
 भारतीय पुनर्वास परिषद्	Rehabilitation Council of India (A Statutory Body Under the Ministry of Social Justice & Empowerment, Govt of India) Department of Empowerment of Persons with Disabilities (Divyangjan) B-22, Qutub Institutional Area, New Delhi-110016	 सत्यमेव जयते
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Guidelines of Zonal Coordination Committees of Rehabilitation Council of India

1. Background:

During the enactment of the RCI Act in 1992, the number of approved institutions were very few. Since then, the number of new programmes and approved institutions have grown in geometrical progression. In recent years, activities of RCI has diversified and expanded considerably and the amendment in the RCI Act in 2000 also authorizes RCI to monitor the training of professionals.

In order to realize the objectives of the Council and to promote RCI's activities across the Country, the Council has set up seven Zonal Coordination Committees (ZCC) of RCI in the year 2002. Since its inception, all the seven ZCC has been functioning in seven zones covering 33 States. Each ZCC has been given the responsibility to undertake the Zonal activities in 04-05 states in their respective zone.

2. Need for extension of ZCC:

During the course of action, it has been observed that that most of the ZCC are unable to function in all States coming under their territorial jurisdiction, even the response and association of State Govt.(s) is very poor, as a result, the impact of the Zonal activities were not up to the expectations.

The Council has also signed MoU with State Open Universities to launch the Special Education courses through Open & Distance Mode across the country. As a result the work load has been increased and it becomes very difficult for the Council to monitor the quality of training programmes offered by RCI's approved training institutes, due to lack of appropriate infrastructures in the State(s) and acute shortage of staff in the Council.

This matter has been discussed in the 38th Meeting of General Council of RCI held on 30.09.2015. It was proposed that the Council may establish State Chapters & Regional Centres of RCI for effective monitoring and promotion of RCI's activities in selected States. Accordingly, General Council of RCI has accorded approval to extend ZCC from 07 to 14 with appropriate distribution of states across the Country.

In view of the above, Council has extended ZCC from exiting 07 to 14 ZCCs with the following objectives:

3. Objectives

1. The objective of ZCC is to create an outreach / extension of the Council to perform the functions as defined

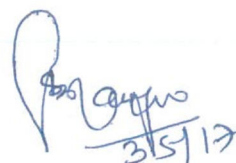
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2. ZCC will facilitate and assist RCI in providing information and conducting enquiries, etc. as directed by the Council, pertaining to Organizations approved by RCI and personnels / Professionals.

4. Functions:

The major functions of ZCC's shall be as follows:

- i. Monitoring the functioning of RCI's approved teacher training institutions recognized by the Council to conduct face-to-face mode and Open & Distance Learning mode courses and to monitor the Continuing Rehabilitation Education (CRE) Programmes being organized in the States concerned.
- ii. Informing the Council about mal-practice/quackery in the field of special education and disability rehabilitation.
- iii. Monitoring of contact programmes, term end examinations, entrance exam, conducted at RCI's approved Study Centres for Open & Distance Learning Courses by deputing Central Level Observers (CLO's).
- iv. Facilitating and liasoning of small NGO's with RCI for their further growth.
- v. Facilitating the translation of training /study material in the regional language whenever/wherever required.
- vi. To create greater awareness about the importance of qualified rehabilitation professionals in dealing with the persons with disabilities and ensuring rapid progress in the development of various courses to suit the needs of each State.
- vii. To Liase with the various departments of the state Government like Health, Human Resource Development and Social Welfare and to ensure that various schemes of the state and central governments are implemented properly, also to create awareness about the importance of qualified rehabilitation professionals.
- viii. To share the execution some of the tasks allocated to RCI, as assigned by RCI.
- ix. To provide easier access to institutes willing to affiliate themselves with RCI.
- x. To perform such other functions as may be assigned by the Council from time to time.
- xi. To undertake SWOT Analysis on various field and areas in disability sector, as assigned by the Council.
- xii. To facilitate inspection of institutes applying for recognition with the approval of RCI.
- xiii. To convene at least one State level meeting in a year to discuss technical issues pertaining to special education and disability rehabilitation in the State. In case more meetings of experts/ core group are required, the same may be organized subject to prior approval of the Council.



- xiv. To convene Seminars/Symposiums/Workshops at different places in the State on technical issues pertaining to the region, subject to prior approval of RCI.
- xv. To facilitate in improving the quality of training programme being conducted in the State by recognized institutions i.e. to facilitate with programme audit.
- xvi. Translation and writing of appropriate literature relevant to the region and to prepare such reports as RCI may assigned the ZCC to do so.
- xvii. To create awareness about the activities of the Council and other acts promulgated by the Central and State Governments for the welfare of persons with disability. The ZCC will establish proper liaison between State Govt. & RCI.
- xviii. To forward grievances of individuals and institutions to Chairperson, RCI with appropriate comments. The decision of the RCI shall be final and abiding on all parties in case of any dispute.
- xix. To raise funds from CSR, only for discharging the defined functions.
- xx. Any other functions that may be assigned to the ZCC by RCI from time to time.

Note: All its functions shall be advisory in nature. All decisions having a legal implication shall be taken in consultation with RCI only.

5. Area wise Coverage of ZCC:

Sl. No.	Proposed State Chapters	Geographical coverage of States
1.	North Eastern -I	Assam , Manipur, Mizoram, Meghalaya
2.	North Eastern -II	Arunachal Pradesh , Nagaland, Tripura
3.	Eastern -I	West Bengal , Odisha
4.	Eastern -II	Bihar , Jharkhand
5.	Central -I	Uttar Pradesh ,Uttarakhand
6.	Central- II	Madhya Pradesh, Chhattisgarh
7.	Northern -I	Punjab, Chandigarh
8.	Northern -II	Himachal Pradesh, Jammu & Kashmir
9.	Northern -III	Haryana, Delhi
10.	Western-I	Gujarat, Rajasthan, daman & Diu
11.	Western-II	Maharashtra, Goa, Dadar & Nagar Haveli
12.	Southern -I	Andhra Pradesh, Telangana,
13.	Southern-II	Kerala , Karnataka , Lakshadweep
14.	Southern-III	Tamilnadu , Puducherry, Andaman & Nicobar

6. Composition:

The broad composition of the ZCC shall be as follows:-

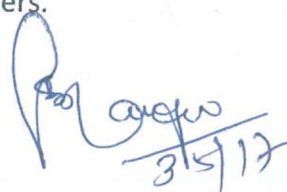
- i. The head of each ZCC who will be designated as Zonal Coordinator.
- ii. A Convener shall be from amongst the members of the ZCC.
- iii. State Commissioner Disability/ representative not below the rank of Deputy Director/Dy. Commissioners (from each concerned states under the zone).
- iv. Govt. representatives one each from school education department and the department of Divyangjan not below the rank of Deputy Director (from each concerned states under the zone).
- v. Two representatives from training institutes including National Institutes/CRCs (from any two states under the zone).
- vi. Two members from reputed NGO's working in disability sector (from any two states under the zone).
- vii. Two representatives from Universities (from any two states under the zone), preferably those working with RCI or running the teacher education programmes of RCI.
- viii. Two representatives from Rehabilitation Professional Associations (from any two states under the zone).
- ix. Two special invitees from disability sectors (from any two states under the zone).

Note: i. No state shall be uncovered.

ii. ZCC shall have no other units or functions apart from the functions defined under the scheme for eg. ZCC shall not create any GC or EC under concerned area, which shall be treated as illegal and action shall be taken.

7. Constitution and appointment of Zonal Coordinator, Convener and Members:

- (I) The Zonal Coordinator shall be appointed by the Chairperson, RCI on the basis of eligibility and suitability examined by the Committee constituted for this purpose by Chairperson, RCI, by inviting applications in public domain or through RCI website.
- (II) The Govt. Department members will be nominated by the HOD of concerned department on the invitation/proposal of the Council.
- (III) The remaining members will be appointed by the Chairperson, RCI by inviting applications of interested candidates by giving advertisement in public domain or through RCI website.
- (IV) The Convener shall be appointed by Chairperson, RCI from amongst the ZCC members. The ZCC Coordinator, if appointed, may facilitate Chairperson, RCI in the process of appointment of convener and its members.



8. Head Office of ZCC:

The Head office of the ZCC will be the same place from where the institute of Zonal Coordinator is offering RCI's approved teacher training course(s) in the field of Special Education & disability Rehabilitation.

9. Allowances:

As per the scheme of ZCC, Zonal Coordinator is only entitled for reimbursement of Travelling allowances by train only limited to maximum 11nd AC & Dearness allowances maximum upto 1500/- per day. No other allowance(s) shall be given to the Zonal Coordinator.

10. Eligibility of ZCC Coordinator:

10 (a) Qualification and experience:

Essential:

- (i) Person having experience of not less than 20 years in administration with professional qualification in the field of rehabilitation, disabilities and special education.

or

Person holding position of President/ Secretary/Administrative Head of RCI's approved institute, conducting face-to-face mode programme for more than 15 years within the zone.

Desirable:

- (ii) Person having relevant work experience related to procedures of Central/State Govt. Functioning.

10 (b) Age:

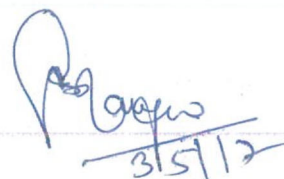
Not exceeding 60 years as on date of application. She/he may continue till his tenure, but not exceeding the age of 65 years.

11. Tenure:

- i. Tenure of the ZCC and its members shall be for three years from the date of taking over the charge.
- ii. Maximum tenure of Zonal Coordinator/Members shall be 03 years or upto 65 years of his/her age whichever is earlier.
- iii. Tenure may be extended to maximum one more term with the approval of Chairperson, RCI.
- iv. Extension of term of Zonal Coordinator shall be decided as per the age limit mentioned with the approval of Chairperson, RCI.
- v. Nominees from government department shall be exempted from these provisions.

12. Dissolution of ZCC:

The Council may dissolve any ZCC or replace any Zonal Coordinator at any time, if performance is not found satisfactory or an activity of ZCC is in contravention of the objectives of RCI and ZCC or any publication/documents that are not approved by the


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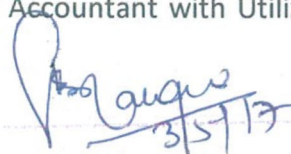
Council. The rights shall be reserved with the Chairperson to dissolve /appoint/replace members of ZCC at any time. No documents for example visiting cards, letter heads, pamphlets, leaflets, etc. shall be printed without approval of the Council.

13. Funding:

- (i) RCI shall allocate funds to the ZCC for convening Seminars/ Conferences and other activities from the appropriate head of RCI upto 3,00,000/- per year. All relevant literature, brochures and other publications etc. shall be provided by the Council for distribution to the participants.
- (ii) In addition to the above, a token amount as honorarium of Rs. 6,000/- per month i.e. Rs. 72,000/- p.a. shall to be paid to the ZCC by the Council to meet the administrative expenses.
- (iii) It will be the responsibility of Zonal Coordinator of the respective ZCC to obtain prior approval of the Council to meet the excess expenditure required to convene meetings, Seminar, Workshops, etc..
- (iv) ZCC may generate funds from CSR or other local resources only through bank account under intimation to Chairperson, RCI. The fund raised shall be spent by ZCC for defined functions only after obtaining prior approval of the Council. Fund spent without prior approval may be deemed as financial irregularity and appropriate punitive action may be initiated by the Council against the ZCC Coordinator and the Convener who are joint account operators.
- (v) No other donations either in cash or other kind shall be accepted by ZCC, under any circumstances.

14. Accounts:

- i. RCI shall open 15 bank accounts in the existing parent bank of RCI out of which 14 bank accounts shall be for each ZCC and one to be maintained by the Council for excess funds generated by the Council for ZCC's.
- ii. It will be the sole responsibility of the respective Zonal Coordinator to maintain the above bank account only for the zonal grant of RCI and funds generated from CSR funds to avoid any financial implications.
- iii. The authorised signatories of these bank accounts may be Zonal Coordinator and the convener.
- iv. The operation of bank account shall be performed by these persons, only when intimated by the Council to the bank after approval of the Chairperson, RCI.
- v. In case of dissolution of ZCC or on expiry of term of ZCC, the balance amount alongwith all documents related to the account shall be handed over to the next Zonal Coordinator.
- vi. A quarterly progress report of the work done including details of funds generated from other sources shall be submitted to RCI.
- vii. The final Income & expenditure account along with receipt and payment account statement duly audited and certified by a Chartered Accountant with Utilization


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Certificate of the entire grant released or utilized during every financial year to the convening institutions, is also to be submitted to the Council within 15 days after end of every financial year.

15. The operation of bank account shall be as follows:

1.	Name of account :	Zonal Coordination Committee Zone of Rehabilitation Council of India.
2.	Nature of account	Current Account
3.	Location of account	New Delhi
4.	Operation of account	Joint Operation (Jointly by ZCC Coordinator and one other designated member of that ZCC) with the permission of the Council to the Bank
5.	Number of bank account	Only one current bank account per ZCC opened for the purpose shall be permitted. No other bank account under any circumstances shall be opened/maintained for the said purpose.
6.	Reconciliation of Bank Accounts & Statement	Regular reconciliation of bank shall be done by ZCC Coordinator and quarterly Statement of account shall be sent to RCI duly signed and certified by respective zonal Coordinator.
7.	Audit of accounts	The above bank account shall be subject to audit by appropriate Central/State authority and also be open for inspection by RCI or any other person nominated by RCI for this purpose.
8.	Balance sheet	Annual balance sheet of ZCC shall be prepared taking full accounts of banking and other transactions and be submitted to the Council within 15 days after end of every financial year.
Note: No assets (movable or immovable) will be created out of the grant generated through CSR or from RCI's zonal grant under any circumstances .		

16. Expected Outcome:

The ZCC will conduct SWOT analysis and make sincere efforts to ensure that Seminars, Workshops and other activities such as monitoring of quality of training programmes (face-to-face mode and Open & Distance Learning Mode) conducted by the respective ZCC will create a greater impact on the quality of the various programmes and increase awareness among people for the need of qualified and trained professionals in the State.

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**Application Format for Nomination / Appointment in
Zonal Coordination Committee as Zonal Coordinator / Member, ZCC**

Application for: _____

Name of Zone: _____

1. Details of Applicant

- A. Name of Applicant :
B. Date of Birth as on 31.05.2017
(In mm / dd / yyyy format) :
C. Full address of :
correspondence with pin code
D. Mobile No. :
E. Landline No. (if any) :
F. Email Id :
G. Aadhar No. (if available) :

Latest
Passport
Size
Photograph

2. Qualification & Experience.

A. Qualification

(i) Essential Qualification :

Sl. No.	Name of Professional Qualification	Year of Passing	CRR No. & Validity date	Name of Institution from where qualification obtained.
(1)	(2)	(3)	(4)	(5)

(ii) General Qualification (UG and Above):

Sl. No.	Name of Course Passed	Year of Passing	Name of University / Institute
(1)	(2)	(3)	(4)

B. Experience

(i) Essential :

Sl. No.	Name of Institution Served	Designation/ Position Held	From	To	Total Experience in years and month
(1)	(2)	(3)	(4)	(5)	(6)

(ii) Desirable Experience

Sl. No.	Details of work experience related to procedure of Centre / State Govt. Functions	Related Institution	From	To	Total Experience in years and month
(1)	(2)	(3)	(4)	(5)	(6)

3. Write-up of not more than 100 words about your competency/suitability for the post applied. : Enclose your write up alongwith application as Annexure.

4. Details of list of enclosures :

Sl. No.	Particulars
(1)	

Note: *Typed and signed form to be submitted. Please enclose self-attested photocopies of all necessary documents for proof of age, qualification and experience as mentioned above.*

Declaration

I do hereby declare that information furnished above are true and correct, based on documentary evidence to the best of my knowledge and belief. In case of any information found false or incorrect, my candidature shall be liable to be summarily rejected and any appropriate action may be initiated against me.

Signature of Applicant

Date:

Place: