



**Composite Regional Centre (CRC) for  
Skill Development, Rehabilitation & Empowerment  
of Persons with Disabilities, Guwahati**



(Under the administrative control of SVNIRTAR, Odisha)  
GMCH, Campus, Hostel Road, Bhangagarh, Guwahati-781032

Department of Empowerment of Persons with disabilities (Divyangjan),  
Ministry of Social Justice and Empowerment, Government of India.

Website: [cresguwahati.nic.in](http://cresguwahati.nic.in) Email : [cresreguwahati@gmail.com](mailto:cresreguwahati@gmail.com)

Ref. No.:CRC/GHY/Admn./104/345

Date:29/05/2025

OFFICE ORDER

In reference to the Ministry Letter No: F No. N-1402/16/2024-NI (e-46091) dated: 28th May 2025, a 3-day workshop in performance review of all NIs/CRCs/ RCs, is scheduled to be held in New Delhi from 9th June 2025 to 11th June, 2025. The workshop will be chaired by Secretary, DEPwD and joined by all the Senior Officers of the Department including IFD staff. The activities in the workshop will involve detailed deliberations on administrative, financial, HR, and institutional governance core activities, legal and research matters.

In this connection, all the concerned in-charges/Nodal officers/HoDs, will remain present in their section/unit to support information delivery system and may be contacted any time during the workshop.

Furthermore, all leave is hereby cancelled in these 3 days' workshop.

This is issued as per the approval of the competent Authority.

Nayan J. Gogoi  
Admin. Officer ( Consl)

Copy to:

1. The Director, SVNIRTAR
2. All concerned staff.
3. Accounts
4. Concerned file

Nayan J. Gogoi  
Admin. Officer ( Consl)

F. No N-1402/16/2024-NI (e-46091)

भारत सरकार / Government of India

सामाजिक न्याय एवं अधिकारिता मंत्रालय / Ministry of Social Justice & Empowerment  
दिव्यांगजन मशक्तिकरण विभाग / Department of Empowerment of Persons with Disabilities

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5 वीं मंजिन, पंडित दीनदयाल अन्तोदय भवन, सी.जी.ओ. कॉम्प्लेक्स,  
5<sup>th</sup> Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex,  
लोधी रोड, नई दिल्ली - 110003 Lodhi Road, New Delhi - 110003

दिनांक /Dated: 28.05.2025

To,

The Director (s),  
All the National Institutes  
under administrative control of DEPwD.

**Subject: -** Intimation for 3-Day Workshop in June 2025 & Submission of Required Data/Documents- reg

Sir,

In supersession of earlier communication dated 26.05.2025 on the subject captioned above, it is informed that the 3-day workshop in performance review of all NIs/ CRCs/ RCs, is scheduled to be held in New Delhi from 9<sup>th</sup> June 2025 to 11<sup>th</sup> June, 2025. The workshop will be chaired by Secretary, DEPwD and joined by all the Senior Officers of the Department including IFD staff. The activities in the workshop will involve detailed deliberations on administrative, financial, HR, and institutional governance, core activities, legal and research matters.

2. You are requested to ensure physical presence of the following officials from your Institute:

- (i) Director
- (ii) Deputy Director (Admin)
- (iii) Accountant

3. In preparation for the workshop, you are directed to submit the following data/documents by 3<sup>rd</sup> June, 2025 and bring hard copies of the documents during the meeting:

- I. Status and replies of all audit paras.
- II. Final records of NI/CRC/RC as of March 31, 2025.
- III. Comprehensive staff list (regular, contractual, guest faculty) with issues faced.
- IV. List of issues pending at EC/GC/Ministry level.
- V. Instances of non-compliance with minimum wage orders.
- VI. Vacant posts, reasons, and pending Recruitment Rules if any.
- VII. Biometric attendance records for May 2025 and action taken.
- VIII. Status of APAR 2024-25 on SPARROW including self-assessments.
- IX. Status of Annual Property Returns submitted for 2024-25.
- X. Status and photographs/videos of ongoing construction works.
- XI. Photos/videos of unauthorized ALIMCO storage in institute premises.
- XII. Proposal for closure of ADIP sections and redeployment of resources.
- XIII. Plan for reception-based handling of UDID/Niramaya enrolment.
- XIV. Details of staff duplications across NI/CRC/CEDIC/PMDK and proposal for rationalization.

- XV. Suggestions for creating welfare corpus.
- XVI. Videos of rooms showing file clutter, along with action taken for weeding.
- XVII. Updated list and status of legal/CAT cases
- XVIII. Status of NI website updates and accessibility compliance
- XIX. Draft and seek approval for AGP budget 2025-26 with all special event provisions.
- XX. Confirmation that your institution (NI/ CRC and RCs of NI) is listed in NSP portal, has AISHE code, and is on Top Class Scheme dropdown of DEPwD.
- XXI. Details of CRE Calendar issued by RCI in respect of your Institution and also it is to be ensured that each staff (including regular/ contract/ guest faculty) will attend CRE programme.
- XXII. Status of NBER in respect of the 4 National Institutes given such responsibility.
- XXIII. Details of all ongoing/ completed Research Projects funded by this Department or from any other source of funding.
- XXIV. CSR Fund Flow of last 2 financial years and efforts made by NIs/ CRCs to increase funding under CSR.
- XXV. Details of pre-CRE points earned by each student enrolled in NI/ RC/ CRC.
- XXVI. Status of skill courses and free coaching since April, 2024. Details of total count of Students enrolled, passed and failed.
- XXVII. Mechanism developed by the NI to track all such students passed out of the Institute at least one year back. Whether they could get a sustainable job as a outcome of courses.
- XXVIII. Details of software developed or purchased by any NI/ CRC which can be used by others also. Demonstration of such softwares and technical details of the software.
- XXIX. Demonstration of updated websites of NIs on S3WAAS portal.

4. It may also be noted that as per directions of the competent authority CMD, ALIMCO will also attend the meeting for all 3 days and Incharge/ Heads of CRCs/ RCs and all staff, will remain present in their respective Offices during the 3 days workshop, they will be contacted regularly any time during the workshop.

5. The above information is essential for conducting the workshop and expeditious action from National Institutes will facilitate smooth conduct of the meeting. The exact date and schedule of the meeting will be communicated to you in due course. Please treat this matter as urgent and of high priority. For any clarification, the undersigned may be contacted.

Yours faithfully,

(अनूपम शुकला) / (Anupam Shukla)  
अवर सचिव / Under Secretary

Copy to: -

- i. Office of Secretary, DEPwD.
- ii. Office of Additional Secretary (MKN), DEPwD.
- iii. Office of Joint Secretary (RS), DEPwD.
- iv. Office of DDG, DEPwD.
- v. Office of JS&FA, DEPwD.
- vi. CMD, ALIMCO.
- vii. Administration Section for necessary logistic arrangements.