

**NATIONAL INSTITUTE FOR THE
ORTHOPAEDICALLY HANDICAPPED**

**BYE-LAWS FOR ADMINISTRATION
AND MANAGEMENT**

MEMORANDUM OF ASSOCIATION

RULES AND REGULATIONS

**B. T. ROAD, BONHOOGHLY
CALCUTTA 700 090**

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

The Rules & 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 & Regulations of the National Institute for the Orthopaedically Handicapped. The Executive Council of the Institute is pleased to make the following Bye-Laws :-

1. SHORT TITLE & COMMENCEMENTS :

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

2. DEFINITIONS :

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

- a) The 'Institute' means the National Institute for the Orthopaedically Handicapped.
- b) The 'President' means the President of General Council.
- c) The 'General Council' means the General Council of the Institute.
- d) The 'Chairman' means the Chairman of Executive Council.
- e) The 'Executive Council' means the Executive Council of the Institute.
- f) The 'Member' means a member of General Council/Executive Council.
- g) The 'Director' means the Director of the Institute.
- h) 'Government' means the Government of India.
- i) 'Year' means financial year from April to March.
- j) 'Society' means a society registered under Societies Registration Act, XVI of 1860.
- k) 'Fund' means funds of the Institute.

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

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

- i) Academic Committee.
- ii) Purchase Committee.

i) **ACADEMIC COMMITTEE :**

These Committees will be headed by the Director and shall include specialists/Representatives of Voluntary Organisations/Heads of Institution/Social Worker in the field. The composition of these Committees will be as follows :

1. Director - Convenor Member.
2. 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 education, training and rehabilitation of the handicapped. The Committee should meet at least once a year.

ii) **PURCHASE COMMITTEE :**

The Institute shall constitute purchase Committee consisting of Deputy Director (Admn.), 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, Accommodation Allotment Committee will be constituted by the Director as and when necessary.

4. GENERAL SERVICE CONDITIONS OF THE EMPLOYEES :

- i) The Executive Council shall frame the recruitment rules and prescribe the scales of pay, Academic & Professional qualifications, experience, age, etc. for various posts sanctioned for the Institute.
- ii) 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; dated 16/3/85 amended from time to time.
- iii) The reservation of posts for SC/ST/EX-Servicemen/Disabled, etc. will be as per Govt. of India Rules. The Institute will prepare necessary rosters for implementation.
- iv) **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.

v) **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 or a "Temporary Post" that is a post carrying a definite rate of pay sanctioned for a limited time.

vi) **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.

vii) **Pension & G.P.F. :**

The employee of the Institute shall be eligible to Pensionary benefits and General Provident Fund and Gratuity as per the 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.

viii) **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.

ix) **Insurance :**

The Institute will provide Insurance facilities to the employees under the Group Insurance Scheme of the L.I.C. of India.

x) **Procedures to be followed for Selection and Appointment of staff of the Institute :**

- a) For all technical posts in the pay scale of Rs. 2000-3500/- and above, advertisement should be issued in 4 leading dailies from Bombay, Calcutta, New Delhi and Madras giving time of at least 15 days after the appearance of the notice in newspapers for submission of applications. The notice should be circulated also among organisations likely to recommend suitable candidates for the posts in above categories.
- b) On receipt of the applications, the Director shall scrutinise them and fix a meeting of the Selection Committee in consultation with the Chairman of the Selection Committee for selection of candidates.
- c) All the applications, so scrutinised 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.
- d) The proceedings of the Selection Committee should be put up

to the appointing authority for approval and there-after the offer of appointment should be issued to the candidates giving 4 weeks time for joining. However, joining time may be relaxed at the decision of the Director.

The matter should be reported in the Executive Council meeting held immediately after the Selections are made and appointments are offered.

xi) **Constitution of Selection Committee and DPC :**

a) 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.	Member
Director of the Institute	Member Secretary.

For the purpose of selecting the experts, a panel of 5 names will be approved by Executive Council at the beginning of each year in each field.

b) For all others posts corresponding to groups B C & D posts.

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

c) The Selection Committee for the posts of Director & Dy. Director shall be constituted by the President, General Council.

xii) **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 employee can be confirmed on the basis of existing Govt. of India rules.

xiii) The services of a temporary employee shall be liable to termination at any time by giving one months notice from either side.

xiv) 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.

xv) **Age & Retirement :**

The age of retirement shall be 58 years for all employees of the Institute except teaching & technical staff & Group 'D' employees who will retire at the age of 60 years.

- xvi) **Private employment :**
No employee will be granted permission for private employment of private practice.
- xvii) **Holidays & Working hours :**
The holidays, Vacations and Working hours as admissible to Central Govt. Servant, will be granted mutatis mutandis, to the employees of the Institution in general.
- xviii) **Deputation :**
A Government servant or an employee of a similar autonomous organisation may be taken on deputation on standard terms and conditions as are applicable in Central Government.
- xix) An employee of the Institute may go over on deputation to another similar organisation/Government on the terms and conditions mutually acceptable between the Institute and the borrowing organisation. It shall be the liability of the foreign employer to pay foreign service contributions as stipulated.
- xx) All cases of sending an employee to another similar Organisation/ Government should be approved by the Chairman of the Executive Council.
- xxi) 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.
- xxii) **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 of course, be watched by the Accounts Officer, who shall watch the recovery of contribution in the case of an employee deputed on foreign service.
- xxiii) 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.
- xxiv) Grant of study leave etc. will be regulated by Govt. of India Rules on the subject.

5. BYE-LAWS IN MAINTENANCE OF ACCOUNTS AND AUDIT OF ACCOUNTS ETC.

- i) The Executive Council may authorise Vigilance commission of Govt. of India to exercise jurisdiction over the affairs of the Institution.
- ii) 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.

- iii) As per Rule 5.1 of the Rules and Regulations of the NIOH, the budgetary proposal 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 15 September, and to the Executive Council by 30 September for its consideration, prior to its submission to the General Council.

The budget should contain the following details :

- a) The Institute shall give the plan and non-plan estimates separately.
 - b) It shall give Capital and Revenue estimates separately.
 - c) The Institute shall give previous years' expenditure, current years' budget and the next years' estimates in the budget.
 - d) The budget should show a break-up of the various 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 on 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.
- iv) The budget estimates should be accompanied by write-up giving following particulars :
- a) Requirements of funds for current programmes.
 - b) Requirements of funds for new programmes.
 - c) Physical targets achieved during the previous years, proposed to be achieved in current year, and in the next year.
 - d) 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.
- v) The funds of the Institute shall consist of :
- a) Grants made by Government of India or State Governments.
 - d) Donation and contributions from other sources.
 - c) Other income and receipts.
- vi) The schemes which have not been administratively approved by competent authority shall not be included in the budget estimate.

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- vii) 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 sanctioned estimates.
 - viii) The grants 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.
 - ix) The funds of the Institute shall be deposited into a nationalised bank as per the resolution passed by the Executive Council of the Institute.
 - x) The proper books of accounts will be maintained by the Institute to show receipt and its source, as well as expenditure and sanction accorded therefor.
 - xi) The accounting year of the Institute shall be from the first of April, to the Thirty First of March of the following year.
 - xii) At the close of the financial year, a balance sheet covering assets and liabilities with due considerations of receipts and expenditure will be prepared.
 - xiii) 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 alongwith 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.
 - xiv) 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.
 - xv) The Director of the Institute shall have the power to appropriate and/or reappropriate, 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.
 - xvi) 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.

- xvii) 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 Instt.
- xviii) 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.
- xix) No contract shall be made by the subordinate authority which has not been directed or authorised by competent authority.
- xx) The Director shall sue or be sued in all matters of dispute arising out of any contract.
- xxi) The Director shall have powers to dispose of unserviceable and obsolete articles.
- xxii) 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, authorised in this behalf.
- xxiii) The funds will be drawn from the bank by cheque to meet the expenditure.
- xxiv) The cheque books will remain in the personal custody of the Director or any other officer as may be authorised by the Director on his behalf.
- xxv) 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 allowances etc. and contingent bills in the prescribed forms which will be counter-signed by the Director or by the Officer authorised 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.
- xxvi) 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.
- xxvii) The Balance Sheet and the audit accounts together with the annual report shall be submitted to General Council for consideration.

xxviii) The results of the audit together with the auditors' report shall be communicated to the Ministry of Welfare, New Delhi.

6. MAINTENANCE OF REGISTERS :

The following books and registers will be maintained :

- i) Register of grants,
- ii) Funds shall be kept in banks authorised by the Executive Council. All money to be drawn by cheques as authorised by the Executive Council,
- iii) Register of assets shall be maintained,
- iv) Register of outstanding dues recoverable from parties other than employees of the institute shall be maintained,
- v) Register of loans and advances given to employees with recovery position,
- vi) Register of rents,
- vii) Register of fees recovered,
- viii) Register of cheque books,
- ix) Register of receipt books,
- x) Register of sanctioned post with authority of sanction,
- xi) General Provident Fund account, Ledger and Balance Sheets,
- xii) Service books,
- xiii) Register of selection committees' proceedings, Academic Committee proceedings etc.,
- xiv) Register of library books,
- xv) Acquittance rolls and register of periodical increments,
- xvi) Cash books and Imprest cash books,
- xvii) Bank reconciliation register (If possible to be maintained with the cash book),
- xviii) Bill control register,
- xix) Ledger for control of expenditure,
- xx) T.A./D.A. register,
- xxi) Pay bill register,
- xxii) Contingent bill register,
- xxiii) Foul account register,
- xxiv) Stamp account register,
- xxv) R.A. Bill register,

- xxvi) Stock register,
- xxvii) Stationery register,
- xxviii) Miscellaneous expenditure register.

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.

7. FINANCIAL POWERS OF AUTONOMOUS BODIES - RESTRICTION REGARDING :

- i) Proposals 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 Govt. consultation with the Ministry of Finance, Deptt. 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 exceed Rs. 4500/- p.m. subject, however, to observance of the ban orders issued by Govt. from time to time.
- ii) A representative of the Ministry of Finance/Integrated Finance/ Division of the Ministry concerned should be nominated to the Executive Council of the autonomous organisation i.e. National Institute for the Orthopaedically Handicapped, Calcutta.
- iii) 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, Calcutta 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.

8. LEAVE :

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

- 9. Any alteration in the bye-laws or addition to, shall require prior approval of the General Council of the National Institute of the Orthopaedically Handicapped, Calcutta and Govt. of India.
- 10. F.R., S.R., G.R.R. and Instructions issued by Government of India from time to time will be followed unless otherwise stated specifically in these bye-laws.
- 11. 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**
B. T. ROAD, BON HOOGLY, CALCUTTA - 700 090

MEMORANDUM OF ASSOCIATION

1. Name

1.1 The name of the Society is the 'National Institute for the Orthopaedically Handicapped'.

1.2 The Registered Office of the Society shall be located at B. T. Road, Bon Hooghly, Calcutta - 700 090

2. Objects :

2.1 The objectives of the Institute are :

- i) 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.
- ii) To undertake, sponsor, co-ordinate or subsidize research into bio-medical engineering leading to the effective evaluation of aids or suitable surgical or medical procedures or the development of new aids.
- iii) To undertake or sponsor the training of trainees and teachers, employment of officers, psychologists, vocational counsellors and such other personnel as may be deemed necessary by the institute for promoting the education, training or rehabilitation of the orthopaedically handicapped.
- iv) 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.

2.2 For the realisation of its objectives the National Institute for the Orthopaedically Handicapped will undertake :-

- i) 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.
- ii) 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.

- iii) To operate any national or regional level services for the education and rehabilitation of the orthopaedically handicapped.
- iv) To conduct examinations and award diplomas and certificates for the courses conducted by it.
- v) To serve as a clearing house of information on the education and rehabilitation of the orthopaedically handicapped.
- vi) 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.
- vii) To promote the integration of orthopaedically handicapped children in schools and adults in society in general.
- viii) To undertake, sponsor, co-ordinate or subsidize experimental programmes for the education, training and rehabilitation of orthopaedically handicapped children and adults with associated disorders.
- ix) To undertake, sponsor, co-ordinate or subsidize parent or other public education programmes.
- x) To offer technical assistance to individual or organisations in developing research projects or establishing institutional or non-institutional programmes for the education, training and rehabilitation of the orthopaedically handicapped.
- xi) To organise, co-ordinate or support financially or otherwise centres providing documentation on all aspects of the education, training and rehabilitation of the orthopaedically handicapped.
- xii) To organise, 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.
- xiii) To undertake, sponsor or financially assist the production, writing or publication of books, pamphlets, films, slidetapos or other materials bearing on the education, training and rehabilitation of the orthopaedically handicapped.
- xiv) 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.

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- xv) To do such all other lawful deeds as are conducive or incidental to the attainment of the objects of the Institute.
3. The income and property of the Institute, however, derived, shall be applied towards the promotion of the objects of the Institute.
 4. No portion of the income and property of the Institute shall be paid or transferred, directly or indirectly, 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.
 5. The Government of India may appoint one or more persons to review the work and progress of the Institute and to hold enquires 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.
 6. 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.
 7. The Institute shall be open to persons of either sex, and of whatever race, caste, 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.
 8. 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.
 9. The Institute shall invest and deal with funds and monies of society and shall have the right :
 - a) 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 or immovable and to grant such rights and privileges to the donors, subscribers and other benefactors as the society may consider property.
 - b) 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.

- c) 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 or the Government of India is obtained in that behalf.
- d) 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.
- e) 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 irritants and rights, privileges and concessions.
- f) 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.
- g) To build, construct, maintain, repair, alter, improve or develop or furnish any buildings or works necessary or convenient for the purposes of the society.
- h) To undertake and accept management of any endowment or trust fund or donation to further that objects of the society.
- i) 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.
- j) To mobilise available expertise in the field of the Orthopaedically Handicapped, and to offer technical and consultancy services with or without payment of remuneration as necessary.
- k) To establish a provident fund and other benefits for its employees of the society.
- l) To institute, offer, or grant prizes, awards, scholarships/fellowships and stipends in furtherance of the objects of the society.
- m) Powers to receive and accept grant/donations and other contributions should be with society.

9.1 Regulations :

- a) 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.
- b) Without prejudice to the generality of the foregoing provision, such regulations may provide for the following matters.
 - i) The preparation and sanction of 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.
 - ii) Powers, functions and conduct of business of such committees or advisory panels as may be constituted from time to time.
 - iii) 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. 1,600/- per month or xxxx and for making appointments to such posts.

- iv) 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
 - v) Such other matters as may be necessary for the furtherance of the objectives and proper administration of the affairs of the society.
10. 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.
- 10.1 If, on winding up or dissolution of the Society, there 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.

11. The following shall be the authorities of the Institute :

- I) Governing Council.
- II) Executive Council.
- III) 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.	Name	Designation and Addresses	Description
1.	Smt. Serla Grewal	Secretary, Ministry of Social Welfare, Govt. of India, N. Delhi.	President
2.	Shri J. A. Kalyanakrishnan	Financial Adviser, Ministry of Education & Social Welfare, Govt. of India, N. Delhi.	Member
3.	Shri M. C. Narasimhan	Joint Secretary, Ministry of Social Welfare, Govt. of India, New Delhi.	Member
4.	Shri S. Loveraj	Director General of Employment & Training, Ministry of Labour, Govt. of India, New Delhi.	Member
5.	Shri S. R. Bhowmick	Director of Social Welfare, Govt. of West Bengal, Calcutta.	Member
6.	Shri M. D. Gupta	Assistant Educational Adviser, Ministry of Education, Govt. of India, New Delhi.	Member
7.	Dr. Ashoke Sengupta	Director, National Institute for the Orthopaedically Handicapped, Calcutta.	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. No.	Name	Designation and Addresses	Description
1.	Shri M. C. Narasimhan	Joint Secretary, Ministry of Social Welfare, New Delhi.	Chairman
2.	Shri J. A. Kalyanakrishnan	Financial Adviser, Ministry of Education & Social Welfare, Govt. of India, New Delhi.	Member
3.	Dr. Ashoke Sengupta	Director, National Institute for the Orthopaedically Handicapped, Calcutta.	Member Secretary

12. Signatories to the Memorandum of Association.

12.1. We, the persons whose names and addresses are given below, have associated ourselves for the purposes described in the Memorandum of Association, do hereby subscribed our names to this Memorandum of Association and set our hands hereinto and form ourselves into a society under.

Sl. No.	Name	Designation and Addresses	Signature
1.	Smt. Serla Grewal	Secretary, Ministry of Social Welfare, Govt. of India, N. Delhi.	Sd/-
2.	Shri J. A. Kalyanakrishnan	Financial Adviser, Ministry of Education & Social Welfare, Govt. of India, N. Delhi.	Sd/-
3.	Shri M. C. Narasimhan	Joint Secretary, Ministry of Social Welfare, Govt. of India, Shastri Bhavan, New Delhi.	Sd/-
4.	Shri S. Loveraj	Director General of Employment & Training, Ministry of Labour, Sriram Shakti Bhavan, New Delhi.	Sd/-
5.	Shri S. R. Bhowmick	Director of Social Welfare, Govt. of West Bengal, Writers' Buildings, Calcutta.	Sd/-
6.	Shri M. D. Gupta	Assistant Educational Adviser, Ministry of Education, Govt. of India, Shastri Bhavan, New Delhi.	Sd/-
7.	Dr. Ashoke Sengupta	Director, National Institute for the Orthopaedically Handicapped, B. T. Road, Bonhooghly, Calcutta.	Sd/-

Witness to the above signatures :

Sl. No.	Name	Occupation and Address	Signature
1.	Shri S. R. Pandey	Section Officer, Ministry of Social Welfare, Shastri Bhavan, New Delhi.	Sd/-

Dated 7th day of April 1992

RULES AND REGULATIONS OF THE NATIONAL INSTITUTE FOR THE ORTHOPAEDICALLY HANDICAPPED

B. T. ROAD, BON HOOGHLY, CALCUTTA

1. DEFINITIONS :

1.1 In these rules unless there is anything repugnant to the subject or context :

- (a) The '**Institute**' means the National Institute for the Orthopaedically Handicapped, Bon Hooghly, Calcutta.
- (b) The '**President**' means the president of the Governing Council.
- (c) The '**Governing Council**' means the Governing Council of the Institute.
- (d) The '**Executive Council**' means the Executive Council of the Institute.
- (e) The '**Chairman**' means the Chairman of the Executive Council.
- (f) '**Memorandum**' means the Registered Memorandum of Association and Rules of the National Institute for the Orthopaedically Handicapped, Bon Hooghly, Calcutta, as may be amended from time to time by the Society.
- (g) The '**Rules**' means rules registered along with the Memorandum of Association and as may be amended by the Society from time to time.
- (h) '**Society**' means the society forming the Institute.
- (i) '**Office Bearers**' means the President or Chairman, Member-Secretary or any others who may be designated by the President or the Chairman.
- (j) '**Government**' means the Central Government.
- (k) '**Year**' means the financial year of the Central Govt.

2. AUTHORITIES OF THE INSTITUTE :

2.1 The following shall be the Authorities of the Institute :-

2.2 Governing Council.

2.3 Executive Council.

2.4 Such other Authorities as may be prescribed from time to time by the Governing Council.

3. GOVERNING COUNCIL :

3.1 The composition of the Governing Council shall be :

- | | |
|--|------------------------|
| a) Secretary,
Ministry of Social Welfare, Govt. of India. | - President |
| b) Joint Secretary concerned
with the subject in the Ministry of
Social Welfare, Govt. of India. | - Member |
| c) Financial Adviser to the
Ministry of Social Welfare, Govt. of India. | - Member |
| d) Director General Employment
and Training, Govt. of India,
Ministry of Labour. | - Member |
| e) Six specialists/representatives of
voluntary organisations/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, Dept. of
Social Welfare, & Director of
Health Services, Govt. of West Bengal). | - Members |
| j) Director, N.I.O.H.
Calcutta. | - 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 interests 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 of Governing Council on vacating office.

5. MEETING OF THE GOVERNING COUNCIL :

- 5.1 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 :
- (a) Consideration of the Annual Report.
 - (b) Consideration of the Balance Sheet and the Audited Account for the previous year.
 - (c) Receipt and consideration of budget proposals for the following year; and
 - (d) Such other matter or matters as the President may direct.
- 5.2 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.
- 5.3 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.
- 5.4 Powers and duties of the President of the Governing Council shall include :
- i) Calling and presiding over all meetings of the General Council; and
 - ii) Moving the Executive Council to take into consideration his views in regard to any matter which is required to be considered by it.

6. THE EXECUTIVE COUNCIL :

6.1 The composition of the Executive Council shall be :-

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

6.2 The Chairman of the Executive Council may invite any person to attend any particular meeting or meetings as he/she thinks it desirable.

6.3 Powers and duties of the Chairman of the Executive Council :

- i) To preside over the meetings of the Executive Council.
- ii) 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.

7. COURSE OF OFFICE :

7.1 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.

7.2 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.

7.3 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.

8. CESSATION OR TERMINATION OF MEMBERSHIP :

- 8.1 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) is convicted of a criminal offence involving moral turpitude, or (f) is removed by the Central Govt. from the membership or (g) except in the case of Director of the Institute accepts a full-time appointment in the 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.
- 8.2 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 take effect from the date it is accepted by the concerned President/Chairman as the case may be.

9. CASUAL VACANCY :

- 9.1 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.
- 9.2 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 or nomination of any of its members.

10. MEETING OF THE EXECUTIVE COUNCIL :

- 10.1 The Executive Council of the Institute shall meet at least once every three months.
- 10.2 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 authorised by him in this behalf.

10.3 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.

11. POWERS AND FUNCTIONS OF THE EXECUTIVE COUNCIL :

11.1 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

- (a) to lay down broad policy to carry out the purposes of the Institutes;
- (b) to review and sanction budget estimates;
- (c) to sanction expenditure as defined in financial bye-laws;
- (d) to invest the funds of the Institute;
- (e) to borrow on terms and conditions expedient;
- (f) to create posts and recruit and appoint staff.

11.1 The appointment of the Director shall be made by the Executive Council with the prior approval of the Government.

11.2 (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.

11.3 Creation and appointment of other posts shall be made by the Executive Council.

11.4 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.

11.5 The Executive Council may by resolution appoint one or more committee or committees or sub-committees for such purposes and with such powers as may be specified by it.

11.6 The Executive Council of the Institute may, by resolutions delegate separately to the Chairman or the Director or jointly to both of them, such of its powers as it may deem fit for the conduct of business.

11.7 The Executive Council may with prior approval of the Government alter or repeal or frame new rules.

12. FUNDS FOR THE INSTITUTE, ACCOUNTS AND AUDIT :

12.1 The Funds of the Institute shall consist of the following :-

- (a) Grants made by or through the Government of India or any State Governments.
- (b) Donations and contributions from other sources.
- (c) 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 Institute's account maintained in such a bank and shall not be withdrawn except on cheque signed by two persons designated by the Executive Council and authorised 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 the 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.

13. THE INSTITUTE SHALL INVEST AND DEAL WITH FUNDS AND MONIES OF THE SOCIETY AND SHALL HAVE THE RIGHT :

- (a) 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 or immovable and to grant such rights and privileges to the donors, subscribers and other benefactors, as the Society may consider proper;

- (b) 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;
- (c) 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;
- (d) 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;
- (e) 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 of otherwise that the Society may deem desirable to obtain and carry out, exercise and comply with such arrangements and rights, privileges and concessions;
- (f) 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;
- (g) to build, construct, maintain, repair, alter, improve or develop or furnish any buildings or works necessary or convenient for the purposes of the Society;
- (h) to undertake and accept management of any endowment or trust fund or donation to further the objects of the Society;
- (i) 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, honoraria, fees, gratuities, provident fund and pensions;
- (j) to mobilise available expertise in the field of the Orthopaedically Handicapped and to offer technical and consultancy services with or without payment of remuneration as necessary;
- (k) to establish a Provident Fund and other benefits for employees of the Society;

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- (l) to institute, offer, or grant prizes, awards, scholarships/fellowships on stipends in furtherance of the objects of the Society.

13.1 Registrations :

- (a) 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.
- (b) Without prejudice to the generality of the foregoing provisions, such regulations may provide for the following matters :
- i) 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;
 - ii) Powers, function and conduct of business of such committees or advisory panels as may be constituted from time to time;
 - iii) The procedure, terms and tenders of appointments, emoluments, allowances, rules of discipline and other conditions of services of the officers and staff of the Society.
 - iv) 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
 - v) Such other matters as may be necessary for the furtherance of the objectives and proper administration of the affairs of the Society.

14. QUORUM :

- 14.1 Four members of the Governing Council shall constitute a quorum at a Governing Council meeting or a Special Meeting of the Governing Council.
- 14.2 Three members of the Executive Council, shall form the Quorum at any meeting of the Executive Council.
- 14.3 If at any meeting of the Governing Council or Executive Council there 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.

- 14.4 A written 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 of members.
- 14.5 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 a certificate of posting.
- 14.6 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.
- 14.7 The minimum period of notice for meetings of the Governing Council/ Executive Council shall be as follows :
- (a) for the Annual General Meeting of the Governing Council - 21 days.
 - (b) for Special Meeting of the Governing Council - 14 days.
 - (c) for ordinary meeting of the Executive Council - 14 days.
 - (d) for Extra - Ordinary meetings of the Executive Council - 7 days.
- 14.3 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 a casting on second vote.
- 15. ROLL OF MEMBERS :**
- 15.1 The Institute shall keep a roll of members and their addresses and occupations.
- 16. RESOLUTION BY CIRCULATION :**
- 16.1 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.

17. GENERAL :

- 17.1 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 by-laws.
- 17.2 For the purposes of Section 6 of the Societies 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.

18. INCOME AND PROPERTY :

- 18.1 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 until he ceases to be Member of Parliament.

19. ALTERATION OF MEMORANDUM OF ASSOCIATION AND RULES AND REGULATIONS :

- (1) 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.

- (2) 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.

20. WINDING UP :

- 20.1 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 with in 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 Orthopaedically Handicapped, B.T. Road, Bon Hooghly, Calcutta - 700 090.

Sl. No.	Name	Occupation and Address	Signature
1.	Smt. Serla Grewal	Secretary, Ministry of Social Welfare, Shastri Bhavan, New Delhi.	Sd/-
2.	Shri M. C. Narasimhan	Joint Secretary Ministry of Social Welfare, Govt. of India, Shastri Bhavan, New Delhi.	Sd/-
3.	Dr. Ashoke Sengupta	Director, National Institute for the Orthopaedically Handicapped, B. T. Road, Bonhooghly, Calcutta.	Sd/-

Witness to the above signatures :

Signature (Shri Taj Prakash)
Address Deputy Secretary to the Government of India, Ministry
of Social Welfare, Shastri Bhavan, New Delhi.
Occupation Government Service.

Dated the 7th day of April, 1992