

RTI  
Handbook/Manual  
of  
CRC Bhopal

Information published in pursuance of  
Section 4(1) (b) of Right to Information  
Act 2005

CRC, Bhopal was established on 14 August 2000 by NIEPID, Secunderabad under the Scheme of Implementation of the Rights of Persons with Disabilities Act (SIPDA). It was realigned in February 2006 to Ali Yavar Jung National Institute for the Hearing Handicapped (Divyangjan), Mumbai: an autonomous body under the Department of Empowerment of Persons with Disabilities, Ministry of Social Justice & Empowerment, Government of India. From August 2024, CRC Bhopal is under administrative control of National Institute of Mental Health Rehabilitation (NIMHR) Sehore, Bhopal Madhya Pradesh.

CRC Bhopal has been working for the development of rehabilitation services for persons with disabilities in the central India region. This center is focusing on providing comprehensive disability rehabilitation services for all categories of persons with disabilities. The center is conferred with the national award for barrier-free environment in the year 2006..

## Organization and Function

Sl. No.	Item	Details of Disclosure	Remarks/Reference Points (Fully met/partially met/not met-Not applicable will be treated as fully met /partially met)
1.1	Particulars of its organisation functions and duties (Section 4(1) (b) (i))	(i) Name and address of the Organization	Composite Regional Centre for Skill Development, Rehabilitation & Empowerment of Persons with Disabilities (Divyangjan), Bhopal, (CRC-Bhopal) (Under the Administrative control of National Institute of Mental Health Rehabilitation, Sehore, M.P), Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice and Empowerment, Government of India Punarvas Bhawan, Khajurikalan Road, Piplani, Bhopal – 462 022
		(ii) Head of the organization	Director, NIMHR Sehore through Officer Incharge CRC Bhopal
		(iii) Aims & Objectives	CRC aims to empower persons with disabilities (Divyangjan) to live independently and contribute to the community like everyone else. The primary objective of setting up CRC is to create the infrastructure required for training and manpower development, research, and providing services to persons with disabilities, particularly in those parts of the country where such infrastructure is lacking. CRC has following objectives: <ul style="list-style-type: none"> <li>• To serve as a resource centre for rehabilitation and special education of persons with disabilities.</li> <li>• To establish linkages with existing medical, educational, and employment services, following the principles of community-based rehabilitation and offer extension services in rural areas.</li> <li>• To stimulate the growth of services by encouraging and supporting voluntary organizations, parent groups, and self-help groups.</li> <li>• To undertake human resource development by training rehabilitation professionals, village level workers, multi-rehabilitation workers, and other functionaries in the government and non-government sector required for providing services to persons with disabilities.</li> <li>• To develop strategies for delivering rehabilitation services suitable to the socio-cultural background of the region.</li> </ul>

			<ul style="list-style-type: none"> <li>To undertake research and development with specific reference to the needs of diverse groups of people with disabilities, keeping in view the nature and severity of disability in the region.</li> <li>To undertake public education programs for the creation of awareness in the parents and the community.</li> <li>To undertake designing, fabrication, and fitment of aids and appliances to help individuals overcome their disability.</li> <li>To conduct the service of education and skill development leading to the enhancement of opportunities for employment, rehabilitation, mobility, communication, recreation, and integration in society.</li> </ul>
		(iv) Function and duties	Enclosed at <b>Annexure-II</b>
		(v) Organization Chart	Enclosed at <b>Annexure-II</b>
		(vi) Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt	-
1.2	Powers and duties of its officers and employees (Section 4(1) (b) (ii))	(i) Powers and duties of officers (administrative, financial and judicial)	Enclosed at <b>Annexure-III</b>
		(ii) Power and duties of other employees	-do-
		(iii) Rules/ orders under which powers and duty are derived and	Bye-Laws of NIMHR and Delegation of financial powers. <a href="https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/">https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/</a>
		(iv) Exercised	Bye-Laws of NIMHR and Delegation of financial powers <a href="https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/">https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/</a>
		(v) Work allocation	As per the powers delegated
1.3	Procedure followed in decision making process (Section 4(1) (b) (iii))	(i) Process of decision making Identify key decision making points	As per GOI norms
		(ii) Final decision making authority	Director/EC/GC/ DEPwD
		(iii) Related provisions, acts, rules etc.	All GOI norms
		(iv) Time limit for taking a decisions, if any	-
		(v) Channel of supervision and	-

		accountability	
1.4	Norms for discharge of functions (Section 4(1) (b) (iv))	(i)Nature of functions/services offered	<p>Services</p> <p>CRC-Bhopal provides comprehensive assessment, therapeutic, educational, training, and other necessary rehabilitation services to persons with all types of disabilities. These are well planned and executed through a trans-disciplinary team.</p> <p>The services available are as follows.</p> <p><b>Assessments leading to Diagnosis</b></p> <ul style="list-style-type: none"> <li>• Audiology</li> <li>• Clinical Psychology</li> <li>• Occupational therapy</li> <li>• Orientation and Mobility</li> <li>• Orthosis &amp; Prosthesis</li> <li>• Physical Medicine &amp; Rehabilitation</li> <li>• Physiotherapy</li> <li>• Speech and Language Pathology</li> <li>• Special Education</li> <li>• Vocational Development</li> </ul> <p><b>Therapy</b></p> <ul style="list-style-type: none"> <li>• Auditory Training &amp; Therapy</li> <li>• Behavior Therapy and Psychotherapy</li> <li>• Fabrication &amp; Fitment of Orthosis &amp; Prosthesis</li> <li>• Occupational therapy</li> <li>• Orientation and Mobility Training</li> <li>• Parent guidance and counseling</li> <li>• Prescription and fitting of hearing aids and ear mould</li> <li>• Pre-school and School Readiness Programme</li> <li>• Sensory integration Therapy</li> <li>• Special Education</li> <li>• Vision stimulation &amp; Sensory training</li> <li>• Vocational training and placement</li> </ul> <p><b>Related other services</b></p> <ul style="list-style-type: none"> <li>• Certification</li> <li>• Early identification and intervention</li> <li>• Maintenance and repairs of aids and appliances</li> <li>• Railway Concession</li> </ul>

			<ul style="list-style-type: none"> <li>Referral and follow-up checks</li> </ul>
		(ii) Norms/standards for functions/service delivery	-
		(iii) process by which these services can be accessed	-
		(iv) Time-limit for achieving the targets	-
		(v) Process of redress of grievances	For redressal of grievances an officer has been nominated as grievance officer at NIMHR Sehore.
1.5	Rules, regulations, instructions manual and records for discharging functions (Section 4(1) (b) (v))	(i) Title and nature of the record/ manual /instruction	
		(ii) List of Rules, regulations, instructions manuals and records	CCS (CCA) rules conduct Rules, FRSR and all other rules of GOI
		(iii) Acts/Rules manuals etc.	-do-
		(iv) Transfer policy and transfer orders	-
1.6	Categories of documents held by the authority under its control (Section 4(1) (b) (vi))	(i) Categories of documents	-
		(ii) Custodian of documents/categories	-
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority (Section 4 (1) (b) (viii))	(i) Name of Boards, Councils, Committee etc.	General Council, Executive Council of NIMHR Sehore <a href="https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/">https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/</a>
		(ii) Composition	-do-
		(iii) Dates from which constituted	-do-
		(iv) Term/ Tenure	-do-
		(v) Powers and functions	-do-
		(vi) Whether their meetings are open the public?	No
		(vii) Whether the minutes of the meetings are open to the public?	No
		(viii) Place where the minutes if open to the public are available?	Not applicable

1.8	Directory of officers and employees (Section 4(1) (b) (ix)) Directory of officers and employees (Section 4(1) (b) (ix))	(i) Name and designation	<b>Annexure-IV</b>
1.9	Monthly Remuneration received by officers & employees including system of compensation (Section 4(1) (b) (x))	(i) List of employees with Gross monthly remuneration	<b>Annexure-V</b>
		(ii) System of compensation as provided in its regulations	Monthly remuneration is being paid through PFMS in respective bank accounts of each employee.
1.10	Name, designation and other particulars of public information officers (Section 4(1) (b) (xvi))	(i) Name and designation of the public information officer (PIO) assistant Public Information (s) & Appellate Authority  (ii) Address, telephone numbers and email ID of each designated	<b>APIO:</b> Dr. I. B. Kumar, Assistant Public Information Officer, Officer-In-Charge, CRC Bhopal, crcbhopal-nihh[at]nic[dot]in, 0755-2685950 <b>CPIO:</b> Dr. Narendra Kumar, Deputy Registrar (Offg.) and Public Information Officer, NIMHR, Sehore, dy[dot]registrar[at]nimhr[dot]ac[dot]in, 07562223960 <b>Appellate Authority:</b> Mr. Vineet Singhal, Director, NIMHR, Sehore vineet[dot]singhal17[at]gov[dot]in, 07562223960
1.11	No. of employees against whom Disciplinary action has been proposed/taken	No. of employees against whom disciplinary action has been	None
		(i) Pending for Minor penalty or major penalty proceedings  (ii) Finalised for Minor penalty or major penalty proceedings	None
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes	The officials of institute are nominated to attend training programmes from time to time.
		(ii) Efforts to encourage public authority to participate in these programmes	-
		(iii) Training of CPIO/APIO	-
		(iv) Update & Publish guidelines on RTI by the Public Authorities concerned	-





**ORGANIZATIONAL CHART OF CRC BHOPAL**

GC &amp; EC, NIMHR

- Director, NIMHR
  - Officer Incharge – Dr Indrabhushan Kumar
    - Technical
      - Academic – Dr Indrabhushan Kumar
        - Long Term Training
          - D.Ed. Special Education IDD – Dr Indrabhushan Kumar
          - DHLS – Mr. Kushum Kumar Verma
          - PGDRP – Dr Indrabhushan Kumar
          - DISLI – Mr. Kushum Kumar Verma
        - Short Term Training (including PTP & CRE) – Ms. Shivani Tiwari
        - Research – Dr. Poonam Singh
      - Services – Mr. Kushum Kumar Verma
        - Centre Based
          - Clinical Assistant (ID) – Mrs. Sumona
          - Clinical Assistant (S&H) – Mrs. Ankita Upadhyay
          - Special Educator – Mrs. Nimma Verma
          - OMI – Mr. Shyam Singh Mewada
          - P&O – Mr. Nityanand Samal
          - Vocational Instructor – Mrs. Shagufta Parveen
        - Extension & Outreach – Mr. SMQ Niyazi
          - Awareness – Mr. Shyam Singh Mewada
          - Family and Parent Support – Mr. Nityanand Samal
        - DEPwD Schemes and Policies – Dr. Poonam Singh
          - PM Daksh
          - Free Coaching
        - DEPwD Schemes and Policies – Md. Kalim Siddiqui
          - Niramaya
          - UDID
          - NHFDC
      - CDEIC – Mrs. Poonam Sachdev
      - PM Divyasha Kendra – ALIMCO
    - Administration
      - Administrative Officer – Dr. Narendra Kumar
        - Assistant – Mr. Mahipal
          - Accountant
          - MTS & Attender
          - Registration Clerk
        - Workshop Supervisor cum Storekeeper – Mr. Ravishankar Sonkusre
          - Cleaning & Housekeeping
          - Security

## Delegation of Financial power of Director CRC Bhopal

S. N.	Item of Expenditure	Extent of Power proposed
1	CONTINGENCY EXPENDITURE Recurring contingent expenditure on behalf of Head office	I. Recurring Expenditure - on each individual item - Rs. 2000/- in each case per month II. Non-Recurring Exp. - Rs. 5000/- in each case per month
2.	Petty Works & Repairs GFR 136 & 137 (now rule 143 of GFR, 2017)	Up to Rs. 25000/- per year
3.	Purchase of Stores including office Furniture, Office Equipment DFPR 21	Up to Rs. 10000/- for each item with the ceiling of Rs.50000/- per year
4.	Sanctioning of Advance to an employee of the Centre to cover TA/DA expenditure in connection with Tour, LTC etc.	Full Powers as per Gol norms for all group A, B & C staff working at the Centre.
5.	Maintenance, upkeep and repairs to the vehicles	Upto Rs. 5000/- per month
6.	Municipal rates taxes and electrical charges	Full Power as per rules.
7.	Postal, Courier, Speed Post Registered post and Telegram charges	Full Power as per rules.
8.	Printing, Binding and stationery	As per GFR up to Rs.50000/- per year.
9.	Purchase of prescribed books for the courses as syllabus	Up to Rs. 1 Lakhs per year per course as per prescribed norms.
10.	Purchase of publications including journals	Up to Rs. 20,000/- per year per course.
11.	Repairs to & removal of Machinery	Up to Rs. 10000/- per month for all works.
12.	Temporary Advance paid from contingent 1. Purchase of stationery 2. Local purchase of Rubber Stamps & Office Seal	Up to Rs. 50000/- per year.
13.	Telephone & Trunk call charge a) Telephone – b) Broad band connection (BSNL)	Up to Rs. 5000/- per month
14.	Entertainment (Hospitality)	Up to Rs. 50000/- per year.
15.	Hiring Charge of Vehicles, Transport expenses	Up to Rs.7500/- per month subject to approved rate as prevailed according to RTA.
16.	Payment to Guest Lecturers	Full powers as per the approval of EC.
17.	Expenses for conducting Short Term Training Programmes	Full power as per the proposals approved by the Competent Authority.

18.	Disbursement of Salaries	Full Powers as per the salary bills approved and passed by the Head of Office
19.	Drawl of Annual Increments	Full powers for grant of annual increments in respect of Group A, B & C employees.
20	Payment to electricity/water/Municipal Taxes etc.	Full Powers as per rules.
21	Repairs/AMC of all office equipment's including PCs, laptop, Photocopy Machine, Fax Machine, EPBAX etc.	Full powers – up to Rs. 10000/- per annum on each individual item subject to not being more than 10% of the cost of the item.
22	Bill payment to party supplier (ADIP other items suppliers etc.)	Full powers subject to procurement from ALIMCO or GeM.
23	TA/DA of CRC officials deputed on official, local/outstanding duties	Full Powers as per GoI orders/norms.
24	Payment of vendors of GeM / CPP Portal/local purchase for the items approved by the standing committee.	Full Powers for payment of vendors of GeM/Local purchase for the items approved by Director, NI.

**Annexure IV**List of Employees as on 30.06.2024

<b>Sl No.</b>	<b>Name</b>	<b>Designation</b>
1	Dr. Indrabhushan Kumar, Ph.D	Assistant Professor in Clinical Psychology and Officer Incharge
2	Mr. Kusham Kumar Verma	Assistant Professor in Speech and Hearing
3	Mrs. Poonam Sachdev	Lecturer in Occupational Therapy
4	Dr. Narendra Kumar, Ph.D	Administrative Officer
5	Mr. Mahipal	Assistant
5	Mr. Ravishankar Sonkusre	Workshop Supervisor cum Store Keeper

**Post Wise Pay Level as per Pay Matrix (As per Seventh Pay Commission)**

<b>Sl. No.</b>	<b>Designation</b>	<b>Revised level as per 7<sup>th</sup> CPC pay matrix with pay range</b>
<b>01.</b>	Assistant Professor	Level 11 (Rs.67,700-2,08,700)
<b>02.</b>	Lecturer	Level 10 (Rs.56,100-Rs.1,77,500)
<b>03.</b>	Administrative Officer	Level 10 (Rs.56,100-Rs.1,77,500)
<b>04.</b>	Assistant	Level 6 (Rs.35,400-Rs.1,12,400)
<b>05.</b>	Workshop Supervisor cum Store Keeper	Level 4 (Rs.25,500-Rs.81,100)