirsamanta.iam@gmail.com
44	Demonstrator (Physiotherapy)	Shri Dibyendu Gayen	dibyendugayen65@gmail.com
		Shri Bibhuti Sarkar	sarkarb1@gmail.com
45	Demonstrator (Occupational Therapy)	Shri Deepto Mitra	deepto67ot@gmail.com
		Smt. Pushpa Rani	pushparani094@gmail.com
46	Physiotherapist	Smt. Sangeeta Ghosh	vromor.ghosh1988@gmail.com
		Smt. Preety Choudhury	preeti.230190@gmail.com
47	Occupational Therapist	Smt. Damayanti Sethi	damayanti.sethy@gmail.com
		Smt. Shreya Biswas	biswaspink@gmail.com
48	Media Officer	Shri Himanshu Kr. Srivastava	himanshusrivastz@gmail.com
49	Special Educator	Vacant	-
50	Senior Store Keeper	Shri Rakesh Kundu	
51	Junior Engineer (Electrical)	Shri Joy Das	joydasnioh@gmail.com
52	Librarian	Ms. Soumali Roy	
53	Hindi Translator	Shri Dipankar Saha	
54	Cashier	Shri Partha Pal	
55	Instructor	Shri Pran Kr. Bhattacharya	bhattacharjee.p6789@gmail.com
56	Stenographer Grade-III	Shri Sayan Chakraborty	sayan712702@gmail.com
57	Senior Operation Theatre Technician	Shri Animesh Mondal	animeshmandal14@gmail.com
58	E.M.G. Technician	Ms. Sima Raisa	simaraisa1997@gmail.com
59	Lab. Technician	Shri Santosh Srivastava	santoshdaa@yahoo.com
60	Upper Division Clerk	Shri Asutosh Guha	atguhanioh@gmail.com
		Shri Dilip Kr. Halder	dilip72.halder@gmail.com
		Shri Suranjay Debnath	debnathjay1975@gmail.com
		Shri Rajkumar	
		Shri Akash Kr. Singh	foraks96@gmail.com
		Shri Soumrgha Ganguly	tito.vivekananda@gmail.com
61	Assistant Store Keeper	Vacant	-
62	Library Assistant	Shri Chitrabhanu Chakraborty	chitrabhanuchakraborty1964@gmail.com
63	Operation Theatre Technician	Shri Mahesh Kumar Saha	maheshkumarsaha1993@gmail.com

64	Lower Division Clerk	Shri Dev Dulal Murmu	
		Shri Raj Kumar Das	
		Shri Swapan Das	
		Shri SubhranilSaha	subhranilsaha10@gmail.com
		Shri Kalisetti Ramu	kalisettiramu111@gmail.com
65	Typist	Vacant	-
66	Surgical Boot Maker Grade-III	Mareful Islam Khan	marefulik@gmail.com
67	Junior Job Worker	Shri Sankar Mondal	
68	Physiotherapy Assistant	Smt. Swapna Jana	swapnajana81@gmail.com
69	Multi Tasking Staff	Shri Nirmal Kr. Sardar	nirmal1208sardar@gmail.com
		Shri Tapas Nath	
		Smt. Sushama Bhattacharya	
		Shri Madan Hari	
		Shri Raja Hari	
		Shri Rajesh Hari	
		Smt. Manju Hari	
		Smt. Soni Devi	
		Smt. Malina Roy	
		Shri Sajal Bhattacharjee	
		Shri Pintu Das	das.pintu.work@gmail.com
		Shri Pulak Mukharjee	
		Shri Alope Kumar Pal	apaul2463@gmail.com
		Shri. Biswanath Chatterjee	
70	Electrician-cum-Generator Operator (Residential)	Vacant	-
71	Electrician-cum-Pump-Operator (Residential)	Sh. Debabrata Ghosh	debabrata30121996@gmail.com
72	Supernumerary Group D	Shri Mukti Kanta Panigrahi	
		Shri Sambhu Nath Sahoo	
		Shri Kamal Kanta Bera	

No. of employees against whom disciplinary action has been taken: 02

Minor penalty or Major penalty proceedings:

Pending: 00

Finalized: 02

CHAPTER X

A monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations

ANNEXURE-IV

CHAPTER-XI

The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;

Information on the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursement made in the Institute are published in the Annual Report after being placed before both houses of Parliaments is regularly updated in the Institute Website: www.niohkol.nic.in.

CHAPTER-XII

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;

Details of ADIP Scheme implemented by the Institute are available in the Institute's Website: www.niohkol.nic.in.

CHAPTER-XIII

Particulars of recipients of concessions, permits or authorizations granted by it;

The Institute provides concessions in service charges and supply of Artificial Limbs (Prosthesis), Orthosis, Wheel Chair, Tri-cycle, Crutches etc. to the beneficiaries on production of Income Certificate/BPL Card and Disability Certificate. (Details of recipient of concession are available in the Institute Website: www.niohkol.nic.in, under ADIP scheme.

CHAPTER-XIV

Details in respect of the information, available to or held by it, reduced in an electronic form;

Information on the activities of the institute are mentioned in the institute website (www.niohkol.nic.in) and it is regularly updated. Advertisement for recruitment, admissions and tenders are always posted on the website. Application forms and Prospectus for long term PG and UG courses are posted on the website for viewing and downloading.

CHAPTER-XV

The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;

RTI Act 2005 has been implemented in the Institute. Web Site is uploaded periodically to disseminate information with respect to various activities of the institute.

Working hours of Library: 9 am to 8 PM on working days
Saturday and Sundays: 9 AM to 5.30 PM. (Closed on Govt. Holidays)

CHAPTER-XVI

The names, designations and other particulars of the Public Information Officers;

First Appellate Authority:

Dr. P.P Mohanty
Director(offg)
NILD, B.T.Road, Bonhooghly, Kolkata-700090, W.B.
Email-ppmphysio@gmail.com

Nodal Officer:

Mrs. Eva Snehlata Kujur, Sr.Occupational Therapist cum Jr. Lecturer in Occupational Therapy
NILD, B.T.Road, Bonhooghly, Kolkata-700090, W.B.
E-mail-eskujur@yahoo.com

Central Public Information Officer:

Mrs. Eva Snehlata Kujur, Sr.Occupational Therapist cum Jr. Lecturer in Occupational Therapy
NILD, B.T.Road, Bonhooghly, Kolkata-700090, W.B.
E-mail-eskujur@yahoo.com

Assistant Central Public Information Officer:

Mr.Arataran Patra, Demonstrator (Orthotics)
NILD, B.T.Road, Bonhooghly, Kolkata-700090, W.B.
E-mail-atpatraindia@gmail.com

CHAPTER-XVII

Such other information as may be prescribed, and thereafter update these publications every year;

Appendix-1: ByeLaws of the Institute

BYE LAWS FOR ADMINISTRATION AND MANAGEMENT OF THE NATIONAL INSTITUTE FOR THE ORTHOPAEDICALLY HANDICAPPED

The Rules and Regulations of NIOH in Rule-11 state the powers and functions of the Executive Council. The powers and duties of the President of the governing Council are given in Rule-5.4. Rule-11.4 states the functions of the Director. For the Administration and Management of the NIOH, in exercise of the powers conferred by Rule-15 of the Rules and Regulations of the National Institute for the Orthopaedically Handicapped. The Executive Council of the Institute is pleased to make the following Bye-Laws.

- **SHORT TITLE AND COMMENCEMENTS:**

- These bye-laws may be called the National Institute for the Orthopaedically Handicapped Bye-Laws,1987.
- These bye-laws shall come into force with immediate effect.

- **DEFINITIONS:**

In these bye-laws unless there is anything repugnant to the context

- The 'Institute' means the National Institute for the Orthopaedically Handicapped.
- The 'President' means the President of General Council.
- The 'General Council' means the General Council of the Institute.
- The 'Chairman' means the Chairman of Executive Council.
- The 'Executive Council' means the Executive Council of the Institute.
- The 'Member' means a member of General Council / Executive Council.
- The 'Director' means the Director of the Institute.
- 'Government' means the Government of India.
- 'Year' means financial year from April to March.
- 'Society' means a society registered under societies Registration Act, XVI of 1980.
- 'Fund' means funds of the Institute.

- **COMPOSITION AND FUNCTIONS OF VARIOUS COMMITTEES OF THE INSTITUTE LIKE ACADEMIC COMMITTEE, PURCHASE COMMITTEE, ETC.**

With reference to the powers of the Executive Council vide Rule-11.5 of the Rules and Regulations of the Society, the following Committee of Specialists / Representatives of Voluntary Organizations / Heads of Institutions / Social Worker in the field shall be constituted by the Executive Council for technical advice, selections, purchases, etc.

- Academic Committee.
- Purchase committee.

- **ACADEMIC COMMITTEE:**

These committees will be headed by the Director and shall include Specialists / Representatives of Voluntary Organizations / Heads of Institution / Social Worker in the field. The composition of this Committee will be as follows:-

- Director – Convenor Member.
- A maximum of 8 Experts in the field.

The committee should have a tenure of 2 years. This committee will advise in the matter of scientific research and establishing institutional or non-institutional programmes for the educational, training and rehabilitation of the handicapped. The committee should meet at least once a year.

- **PURCHASE COMMITTEE:**

The Institute shall constitute purchase Committee consisting of Deputy Director (Administration), Deputy Director (Technical), the Head of Departments, and the Accounts officer. This Committee will finalise purchases of equipments / instruments / office equipments / furniture as well as other items of stationary, etc. in accordance with the provisions made in the Budget. Some of the Functional Committees like Library Committee, Canteen Committee and Accommodation Allotment Committee will be constituted by the Director as and when necessary.

- **GENERAL SERVICE CONDITIONSS OF THE EMPLOYEES:**

- The Executive Council shall frame the recruitment rules and prescribe the Scales of Pay, Academic and Professional Qualifications, Experience, Age etc. for various posts sanctioned for the Institute.
- Creation, Continuation and confirmation of the posts of the Institute shall be done by the Executive Council, keeping in view the qualifications and experiences prescribed by Central Government for similar posts provided that posts carrying pre-revised scales of pay whose maximum exceeds Rs.1600/- shall be created, continued and confirmed with the prior approval of the Govt. of India in compliance with the Govt. of India, Ministry of Finance, O.M. No.9(1)E(Coord.)/85; dated16-03-1985 amended from time to time.
- The reservation of posts for SC/ST/OBC/PH/Ex-servicemen, etc. will be as per Govt. of India Rules. The Institute will prepare necessary rosters for implementation.
- **Employees be whole time servants:**

Unless otherwise distinctly provided, the whole time of an employee of the Institute shall be at the disposal of the Institute and he may be employed in any manner required by the Competent Authority of the Institute without claims for additional remuneration.

- **Permanent and Temporary posts:-**
The posts in the service of the Institute shall be either a ‘Permanent Post’ that is a post carrying a definite rate of pay sanctioned without any limit of time of a “Temporary Post” that is a post carrying a definite rate of pay sanctioned for limited time.
- **Medical facilities:**
The medical facilities under the Medical Attendance Rules as applicable to the Central Government Employees shall be made available to the employees of the Institute.
- **Pension & G.P.F.:**
The employee of the Institute shall be eligible to Pensionary benefits and General Provident Fund and Gratuity as per Central Government Rules. On completion of the one year of service the employee will be eligible for admission to the Institute’s General Provident Fund Scheme.
- **TA, DA & L.T.C.:-**
The employees shall be eligible to Travelling Allowance / Daily Allowance and Leave Travel Concession and leave as admissible to him according to the Central Government Rules.
- **Insurance:**
The Institute will provide Insurance facilities to the employees under the Group Insurance Scheme of the L.I.C. of India.
- **Procedures to be followed for Selection and Appointment of staff of the Institute.**
 - For all technical posts in the pay scale of Rs.2000 – 3500/- and above, advertisement should be issued in 4 leading dailies from Mumbai, Kolkata, New Delhi and Chennai giving time of at least 15 days after the appearance of the notice in news papers for submission of applications. The note’s should be circulated also among organizations likely to recommend suitable candidates for the posts in above categories.
 - On receipt of the applications, the Director shall scrutinize them and fix a meeting of the Selection Committee in consultation with the Chairman of the Selection Committee for selection of candidates.
 - All the applications, so scrutinized should be put up before the Selection Committee. The Selection Committee may make Selection on the basis of the applications and other relevant records. In case it is considered necessary the Selection Committee may also call candidates for interview. It is not necessary that all candidates who have applied should be called for interview. The Director may make a short list of all the applications on the criteria approved by the Chairman of the Selection Committee. Only short listed suitable candidates will be invited for interview.

- The proceedings of the Selection Committee should be put up to the appointing authority for approval and thereafter the offer of appointment should be issued to the candidates giving 04 weeks time for joining. However, joining time may be relaxed at the decision of the Director.

- **Constitution of Selection Committee and DPC:**

- For all posts corresponding to Group 'A' posts.

Chairman, Executive Council	Chairman
2 Experts in the field to be nominated by the Chairman, Executive Council	Expert Member
Director of the Institute	Member Secretary

- For all posts corresponding to Group BC&D posts.

Director of the Institute	Chairman
Dy. Director (Technical) of the Institute	Member
One outside expert to be nominated by the Director	Expert Member
Dy. Director (Administration) of the Institute.	Member Secretary

- The Selection Committee for the post of Director and Dy. Director shall be constituted by the President, General Council.

- **Probation:**

The candidates selected will be on probation for a period of two years, extendable for another year. Failure to complete the extended period satisfactorily shall result in termination of services. In case of satisfactory completion of the probation period, the employees can be confirmed on the basis of existing Govt. of India rules.

- The services of a temporary employee shall be liable to termination at any time by giving one months notice from either rules.
- An employee may be appointed on contract for a limited period, maximum of which may be five years. Extension of service or re-employment after retirement shall be regulated by Govt. of India rules.
- **Age & Retirement:**
The age of retirement shall be 58 years for all employees of the Institute except teaching and technical staff and Group-D employees who will retire at the age of 60 years.
- **Private employment:-**
No employee will be granted permission for private employment of private practice.
- Holidays and Working hours:

The holidays, vocations and working hours as admissible to Central Govt. Servant, will be granted mutatis mutandis, to the employees of the Institution in general.

- **Deputation:**
A Government servant or an employee of a similar autonomous organization may be taken on deputation on standard terms and conditions as are applicable in Central Government.
- An employee of the Institute may go over on deputation to another similar organization / Government on the terms and conditions mutually acceptable between the Institute and the borrowing organization, it shall be the liability of the foreign employer to pay Foreign Service contributions as stipulated.
- All cases of sending an employee to another similar Organization / Government should be approved by the Chairman of the Executive Council.
- The Central Civil Service (Conduct) Rules and also the classification, Control and Appeal Rules of the Govt. of India will mutatis mutandis apply to the employees of the Institute.
- **Maintenance of Record of Service:**
A service book of each employee, whose pay and allowances are drawn by the Head of Institution on establishment bills, shall be maintained by the Administration Branch. The Audit of accounts in respect of pay and allowance shall be course, be watched by the Accounts Officer, who shall watch the recovery of contribution in the case of an employee deputed on foreign service.
- The appointing authority in respect of Group 'A' posts will be the Chairman, Executive Council and same in respect of posts under Group B C & D shall be the Director.
However, appointment to the posts carrying pre-revised scale of pay whose maximum exceeds Rs.1600/- shall be made with the approval of Government of India.
- Grant of study leave etc. will be regulated by Govt. of India Rules on the subject.
- **BYE LAWS IN MAINTENANCE OF ACCOUNTS AND AUDIT OF ACCOUNTS ETC.**
- The Executive Council may authorize Vigilance commission of Govt. of India to exercise jurisdiction over the affairs of the Institution.
- The Director shall exercise financial power as per the Schedule of Powers delegated by the Executive Council. The Director may further re-delegate powers to subordinate officers except powers for a) creation of posts b) write off of losses and c) appointments, termination of appointment.
- As per Rule 5.1 of the Rules and Regulations of the NIOH, the budgetary proposals have to be submitted for consideration of the General Council. Therefore, the Institute shall prepare the budget for the following year and submit the same to the Chairman of the Executive Council by 15th September and to the Executive Council by 30th September for its consideration, prior to its submission to the General Council.
The budget should contain the following details:
 - The Institute shall given the place and non-plan estimates separately.
 - It shall give Capital and Revenue estimates separately.

- The Institute shall give previous years' expenditure, current years' budget and the next years' estimates in the budget.
 - The budget should show a break-up of the previous activities of the Institute and the allocation of fund proposed for each activity: in addition, it will show a General Head indicating salaries and allowances, contributions to leave salary, provident fund etc. Expenditure of fixtures and furniture, office equipments, etc. expenditure on post and telegraphs, telephones, expenditure on rent, taxes, electrical, water charges, etc. and other contingencies like vehicles maintenance. In each activity area it should contain requirements of fund for Capital equipments, consumable stores and non-consumable stores, stipend, etc.
- The budget estimate should be accompanied by write-up giving following particulars:-
- Requirements of funds for current programmes.
 - Requirements of funds for new programmes.
 - Physical targets achieved during the previous years, proposed to be achieved in current year, and in the next year.
 - The comparison of the past performance with the current performance, reasons for short fall, and achievements if ultimately action taken or proposed to be taken.
- The funds of the Institute shall consist of:
- Grants made by Government of India or State Governments.
 - Donation and contributions from other sources.
 - Other income and receipts.
- The schemes which have not been administratively approved by competent authority shall not be included in the budget estimate.
 - For any new scheme, likely to be introduced for development or original scheme, which has not been included in the estimates for that year, a proposal with financial implication be made to the Executive Council for financing it by means of supplementary grant or by re-appropriation within sectioned estimates.
 - The grant received from Government of India and / or from any other source shall be entered into the relevant register which will show the expenditure on specific heads and specific items.
 - The funds of the Institute shall be deposited into a nationalized bank as per the resolution passed by the Executive Council of the Institute.
 - The proper books of accounts will be maintained by the Institute to show receipt and its source, as well as expenditure and sanction accorded therefore.
 - The accounting year of the Institute shall be from the first of April, to the Thirty First of March of the following year.
 - At the close of the financial year, a balance sheet covering assets and liabilities with due considerations of receipts and expenditure will be prepared.
 - The audit of the accounts of the Institute will have to be done every year by the Comptroller and Auditor General of India and his report to be submitted to Parliament before 31st December of the succeeding year along with Annual Report, therefore, the C.A.G. shall be requested every year in time to audit the accounts of the Institute and to submit a report by 31st October. Simultaneously if required, internal audit may be done by a Chartered Accountant as per the discretion of the Executive Council.
- The balance sheet indicating assets and liabilities, receipts and expenditure etc. should be prepared and submitted to the Executive Council.

- The institute would make available the books of accounts, registers, vouchers and other documents and papers together with one copy of final sanctioned budget to the Auditor who will also have the right to inspect the office of the Institute.
 - The Director of the Institute shall have the power to appropriate and / or re-appropriate, for valid reasons, the funds from one primary or secondary unit to another and to have the same ratified by the Executive Council in its next meeting.
 - The audited statement of accounts of the previous year shall be submitted to Government within eight months after the close of financial year. If the submission is delayed beyond stipulated period, the reasons be communicate to Executive Council and the Government.
 - The funds of the Institute may be invested in short term fixed deposits to yield better return if feasible after keeping sufficient, balance at the disposal of the Institute.
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- In exercise of the powers delegated by the Executive Council, the Director shall sign and execute all agreements, contracts, transfer deeds, deed of conveyance and other documents in connection with the affairs of the Institute with due consultation and advice of the legal advisor appointed by the Institute.
 - No contract shall be made by the subordinate authority which has not been directed or authorized by competent authority.
 - The Director shall sue or be sued in all matters of dispute arising out of any contract.
 - The Director shall have powers to dispose of unserviceable and obsolete articles.
 - The Director shall keep a watch over expenditure and accord sanction to the payments, not exceeding the grants sanctioned. He will be assisted by officers, authorized in this behalf.
 - The funds will be drawn from the bank by cheque to meet the expenditure.
 - The cheque books will remain in the personal custody of the Director or any other officers as may be authorized by the Director on his behalf.
 - The Director will be assisted in respect of receipt and expenditure by the Accounts Officer who shall maintain proforma accounts and submit all claims in respect of pay and allowances, travelling allowance etc. and contingent bills in the prescribed forms which will be counter signed by the Director or by the Officer authorized in his behalf, before these are passed for payment by means of demand draft / cheques or cash as the case may be. The Accounts Officer will apply a check of a nature of pre-audit to all payment from the funds of this Institute.
 - The Director shall have powers to acquire hired accommodation for office, hostel premises with the approval of the Executive Council. Whenever necessary at rates not exceeding those prescribed by the Government for similar purposes and / or in the absence of such prescribed rates with the approval of the Government as laid down in entry 16 or Annexure to schedule V of the delegation of Financial Powers Rules, 1978. In the matter of construction work of Institute's own building, the Director will be assisted by the Institute Engineer who will supervise the work on the site and report progress from time to time.
 - The balance sheet and the audit accounts together with the annual report shall be submitted to General council for consideration.
 - The results of the audit together with the auditors' report shall be communicated to the Ministry of Social Justice and Empowerment, Govt. of India, New Delhi.
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- **MAINTENANCE FOR REGISTERS:**

The following books and registers will be maintained:-

- Register of grants
 - Funds shall be kept in banks authorized by the Executive Council. All money to be drawn by cheque as authorized by the Executive Council.
 - Register of assets shall be maintained.
 - Register of outstanding dues recoverable from parties other than employees of the Institute shall be maintained.
 - Register of loans and advances given to employees with recovery position.
 - Register of rents.
 - Register of fees recovered.
 - Register of cheque books.
 - Register of receipt books.
 - Register of sanctioned post with authority of sanction.
 - General Provident fund account, Ledger and Balance sheets.
 - Service Books.
 - Register of selection committees' proceedings, Academic Committee proceedings etc.
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- Register of library books.
 - Acquaintance rolls and register of periodical increments.
 - Cash books and impress cash books.
 - Bank reconciliation register (If possible to be maintained with the cash book).
 - Bill control register.
 - Ledger for control of expenditure.
 - TA/DA registers.
 - Pay bill register.
 - Contingent bill register.
 - Foul account register.
 - Stamp account register.
 - R.A. Bill registers.
 - Stock register.
 - Stationery register
 - Miscellaneous expenditure registers.

Note: - Under the overall supervision of Director, the Officer of the Institute shall maintain proper account in the relevant register and forms as mentioned above with detailed instructions for keeping and maintenance of those registers.

• **FINANCIAL POWERS OF AUTONOMOUS BODIES – RESTRICTION REGARDING:**

- Proposal relating to the emolument structure i.e. adoption of pay scales, allowances and revision thereof and creation of the posts above a specified level would need the prior approval of the government. Accordingly all posts the maximum of scale of pay of which exceeds Rs.4500/-(revised) will be created with the prior approval of the Government consultation with the Ministry of Finance, Department of Expenditure. Further, the Executive Council of the Institute would be empowered to create posts

the maximum of scale of pay of which does not exceeds Rs.4500/- per month subject, however, to observance of the ban orders issued by Government from time to time.

- A representative of the Ministry of Finance / Integrated Finance / Division of the Ministry concerned should be nominated to the Executive Council of the autonomous organization i.e. National Institute for the Orthopaedically Handicapped, Kolkata.
- In the event of disagreement between representatives of the Ministry of Finance and the Chairman of the Executive Council of the National Institute for the Orthopaedically Handicapped, Kolkata on the financial matter beyond the delegated power of the Ministry / Department of the Government of India, the matter shall be referred to the Ministry of the Administrative Ministry concerned and the Finance Ministry for a decision.

- **LEAVE:**

In the matter of various kinds of leave, the employees of the Institute shall be governed by the Leave Rules of the Central Government.

- Any alteration in the bye laws or addition to, shall require prior approval of the General Council of the National Institute for the Orthopaedically Handicapped, Kolkata and Government of India
- F.R., S.R., G.F.R. and Instructions issued by Government of India from time to time will be followed unless otherwise stated specifically in these bye laws.
- If any doubt arises, about the interpretation of these bye laws; the matter will be referred to Government of India whose decision shall be final.

NATIONAL INSTITUTE FOR THE ORTHOPAEDICALLY HANDICAPPED

(Under the Department of Disability Affairs, Ministry of Social Justice and Empowerment, , Govt. of India)

B.T. Road, Bon-Hooghly, Kolkata-700090

MEMORANDUM OF ASSOCIATION

- Name
- The name of the Society is the 'National Institute for the Orthopaedically Handicapped'
- The Registered Office of the Society shall be located at B. T. Road, Bon-Hooghly, Kolkata-700090
- Objects:-
- The objective of the Institute are:
 - To conduct / sponsor, co-ordinate or subsidize research into all aspects of the education and rehabilitation of the Orthopaedically Handicapped which expression shall also include the neurologically handicapped with problems of coordination or mobility.
 - To undertake, sponsor, co-ordinate or subsidize research into bio-medical engineering leading to the effective evaluation of aids or suitable surgical or medical procedure or the development of new aids.
 - To undertake or sponsor the training of trainees and teachers, employees of officers, psychologist, vocational counselors and such other personnel as may be deemed necessary by the Institute for promoting the education, training or rehabilitation of the orthopaedically handicapped.
 - To distribute or promote or subsidize the manufacture and distribution of any or all aids designed to promote any aspects of the education, rehabilitation or therapy of the orthopaedically handicapped.
- For the realization of its objectives the National Institute for the Orthopaedically Handicapped will undertake:-
 - To establish, administer, manage or take over or subsidize the management and administration of schools, training, centres, workshops or any other activity the Institute considers essential or desirable for applied or fundamental research in any aspects of the education and rehabilitation of the orthopaedically handicapped.
 - To undertake, promote or subsidize the production and distribution of literature, test or other instruction materials concerning the education and rehabilitation of the orthopaedically handicapped.
 - To operate any national or regional level services for the education and rehabilitation of the orthopaedically handicapped.
 - To conduct examinations and award diplomas and certificates for the courses conducted by it.

- To serve as a clearing house of information on the education and rehabilitation of the orthopaedically handicapped.
 - To collaborate with other Institutions having similar objects in this country or abroad, through the exchange of literature, experts, equipment or in any other manner the Institute considers appropriate.
 - To promote the integration of orthopaedically handicapped children in schools and adults in society in general.
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- To undertake, sponsor, co-ordinate or subsidize experimental programmes for the education, training and rehabilitation of orthopaedically handicapped children and adults with associated disorders.
 - To undertake, sponsor, co-ordinate or subsidize parent or other public education programmes.
 - To offer technical assistance to individual or organizations in developing research projects of establishing Institutional or non-Institutional programmes for the education, training and rehabilitation of the orthopaedically handicapped.
 - To organize, co-ordinate or support financially or otherwise centres providing documentation on all aspects of the education, training and rehabilitation of the orthopaedically handicapped.
 - To organize, sponsor and finance seminars, workshops, study circles, working groups and conferences for promoting and utilization of research in the education, training and rehabilitation of the orthopaedically handicapped.
 - To undertake, sponsor or financially assist the production, writing or publication of books, pamphlets, films, slides or other materials bearing on the education, training and rehabilitation of the orthopaedically handicapped.
 - To advise the Government of India on such matters concerning the education, training and rehabilitation of the orthopaedically handicapped as may be referred to it.
 - To do such all other lawful deeds as are conducive or incidental to the attainment of the objects of the Institute.
- The income and property of the Institute, however, derived, shall be applied towards the promotion of the objects of the Institute.
 - No portion of the income and property of the Institute shall be paid or transferred, directly, by way of dividends, bonus, or otherwise, however, by way of profit, to the persons who are or at any time have been members of the Institute or to any of them or to any persons claiming through them provided that nothing herein contained shall prevent the payment, in good faith, of remuneration to any member or any other persons in return for any services rendered to the Institute or for travelling allowance, halting or other similar charges.
 - The Government of India may appoint one or more persons to review the work and progress of the Institute and to hold enquiries into the affairs thereof and to report thereon in such manner as the Government of India may stipulate, and upon receipt of any such report, the Government of India may take such action and issue such directions

as it may consider necessary in respect of any of the matters dealt with in the report and the Institute shall be bound to comply with such direction.

- The Government of India may give from time to time directions to the Institute as it deems fit and these shall be binding on the Institute.
- The Institute shall be open to persons of either sex, and of whatever race, caste or class, and no test or conditions shall be imposed as to religious belief or profession in admitting trainees / students or appointing members, teachers and other technical / non-technical staff of the Institute.
- No benefaction shall be accepted by the society which in its opinion involves conditions or obligations opposed to the spirit and object of the society.
- The Institute shall invest and deal with funds and monies of society and shall have the right:
 - To issue appeals and applications for money and funds in furtherance of the said objectives and to raise or collect funds by gifts, donations, subscriptions or otherwise of cash and securities, and any property either moveable or immovable and to grant such rights and privileges to the donors, subscribers and other benefactors as the society may consider proper.
 - To acquire purchase or otherwise own or take on lease or hire temporarily or permanently, buy any moveable or immovable property necessary or convenient for the furtherance of the objects of the society.
 - To borrow and raise money with or without security or on the security of a mortgage, charge or on the security, hypothecation or pledge of all or any of the movable or immovable properties belonging to the society or in any other manner whatsoever, provided that prior approval in writing of the Government of India is obtained in that behalf.
 - To sell, assign, mortgage, lease exchange and otherwise transfer or dispose of all or any property movable or immovable of the society for the furtherance of the objects of the society provided prior approval of the Government of India is obtained for the transfer of the immovable property.
 - To enter into any agreement with any Government or Authority, Municipal, local or otherwise to obtain from such Government or Authority any rights, privileges, concessions, fiduciary or otherwise that the society may deem desirable to obtain and carry out, exercise and comply with such rights and privileges and concessions.
 - To draw, make, accept, endorse, discount, execute, sign, issue and otherwise deal with cheques, drafts, certificates, receipts, Government securities, promissory notes, bills of exchange or other instruments and securities, whether negotiable or transferable or not.
 - To build, construct, maintain, repair, alter, improve or develop or furnish any buildings or works necessary or convenient for the purposes of the society.
 - To undertake and accept management of any endowment or trust fund or donation to further the objects of the society.
 - To appoint, or employ temporarily or permanently, any person or persons that may be required for purposes of the society and to pay them or other persons in return for services rendered to the society, salaries, wages, honoraries, fees gratuities, provident fund and pensions.

- To mobilize available expertise in the field of the Orthopaedically Handicapped, and to offer technical and consultancy services with or without payment of remuneration as necessary.
- To establish a provident fund and other benefits for its employees of the society.
- To Institute, offer, or grant prizes, awards, scholarships / fellowships and stipends in furtherance of the objects of the society.
- Powers to receive and accept grant / donations and other contributions should be with society.

- **Regulations:**
- With the previous approval of the Government of India the society shall have power to frame and amend regulations, not inconsistent with the Memorandum of Association and these Rules, for the administration and management of its affairs.
- Without prejudice to the generality of the foregoing provision, such regulations may provide for the following matters.
 - The preparation and sanction budget estimates, the sanctioning of expenditure, making and execution of the contracts, the investment of the funds of the Council and the sale or alteration of such investment and accounts and audit
 - Powers, functions and conduct of business of such committees or advisory panel as may be constituted from to time.
 - The procedure terms and tenure of appointments, emoluments, allowance, rules of discipline and other conditions of service of the officers and staff of the society. Provided that the prior approval of the Govt. of India shall be obtained for the creation of all posts as carry a salary of Rs.1600/- per months or xxxx and for making appointments to such posts.
 - The terms and conditions governing scholarships, fellowships and deputations, grants-in-aid, research schemes and projects, and establishment of data LIBRARY and documentation centres, regional and other centres; and
 - Such other matters as may be necessary for the furtherance of the society.
 - In case the Government of India is satisfied that the Institute is not functioning properly, the Govt. of India shall have the power to take over the administration of the Institute and to appoint an administrator for this purpose. During the period such an order is subsisting the Governing Council and the Executive Council shall remain suspended and all the powers of the Governing Council and the Executive Council shall vest in the administrator
 - If, on winding up or dissolution of the Society, these shall remain, after satisfaction of all its debts and liabilities, any assets and property whatsoever, the same shall not be paid to or distributed among the members of the society or any of them but shall be dealt within the manner provided by the Registration Act, 1961 as applicable to the West Bengal. All the provisions of the West Bengal Society Registration Act, 1961 will apply to this Society.
- Following shall be the authorities of the Institute.
 - Governing Council
 - Executive Council.

- Such other authorities as may be prescribed from time to time by the Governing Council.

11.1. The names, addresses, occupation and designations of the present members of Governing Council, till the Governing Council is nominated according to the rules of the Institute are as follows:

Sl. No.	Names	Designation and Addresses	Description
01	Smt. Serla Grewal	Secretary, Ministry of Social Welfare, Govt. of India, New Delhi	President
02	Shri J.A. Kalyanakrishnan	Financial Adviser, Ministry of Education and Social Welfare, Govt. of India, New Delhi	Member
03	Shri M.C. Narasimhan	Joint Secretary, Ministry of Social Welfare, Govt. of India, New Delhi	Member
04	Shri S. Loveraj	Director General of Employment and Training, Ministry of Labour, Govt. of India, New Delhi	Member
05	Shri S. R. Bhawmick	Director of Social Welfare, Govt. of West Bengal, Calcutta,	Member
06	Shri M.D. Gupta,	Assistant Educational Adviser, Ministry of Education, Govt. of India, New Delhi.	Member
07	Dr. Ashoke Sengupta	Director, NIOH, Kolkata	Member Secretary

11.2 Executive Council

11.3 The names, addresses, occupations and designations of the present members of the Executive Council, to whom the management of the affairs of the Institute is entrusted till the Executive Council is nominated according to the rules of the Institute, are as follows:

Sl.	Names	Designation and Addresses	Description
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No.			
01	Shri M.C. Narasimhan	Joint Secretary, Ministry of Social Welfare, Govt. of India, New Delhi	Chairman
02	Shri J.A. Kalyanakrishnan	Financial Adviser, Ministry of Education and Social Welfare, Govt. of India, New Delhi	Member
03	Dr. Ashoke Sengupta	Director, NIOH, Kolkata	Member Secretary

- Signatories of the Memorandum of Association.
- We, the persons whose names and addresses are given below, have associated ourselves for the purposes described in the Memorandum of Association and set our hands hereinto and form ourselves into a society under.

Sl. No.	Names	Designation and Addresses	Signature
01	Smt. Serla Grewal	Secretary, Ministry of Social Welfare, Govt. of India, New Delhi	Sd/-
02	Shri J.A. Kalyanakrishnan	Financial Adviser, Ministry of Education and Social Welfare, Govt. of India, New Delhi	Sd/-
03	Shri M.C. Narasimhan	Joint Secretary, Ministry of Social Welfare, Govt. of India, New Delhi	Sd/
04	Shri S. Loveraj	Director General of Employment and Training, Ministry of Labour, Govt. of India, New Delhi	Sd/

05	Shri S. R. Bhawmick	Director of Social Welfare, Govt. of West Bengal, Calcutta,	Sd/
06	Shri M.D. Gupta,	Assistant Educational Adviser, Ministry of Education, Govt. of India, New Delhi.	Sd/
07	Dr. Ashoke Sengupta	Director, NIOH, Kolkata	Sd/

Witness to the above signatures:

Sl. No.	Names	Designation and Addresses	Signature
01	Shri S. R. Pandey	Section Officer, Govt. of India, Ministry of Social Welfare, Shastri Bhawan, New Delhi	Sd/-

Dated 7th day of April 1992

RULES AND REGULATIONS OF THE NATIONAL INSTITUTE FOR THE ORTHOPAEDICALLY HANDIAPPED

B.T. ROAD, BON-HOOGHLY, KOLKATA

- **DEFINITIONS:**
- In these rules unless these is anything repugnant to the subject or context:
- The **'Institute'** means the National Institute for the Orthopaedically Handicapped, B.T., Road, Bon-Hooghly, Kolkata-700090.
- The **'President'** means the President of the Governing Council.
- The **'Governing Council'** means the Governing Council of the Institute.
- The **'Executive Council'** means the Executive Council of the Institute.
- The **'Chairman'** means the Chairman of the Executive Council.
- **'Memorandum'** means the Registered Memorandum of Association and Rules of the National Institute for the Orthopaedically Handicapped, B.T., Road, Bon-Hooghly, Kolkata, as may be amended from time to time by the society.
- The **'Rules'** means rules registered along with the Memorandum of Association and as may be amended by the Society from time to time.
- **'Society'** means the society forming the Institute.
- **'Office Bearers'** means the President or Chairman, Member Secretary or any others who may be designated by the President or the Chairman.
- **'Government'** means the Central Government.

- **'Year'** means the financial year of the Central Government.

- **AUTHORITIES OF THE INSTITUTE:**
 - The following shall be the Authorities of the Institute.
 - Governing Council.
 - Executive Council
 - Such other Authorities as may be prescribed from time to time by the Governing Council.
- **GOVERNING COUNCIL**
 - The composition of the Governing council shall be:-

a) Secretary, Govt. of India, Ministry of Social Welfare.	President
b) Joint Secretary concerned with the subject in the Govt. of India, Ministry of Social Welfare.	Member
c) Financial Adviser to the Govt. of India, Ministry of Social Welfare.	Member
d) Director General Employment and Training, Govt. of India, Ministry of Labour.	Member
e) Six specialists / representatives of voluntary organizations / Social Workers in the field (to be nominated by the Govt. of India)	Members
f) Chairman, ALIMCO	Member
g) A nominee of the Ministry of Health, Govt. of India.	Member
h) A nominee of the Ministry of Education, Govt. of India	Member
i) Two nominees from the Govt. of West Bengal, (Secretary, Department of Social Welfare and Director of Health Services, Govt. of West Bengal)	Members
j) Director, NIOH, Kolkata	Member Secretary

3.2. The Governing Council will have the power to co-opt from time to time for such period as they deem fit representative or representatives of such other organisations or Institutions and individuals as they deem desirable in the interest of the Institute. The co-opted member shall have the right to participate in the discussion but not to vote.

4. TERM OF OFFICE:

4.1 The tenure of office of the Members and office bearers of the Governing Council except that of the President shall be two years or until their successors are nominated, whichever is later, and they shall be eligible for re-nomination.

4.2 The tenure of office of the members of the Governing council shall be at the pleasure of the Central Govt. It can be reduced or extended at the pleasure of the Central Government.

4.3 An ex-officio member shall automatically cease to be a member Governing Council on vacating office.

- **MEETING OF THE GOVERNING COUNCIL:**

- The Annual General Meeting of the Governing Council shall be called by the President every year after giving at least 21 days written notice of the date, time place and Agenda and at such meeting it shall transact the following business:

- Consideration of the Annual Report.
- Consideration of the Balance Sheet and the Audited Accounts for the previous year.
- Receipt and consideration of budget proposals for the following year; and
- Such other matter or matters as the President may direct.

- The President may convene a special meeting of the Governing Council whenever he/she thinks it necessary to do so, by giving not less than 14 days' notice and indicating the purposes of the meeting.

- At such special meeting of the Governing Council convened by the President no business other than the business included in the notice of the meeting shall be conducted.

- Powers and duties of the President of the Governing Council shall include:

- Calling and presiding over all meetings of the General Council; and
- Moving the Executive Council to take into consideration his views in regard to any matter which is required to be considered by it.

- **THE EXECUTIVE COUNCIL:**

- The composition of the Executive Council shall be:-

- | | | |
|----|---|------------------|
| a) | Joint Secretary concerned with the subject in the Ministry of Social Welfare, Govt. of India, New Delhi. | Chairman |
| b) | Financial Adviser, Ministry of Social Welfare, Govt. of India, New Delhi. | Member |
| c) | Two specialists / representatives of voluntary organizations / Social Workers in the field (to be nominated by the Govt. of India). | Member |
| d) | Director, NIOH, Kolkata | Member Secretary |

- The Chairman of the Executive Council may invite any person to attend any particular meeting or meetings as he / she thinks it desirable.
- Powers and duties of the Chairman of the Executive Council:
 - To preside over the meetings of the Executive Council.
 - To take emergent action whenever exigencies of the situation demand it in the interests of the Institute and to have the same ratified by the Executive Council at its next meetings.

- **COURSE OF OFFICE:**

- Members nominated under clause 3.1 (a) and under clause 6.1 (a) shall hold office for a period of two years from the date of nomination. The members shall be eligible for re-nomination.
- Where a member of Governing Council / Executive Council becomes such member by reason of the office he holds, his membership shall be terminated when he ceases to hold that office.
- If a member of the Governing Council / Executive Council changes his address, he may notify to the Member Secretary his new address; but if he fails to notify such address, his address as recorded on the rolls of the members shall be deemed to be his address.

- **CREATION OR TERNIMATION OF MEMBERSHIP:**

- A member of the Governing Council or Executive Council shall cease to be such a member if he (a) dies, or (b) resigns his membership, or (c) becomes of unsound mind, or (d) becomes insolvent, or (e) convicted of a criminal offence involving moral turpitude, or (f) is removed by the Central Government from the membership or (g) except in the case of Director of the Institute accepts a full time appointment in he Institute, or (h) fails to attend three consecutive meetings, without the leave of the Chairman of the Governing Council or Chairman of the Executive Council as the case may be.

- A member of the Governing Council or Executive Council (other than ex-officio member or a member representing the Central Government) may resign office by a letter addressed to the President of the Governing Council or to the Chairman of the Executive Council whatever the case may be and such resignation shall be take effect from the date it is accepted by the concerned President / Chairman as the case may be.
- **CASUAL VACANCY:**
 - Any casual vacancy in the Governing Council or in the Executive Council shall be filled by the appointment or nomination of a member by the appropriate authority entitled to make such appointment or nomination and the member appointed or nominated to fill such casual vacancy shall hold office for the remainder of the term, if any, of the member in whose place he has been appointed or nominated.
 - The Governing Council or the Executive Council shall function notwithstanding any vacancy therein and notwithstanding any defect in the appointment or nomination of any of its members, and no act or proceedings of the Governing Council or Executive Council shall be called in question merely by reason of the existence of any vacancy therein or of any defect in the appointment of nomination of any of its members.
- **MEETING OF THE EXECUTIVE COUNCIL:**
 - The Executive Council of the Institute shall meet at least once every three months.
 - The meeting of the Executive Council may be convened by the Chairman of the Executive Council or any other member of the Executive Council who may be authorized by him in this behalf.
 - The meetings of the Executive Council shall be presided over by the Chairman of the Executive council and in his absence a member elected by the members present shall function as Chairman for that particular meeting.
- **POWERS AND FUNCTIONS OF THE EXECUTIVE COUNCIL:**
 - Subject to general control and directions of the Governing Council, the Executive Council shall be responsible for the management and administration of the affairs of the Institute in accordance with the Memorandum of Association, the rules and bye-laws made thereunder for the furtherance of the objects and shall have all powers which may be necessary or expedient for the purpose, including.
 - To lay down broad policy to carry out the purposes of the Institutes;
 - To review and sanction budget estimates;
 - To sanction expenditure as defined in financial bye-laws;
 - To invest the funds of the Institute;
 - To borrow on terms and conditions expedient;
 - To create posts and recruit and appoint staff.
 - The appointment of the Director shall be made by the Executive Council with the prior approval of the Government.

- (a) Creation and appointment to all such posts as carry an initial monthly pay of Rs.1600/- or above, shall be done with prior approval of the Government.
- Creation and appointment of other posts shall be made by the Executive council.
- The Director of the Institute shall be In-charge of the Management of the Institute and shall exercise such powers in respect of the affairs of the Institute as may be delegated to him by the Executive Council from time to time.
- The Executive Council may by resolution appoint one or more committee or committees of sub-committees for such purposes and with such powers as may be specified by it.
- The Executive Council of the Institute may by resolutions delegates separately to the Chairman of the Director or jointly to both of them, such of its powers as it may deem fit for the conduct of business.
- The Executive Council may with prior approval of the Government alter or repeal or frame new rules.

• **FUNDS FOR THE INSTITUTE, ACCOUNTS AND AUDIT:**

- The funds of the Institute shall consist of the following:-
 - Grants made by or through the government of India or any State Governments.
 - Donations and contributions from other sources.
 - Other income and receipts of the Institute.
- 12.2 The funds of the Institute shall be deposited in a bank to be named by the Executive council. All funds received shall be paid into the Institutes account maintained in such a bank and shall not be withdrawn except on cheque signed by two persons designated by the Executive Council and authorized to function on their behalf.
- 12.3 The institute shall maintain proper accounts including a Balance Sheet in such forms as may be prescribed under the bye-laws.
- 12.4 The accounts of the Institute shall be audited annually in such manner as the Central Government may direct and any conductor incurred in connection with the audit of the accounts of the Institute shall be payable by the Institute. The auditors shall have the right to demand production of books, accounts, vouchers and other documents and papers and to inspect the office of the Institute.
- 12.5 Within six months after close of every financial year, the Institute shall submit to the Central Government the audited statement of accounts of the previous year.
- 12.6 The financial year of the Institute shall be from the first of April to the thirty first of March of the following year.

- **THE INSTITUTE SHALL INVEST AND DEAL WITH FUNDS AND MONIES OF THE SOCIETY AND SHALL HAVE THE RIGHT:**

- To issue appeals and applications for money and funds in furtherance of the said objectives and to raise or collect funds by gifts, donations, subscriptions or otherwise of cash and securities, and any property either movable and immovable and to grant such rights and privileges to the donors, subscribers and other benefactors, as the Society may consider proper;
- To acquire, purchase or otherwise own or take on lease or hire temporarily or permanently, buy any movable or immovable property necessary or convenient for the furtherance of the objects of the Society;
- To borrow and raise money with or without security or on the security of a mortgage, charge or on the security hypothecation or pledge of all or any of the movable or immovable properties belonging to the society or in any other manner whatsoever, provided that prior approval in writing of the Government of India is obtained in that behalf;
- To sell, assign, mortgage, lease, exchange and otherwise transfer to dispose of all or any property movable or immovable of the society for the furtherance of the objects of the society provided prior approval of the Government of India is obtained for the transfer of the immovable property;
- To enter into any agreement with any Government or Authority, Municipal, local or otherwise to obtain from such Government or Authority any rights, privileges, concessions, fiduciary or otherwise that the society may deem desirable to obtain and carry out, exercise and comply with such arrangements and rights, privileges and concessions;
- To draw, make, accept, endorse, discount, execute, sign, issue and otherwise deal with cheques, hundies, drafts, certificates, receipts, Government securities, promissory notes, bills of exchange or other instruments and securities whether negotiable or transferable or not;
- To build, construct, maintain, repair, alter, improve or develop or furnish any buildings or works necessary or convenient for the purposes of the society;
- To undertake and accept management of any endowment or trust fund or donation to further the objects of the society;
- To appoint, or employ temporarily or permanent, any person or persons that may be required for purposes of the society and to pay them or other persons in return for services rendered to the society, salaries, wages, honoraria, fees, gratuities, provident fund and pensions;
- To mobilize available expertise in the field of the Orthopaedically Handicapped and to offer technical and consultancy services with or without payment of remuneration as necessary.
- To establish a Provident Fund and other benefit for employees of the society;
- To Institute, offer, or grant prizes, awards, scholarships / fellowships on stipends in furtherance of the objects of the society.

- **Registrations:**

- With the previous approval of the Government of India, society shall have power to frame and amend Regulations, not inconsistent with the Memorandum of Association and these Rules, for the administration and management of its affairs.
- Without prejudice to the generality of the foregoing provisions, such regulations may provide for the following matters:
 - The preparation and sanction of budget estimates, the mentioning of expenditure, making and execution of contracts, the investment of the funds of the society and the sale or alteration of such investment and accounts and audit;
 - Powers function and conduct of business of such committees or advisory panels as may be constituted from time to time.
 - The procedure, terms and tender of appointments, emoluments, allowances, rules of discipline and other conditions of services of the officers and staff of the society.
 - Terms and conditions governing scholarships, fellowships and deputations, grants-in-aid, research schemes and projects, and establishment of data library and documentation centres regional and other centres; and
 - Such other matters as may be necessary for the furtherance of the objectives and proper administration of the affairs of the society.

- **QUORUM:**
 - Four members of the Governing Council shall constitute a quorum at a Governing Council meeting or a Special Meeting of the Governing Council.
 - Three members of the Executive Council shall form the Quorum at any meeting of the Executive Council.
 - If at any meeting of the Governing Council or Executive Council this is no quorum, the meeting shall stand adjourned to a date to be fixed by the Presiding Officer. If at any adjourned meeting there is no quorum the members present shall constitute the quorum.
 - A writing notice shall be sent to every member of the Governing Council or Executive Council, as the case may be, either personally or through post under a certificate of posting at the address mentioned in the latest roll or members.
 - Any notice so sent by post shall be demanded to have been duly served and in providing such service, it shall be sufficient to show that the cover containing such notice was properly addressed and put into the Post Office under certificate of posting.
 - Non-receipt of the notice of any meeting of the Governing Council or Executive Council by any member shall not invalidate the proceedings of the meetings.
 - The minimum period of notice for meetings of the Governing Council / Executive Council shall be as follows:
 - For the Annual General Meeting of the Governing Council – 21 days.
 - For special Meeting of the Governing Council – 14 days.
 - For ordinary meeting of the Executive Council – 14 days
 - For Extra-Ordinary meetings of the Executive council – 7 days.

- In case of difference of opinion among the members of the Governing Council or the Executive Council at any meetings, the opinion of the majority shall prevail. Each member other than co-opted members of the Governing Council or of the Executive Council as the case may be, including the President shall have one vote and if there be equality of votes on any question the Presiding Officer shall in addition have casting on second vote.
- **ROLL OF MEMBERS**
 - The Institute shall keep a roll of members and their addresses and occupations.
- **RESOLUTION BY CIRCULATION:**
 - Any business in respect of which the Chairman is satisfied that the matter is urgent and that it is not possible to hold a meeting of the Executive Council in the near future, may be carried out by circulation among all members of the Executive Council and shall be effective and binding as if such resolution has been passed at a meeting of the Executive Council.
- **GENERAL**
 - All contracts shall be executed on behalf of the Institute by the Director in consultation with the Chairman, as per rules defined in the financial bye-laws.
 - For the purposes of Section 6 of the Society Registration Act, as applicable to West Bengal, the person in whose name, the Institute may sue or be sued shall be the Director of the Institute.
- **INCOME AND PROPERTY:**
 - The income and property of the Society, however, derived shall be applied towards the promotion of the objects thereof as set forth in the Memorandum subject nevertheless to the conditions, the Government of India, may from time to time impose in respect of expenditure or grants made by them. No portion of the income and property of the Society shall be paid or transferred directly or indirectly by way of dividends, bonus or otherwise, however, by way of profit to the persons who, at any time, are or have been members of the society or to any of them or to any person claiming through them or any of them / provided that nothing herein contained shall prevent the payment in good faith of remuneration to any member thereof or other person in return for any service rendered to the society or for travelling allowance, halting allowance or other similar charges. If, however, a member of the society is a Member of Parliament, he shall be paid only the compensatory allowance as provided under the Parliament (Prevention of Disqualification) Act, 1959 unit he ceases to be Member of Parliament.
- **ALTERATION OF MEMRANDUM OF ASSOCIATION AND RULES AND REGULATIONS:**
 - Whenever it shall appear to the Governing Council of the Institute that it is advisable to alter, extend or abridge such purpose or for other purposes specified in Section 4 of the West Bengal Secretaries Registration Act, 1961, the Governing Council, with the prior approval of Central Government, may submit the proposition to the members of the Institute in a written or printed report, and may convene a special cancel meeting for the consideration thereof according to the rules and regulations. No such proposition shall

be deemed to have been approved unless such report has been delivered or sent by registered post to every member of the Institute 21 days previous to the date of the Special General Meeting convened by the Governing Council for the consideration thereof, and unless such proposition shall have been agreed to by the votes cast in favour of the proposition by members who being entitled so to do, and such votes are not less than three times the number of votes if any, cast against the resolution by members so entitled and voting and confirmed by similar majority of votes at a second special general meeting convened by the Governing Council after an interval of 30 days after the former meeting.

- Whenever it shall appear to the Governing Council of the Institute to amend the name and rules and regulations of the Institute, the Governing Council, with the prior approval of the Central Government may submit the proposal to a special general meeting convened for the purpose of which notice shall have been delivered or sent by registered post to every member of the Institute 11 days previous to date of the Special General Meeting and the resolution proposing the amendments is passed by the votes cast in favour of the resolution by members who are entitled so to do, and such votes, if any cast against the resolution by members so entitled and voting.
- **WINDING UP**
- If on the winding up or dissolution of the society there shall remain, after the satisfaction of all debts and liabilities any property whatsoever, the same shall not be paid, to or distributed among the members of the society or any of them and shall be dealt within the manner provided by the Registration Act, 1961, as applicable to the West Bengal.

All the provisions of the West Bengal Society Registration Act, 1961 will apply to this Society.

Certified that the above as a true copy of the Rules and Regulation of the National Institute for the Orthopaedicaly Handicapped, B. T. Road, Bon-Hooghly, Kolkata-700090.

Sl. No.	Names	Occupation and Address	Signature
01	Smt. Serla Grewal	Secretary, Ministry of Social Welfare, Govt. of India, New Delhi	Sd/-
02	Shri M.C. Narasimhan	Joint Secretary, Ministry of Social Welfare, Govt. of India, New Delhi	Sd/
03	Dr. Ashoke Sengupta	Director, NIOH, Kolkata	Sd/

Witness to the above signatures:

Signature

(Shri Taj Prakash)

Address

Deputy Secretary, Govt. of India, Ministry of Social Welfare,
Shastri Bhawan, New Delhi

Occupation

Government Service.

Dated 7th day of April 1992

1. Procedures to be..... of the Institute as per **BYE LAWS OF 4(X)**
 - a) For all technical post in the pay scale of Rs.2000-3500/- Revised Rs. 6500-10500/- and above, advertisement should be issued in four leading dailies from Mumbai, Kolkata & New Delhi and Chennai giving time of at least 15 days after the appearance of the notice in newspapers for submission of applications.

Now Executive Council considers that for filling of the post of Group-A, B & C will be advertised in the Employment News and one local leading news paper.

2. It is seen from the records that scale of pay for the post of Director and Dy. Director (Tech.) is Rs.14,300-18,300/-. Recruitment Rules for the post of Director and Dy. Director (Tech.) is as follows
3. It is seen that the Institute has no any promotion policy. But existing staff pattern are as follows:-

Staff Pattern

Dy. Director (Admn.)	Director
Office Superintend	Dy. Director (Tech.)
U.D.C./L.D.C.	Asstt. Director (Trg.)/Asstt. Director (Sers.)/Asstt. Prof. (Ortho.)/ Asstt. Prof.(PMR)/ Asstt.Prof.(Rehab.)/R.M.O./L.M.O.

4. As per **BYE-LAWS 4XV**, age of retirement shall be 58 yrs. for all employees of the Institute except technical, Technical Staff and Group-D employees who will retire at the age of 60 yrs.

Now EC consider of the age of retirement will be sixty years for all Group A, B, C & D category employees.