

# **NATIONAL INSTITUTE FOR THE EMPOWERMENT OF PERSONS WITH DISABILITIES, DIVYANGJAN**

**Department of Persons with Disabilities, MSJE, Govt. of India**

## **RTI MANUAL**

### **ORGANISATION AND FUNCTIONS**

**Name:** National Institute for Empowerment of Persons with Visual Disabilities (Divyangjan)  
(Dept. of Empowerment of Persons with Disabilities, Ministry of Social Justice & Empowerment, Govt. of India)

**Address:** 116 – Rajpur Road, Dehradun – 248001, Uttarakhand (India)

#### **Aims & Objective**

The aims and objectives of the NIEPVD as stated in the Memorandum of Association (MOA) are as follows:

1. To conduct, sponsor, co-ordinate and/or subsidize research in collaboration with other NGOs and research organizations including universities into various dimensions of education and rehabilitation of the visually impaired.
2. To undertake, sponsor, co-ordinate or subsidize research into biomedical engineering leading to the effective evaluation of special appliances/instruments or suitable surgical or medical procedures or the development of new special appliances/instruments.
3. To undertake or sponsor the training of trainees and various specialized professionals including teachers, employment officers, psychologists, vocational counselors and such other personnel as deemed necessary.
4. To distribute, promote, or subsidize the manufacture of prototypes and to manage distribution of any or all devices designed to promote any aspect of education, rehabilitation or employment of the visually impaired to manage distribution of any or all devices designed to promote any aspect of education, rehabilitation or employment of the visually impaired

**VISION :** To create an environment in which visually impaired persons can participate in all aspects of society without facing any discrimination, disadvantage or hurdles.

**MISSION :** The Mission of the Institute is to empower the visually impaired persons by providing them qualified service providers, appropriate technologies and model services.

## **Brief History of the Institute:**

The National Institute for the Empowerment of Persons with Visual Impairment (Divyangjan) (NIEPVD), located at 116, Rajpur Road, Dehradun, is an autonomous body under the Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment, Government of India. The Institute is dedicated to supporting persons with visual impairment by providing a range of educational, vocational, and teacher education programmes including the production, distribution and sale of Braille appliances and textbooks, and other literature in accessible formats to the persons with visual impairment. Additionally, the Institute conducts research on visual disabilities, focusing on enhancing accessibility, promoting inclusion, and ensuring equal opportunities for all.

## **Services Offered by NIEPVD :**

- Long-term HRD programs to develop Special Educators (Visual Impairment, Deaf-blindness, Multiple Disabilities), Clinical and Rehabilitation Psychologist
- Short-term & CRE programs for Capacity Building and Professional Development
- Vocational Training and Skill Development Courses
- School Education (Bal- Vatika to Senior Secondary for children with visual impairment)
- Awareness programs at the community level for different stakeholders
- Research and Development Activities
- Identification of Jobs & Job placement.
- Production, Distribution, and Supply of Accessible Learning materials (in Braille, Large Print & Audio/Daisy, E-pub Formats)
- Production, Distribution & Supply of Braille Aids & Appliances
- Cross Disability Early Intervention Services
- Clinical, Referral & Guidance & Counseling
- National Accessible Library
- Community FM Radio (Hello Doon) produced and broadcast awareness programs.

## **F. HRD Programmes:**

Since 1984, the Institute's Department of Special Education & Research has been offering teacher education programs in special education, training professionals to meet the needs of persons with disabilities. It is first institution in Uttarakhand to provide RCI-approved programs in Clinical and Rehabilitation Psychology, thereby broadening the opportunities for specialized training in these fields. Furthermore, the Institute manages the National Board of Examination and Rehabilitation (NBER)- Examination Cell on behalf of the Rehabilitation Council of India (RCI), New Delhi, ensuring rigorous assessment and certification standards.

**Postgraduate Programs:**

- M.Ed. Special Education (Visual Impairment) - 2 years
- M. Phil in Rehabilitation Psychology - 2 years
- M. Phil in Clinical Psychology - 2 years
- M.Sc.-Integrated (Applied Psychology)- 4 Years
- Post Graduate Diploma in Rehabilitation Psychology- 1 year

**Undergraduate & Diploma Programs:**

- B.Ed. Special Education (Visual Impairment) - 2 years
- B.Ed. Special Education (Multiple Disabilities) - 2 years
- D. Ed Special Education. (Visual Impairment) - 2 years
- Diploma in Sign Language Interpreter (DISLI) - 2 Years
- Certificate Course in Care Giving for Parents 6 Months
- Community-Based Inclusive Education (CBID) - 6 Months

**Professional Development and Capacity-Building Courses:**

- CRE Programmes for Special Educators and Rehabilitation Professionals
- Short-term/Non-CRE Programmes for Teachers, Principals and Other Stakeholders
- Collaborative Programmes conducted in partnership with Central Universities, NGOs, and State

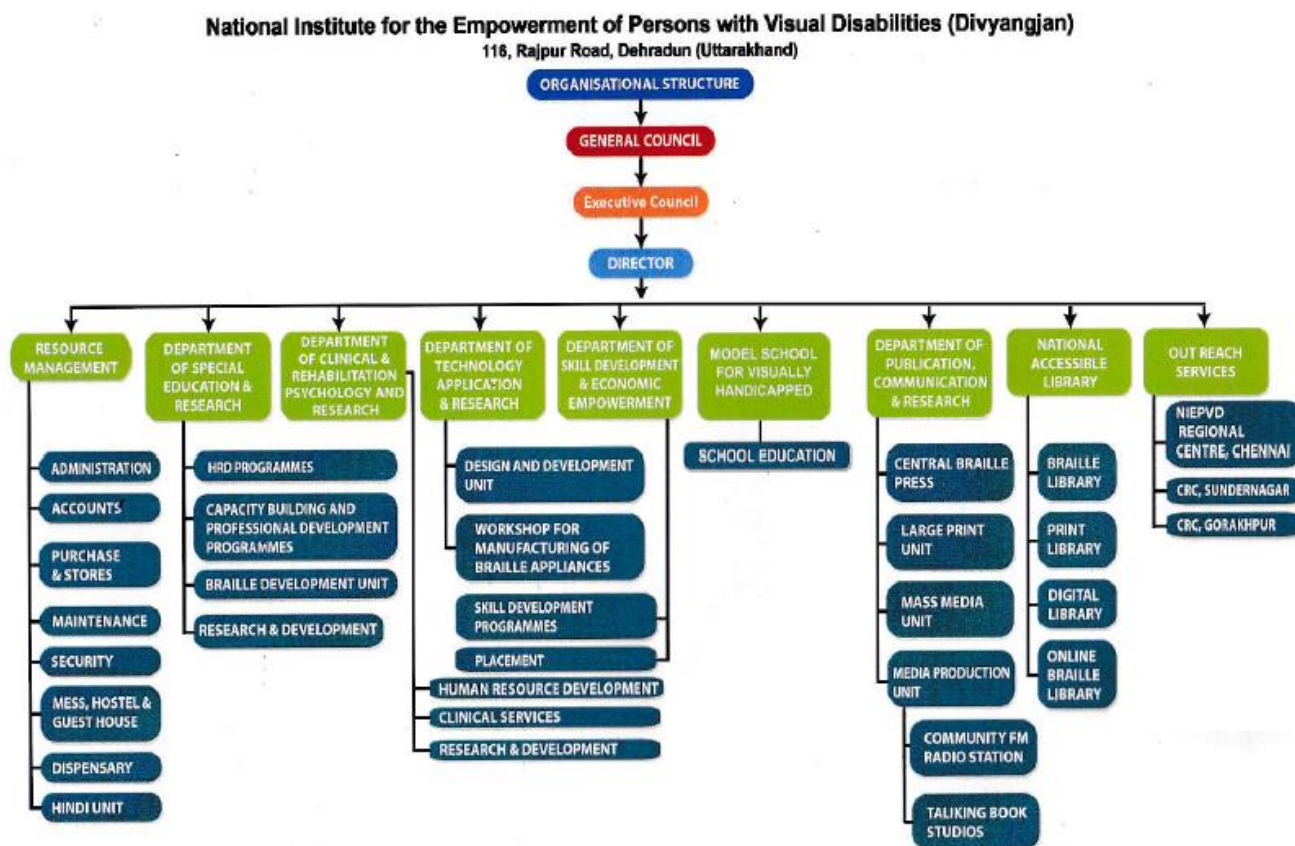
**Skill Development Courses with a Duration Ranging from 3 Months to 1 Year:**

- Computer Operator & Programming Assistant (COPA)
- Braille Stenographer & Secretarial Assistance (English)
- Stenographer and Secretarial Assistant (Hindi)
- Data Entry Operator
- Radio Jockey
- Clerical Asst/LDC
- Coping Skills for Adjustment at Work and in Social Life
- Assistive Technologies
- Music (Vocal & Instrumental)
- Gardener

**School Education:**

- Model School provides education to children with visual impairment from *Bal Vatika* to the *Senior Secondary level* and is affiliated with CBSE.
- Provides free education, boarding and lodging, uniforms, accessible learning materials and necessary equipment for students.
- Model School ranked as “Top School of India” in General Category by CBSE.

## Organizational Chart



## WORKING HOURS:

9.00 am to 5.30 pm on all working days

except Saturdays, Sundays & Central Government Holidays.

## POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES :

### Delegation of Financial Powers to Directors of National Institutes under the aegis of Department

Sl. No.	Particulars	Existing Delegation to Director NIs	Revised Delegation to Director NIs
1.	Salary/Allowances including arrears of all components of pay and other admissible entitlements to staff/officers, e.g. Medical bills, etc.	For regular employees against sanctioned posts and as applicable to Central Autonomous Bodies. Full power as per GoI	For regular employees against sanctioned posts and as applicable to Central Autonomous Bodies. Full power as per Goo

2.	Partial or final withdrawal of Provident Funds. Sanction of leave encashment and other superannuation benefits.	entitlement and as per GoI rules/orders.	entitlement and as per GoI rules/orders,
3.	Payment of health insurance premium to pensioners	Particular not mentioned in existing DFPR.	Full powers as per approved scheme by Executive Council.
4.	All types of Advances applicable to autonomous bodies and other admissible entitlements to staff/officers, including TA/DA, LTC, etc.	For regular employees against sanctioned posts and as applicable to Central Autonomous Bodies. Full power as per GoI entitlement and as per GoI rules/orders.	For regular employees against sanctioned posts and as applicable to Central Autonomous Bodies. Full power as per GoI entitlement and as per GoI rules/orders.
5.	All statutory obligations including taxes, cess, fees to statutory bodies and other liabilities	Particular not mentioned in existing DFPR.	Full powers in compliance of GFR provisions.
6.	Payments towards essential services including Electricity, Telephone, insurance Charges, Taxes, Gas & Fuel, Postage, etc.	Full powers in compliance of GFR	Full powers in compliance of GFR provisions
7.	Sanction of legal expenditure, lawyer's fees, etc.	Full power subject to the rates approved by the Ministry of Law, GoI from time to time.	Full powers as per provisions of Ministry of Law & Justice, Government of India.
8.	Payment of Patient Diet	As per EC direction /norms	As per EC direction /norms
9.	Payment of advertisement charges	Not mentioned in existing DFPR.	Full powers as per DAVP Rates.
10.	Organizing academic activities in the area of rehabilitation and programs for Persons with Disabilities	Rs.50,000/- per program up to 4 program per year. Beyond this on approval of the LC.	Overall ceiling of Rs. 5,00,000/- per annum with maximum ceiling of Rs.1,00,000/- per program. Subject to funds not sought received under any other
11.	Payment of Stipends to the students	Full Power as per the rates approved by the EC.	Full Power as per the rates approved by the EC.
12.	Payment of Honorarium to the guest faculty.	Full Power as per the rates approved by the EC.	Full Power as per the rates approved by the EC.
13.	Sanction of Contingent Expenditure	Up to Rs.50,000/- following GFR	i. Recurring expenditure – Rs. 50,000/- in each case, with ceiling of Rs. 5,00,000/- per annum. ii. Non-recurring expenditure - Rs. 1,00,000/- in each case, with ceiling of Rs. 5,00,000/- per annum.  Beyond Rs. 5,00,000/- with the

			approval of EC (both recurring and non-recurring)
14.	Sanction of Miscellaneous Expenditure (items not covered under any other head)	Up to Rs. 50,000/- following GFR.	Up to Rs. 1,00,000/- in a year, After exhausting the limit of Rs. 1,00,000/-, the power may be extended to further expenditure of Rs. 1,00,000/- with the approval of EC & ratification of expenditure. EC may further extend such powers every time the limit of Rs. 1,00,000/- is exhausted.
15.	Procurement of Printing and Binding services for books, documents and dissemination materials, etc. (only for items not specifically covered in any other scheme, e.g. AGP scheme, etc.)	Up to Rs. 2,50,000/- annually following GFR & through GeM. Beyond Rs. 2,50,000/- with approval of the EC.	Up to Rs. 10,00,000/- per annum by following the provisions of GFR & GeM. Beyond Rs. 10,00,000/- with the approval of the EC. (for Sl. No. 15, 16 and 17 together).
16.	Procurement of Stationery		
17.	Procurement of Stores & Consumables		
18.	Procurement of Capital Goods or Assets	Up to Rs. 5,00,000/- annually following GFR & through GeM. Beyond Rs. 5,00,000/- with approval of the EC.	Upto Rs. 25,00,000/- per annum. After exhausting the limit of Rs.25,00,000/-, the power may be extended to further expenditure of Rs.25,00,000/- with the approval of EC & ratification of expenditure. EC may further extend such powers every time the limit of Rs.25,00,000/- is exhausted.
19.	Engagement of Works contract/ service	Up to Rs.2,50,000/- annually following CFR & through GeM. Beyond Rs. 2,50,000/- with approval of the EC.	Upto Rs. 30,00,000/- per annum. After exhausting the limit of Rs. 30,00,000/-, the power may be extended to further expenditure of Rs.30,00,000/- with the approval of EC & ratification of expenditure. EC may further extend such powers every time the limit of Rs. 30,00,000/- is exhausted.
20.	Repairs and Maintenance of machinery and other Contracts including removal of machinery	Up to Rs. 5,00,000/- annually following GFR & through GeM. Beyond Rs. 5,00,000/- with approval of the EC.	Up to Rs. 10,00,000/- per annum following the provisions of GFR & GeM. Beyond Rs. 10,00,000/- with approval of the EC.
21.	Expenditure of short term programmes	Not in existing DFPR	Overall expenditure up to Rs. 2,00,000/- per program for EC approved programs subject to maximum ceiling on food as per

			norms illustrated by DoE from time to time.
22.	Procurement of library books/journals	Not in existing DFPR	Up to Rs. 5,00,000/- per annum following GFR norms. Beyond Rs. 5,00,000/- with the approval of the EC.
23.	Procurement of medicines for supply to clients		Up to Rs. 5,00,000/- per annum. After exhausting the limit of Rs. 5,00,000/-, the power may be extended to further expenditure of Rs. 5,00,000/- with the approval of EC & ratification of expenditure. EC may further extend such powers every time the limit of Rs. 5,00,000/- is exhausted.
24.	Vehicles – maintenance, upkeep and repairs		Up to Rs. 2,50,000/- per annum following GFR norms. Beyond Rs. 2,50,000/- with the approval of EC.
25.	Hiring of Vehicles		Up to Rs. 5,00,000/- per annum by following GFR norms and GeM. Beyond Rs. 5,00,000/- with the approval of EC.

## Delegation of Financial Powers to Directors of CRCs

S. No.	Particulars	Existing Delegation to Director CRCs	Revised Delegation to Director CRCs
1.	Salary/Allowances including arrears of all components of pay and other admissible entitlements to staff/officers, e.g. Medical bills, etc.	For regular employees against sanctioned posts and as applicable to Central Autonomous Bodies,	For regular employees against sanctioned posts and as applicable to Central Autonomous Bodies. Full power as per Goo entitlement and as per Goo rules/orders.
2.	Partial or final withdrawal of Provident Funds, sanction of leave encashment and other superannuation benefits	Full power as per Goo entitlement and as per Goo rules/orders,	
3.	Payment of health insurance premium to pensioners	Particular not mentioned in existing DFPR.	Full power as per approved scheme by Executive Council.
4.	All types of Advances applicable to autonomous bodies and other admissible entitlements to staff/officers, including TA/DA, LTC, etc.	For regular employees against sanctioned posts and as applicable to Central Autonomous Bodies. Full power as per GoI entitlement and as per GoI rules/orders	For regular employees against sanctioned posts and as applicable to Central Autonomous Bodies. Full power as per GoI entitlement and as per GoI rules/ orders.
5.	All statutory obligations including taxes, cess, fees to	Particular not mentioned in existing DFPR	Full power in compliance of GFR provisions.

	statutory bodies and other liabilities		
6.	Payment towards essential services including Electricity, Telephone, Insurance Charges, Taxes, Gas & Fuel, Postages, etc.	Full powers in compliance of GFR	Full powers in compliance of GFR provisions
7.	Payment of advertisement charges	Not mentioned in existing as per DFPR	Full powers as per DAVP Rates.
8.	Organizing academic activities in the area of rehabilitation and programs of Persons with Disabilities	No power delegated as per existing DFPR	Overall ceiling of Rs. 2,50,000/- per annum with maximum ceiling of Rs. 50000/- per program subject to fund not sought/received under any other scheme/project.
9.	Payment of Stipends to the students	No power as per existing DFPR	Full Power as per rates approved by the EC
10.	Payment of Honorarium to the guest faculty		Full Power as per rates approved by the EC.
11.	Sanction of Contingent Expenditure	i) Recurring expenditure- on each individual item- Rs. 2,000/- in each case per month ii) Non recurring expenditure- Rs. 5,000/- in each case per month	i. Recurring expenditure – Rs. 20,000/- in each case, with ceiling of Rs. 2,00,000/- in a year. ii. Non-recurring expenditure – Rs. 50,000/- in each case, with ceiling of Rs. 2,00,000/- per annum. Beyond Rs. 2,00, 000/- with the approval of EC (both recurring and non-recurring)
12.	Sanction of Miscellaneous Expenditure (items not covered under any other head)	-	Up to Rs. 50,000/- in a year. After exhausting the limit of Rs. 50,000/- , the power may be extended to further expenditure of Rs. 50,000/- with the approval of EC and ratification of expenditure. EC may further extend such powers every time the limit of Rs. 50,000/- is exhausted.
13.	Procurement of Printing and Binding services for book, documents and dissemination materials, etc. (only for items not specifically covered in any other scheme, e.g. AGP scheme, etc.)	As per GFR up to Rs. 50,000/- per year.	Up to Rs. 5,00,000/- per annum following the GFR norms & GeM.  Beyond Rs.5,00,000/- with approval of the EC. (for Sl. No. 15, 16 and 17 together)
14.	Procurement of Stationery		
15.	Procurement of Stores & Consumables		
16.	Procurement of Capital Goods or Assets	No powers delegated as existing  DFPR.	Upto Rs. 10,00,000/- per annum. After exhausting the limit of Rs. 10,00,000/- the power may be extended to further expenditure of Rs. 10,00,000/- with the approval



			of EC & ratification of expenditure. EC may further extend such powers every time the limit of Rs. 10,00,000/- is exhausted.
17.	Engagement of Works contract/service	No power as per existing DFPR	Upto Rs. 10,00,000/- per annum. After exhausting the limit of Rs. 10,00,000/-, the power may be extended to further expenditure of Rs. 10,00,000/- with the approval of EC & ratification of expenditure. EC may further extend such powers every time the limit of Rs. 10,00,000/-is exhausted.
18.	Repairs and Maintenance of machinery and other Contracts including removal of machinery	Full power – up to Rs. 10,000/- per annum on each individual item subject to not being more than 10% of the cost of the item.	Up to Rs. 5,00,000/- per annum following GFR norms & GeM. Beyond Rs. 5,00,000/- with the approval of EC.
19.	Expenditure of short term programs		Over expenditure up to Rs. 1,50,000/- per program for EC approved programs subject to maximum ceiling on food as per norms illustrated by DoE from time to time.
20.	Procurement of library books/journals	Not in existing DFPR	Up to Rs. 2,00,000/- per annum following GFR norms. Beyond Rs. 2,00,000/- with the approval of EC.
21.	Vehicles – maintenance, upkeep and repairs		Up to Rs. 1,00,000/- per annum following GFR norms. Beyond Rs. 1,00,000/- with the approval of EC.
22.	Hiring of vehicles		Up to Rs. 2,50,00/- per annum by following GFR norms and GeM. Beyond Rs. 2,50,000/- with the approval of EC.

## **PROCEDURE FOLLOWED IN DECISION MAKING PROCESS:**

### **GENERAL COUNCIL**

As per the Rule 3 of the Rules and Regulations of the Institute, the General Council is responsible for the overall management of the Institute.

### **Composition Of General Council**

<b>Sl. No.</b>	<b>Name and Address of the body</b>	<b>Constitution of the Body</b>
1.	Secretary, Department of Empowerment of Persons with Disabilities (Divyangjan), 5 <sup>th</sup> Floor Antodaya Bhawan, CGO Complex, New Delhi, 110003	President (Ex-Officio)
2.	Joint Secretary, Department of Empowerment of Persons with Disabilities (Diyangajan), 5 <sup>th</sup> Floor Antodaya Bhawan, CGO Complex, New Delhi, 110003	Member (Ex-Officio)
3.	Joint Secretary & Financial Advisor, Department of Empowerment of Persons with Disabilities (Diyangajan), Room No 610, A-Wing, Shashtri Bhawan, New Delhi, 110001	Member (Ex-Officio)
4.	Director, General Employment and Training, Ministry of Labour, Government of India, 3/10, Jam Nagar House, Shahjahan Road, New Delhi 110011	Member (Ex-Officio)
Six specialist/representative of voluntary organizations/social workers in the field (to be nominated by the Government of India)- at Sl. No. 5 to 10.		
5.	Ms Swati Dhare, Prakriti 12-13 Vipra Nagar, Behind Mayur Hospital, Poorvi Ring Road, Indore, Madhya Pradesh. – 452016	Member (Two years or until their successor is nominated)
6.	Dr. Yadendra Singh, Sangam Eye Hospital, Transport Nagar, Gorakhpur, Uttar Pradesh 273016.	Member (Two years or until their successor is nominated)
7.	Shri Lalit Anand, House No. 116, Shanti Apartment, Pocket 6, Rohini Sector-23,	Member (Two years or until their successor is

	Delhi -110085.	nominated)
8.	Ms. Avanthi Mokireddi, S-7. Pusapati Towers, Doctors Colony, Visakhapatnam-530007	Member (Two years or until their successor is nominated)
9.	Shri Anoop Kumar Pandey, Jai Loknath Vihar, Beside Amba Park, Lingiyadih, Bilaspur, Post Office SECL 495006, Chhattisgarh.	Member (Two years or until their successor is nominated)
10.	Shri Amit Singh, 29 Kailash Vihar, Khandari Byepass Behind St. Conrad's School, Agra.	Member (Two years or until their successor is nominated)
11.	A nominee of the Ministry of Health and Family Welfare, Government of India Nirman Bhawan, New Delhi	Member (Ex-Officio)
Two nominees from the Government of Uttarakhand (Secretary, Department of Social Welfare and Director, Medical Health Service, Govt. of Uttarakhand)- at Sl. No. 12 and 13		
12.	Secretary, Department of Social Welfare, Government of Uttarakhand Dehradun, Uttarakhand.	Member (Ex-Officio)
13.	Director, Medical Health Services, Government of Uttarakhand Dehradun, Uttarakhand.	Member (Ex-Officio)
14.	A nominee of the Ministry of Education, Government of India Shashtri Bhawan, Delhi	Member (Ex-Officio)
15.	Director, NIEPVD, 116, Rajpur Road, Hathibarkala, Dehradun, Uttarakhand 248001	Member-Secretary (Ex-Officio)

## **ROLE AND FUNCTIONS OF GENERAL COUNCIL**

a.	To consider the Annual Report
b.	To consider the Balance Sheet and the Audited Accounts for the previous year
c.	Receipt and consideration of budget proposals for the following year
d.	Such other matter or matters as the President may direct
e.	The President, General Council presides over all meetings and moves the Executive Council to take into consideration his views in regard to any matter, which is required to be considered by it.

## **EXECUTIVE COUNCIL**

The Executive Council is responsible for the management and administration of the affairs of the Institute under the general control and direction of the General Council.

### **Composition Of Executive Council:**

<b>S. No.</b>	<b>Name and Address of the body</b>	<b>Constitution of the Body</b>
1.	Additional/Joint Secretary, Departement of Empowerment of Persons with Diabilites (Divyangjan), 5 <sup>th</sup> Floor, New Delhi 110003	Chairperson (Ex-Officio)
2.	Joint Secretary & Financial Advisor, Department of Empowerment of Persons with Disabilities (Diyangajan), Room No 610, A-Wing, Shashtri Bhawwn, New Delhi, 110001	Member (Ex-Officio)
Two nominee members at Sl. No. 3 and 4 in terms of Clause 6.1 of rules and regulations of NIEPVD, Dehradun who are specialists/representative of Voluntary Organization/Social Welfare in the field.		
3.	Shri Lalit Pant, 32, Basant Vihar, Choti Mukhani Haldwani, Nainital, Uttarakhand (9719406033)	Member (Two Years)
4.	Shri Dayal Singh Panwar, WZ-12 (SF) Street No. 22 Prem Nagar Uttam Nagar, Delhi (9868940607)	Member (Two Years)
5.	Director, NIEPVD, National Institute for the Empowerment of Persons with Visual Disabilities (NIEPVD), 116, Rajpur Road, Dehradun, Uttarakhand-248001	Member-Secretary (Ex-Officio)

## **ROLE AND FUNCTIONS OF EXECUTIVE COUNCIL**

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

## **RULES, REGULATIONS, INSTRUCTIONS MANUAL AND RECORDS FOR DISCHARGING FUNCTIONS**

As per the bye-laws of the Institute, it shall follow the Govt. of India CCS Rules mutates-mutandis for its smooth functioning and the discharge of the assigned responsibilities.

## **BUDGET ALLOCATED TO EACH AGENCY INCLUDING ALL PLANS, PROPOSED EXPENDITURE AND REPORTS ON DISBURSEMENTS MADE ETC.:**

[https://drive.google.com/file/d/1kFanSMZehjstKSc62psaz\\_OA5wUeJOYT/view?usp=drive\\_link](https://drive.google.com/file/d/1kFanSMZehjstKSc62psaz_OA5wUeJOYT/view?usp=drive_link)

## **CATEGORIES OF DOCUMENTS HELD BY THE AUTHORITY UNDER ITS CONTROL:**

### **A statement of the categories of documents held**

<b>Sl. N o.</b>	<b>Nature of Record</b>	<b>Details of information available</b>	<b>Unit/Section where available</b>	<b>Retention period, where available</b>
1.	Service Books of all staff members in regular establishment	All service matters	Admin-Establishment	To be retained even after superannuation/death/in sanity etc.
2.	Personal Files of all staff members in regular establishment	-do-	-do-	-do
3.	Leave Accounts of regular staff	Nature of leave & its details	-do-	Attached with Service Book
4.	Home Town/LTC of regular staff	Detail of HT/LTC & journey onwards	-do-	Details with Service Book
5.	ACR/APAR	Issuing ACR forms every financial year wise.	-do-	To be retained even after superannuation/death/in sanity etc.
6.	Annual Increment of regular staff	Annual Increment every year in the month of January or July as per entitlement of staff	-do-	To be retained till superannuation.

7.	Annual Property Return of regular staff for every calendar year	Details of immovable property of regular staff	-do-	To be retained till superannuation.
8.	Inquiry/Disciplinary cases if any	Inquiry/Disciplinary proceedings	-do-	To be retained even after superannuation in the case of incomplete proceedings
9.	Retirement on superannuation	Settlement of pensioner benefits to regular staff	-do-	To be retained even after superannuation.

## **BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSTITUTED AS PART OF THE PUBLIC AUTHORITY**

### **RESEARCH ADVISORY COMMITTEE**

The Institute has a Research Advisory Committee to advise on the research and development activities to be undertaken by the Institute. The Committee is required to fulfill the following specific objectives:

- i) To lay down the priority areas for the Institute's R&D activities.
- ii) To provide the desired orientation to the Institute's research endeavors.
- iii) To consider new research projects to be taken up by the Institute and to recommend the same for the Executive Council.
- iv) To undertake a mid-term review of the progress of the selected projects and facilitate midcourse correction.
- v) To ensure that the research findings directly contribute to the improvement of the Institute's activities for instance; education, vocational training, book production and manufacture of appliances etc.
- vi) To help the Institute undertake collaborative research and establish linkages with mainstream and specialized agencies and organizations engaged in meaningful research work.
- vii) To provide, wherever required, the NGO sector necessary guidance and technical support to undertake and execute need based research activities.

## **Composition Of Research Advisory Committee**

**1. Dr. S.R. Mittal**

Professor (Retd.) Central Institute of Education University of Delhi

**2. Prof. Anita Julka**

Professor (Retd.), NCERT, New Delhi

**3. Sh. R. Shah**

Scientist 'G', Advisor, Department of Science & Technology, New Delhi

**4. Dr. Leena Kashyap**

School of Social Work, Tata Institute of Social Sciences, Mumbai, Maharashtra

**5. Dr. M.N.G. Mani**

Secretary General, ICEVI & EFA -VI, Campaign ICEVI, Secretariat, Coimbatore, Tamil Nadu

**6. Dr. Sushil Kumar Gupta**

Professor (Retd.), Department of Special Education, Kurukshetra University, Kurukshetra, Haryana

## **ACADEMIC COUNCIL**

The Academic Council renders advice and guidance on programmes of training, research and rehabilitation to be taken up by the Institute. The Council is headed by the Director and consists of 09 other specialists in the field of work for the visually impaired and representatives from leading organizations of and for the blind.

## **Composition Of The Academic Council**

<b>S.N.</b>	<b>Name and Address of the body</b>	<b>Constitution of the Body</b>
1.	<b>Er. Manish Verma</b> Offg. Director, National Institute for the Empowerment of Persons with Visual Disabilities (Divyangjan), Dehradun, Uttarakhand.	Chairperson
2.	<b>Dr. S.R. Mittal</b> Professor (Retd.), Central Institute of Education, University of Delhi	Member
3.	<b>Prof. Sudesh Mukhopadhyay</b> Professor (Retd.) Department of Special Education, NIEPA, New Delhi	Member
4.	<b>Prof. Sushma Sharma</b> Professor (Retd.) Department of Special Education, Kurukshetra University, Kurukshetra, Haryana	Member
5.	<b>Prof. Ranganathan</b> Head Department of Special Education, Andhra University,	Member

	Vishakhapatnam, Andhra Pradesh	
6.	<b>Dr. Sushil Kumar Gupta</b> Kurukshetra University, Kurukshetra	Member
7.	<b>Dr. Bhushan Punani</b> Executive Secretary, BPA, Ahemdabad and Chairperson West Asia Regional Committee of ICEVI	Member

## **GRIEVANCE REDRESSAL MECHANISM:**

### **GRIEVANCE COMMITTEE FOR THE STAFF:**

<b>S. No.</b>	<b>Name &amp; Designation of the Employee</b>	<b>Duties</b>
1.	Dr. Surender Kumar Dhalwal, Asstt. Professor (C.P.)	Chairman
2.	Dr. Sree Priya, Officer I/c RC, Chennai	Member
3.	Dr. Vinod Kain, Asstt. Professor	Member
4.	Smt. Manju, PGT, MSVH	Member

### **STUDENTS GRIEVANCES COMMITTEE:**

<b>S. No.</b>	<b>Name &amp; Designation of the Employee</b>	<b>Duties</b>
1.	Dr. Surender Kumar Dhalwal, Asstt. Professor (C.P.)	Chairman
2.	Dr. Vinod Kumar Kain, Asstt. Professor & Incharge, DSE&R	Member
3.	Smt. Shruti Jassal, Accounts Officer	Member
4.	Smt. Anjana Bhagat, I/c Section Officer (Purchase)	Member
5.	Smt. Laxmi Pokhriyal, Supervisor (Vocational Training)	Member
6.	Four Students & Trainees (two representatives each from DSE&R & TCAB)	Member



## DIRECTORY OF OFFICERS AND EMPLOYEES

S. No.	Official Name & Designation	Email ID
1	Aakansha Ghildiyal Lady Nurse	aakansha-niepvd@nivh.gov.in
2	Aarav Rahtole Lower Division Clerk	aarav.niepvd@gmail.com
3	Adib Siddiqui LDC	adibsiddiqui-niepvd@nivh.gov.in
4	Alpana Mahor O & M Instructor	alpana-niepvd@nivh.gov.in
5	Ambika Nautiyal Primary Teacher (PRT), MSVH	ambika-niepvd@nivh.gov.in
6	Amit Kumar Sharma Principal, MSVH	amitsharma-niepvd@nivh.gov.in
7	Amit Singh SUPW Teacher	amit-niepvd@nivh.gov.in
8	Amod Singh Binder MSW	amod-niepvd@nivh.gov.in
9	Anil Aswal Technician Grade- II	anil-niepvd@nivh.gov.in
10	Anjana Bhagat Asst Audit Officer	anjana.bhagat@nivh.gov.in
11	Anjum Stenographer Gd-II	anjum-niepvd@nivh.gov.in
12	Ankit Pradhan Catering Assistant	ankitpradhan-niepvd@nivh.gov.in
13	Ankit Upadhyay Store keeper	ankitupadhyay-niepvd@nivh.gov.in
14	Arti Vishwkarma Research Assistant	artivishwa-niepvd@nivh.gov.in
15	Arvind Hansraj Music Instructor	arvind-niepvd@nivh.gov.in
16	Babita Dobriyal UDC	babitadob-niepvd@nivh.gov.in
17	Baiknunth Nath Bajpai Proof Reader	baiknunth-niepvd@nivh.gov.in
18	Bharat Mandal Proof Reader	bharat-niepvd@nivh.gov.in
19	Bhaskar Gurung UDC	bhaskargurung-niepvd@nivh.gov.in
20	Bhawana Bhatt Stenographer	bhawanabhatt-niepvd@nivh.gov.in
21	Bholanath Braille Instructor	bholanath-niepvd@nivh.gov.in
22	Bhupender Kumar Inspector Braille Appliances	bhupender-niepvd@nivh.gov.in
23	Bhupendra Singh Rana O & M Educator	bhupenderrana-niepvd@nivh.gov.in
24	Birender Singh Barthwal Khalasi	birender-niepvd@nivh.gov.in

25	Brij Mohan Barber	brij-niepvd@nivh.gov.in
26	Brijlal Trained Graduate Teacher	brijlal-niepvd@nivh.gov.in
27	Charu Yadav Lady Medical Officer	charu-niepvd@nivh.gov.in
28	Chetna Gola Programme Producer	chetnagola-niepvd@nivh.gov.in
29	D Harikrishnan Typing Instructor	d.harikrishnan@nivh.gov.in
30	Devi Lal O& M Instructor	devi.lal@nivh.gov.in
31	Devi Prasad Yadav Proof Reader	deviprasad-niepvd@nivh.gov.in
32	Dharmendra Singh Rathore PGT	dharmendra-niepvd@nivh.gov.in
33	Eshop Nobi Document Assistant	eshop-nobi@nivh.gov.in
34	Gajender Kumar Primary Teacher (PRT), MSVH	gajender-niepvd@nivh.gov.in
35	Ghanshyam Prasad Thakur Proof Reader	ghanshyam-niepvd@nivh.gov.in
36	Hari Narayan Mali Handicraft Instr (cane)	harinarayan-niepvd@nivh.gov.in
37	Hari Prasad Binder-II	hari-niepvd@nivh.gov.in
38	Harish Panwar TGT	harish-niepvd@nivh.gov.in
39	Hema Kailasia Narrator Artist	hemakailasia-niepvd@nivh.gov.in
40	Himanshu Thapa Store keeper	himanshuthapa-niepvd@nivh.gov.in
41	Himmat Singh TGT	himmat-niepvd@nivh.gov.in
42	Hira Lal Mali	hira-niepvd@nivh.gov.in
43	Iqtedar Ahmed Stereotype Operator	mohdiqtedar-niepvd@nivh.gov.in
44	Jagdish Tekam Stenographer	jagdishtekam1996@gmail.com
45	Jai Karan Dispenser cum Clerk	jaikaran-niepvd@nivh.gov.in
46	Jai Shankar Prasad Technician Gd-I	jaishankar-niepvd@nivh.gov.in
47	Jasmer Singh IC NBER, Asst Prof SE	drjasmer.singh@nivh.gov.in
48	Jitender Singh Jaraut UDC	jitender-niepvd@nivh.gov.in
49	Juber Khan UDC	juberkhan-niepvd@nivh.gov.in
50	K. Sujata Lecturer Primary Level	sujata-niepvd@nivh.gov.in

51	Kalpana Kasera Braille Shorthand Instructor	kalpana-niepvd@nivh.gov.in
52	Kunwar Singh Chauhan MSW	kunwarsingh-niepvd@nivh.gov.in
53	Kusum Safaiwali	kusum-niepvd@nivh.gov.in
54	Lalan Kumar Lal Proof Reader	lalankumar-niepvd@nivh.gov.in
55	Mahaveer Singh Senior Store Keeper	mahaveer.singh@nivh.gov.in
56	Manish Verma Offg Director	srot-niepvd@nivh.gov.in
57	Manjeet Arya Crafts Instructor	manjeet-niepvd@nivh.gov.in
58	Manju Post Graduate Teacher	manju-niepvd@nivh.gov.in
59	Mukul Sajwan Sound Recordist	mukulsajwan-niepvd@nivh.gov.in
60	Murlidhar Dass Lecturer Primary Level	murlidhar-niepvd@nivh.gov.in
61	Naresh Singh Nayal PEI, mSVH	nareshsingh-niepvd@nivh.gov.in
62	Naveen Prasad Nath UDC	naveennath-niepvd@nivh.gov.in
63	Neeraj Sethi UDC	neerajsethi-niepvd@nivh.gov.in
64	Neetu Sahni IC Statistics Section	statastt-nivh-uk@gov.in
65	Pankaj Kumar IC TCAB, Asst Prof SE	drpankaj.kumar@nivh.gov.in
66	Parmil Kumar Asst TPO	parmeelkumar-niepvd@nivh.gov.in
67	Pawan Thapa Painter cum Polisher	pawan-niepvd@nivh.gov.in
68	Pooja Bijalwan Lady Supervisor	poojabijalwan-niepvd@nivh.gov.in
69	Poonam Tyagi Braille Transcriber	poonam-niepvd@nivh.gov.in
70	Pratima Primary Teacher	pratima-niepvd@nivh.gov.in
71	Preeti Mehta Office Assistant	preetimehta-niepvd@nivh.gov.in
72	Prem Singh Kasiwal Store Attendant	premsingh-niepvd@nivh.gov.in
73	Pritam Singh Tailor	pritam-niepvd@nivh.gov.in
74	Priyanka Gupta Stenographer Gd-II	priyankagupta-niepvd@nivh.gov.in
75	Pushpa Thapa Ayah	pushpa-niepvd@nivh.gov.in
76	Raghuveer Singh Bisht Cook cum Water Carrier	raghuveer-niepvd@nivh.gov.in

77	Rahul Kumar Mal UDC	rahulmal-niepvd@nivh.gov.in
78	Raj Kumar PGT Music	raj-niepvd@nivh.gov.in
79	Rajeev Kapoor Office Assistant	rajeevkapoor-niepvd@nivh.gov.in
80	Rajender Prasad Godiyal Cook cum Water Carrier	rajenderg-niepvd@nivh.gov.in
81	Rajendra Kumar Mali	rajendra-niepvd@nivh.gov.in
82	Rajendra Singh Negi IT&AT Educator	rajendernegi-niepvd@nivh.gov.in
83	Rajesh Kumar Kaushal Store Keeper	rajeshkaushal-niepvd@nivh.gov.in
84	Raju Maurya Music Teacher	raju-niepvd@nivh.gov.in
85	Rakesh Kumar Binder	rakesh-niepvd@nivh.gov.in
86	Rakesh Kumar Mali	rakeshmali-niepvd@nivh.gov.in
87	Rakesh Kumar Trained Graduate Teacher	rakeshtgt-niepvd@nivh.gov.in
88	Ram Babu Shah Technician Gd- I	rambabu-niepvd@nivh.gov.in
89	Ram Layak Ram Sr. Music Teacher	ramlayak-niepvd@nivh.gov.in
90	Ramesh Chand Kashyap TGT	rameshchand-niepvd@nivh.gov.in
91	Ranbir Singh Chauhan Assistant	ranbirchauhan-niepvd@nivh.gov.in
92	Ratnesh Patwa Braille Instructor	ratnesh-niepvd@nivh.gov.in
93	Ravi Copy Holder	ravi-niepvd@nivh.gov.in
94	Revathi D Lecturer in Education	dr.revathi@nivh.gov.in
95	Rishi Kumar Tech. Gd-II	rishi-niepvd@nivh.gov.in
96	Ritu Pal UDC	ritupal-niepvd@nivh.gov.in
97	Rohit Kumar Braille Instructor	rohit-niepvd@nivh.gov.in
98	Sandeep Kumar TGT	sandeep-niepvd@nivh.gov.in
99	Santosh Safaiwali	santoshcbp-niepvd@nivh.gov.in
100	Santosh Mssenger	santoshmts-niepvd@nivh.gov.in
101	Satendra Kumar Typing Instructor	satendrakumar-niepvd@nivh.gov.in
102	Satish Prasad Messenger	satish-niepvd@nivh.gov.in

103	Savitri Rajput Copy Holder	savitri-niepvd@nivh.gov.in
104	Seema Pal Teacher Home Management	seema-niepvd@nivh.gov.in
105	Shailesh Kumar Assistant	shailesh.kumar@nivh.gov.in
106	Shakuntala Ramola Cook cum Water carrier	shakuntala-niepvd@nivh.gov.in
107	Shashi Bhushan Clinical Assistant (MR)	shashi.bhushan@nivh.gov.in
108	Shashi Kala Asst Lady Supervisor, Hostel	shashi-niepvd@nivh.gov.in
109	Shruti Jassal Accounts Officer	shruti.jassal@nivh.gov.in
110	Siddharth Ranghar Jr. Engineer	siddharth.ran@nivh.gov.in
111	Subham Kanaujia PRT	subham-niepvd@nivh.gov.in
112	Subhash Mamgain Copy Holder	subhash.mamgain@nivh.gov.in
113	Suneeta Gupta TGT	suneeta-niepvd@nivh.gov.in
114	Sunil Kumar Plumber	sunilkumar-niepvd@nivh.gov.in
115	Sunil Kumar Dangi Technician Gd II	sunil-niepvd@nivh.gov.in
116	Sunil Kumar Shirpurkar Asst Prof SE	sunil-shirpurkar@nivh.gov.in
117	Sunita Devi Ayah	sunita-niepvd@nivh.gov.in
118	Surender Kumar Dhalwal HoD DCRPR	dhalwalsk-niepvd@nivh.gov.in
119	Suresh Kumar Packer cum Despatch Rider	sureshkumar-niepvd@nivh.gov.in
120	Tarun Godiyal Storekeeper	tarungodiyal-niepvd@nivh.gov.in
121	Umed Singh Inspector Braille Appliances	umed-niepvd@nivh.gov.in
122	Varun Kumar Yadav SO (Administration)	varun.kyadav@nivh.gov.in
123	Vijyata Dobhal Computer Instructor	vijyatadobhal-niepvd@nivh.gov.in
124	Vineeta Thapa Narrator Artist	vinnithapa@gmail.com
125	Vinod Kain Assistant Professor SE	drvinod.kain@nivh.gov.in
126	Vipin Chand Technician Gd-II	vipin-niepvd@nivh.gov.in
127	Virendra Kumar Cook cum Water carrier	virendra-niepvd@nivh.gov.in

## **MONTHLY REMUNERATION OF THE OFFICERS AND EMPLOYEES**

**(System of Compensation: 7th CPC)**

**(As on 31st March 2025)**

<b>Name</b>	<b>Designation</b>	<b>Gross Salary</b>
ANJANA BHAGAT	Office Assistant	121,100
ALKA VIRMANI	Computer Operator	161,727
C.P. LAKHERA	UDC	104,132
SUBHASH BINJOLA	Draughtsman	152,731
POONAM TYAGI	Braille Transcriber	127,487
RAJEEV KUMAR KAPOOR	UDC	95,482
NEETU SAHNI	Statistical Assistant	176,259
JITENDER SINGH JARUT	UDC	95,482
PREETI MEHTA	LDC	95,482
PAWAN KUMAR	Painter-cum-Polisher	75,068
SATENDER KUMAR	Typing Instructor	139,078
HEMA KAILASIA	Narrator	1,61,727
UMED SINGH	Braille Inspector	116,401
RAM BABU SHAH	Mechanic	86,140
LALAN KUMAR LAL	Proof Reader	123,148
JAISHANKAR PRASAD	Technician Grade II	78,009
BHARAT MANDAL	Proof Reader	106,886
VIPIN CHANDRA	Technician Grade II	69,309
HARI NARAYAN MALI	Handicraft Instructor	126,608
NEERAJ SETHI	LDC	103,059
SATISH CHANDRA	Library & Information Assistant	135,099
MANJEET ARYA	Craft Instructor	154,144
SHASHI KALA	Lady Supervisor	76,798
BABITA DOBRIYAL	LDC	75,760
ANIL S ASWAL	Technician Grade I	75,760
GHANSHYAM PRASAD THAKUR	Proof Reader	89,964
MAHABIR SINGH	Storekeeper	95,482
S.K DHALWAL	Lecturer	182,682
RANBIR SINGH	LDC	143,082
MANJU	PGT	126,990
SUNIL KUMAR SHIRPURKAR	Assistant Professor	211,424
SUNDEEP KUMAR	TGT	198,571
RAMESH CHAND KASHYAP	Music Teacher	197,127
HIMMAT SINGH	Primary Teacher	182,057

HARISH PANWAR	TGT	185,371
RAJ KUMAR	Music Instructor	210,451
PARMEEL KUMAR	Assistant Placement Officer	149,927
SEEMA PAL	Home Management Instructor	202,350
GOPI CHANDER	Warden	90,836
SUNITA GUPTA	TGT	132,348
RAJESH KAUSHAL	Storekeeper	64,968
VINOD KUMAR KAIN	Assistant Professor	221,624
DHARMENDRA RATHORE	TGT	127,602
MURALIDHAR DAS	Lecturer	183,633
RAHUL KUMAR MAL	LDC	133,052
RITU PAL	UDC	96,330
JAI KARAN	Dispenser-cum-Clerk	140,720
RAMLAYAK RAM	Instructor	163,706
CHETNA GOLA	Programme Producer	172,598
BHUPENDER RANA	O & M Educator	166,534
JASMER SINGH	Assistant Professor	138,416
MANISH VERMA	SRO (T)	193,445
RAKESH KUMAR TGT	TGT (Science)	140,996
SUJATA	TGT	92,576
NARESH SINGH NAYAL	PEI	138,714
PUSHPA THAPA	Multi-skilled Employee	69,309
RAGHUVeer SINGH	Cook	122,818
SURESH KUMAR	Packer	75,760
PREM SINGH KASIWAL	Multi-skilled Employee	69,309
RAJENDER PRASAD	Cook	95,482
MOHD.IQTEDAR AHMED	Stereo-type Operator	88,562
BIRENDER SINGH BARTHWAL	Multi-skilled Employee	75,760
BRIJ MOHAN	Barber	75,760
HIRA LAL	Multi-skilled Employee	75,760
RAJENDER KUMAR	Multi-skilled Employee	75,760
SATISH PRASAD	Multi-skilled Employee	75,760
RAKESH KUMAR MS	Multi-skilled Employee	75,760
SANTOSH SAFAIWALI	Multi-skilled Employee	70,916
VIRENDER KUMAR	Cook	76,798
KUSUM SAFAIWALI	Safaiwali	80,886
PRITAM SINGH	Tailor	70,916
SHAKUNTALA RAMOLA	Cook	63,648
RAKESH KUMAR CBP	Binder	61,353
HARI PRASAD	Binder	134,610
AMOD SINGH	Binder	67,110

ANKIT PRADHAN	Catering Assistant	113,423
BHASKER GURUNG	LDC	67,496
SAVITRI RAJPUT	Copy Holder	73,220
DEVI PRASAD	Proof Reader	143,474
SUNITA DEVI	Aaya	56,414
SUNIL KUMAR.PLUMBER	Plumber	90,749
SUNIL KUMAR DANGI	Technician Grade II	133,473
ARVIND HANSRAJ DHURATKAR	Music Instructor	126,553
DEVI LAL	Mobility Instructor	142,931
BHAWANA BHATT	Stenographer	144,328
BHOLA NATH	Braille Instructor	95,330
ROHIT KUMAR	Braille Instructor	153,590
RAJENDER NEGI	ITAT Educator	124,114
JUBER KHAN	LDC	123,452
TARUN GODIYAL	Storekeeper	93,469
RAVI CBP	Copy Holder	102,958
AARTI VISHWAKARMA	Research Assistant	103,852
AMIT KUMAR SHARMA	Vice Principal	214,637
BRIJ LAL	TGT (Hindi)	158,336
PUJA BIJALWAN	Assistant Lady Supervisor	110,284
AMBIKA NAUTIYAL	Primary Teacher	80,582
KALPANA KASERA	Short Hand Instructor	86,090
SUBHASH CHANDRA	Copy Holder	134,996
ANJUM	Stenographer	160,076
PRIYANKA GUPTA	Stenographer	121,271
SANTOSH MESSENGER	Multi-skilled Employee	61,353
HIMANSHU THAPA	Storekeeper	53,303
PANKAJ KUMAR	Assistant Professor	184,347
KUNWAR SINGH CHAUHAN	Multi-skilled Employee	-
AMIT SINGH	SUPW Teacher	101,999
RISHI KUMAR	Technician Grade I	88,252
BHUPENDER KUMAR	Inspector Braille Appliances	129,346
VIJAYATA DOBHAL	Computer Instructor	121,271
NAVEEN PRASAD NATH	LDC	47,231
MOHD ADIB SIDDQUI	LDC	45,487
MUKUL SAJWAN	SOUND RECORDIST	72,551
MD. ESHOP NOBI	DOCUMENTTATION ASST	87,521
M.B. SINGH	Lecturer TCTVH	201,325
PREMANAND MISHRA	Lecturer TCTVH	137,602
Y. RAMAKRISHNA	Lecturer TCTVH	198,571



K. SRINIVAS REDDY	Lecturer TCTVH	137,602
BAIKUNTH NATH BAJPAYEE	Proof Reader	124,636
SHUBHAM KANOJA	Primary Teacher	75,856
RATNESH KUMAR PATWA	Braille Instructor	62,892
RAJU MAURYA	Music Teacher	93,590
ANKIT UPADHYAY	SR. STORE KEEPER	43,566
PRATIMA	Primary Teacher	68,336
SHRUTI JASSAL	Account Officer	117,086
Dr. CHARU YADAV	Lady Medical Officer	173,991
SIDDHARTH RANGHAR	JUNIOR ENGINEER	73,717
VARUN KUMAR YADAV	SECTION ODDICER(ADMIN)	83,336
DR. REVATHI D.	LECTURE IN EDUCATION	140,073
AAKANSHA GHILDIYAL	LADY NURSE	41,233
ALPANA MAHOR	O&M Instructor	71,579
GAJENDER KUMAR	Primary Teacher	71,579

### **NO. OF EMPLOYEES AGAINST WHOM DISCIPLINARY ACTION HAS BEEN PROPOSED/TAKEN**

No. of Employees against whom disciplinary action has been (i) Pending for Minor penalty proceeding	02
Finalized for Minor penalty or major penalty proceedings	00

### **PROGRAMMES TO ADVANCE UNDERSTANDING OF RTI**

The programs attended by CPIO & FAA to advance the understanding of RTI:

S. No.	Date	Name of Programme
1.	04 <sup>th</sup> & 06 <sup>th</sup> March 2024	Training Course/ Workshop on “ Right to Information – Public Information Officer (RTI-PIO-36)”
2.	15 <sup>th</sup> March 2024	Interaction Programme with Public Authorities/ FAAs/CPIOs/Nodal Officers
3.	20 <sup>th</sup> March 2024	Workshop cum training on RTI Issues.... With VCID:1432816

4.	26 <sup>th</sup> to 28 <sup>th</sup> March 2024	Three days Online Training Programme on “Record Management for Right to Information” (RM-RTI-18)
5.	10 <sup>th</sup> June, 2024	One Day Online Workshop on “Proactive Disclosure of information under RTI-Act & Third Party Audit” (PDI-RTI-01)

## RECEIPT & DISPOSAL OF RTI APPLICATIONS & APPEALS

1.	No. of RTI application received	147
2.	No. of RTI application disposed	147
3.	No. of Appeal received	19
4.	No of Appeal disposed	19 (Including 2 referred to C.I.C. and won)

## TRANSFER POLICY AND TRANSFER ORDERS

As per the bye-laws of the Institute, it shall follow the Govt. of India CCS Rules mutates-mutandis for its smooth functioning and the discharge of the assigned responsibilities.

## CURRENT CPIOs & FAAs

<b>First Appellate Authority (FAA)</b>	<b>Sh. Pradeep A.</b> NIEPVD, 116 Rajpur Road, Dehradun – 248001 Contact No.: 0135-2744491
<b>CPIO</b>	<b>Smt Anjana Bhagat</b> NIEPVD, 116 Rajpur Road, Dehradun – 248001 Contact No.: 0135-2744491

### **EARLIER CPIO from 1.1.2015**

<b>Sl No</b>	<b>Name &amp; Designation</b>	<b>w.e.f.</b>	<b>Till date</b>
1.	<b>Sh. P.N. Kala,</b> Sr. P.A. & CPIO	01/01/2015	12/08/2018
2.	<b>Sh. U.S. Rawat,</b> A.A.O. & CPIO	12/08/2018	30/08/2021
3.	<b>Sh. Kamalbir Singh Jaggi,</b> I/c Dy. Director & CPIO	30/08/2021	29/07/2022
4.	<b>Sh. C.S. Suraj,</b> Section Officer (Admn.) & CPIO	29/07/2022	24/03/2023
5.	<b>Mrs. Anjum</b> Steno GD-II	24/03/2023	10/01/2025
6.	<b>Smt. Anjana Bhagat</b>	10/01/2025	27/02/2025
7.	<b>Sh. Bhupender Rana</b>	27/02/2025	04/04/2025
8.	<b>Smt. Anjana Bhagat</b>	04/04/2025	Till Date

### **EARLIER F.A.A. from 1.1.2015**

<b>Sl. No</b>	<b>Name &amp; Designation</b>	<b>w.e.f.</b>	<b>Till date</b>
1.	<b>Smt. Anuradha Mohit Dalmia,</b> Director & F.A.A.	01/01/2015	22/08/2018
2.	<b>Sh. K.V.S. Rao,</b> Director & F.A.A.	22/08/2018	06/09/2018
3.	<b>Shri Nachiketa Rout,</b> Director & F.A.A.	06/09/2018	14/06/2020
4.	<b>Dr. Himanshu Das,</b> Director & F.A.A.	14/06/2020	08/12/2022
5.	<b>Er. Manish Verma,</b> Officiating Director	12/12/2022	21/02/2025
6.	<b>Sh. Pradeep A.</b>	21/02/2025	Till Date