

RTI Handbook/Manual of National Institute of Mental Health Rehabilitation, Sehore



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

National Institute of Mental Health Rehabilitation (NIMHR) is a Central Autonomous Body registered vide no 35371 on 28th May 2019 under the Madhya Pradesh Societies Registration Act, 1973. It is situated at Bhopal-Indore Highway, Sherpur, Sehore (M.P.)-466001 phone no +91-7562-223960. NIMHR undertakes activities like – to run academic courses, vocational training of professionals in the field of rehabilitation of persons with mental illness, to provide comprehensive rehabilitation services, to develop models to enhance community-based rehabilitation, to undertake advanced research in mental health rehabilitation, to facilitate research and policy in mental health rehabilitation.

Annexure-I

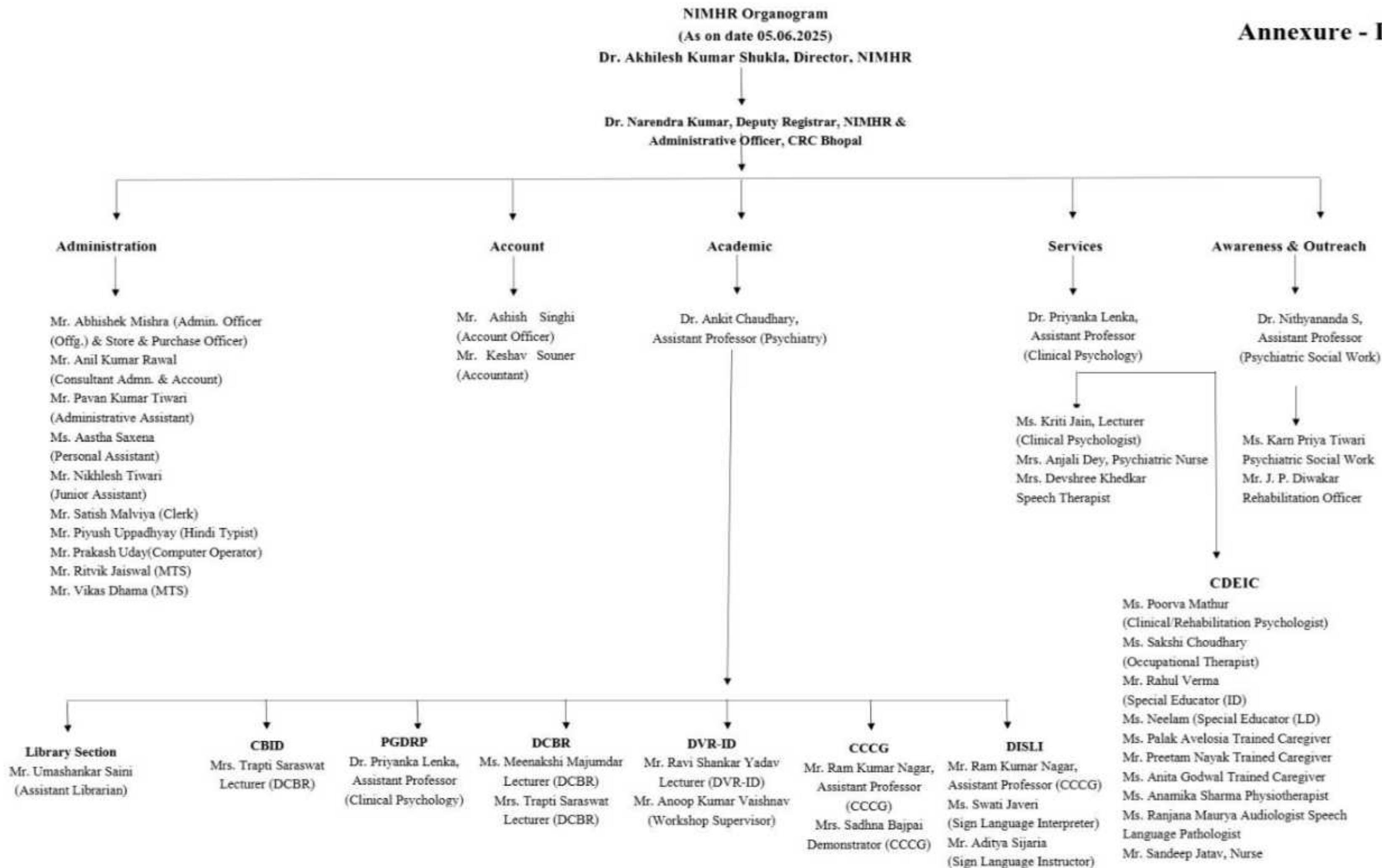
Organisation and Function

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	National Institute of Mental Health Rehabilitation Department of Empowerment of Persons with Disabilities, Ministry of Social Justice & Empowerment
		(ii) Head of the organization	Director
		(iii) Aims & Objectives	Objectives: - To promote mental health rehabilitation using integrated multidisciplinary approach. - To promote and undertake capacity building and to involve in developing trained professionals in the area of mental health rehabilitation. - To engage in research and development and policy framing towards promoting mental health rehabilitation services.
		(iv) Function and duties	Enclosed at Annexure-II
		(v) Organization Chart	Enclosed at Annexure-II
		(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 Annexure-III
		(ii) Power and duties of other employees	Enclosed at Annexure-IV
		(iii) Rules/ orders under which powers and duty are derived and	Bye-Laws of NIMHR and Delegation of financial powers. (Annexure-V)
		(iv) Exercised	Bye-Laws of NIMHR and Delegation of financial powers
		(v) Work allocation	As per the powers delegated
1.3	Procedure followed	(i) Process of decision making Identify key	As per GOI norms

	in decision making process (Section 4(1) (b) (iii))	decision making points	
		(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	<u>Psycho-Diagnostic Assessment and Testing:</u> Psychological Assessment and testing are services that help mental health professionals to identify mental health disorders through combination of interviews, self-report measures, psychological batteries and assessment tools. The results also help to rule out certain types of psychopathology and other long-term mental health issues. These assessments are available at our institute for various neurotic and psychotic disorders like Depression, Anxiety, OCD, Bipolar affective disorder, Schizophrenia etc. Assessments for various developmental disabilities like Mental Retardation, ASD, LD etc is also available. <u>NEUROPSYCHOLOGICAL ASSESSMENT:</u> Neuropsychological Assessment is a performance-based method to assess cognitive functioning. This method is used to examine the cognitive consequences of brain damage, brain disease, and severe mental illness. This assessment of cognitive functions includes test of Memory, Executive functions, eye hand coordination, attention, comprehension etc. These assessments are available at institute for various neuropsychological disorders, developmental disabilities and severe mental illnesses. <u>PSYCHO-EDUCATION, GUIDANCE AND COUNSELLING:</u> Psycho-Education refers to the process of providing education and information to those seeking or receiving mental health services like those who diagnosed with lifelong chronic illnesses, parents and care givers of persons with disability etc. Guidance and Counselling is the process of helping patients or individuals to discover and develop their educational, vocational and psychological potentialities and to achieve an optimal level of personal happiness and social usefulness. This process may also help to discover the carrier options and area of interest of individuals. These facilities are provided in institute by trained clinical professionals. <u>PSYCHO-THERAPEUTIC INTERVENTION FOR VARIOUS MENTAL HEALTH PROBLEMS:</u> Psychotherapy is a "collaborative

			treatment between an individual and a psychologist". It is a type of treatment for a variety of mental disorders like Depression, anxiety, Phobia, Panic Attacks, Psychosomatic Disorders, Conversion Disorders, Substance Abuse Disorders etc. Psychotherapy treatment is available here in terms of Cognitive Behaviour Therapy (CBT), Behaviour Therapy (BT), Motivational Enhancement Therapy (MET), Rational Emotive Therapy (RET), Exposure and Response Prevention Therapy (ERP), Family/couple Therapy etc. OUTREACH AND AWARENESS SERVICES: Institute is doing various awareness generation activities and screening programs on the different issues related to Mental Health and Mental Illnesses like awareness at grassroots level of Aganwadi, Schools and colleges etc.
		(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.
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	(i) Name of Boards, Councils, Committee etc.	General Council, Executive Council.
		(ii) Composition	Annexure-VI
		(iii) Dates from which constituted	As at Annexure-VI
		(iv) Term/ Tenure	3 years
		(v) Powers and functions	As at Annexure-VI
	Authority (Section 4 (1) (b))	(vi) Whether their meetings are open the public?	No
		(vii) Whether the minutes of the meetings are open to the public?	No

	(viii))	(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	Annexure-VII
		(i) Name and designation	Annexure-VII
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	Annexure-VIII
		(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	CPIO: Dr. Narendra Kumar, Deputy Registrar (Offg.) and Public Information Officer, NIMHR, Sehore dy_registrar@nimhr.ac.in 07562223960 Appellate Authority: Dr. Akhilesh Kumar Shukla, Director, NIMHR, Sehore director.nimhr@nimhr.ac.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	-



F. No. N-502/23/2023-NI

भारत सरकार / Government of India

सामाजिक न्याय एवं अधिकारिता मंत्रालय / Ministry of Social Justice & Empowerment

दिव्यांगजन सशक्तिकरण विभाग / Department of Empowerment of Persons with Disabilities

5 वीं मंजिल, पंडित दीनदयाल अंत्योदय भवन, सी.जी.ओ. कॉम्प्लेक्स,
5th Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex,

लोधी रोड, नई दिल्ली - 110003

Lodhi Road, New Delhi - 110003.

दिनांक /Dated: 30.09.2024

To,

Directors of all NIs/ CRCs,

(Under the administrative control of DEPwD),

Subject: - Delegation of Financial Powers to Directors of National Institutes and its CRCs under the aegis of Department-reg.

Sir/Madam,

I am directed to refer to this Department's letter No. 2206/110/2022-NI dated 25th March, 2023 forwarding therewith *suggestive delegation of financial powers* and other related matters.

2. In suppression to all previous instructions in this regard, the delegated financial powers, as outlined for various components of expenditure, are hereby communicated to the Directors of National Institutes and their CRCs under the Department's jurisdiction as follows:

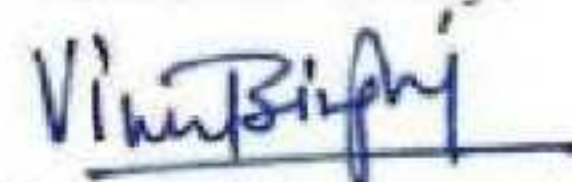
1.	Delegation of Financial Powers to Directors of National Institutes	Annexure-I
2.	Delegation of Financial Powers to Directors of CRCs	Annexure-II

3. These delegated powers are subject to fiscal guidelines, procedural norms, availability of funds, and general instructions issued by the Department or the Government of India from time to time. It must also be ensured that all relevant procurement provisions issued by the Government of India are adhered to, including procurement through the GeM portal in compliance with applicable GFR norms.

4. The delegation of financial powers has the concurrence of Integrated Finance Division.

5. These delegated financial powers to Directors of National Institutes and CRCs will take effect from the date of approval by the Executive Council (EC) of the respective institutes.

भवदीय / Yours faithfully,



(विनीत सिंहल) / (Vineet Singhal)

(निदेशक) / (Director)

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, eg. 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 GoI entitlement and as per GoI rules/orders.
2	Partial or final withdrawal of Provident Funds, sanction of leave encashment and other superannuation benefits	Full power as per GoI 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	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

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		approval of the EC.	scheme/projects.
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 rates approved by the EC.	Full Power as per 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 GFR & 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.

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			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.

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Delegation of Financial Powers to Directors of CRCs

Sl. 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, eg. medical bills, 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.
2	Partial or final withdrawal of Provident Funds, sanction of leave encashment and other superannuation benefits	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.	
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	Payment of advertisement charges	Not mentioned in existing DFPR.	Full powers as per DAVP Rates.
8	Organizing academic activities in the area of rehabilitation and programs for Persons with Disabilities	No power delegated as per existing DFPR	Overall ceiling of Rs. 2,50,000/- per annum with maximum ceiling of Rs. 50,000/- 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	i. Recurring expenditure – Rs. 20,000/- in each case, with ceiling of Rs. 2,00,000/- in a year

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		month ii) Non-recurring expenditure- Rs. 5,000/- in each case per month.	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 & 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 books, 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 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.
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 powers – up to Rs. 10,000 per annum on each individual item subject to	Up to Rs. 5,00,000- per annum following GFR norms & GeM. Beyond Rs. 5,00,000/- with the

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		not being more than 10% of the cost of the item.	approval of EC.
19	Expenditure of short term programs		Overall 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. 100,000/- per annum following GFR norms. Beyond Rs. 1,00,000/- with the approval of EC.
22	Hiring of vehicles		Up to Rs. 2,50,000/- per annum by following GFR norms and GeM. Beyond Rs. 2,50,000/- with the approval of EC.

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F. No. N-2206/110/2022-NI (E 24107)
Govt. of India
Ministry of Social Justice & Empowerment
Department of Empowerment of Persons with Disabilities

5th Floor, Pt. Deendayal Antyodaya Bhawan,
CGO Complex, Lodhi Road, New Delhi - 110003
Dated the 23rd March 2023

To,
Director of all National Institutes
(under administrative control of DEPwD)

Subject: Suggestive delegation of financial powers and other related matters -reg.

Madam/Sir,

I am directed to refer to this Department's letter of even number dated 17.03.2023 forwarding therewith forward herewith **suggestive** delegation of financial powers and other related matters.

2. In this regard, it is conveyed that in the suggestive Delegation of Financial Powers to Directors of National Institutes (**Annexure 1**), certain entries were inadvertently left out, which are now indicated as under:

Sl. No.	PARTICULARS	Powers
22	Payment of Stipends to the students	Full Power as per the rates approved by the EC
23	Payment of Honorarium to the guest faculty	Full Power as per rates approved by the EC.
38	Expenditure on Skill Development works	Full Powers as per the guidelines of the Ministry
39	Conduct of different programs delegated by the Ministry	Full Powers subject to approval of the budget by the Ministry
42	Any emergency expenditure	Full Power up to Rs. 2,50,000/- annually, subject to reporting in the next consecutive EC.

3. It is therefore requested to take further necessary action in this regard.

Yours faithfully,


(Navin Kumar)
Under Secretary (NI)

Approved in Executive Council in its second meeting held on 02.12.2019

Schedule of approved administrative and financial powers vested in the Deputy Registrar,
NIMHR, Sehore

S. No.	Item	Delegated power with financial limit and other conditions.
01.	Payment of salary, remunerations and other dues to the officials and staff.	Full power within sanctioned strength and approved norms.
02.	Payment to vendor and contractor	Full Power in respect of approved manpower as per contract
03.	Procurement of stationary, consumables, printing, etc.	Up to Rs. 10,000/- per occasion subject to Rs. 50,000/- annual
04.	Procurement of library books, models, study material and tools etc.	Up to Rs. 10,000 /- per occasion subject to Rs. 50,000/- annual
05.	Statutory bill payment	Full Power
06.	Undertaking activities like awareness, training, conference, workshops, community outreach etc.	Up to Rs. 10,000 /- per occasion subject to Rs. 1,00,000/- annual
07.	Contingency expenditure	Up to Rs. 4,000/- per occasion subject to Rs. 50,000/- annual
08.	Postage	Up to Rs. 5,000/- per month subject to Rs. 50,000/- annual
09.	Signing of contracts, MoU, orders, financial sanctions, circulars, notifications	Full power after approval of Director

BYE-LAWS OF NATIONAL INSTITUTE OF MENTAL HEALTH RAHABILITATION (NIMHR), SEHORE, MADHYA PRADESH

1. Name of the Society: National Institute of Mental Health Rehabilitation

2. Address of the Society: Bhopal-Indore Highway, Village-Sherpur,
Sehore 466001, District- Sehore,
Madhya Pradesh

3. Jurisdiction: The Society will have an all India Jurisdiction to work towards achieving its objectives.

4. Aims and Objectives of the Society:

- To promote mental health rehabilitation using an integrated multidisciplinary approach.
- To promote and undertake capacity building and to involve in developing trained professionals in the area of mental health rehabilitation,
- To engage in research and development and policy framing towards promoting mental health rehabilitation services.

5. Definitions- In these Bye-Laws, unless the context otherwise requires,

a. 'Institute' or 'Society' means National Institute of Mental Health Rehabilitation, Sehore, Madhya Pradesh.

b. 'President' means the President of Governing Council.

राष्ट्रीय मानसिक स्वास्थ्य पुनर्वास संस्थान (NIMHR)
National Institute of Mental Health Rehabilitation (NIMHR), Sehore

Inward No./आवक क्रं. 39 Date/दिनांक 11/04/2025

Director/निदेशक : Bhukta

Dy. Registrar/उप कुलसचिव : ADU

Action/कार्यवाही :

By Bahadur Singh Bhukta
13/4/25

Bhukta

सायली रजिस्ट्रेशन नं. 35371
जिल्हेशन दिनांक 28/5/19
शोधन दिनांक 20/8/25

- c. 'Governing Council' means the Governing Council of the institute.
- d. 'Executive Council' means the Executive Council of the institute.
- e. 'Chairperson' means the Chairperson of the Executive Council.
- f. 'Government' means the Government of India

6. Authorities- The following shall be the authorities of the Institute:

a. Governing Council:

रजिस्ट्रेशन नं. 3.5.374
रजिस्ट्रेशन दिनांक 28.12.19
संशोधन दिनांक 20.12.25

b. Executive Council:

8 अति. रजिस्ट्रार

c. Such other Authorities like Academic Council and other Board/ Councils/ Committees as may be constituted from time to time

7. The composition of the Governing Council to be constituted by the Government shall be as under:

(1).	An eminent person having at least 15 years' experience in mental health care and rehabilitation including academic experience in psychiatry or clinical psychology.	President
(2-5)	Four domain experts of repute in the area of mental health rehabilitation to be nominated by the Government and out of these four domain experts, at	Members

Dr. Bahadur Singh, 13/12/25

minute.

	least one member shall be a woman.	
(6).	Joint Secretary, Department of Empowerment of Persons with Disabilities, Government of India, Ministry of Social Justice and Empowerment, New Delhi.	Member (ex-officio)
(7).	Adviser (Social Justice and Empowerment), National Institution for Transforming India (NITI Aayog), New Delhi or his representative	Member (ex-officio)
(8).	Joint Secretary and Financial Adviser, Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment, New Delhi.	Member (ex-officio)
(9).	The Joint Secretary (Mental Health), Ministry of Health and Family Welfare Government of India, New Delhi.	Member (ex-officio)
(10).	Principal Secretary to Government of Madhya Pradesh dealing with empowerment of persons with disabilities, Secretariat of Madhya Pradesh, Bhopal.	Member (ex-officio)
(11).	Representative of the level of Joint Secretary from the Ministry of Human Resource Development,	Member (ex-officio)



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संशोधन दिनांक 20/8/25
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By Bahadur Singh, Ghukla
13/2/25
Ghukla

	Government of India, New Delhi	
(12).	Director, National Institute of Mental Health Rehabilitation, Sehore, Madhya Pradesh.	Member-Secretary

8. Term of office of the members of the Governing Council:

- Tenure of office of the President of the Governing Council shall be three years or until his successor is nominated, whichever is later, and he shall be eligible for re-nomination for one more term,
- Tenure of office of the members (except that of 'ex-officio' members) of the Governing Council shall be three years and they shall be eligible for re-nomination for one more term.

c. An ex-officio member shall automatically cease to be a member of the Governing Council on vacating the office.

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9. Meeting of the Governing Council:

- Annual meeting of the Governing Council shall be held at such date, time, and place as may be determined by the President.
- Except as otherwise provided in these Bye-Laws, all meetings of the Governing Council shall be called by notice under the signature of the Director of the institute which shall be served upon every member of the Governing Council not less than 21 days before the date meeting.

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By Bahadur Singh 13/3/25

Shukla

- c. President may convene a special meeting of the Governing Council whenever he or she thinks it necessary to do so by giving not less than 7 days' notice and indicating the purpose of the meeting.
 - d. 1/3 members of the Governing Council shall constitute the quorum for holding any meeting of the Governing Council.
 - e. If the President is not present at the meeting of the Governing Council, any member of the Governing council chosen at the commencement of the meeting to be the chairperson shall be the chairperson of that meeting.
 - f. In case of difference of opinion among the members of the Governing Council at any meeting, the opinion of the majority shall prevail. Each member other than co-opted members of the Governing Council 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 or second vote.
 - g. Agenda for every meeting of the Governing Council shall be finalized by the Director with the approval of the President of the Governing Council.
- However, in the annual meeting of the Governing Council following items will invariably form part of the agenda.
- i. Consideration of annual action plans / activities and budget proposals for the ensuing financial year;
 - ii. Consideration of accounts and balance sheet for the previous year;
- h. Director of the institute shall keep a record of the proceedings of all the meetings of the Governing Council and copy thereof shall be sent to the Government.



Dr. Bahadur Singh, 13/2/25

Dr. Bahadur Singh

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10. Powers and Function of the Governing Council:

- a) Subject to the general control and directions of the Government, the Governing Council shall be responsible for laying down broad policies and developing programmes keeping in view the objectives of the institute.
- b) To consider, review and approve the decisions/recommendations of Executive Council
- c) To consider various proposals which are placed before the Governing Council including the proposals regarding creation of posts and recruitment thereto as per extant guidelines/instructions of the Government.

11. Powers and duties of the President of the Governing Council shall include:-



i. To supervise and guide the overall activities of the institute;

ii. To be responsible for working of the society and also the Governing council.

iii. Presiding over all the meetings of the Governing Council and to ensure that the meeting is conducted properly.

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12. The composition of Executive Council to be constituted by the Government shall be as under:

(1)	Joint Secretary (dealing with National Institutes), Department of Empowerment of Persons with Disabilities, Ministry of Social Justice & Empowerment, Govt. of India	Chairperson (ex-officio)
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(2)	Joint Secretary & Financial Advisor, Department of Empowerment of Persons with Disabilities, Government of India.	Member (ex-officio)
(3)	Two domain experts of repute in the area of mental health rehabilitation to be nominated by the Central Government (tenure of such expert shall be for a period of three years)	Members
(4)	Director, National Institute of Mental Health Rehabilitation, Sehore, Madhya Pradesh	Member Secretary (ex-officio)

13. Term of office of members of the Executive Council:

- (a) The tenure of office of the members (except that of 'ex-officio' members) of the Executive Council shall be three years and they shall be eligible for re-nomination for one more term.
- (b) An ex-officio member shall automatically cease to be a member of the Governing Council on vacating the office.

14. Meeting of the Executive Council:

- (a). Executive Council of the Institute shall meet at-least once in every three months.
- (b). Chairperson of the Executive Council or any other member of the Executive Council who may be authorized by the Chairperson may convene the meeting of the Executive Council.
- (c). Meeting of the Executive Council shall be presided over by the Chairperson of the Executive Council and in his/her absence a member chosen by the members present, shall function as Chairperson for the particular meeting.

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(d). Except as otherwise provided in these Bye-Laws, all meetings of the Executive Council shall be called by notice under the signature of the Director of the institute which shall be served upon every member of the Executive Council not less than 7 days' before the date of the meeting.

(e). 1/2 members of the Executive Council shall constitute the quorum for holding any meeting of the Executive Council.

(f). In case of difference of opinion among the members of the Executive Council at any meeting, the opinion of the majority shall prevail. Each member other than co-opted members of the Executive Council including the chairperson shall have one vote and if there be equality of votes on any question, the

Presiding Officer shall in addition have a casting or second vote.



15. Powers and Functions of the Executive Council:

(a) Subject to the overall control and directions of the Governing Council, the Executive Council shall be responsible for the management and administration of the affairs of the Institute and for taking measures for furtherance of its objectives.

(b) Executive Council shall have all powers which may be necessary or expedient for carrying out the management and administration of the affairs of the Institute including :-

- (i) To recommend broad policy and annual action plan for consideration of the Governing Council,
- (ii) To finalize the proposals on budget estimates, revised budget estimates and Supplementary demands/estimates as per extant

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guidelines/instructions and formats for consideration of the Governing Council,

- (iii) To manage and invest the funds of the institute in accordance with the extant guidelines of the Government,
- (iv) To recommend to the Governing Council proposals regarding creation of various posts and appointment thereto keeping in view the extant guidelines/instruction of the Government.

(c) Executive Council may appoint one or more Committee or Sub-Committee for such purposes and with such powers as may be specified by it.

(d) Executive Council of the Institute may, by resolution, delegate to the chairperson of the institute such of its powers as it may deem fit for the conduct of business. The Executive Council of the Institute may also delegate required administrative and financial powers to other officers of the



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16. Resolution by circulation

Any business in respect of which the Chairperson of the Executive Council 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 its 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. Powers and duties of the Director of the institute shall include :-

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- i. Director of the institute, to be appointed by the Government, will 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;
- ii. To be responsible for execution of decisions of the Governing Council and the Executive Council;
- iii. To supervise and guide the overall activities of the Institute;
- iv. To take appropriate action, whenever exigencies of the situation demand, in the interest of the Institute and to have the same ratified by the Executive Council at its next meeting;
- v. To ensure that all financial transactions by the institute and of all the sum of money received and spent by the institute are properly accounted for and also that records of the receipts and expenses relating to such matters, and of assets, credit and liabilities etc. are maintained, provided that the accounts of all foreign donations or grants or contributions, if any, shall be maintained separately;
- vi. Director of the Institute shall have the powers to re-appropriate the funds from one primary unit to another for valid reasons and as per extant guidelines of the re-appropriation of funds and to have the same ratified by the Executive Council in its next meeting;
- vii. To get the accounts of the institute audited by the Comptroller and Auditor General of India or any other person appointed by him in this behalf;

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- viii. To ensure that minutes of all the meetings of Governing Council and Executive Council are kept safely in orderly manner;
- ix. To ensure that all the records of the institute are properly kept and maintained;
- x. To carry on correspondence on behalf of the institute and to function as Head of the Department of the institute.
- xi. All contracts shall be executed on behalf of the institute by the Director as per applicable rules, procedures and guidelines/ instructions. In all matters of dispute arising out of contracts, the Director of the Institute shall sue or be sued in his/her official capacity.



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18. Cessation or termination of Membership:

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- (a). A member of the Governing Council Executive shall cease to be such a member, if, he/she-
 - (i). Dies; or
 - (ii). Resigns his membership; or
 - (iii). Becomes of unsound mind; or
 - (iv). Is convicted of a criminal offence involving moral turpitude; or
 - (v). Is removed by the Government from the membership; or
 - (vi). Accepts a full time appointment in the institute (except in case of Director of the Institute).
- (b). A member of the Governing Council (including its chairperson) Executive Council (other than ex-officio member or a member representing the Government) may resign by sending a letter addressed to the Secretary to

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19. Casual Vacancy:

- 20. Roll of Member:**

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recorded on the rolls of the members shall be deemed to be his/her address.

21. Members guilty of offences punishable as strangers:

Any member of the registered society who steals, purloins or embezzles any money or other property, or willfully and maliciously destroys or injures any property of the registered society or forges any deed, bond, security for money, receipt or other instrument whereby the funds of the registered society may be exposed to loss, shall be subject to the same prosecution, and, if convicted, shall be liable to be punished in like manner as any person who is not a member would be subject and liable to in respect of the like offence.

[Signature]

22. Funds for the Institute, Accounts and Audit:

(a). The funds of the Institute shall consist of the following:

- (i). Grants made by or through the Government of India or any State Government;
- (ii). Donations and contributions from other sources; and
- (iii). Fee and other income and receipts of the Institute

(b). The funds of the Institute shall be deposited in a Nationalized or Scheduled Bank to be decided by the Executive Council and funds received shall be paid into the institute's account maintained in such a bank and shall not be withdrawn or transferred except on cheque or through online banking mode signed or jointly operated by two persons designated by the Executive Council and authorized to function on their behalf.

[Signature] 13/2/24

[Signature]

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- (c). The institute shall maintain proper accounts including a balance sheet in such form as may be prescribed by the Government for such autonomous institutions.
- (d). The accounts of the institute shall be audited by Comptroller & Auditor General (C&AG) or any other person appointed by him in this behalf in such manner as may be decided by the Government in consultation with the office of C&AG. Any expenditure incurred in connection with the audit of the accounts of the institute shall be payable by the institute.
- (e). The auditors shall have the right to demand production of books, vouchers, other documents and papers and to inspect the office of the institute.
- (f). The institute shall submit the Government the audited statement of accounts of the previous year along with the annual report within the time period as prescribed by the Government from time to time.

23. Property of registered society, how vested:

All property, movable and immovable, belonging to the registered society, whether acquired before or after its registration, shall vest in the society; and any such property may in any legal proceeding, be referred to as the property of the society.

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24. Income and Property:

- (i) All the income and property of the society, howsoever derived, shall be solely utilized and applied towards promotion of its aims and objectives as set forth in the Memorandum of Association, subject

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nevertheless, in respect of the grants made by the Government of India, to such limitations as the Government of India may, from time to time, impose. No Portion of income and property of the society shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or in any manner whatsoever to the present and past members of the Society or to any person claiming through any of the members provided that nothing herein contained shall prevent the payment in good faith of remuneration, travelling allowance and other similar charges to any member thereof or to other person in return for any services rendered to the society.

(ii) The Institute shall invest and deal with funds and moneys of the society in accordance with applicable laws and rules which will include following purposes:

(a). To acquire, purchase and otherwise own or take on lease or hire temporarily or permanently any immovable or movable property necessary or convenient for the furtherance of the objectives of the society;

(b). To borrow and rise money with or without security or on the security on mortgage charge or on the security hypothecation or pledge of all or any of the movable or immovable properties belonging to society or in any other manner whatsoever, provided approval of the Government of India is obtained in that behalf;

(c). To sell, assign, mortgage, lease exchange and otherwise transfer or dispose of any property movable or immovable of the society for the furtherance of the objects of the society provided prior approval of



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the Government of India is obtained for the transfer of the immovable property;

(d). 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 arrangements and rights, privileges and concessions;

(e). To draw, make, accept, endorse, discount, execute, sign, issue otherwise deal with the cheques, hundies, certificates, receipts, Government securities, promissory notes, bills of exchange or other instruments and securities whether negotiable or transferable or not;

(f). To build, construct, maintain, alter, improve or develop or furnish any buildings or works necessary or convenient for the purpose of the society;

(g). To undertake and accept management of any endowment or trust or fund or donation to achieve the objectives of the society;

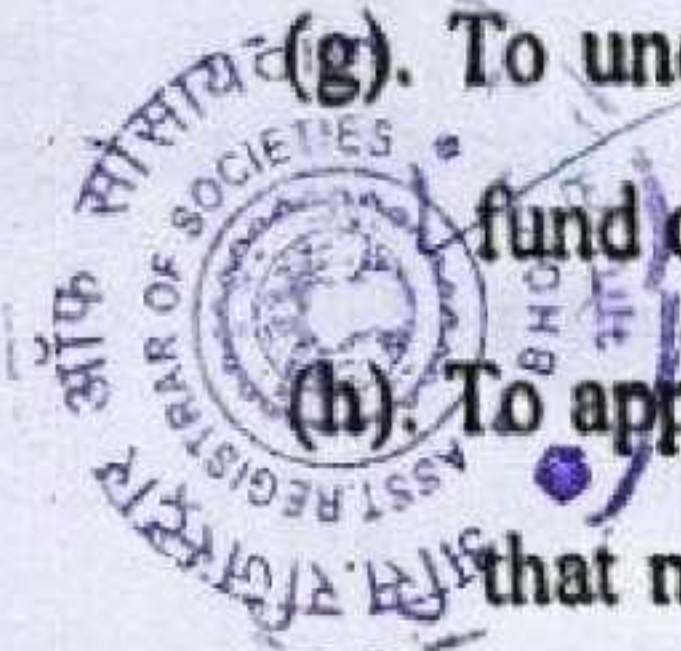
(h). To appoint, employ temporarily or permanently any person or persons that may be required for purposes of the society and to pay them or other persons in return for services rendered to the society, salaries, wages, honoraria, fees, gratuities, provident funds and admissible benefits;

(i). To mobilize available expertise in the field of mental health rehabilitation and to offer technical and consultancy services with or without payment of remuneration as considered necessary;

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Bhatnagar
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(j). To establish a provident fund and other admissible funds for the employees of the society;

(k). To institute, offer or grant prizes, awards, scholarships and stipends in furtherance of the objectives of the society.

25. Application of Government of India Rules with regard to matters connected with the institute:

Subject to the approval of the Government to the contrary, the Service Rules, General Financial Rules, Delegation of Financial Powers Rules, various Central Civil Services Rules like, Central Civil Services (Conduct) Rules, CCS (CCA) Rules etc. of the Government of India shall *mutatis mutandis* apply to the institute and its employees.

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Miscellaneous

26. If any doubt arises about the interpretation of these bye-laws, the matter shall be referred to Government of India whose decision shall be final.
27. Government of India may give from time to time such directives to the institute as it may deem necessary and these shall be binding on the institute.
28. No benefits shall be accepted by the society, which in its opinion involves condition or obligations opposed to the spirit and objectives of the society.
29. No member of the Governing Council or Executive Council shall be answerable or personally liable to any loss arising from the administration or application of the funds and properties of the society unless such loss or damage is caused through willful default or breach of trust or culpable negligence on his/her part.

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Bhukla

30. **Legal Jurisdiction:**

Legal jurisdiction for any dispute will be as per the jurisdiction of the respective Court/Tribunal for Sehore, Madhya Pradesh.

31. **Amendment of Memorandum and bye-laws:**

Any amendment, alteration, extension or abridgment of the Memorandum of Association or Bye-Laws of the society shall be made in accordance with the provisions of the Madhya Pradesh Society Registration Adhiniyam, 1973 and after consultation with the Government. No amendment shall be valid until amendment has been registered under the Act.

We the following members of the Governing Council certify that the Bye-Laws of the Society given above are a correct copy thereof.

J.C. Bhatnagar Singh, 13/2/25
Shukla
Shukla

मूलक रूपसे 4/6/25 प्रमाणित की गई है।
दिनांक 13/2/25
संशोधन की प्रमाणित प्रतिलिपि है।
प्रमाणित करने की दिनांक 13/2/25

अध्यक्ष के हस्ताक्षर

असिस्टेंट रजिस्ट्रार
फर्म एवं संस्थाएं
भोपाल नर्मदापुरम समान, भा.प्र.

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मध्य प्रदेश MADHYA PRADESH

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पंजी क्रं... 3537/... 28/5/2019
सहायक के हस्ताक्षर

National Institute of Mental Health Rehabilitation Bhopal

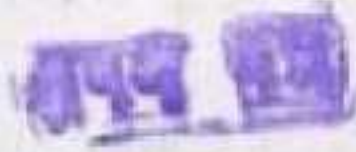
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फार्म एवं सिंथार्स
नर्मदापुरी संभाग, भापाल

21 MAR 2025

22755 100/-



विवरण :-
प्रमाणित किया जाता है कि श्री/श्रीमती का नाम एवं
पता सचिव कोमला नर्मदापुरा
पुराणसिंहपालिका कोमला
अखिलोपाध्याय नर्मदापुरा
गोमनावा



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श्री/श्रीमती का नाम
अखिलोपाध्याय नर्मदापुरा
गोमनावा 7828-07640223

Governing Council

Composition of Governing Council constituted by the Government as mentioned in Bye-Laws of NIMHR, Sehore.

1	An eminent person having at least 15 years' knowledge in mental health care and rehabilitation including academic experience in psychiatry or clinical psychology	President
2-5	Four domain experts of repute in the area of mental health rehabilitation to be nominated by Central Government out of these four domain experts, atleast one member shall be a woman.	Member
6	Joint Secretary, Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment, Government of India	Member (ex-officio)
7	Advisor (Social Justice and Empowerment), National Institute of Transforming India (NITI Aayog), New Delhi	Member (ex-officio)
8	Joint Secretary and Finance Advisor, Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment, Government of India	Member (ex-officio)
9	Joint Secretary dealing with Mental Health, Ministry of Health and Family Welfare, Government of India, New Delhi	Member (ex-officio)
10	Principal Secretary to Government of Madhya Pradesh dealing with empowerment of persons with disabilities, Secretariat of Madhya Pradesh, Bhopal	Member (ex-officio)
11	Representative of the level of Joint Secretary from the Ministry of Human Resource Development, Government of India, New Delhi	Member (ex-officio)
12	Director, National Institute of Mental Health Rehabilitation, Sehore (M.P.)	Member-Secretary

Term of office of the Members of Governing Council:

- a. The tenure of office of the President of the Governing Council shall be three years and he may be eligible for re-nomination for one more term.
- b. The tenure of office of the members (except that of 'ex-officio' members) of the Governing Council shall be three years and they may be eligible for re-nomination for one more term.
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every member of the Governing Council not less than 21 days before the date of the meeting.

- c. The President may convene a special meeting of the Governing Council whenever he or she thinks it necessary to do so by giving not less than 7 days' notice and indicating the purpose of the meeting.
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- e. If the President is not present at the meeting of the Governing Council, any member of the Governing Council chosen at the commencement of the meeting to be the chairperson shall be the chairperson of that meeting.
- f. In case of difference of opinion among the members of the Governing Council at any meeting, the opinion of the majority shall prevail. Each member other than co-opted members of the Governing Council 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 or second vote.
- g. Agenda for every meeting of the Governing Council shall be finalized by the Director with the approval of the President of the Governing Council. However, in the annual meeting of the Governing Council following items will invariably form part of the agenda.
 - (i) Consideration of annual action plans/ activities and budget proposals for the ensuing financial year;
 - (ii) Consideration of accounts and balance sheet for the previous year;
- h. The Director shall keep a record of the proceedings of all the meetings of the Governing Council and a copy thereof shall be sent to the Government of India.

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- a. Subject to the general control and directions of the Government, the Governing Council shall be responsible for laying down broad policies and developing programmes keeping in view the objectives of the institute.
- b. To consider, review and approve the decisions/recommendations of Executive Councils.
- c. To consider various proposals which are placed before the Governing Council including the proposals regarding creation of posts and recruitment thereto as per extant guidelines/instructions of the Government.

National Institute of Mental Health Rehabilitation

राष्ट्रीय मानसिक स्वास्थ्य पुनर्वास संस्थान

List of Employees as on 05.06.2025

Officials on Regular Basis		
Sl. No	Name	Designation
1.	Dr. Akhilesh Kumar Shukla	Director, NIMHR
2.	Dr. Ankit Chaudhari	Assistant Professor (Psychiatry)
3.	Dr. Nithyananda S	Assistant Professor (Psychiatric Social Work)
4.	Dr. Priyanka Lenka	Assistant Professor (Clinical Psychology)
5.	Mr. Ashish Singhi	Accounts Officer
6.	Mr. Abhishek Mishra	Store and Purchase Officer
7.	Mr. Umashankar Saini	Assistant Librarian
8.	Mr. Pavan Kumar Tiwari	Administrative Assistant
9.	Ms. Aastha Saxena	Personal Assistant
10.	Mr. Keshav Souner	Accountant

Officials on Contractual Basis		
Sl. No.	Name	Designation
1.	Sh. Ram Kumar Nagar	Assistant Professor (CCCG)
2.	Ms. Meenakshi Majumdar	Lecturer (DCBR)
3.	Ms. Trapti Saraswat	Lecturer (DCBR)
4.	Ms. Kriti Jain	Lecturer (C.P.)
5.	Sh. Anil Kumar Rawal	Consultant (Admin. & Account)
6.	Sh. Ravi Shankar Yadav	Lecturer (DVR-ID)
7.	Sh. Jagdamma Prasad Diwakar	Rehabilitation Officer
8.	Ms. Karnpriya	Psychiatric Social Worker
9.	Ms. Anjali Dey	Psychiatric Nurse
10.	Ms. Deveshree Khedkar	Speech Therapist
11.	Ms. Swati Javeri	Sign Language Interpreter
12.	Sh. Aditya Sijaria	Sign Language Instructor
13.	Sh. Anoop Vaishnav	Workshop Supervisor (DVR-ID)
14.	Ms. Sadhna Bajpai	Demonstrator (CCCG)
15.	Ms. Poorva Mathur	Clinical/ Rehabilitation Psychologist
16.	Ms. Sakshi Choudhary	Occupational Therapist
17.	Ms. Ranjana Maurya	Audiologist and Speech Language pathologist (ASLP)
18.	Mr. Rahul Verma	Special Educator (ID)
19.	Ms. Palak Avelosia	Trained Caregiver
20.	Mr. Preetam Nayak	Trained Caregiver
21.	Ms. Anita Godwal	Trained Caregiver
22.	Ms. Neelam	Special Educator (LD)
23.	Ms. Anamika Sharma	Physiotherapist
24.	Mr. Sandeep Jatav	Nurse

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

S. No.	Designation	Revised level as per 7th CPC pay matrix with pay range
01.	Director	Consolidated Rs. 1,75,000/-
02.	Deputy Registrar	Level 12 (Rs.78,800-Rs.2,09,200)
03.	Assistant Professor (Clinical Professor, Psychiatry, Psychiatric Nurse and Psychiatric Social Work)	Level 11 (Rs.67,700-2,08,700)
04.	Administrative Officer	Level 10 (Rs.56,100-Rs.1,77,500)
05.	Accounts Officer	Level 10 (Rs.56,100-Rs.1,77,500)
06.	Store and Purchase Officer	Level 8 (Rs.47,600-Rs.1,51,100)
07.	Assistant Librarian	Level 7 (Rs.44,900-Rs.1,42,400)
08.	Administrative Assistant	Level 6 (Rs.35,400-Rs.1,12,400)
09.	Personal Assistant	Level 6 (Rs.35,400-Rs.1,12,400)
10.	Accountant	Level 6 (Rs.35,400-Rs.1,12,400)



Part-II of information published in pursuance of
Section 4(1) (b) of Right to Information Act
2005

2. Budget and Programme		
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1) (b) (xi)]	
2.1.1	Total Budget for the public authority	Notional allocation under General, salary, capital head of Rupees 530.00 lacs+150 lacs+2800 lacs total 3480.00 lacs was allotted by DEPwD at RE stage vide letter no N-2206/22/2020 dt 17.02.2025 (FY 2024-25)
2.1.2	Budget for each agency and plan programmes	-
2.1.3	Proposed expenditures	BE for FY 2024-25 including General, Salary and Capital head was Rs 967.10 lac+561.25 lac+4348.00 lac =Total 5876.35 lac(approved by 15 th EC dt 16.02.2024
2.1.4	Revised budget for each agency, if any	RE for FY 2024-25 was Rs 1100.00 lacs for General+135.61 lacs for Salary+4348.00 lac for capital was sent to depwd on 17.12.2024 by google spread sheet
2.1.5	Report on disbursements made and place where the related reports are available	Utilization certificates are being sent to DEPwD, MoSJ&E on quarterly basis.
2.2	Foreign and domestic tours	
2.2.1	Budget	Rs. 24.60 lacs (Domestic tours)

		Rs. 0.00 (Foreign Tours)
2.2.2	Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. a) (a) Places visited, (b) The period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit	NIL
2.2.3	Information related to procurements a) (a) Notice/tender enquires, and corrigenda if any thereon, (b)Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, (c) The works contracts concluded – in any such combination of the above-and, (d) The rate /rates and the total amount at which such procurement or works contract is to be executed.	As per GoI directives most of the Goods and Services are procured through GeM Portal.
2.3	Manner of execution of subsidy programme [Section 4 (i) (b) (xii)]	
2.3.1	Name of the programme of activity	
2.3.2	Objective of the programme	

2.3.3	Procedure to avail benefits	
2.3.4	Duration of the programme/ scheme	
2.3.5	Physical and financial targets of the programme	
2.3.6	Nature/ scale of subsidy /amount allotted	
2.3.7	Eligibility criteria for grant of subsidy	
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	
2.4	Discretionary and non-discretionary grants.	
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Not Applicable
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	

2.5.1	Concessions, permits or authorizations granted by public authority	Not Applicable
2.5.2	For each concessions, permit or authorization granted (a) Eligibility criteria (b) Procedure for getting the concession/ grant and/ or permits of authorizations (c) Name and address of the recipients given concessions/permits or authorisations (d) Date of award of concessions /permits of authorizations	Not Applicable
2.6	CAG & PAC Paras	
	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	CAG paras are being replied from time to time and SAR is also provided to DEPwD, MoSJ&E.
3. Publicity Band Public Interface		
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1)(b)(vii)] [F No. 1/6/2011-IR dt. 15.04.2013]	
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Bye-Laws of this Institute is uploaded on the website (https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005)
3.1.2	Arrangements for consultation with or representation by	Not Applicable

	(a) Members of the public in policy formulation/policy implementation, (b) Day & time allotted for visitors, (c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	
3.1.3	Public- private partnerships (PPP) : Details of Special Purpose Vehicle (SPV), if any	No such programme is run by the Institute
3.1.4	Detailed project reports (DPRs)	Not Applicable
3.1.5	Concession agreements.	Not Applicable
3.1.6	Operation and maintenance manuals	Not Applicable
3.1.7	Other documents generated as part of the implementation of the PPP	Not Applicable
3.1.8	Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	Not Applicable
3.1.9	Information relating to outputs and outcomes	Not Applicable

3.1.10	The process of the selection of the private sector party (concessionaire etc.)	Not Applicable
3.1.11	All payment made under the PPP project	Not Applicable
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	
3.2.1	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive; Policy decisions/ legislations taken in the previous one year	No such policies/decision taken by the Institute
3.2.2	Outline the Public consultation process	Not Applicable
3.2.3	Outline the arrangement for consultation before formulation of policy	Not Applicable
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	
3.3.1	Use of the most effective means of communication; Internet (website)	Yes
3.4	Form of accessibility of information manual/handbook [Section 4(1) (b)]	
3.4.1	Information manual/handbook available in	Yes displayed on the Institute website

	Electronic format	
3.4.2	Printed format	Yes
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1) (b)]	
3.5.1	List of materials available : Free of cost	Free of cost can be downloaded from Institute website
3.5.2	At a reasonable cost of the medium	Free of cost can be downloaded from Institute website
4. E – Governance		
4.1	Language in which information Manual/Handbook Available	
4.1.1	(i) English	English
4.1.2	(ii) Vernacular/ Local Language	The website is bilingual
4.2	When was the information Manual/Handbook last updated?	

4.2.1	Last date of Annual updation	01.07.2024
4.3	Information available in electronic form [Section 4(1) (b) (xiv)]	
4.3.1	Details of information available in electronic form	All types of Information
4.3.2	Name/ title of the document/record/ other information	Office orders, formats, manuals, handbook etc.
4.3.3	Location where available	Under RTI Section and other relevant sections of the website
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1) (b) (xv)]	
4.4.1	Name & location of the facilities	On the website of the Institute
4.4.2	Details of information made available	On the website of the Institute
4.4.3	Working hours of the facility	0900 Hrs to 1730 Hrs
4.4.4	Contact person & contact details (Phone, fax email)	Director and Deputy Registrar, NIMHR, Sehore . Phone : 07562-223960
4.5	Such other information as may be prescribed under section 4 (i) (b) (xvii)	

4.5.1	Grievance redressal mechanism	All grievances are redressed by the Institute.
4.5.2	Details of applications received under RTI and information provided	Received: 60 Disposed: 60
4.5.3	List of completed schemes/ projects/Programmes	<u>Not Applicable</u>
4.5.4	List of schemes/ projects/ programme underway	<u>Not Applicable</u>
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	<u>Not Applicable</u>
4.5.6	Annual Report	Will be updated shortly
4.5.7	Frequently Asked Question (FAQs)	
4.5.8	a) Any other information such as – (a) Citizen's Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the, (d) Performance against the benchmarks set in the Citizen's Charter	<u>Not Applicable</u>
4.6	Receipt & Disposal of RTI applications & appeals	

4.6.1	Details of applications received and disposed	Received: 57 Disposed : 57
4.6.2	Details of appeals received and orders issued	Received: 03 Disposed : 03
4.7	Replies to questions asked in the parliament [Section 4(1) (d) (2)]	
4.7.1	Details of questions asked and replies given	Parliament questions are communicated by the DEPwD, MoSJ&E, GoI and replied in time to the respective sections of the DEPwD, MoSJ&E.
5. Information as may be Prescribed		
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17/08/2016, F.No. 1/6/2011-IR dt. 15/04/2013]	
5.1.1	Name & details of – (a) Current CPIOs & FAAs, Earlier CPIO & FAAs from 1.1.2015	(a) Current CPIO & FAAs (i) Dr. Narendra Kumar (w.e.f. 10.08.2023) Deputy Registrar & CPIO (ii) Dr. Akhilesh Kumar Shukla, Director & FAA, NIMHR, Sehore (b) Earlier CPIOs and FAAs : i) The CPIO charge was entrusted to previous Dy Registrars. ii) The FAA Charge was entrusted to previous Directors.

5.1.2	Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	28.05.2024 Annexure - I
5.1.3	Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment (b) Name & Designation of the officers	Not Applicable
5.1.4	Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers	Not Applicable
5.1.5	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI (a) Dates from which constituted (b) Name & Designation of the Officers	At present the CPIO and FAA are: (i) Dr. Narendra Kumar (w.e.f. 10.08.2023) Deputy Registrar & CPIO (ii) Dr. Akhilesh Kumar Shukla, Director & FAA, NIMHR, Sehore

6. Information Disclosed on own initiative		
6.1	Item/ information disclosed so that public have minimum resort to use of RTI Act to obtain information	Mandatory disclosure already uploaded in the website of NIMHR, Sehore
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of office procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pension, Govt. of India)	
6.2.1	Whether STQC certification obtained and its validity	Not Available
6.2.2	Does the website show the certificate on the Website?	Not Applicable

Self appraisal report for Year (2025-26)

Auditor Agency: Dr R R Dhanapal(Indian Institute of Public Administration, IIPA, Puducherry Regional Branch, A Training Institute of Govt. of India.)

Ministry Name: Ministry of Social Justice & Empowerment

Department Name:

Public Authority Name: National Institute of Mental Health Rehabilitation, Sehore

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1	Organisation and Function								
1.1	Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]								
1.1.1	Name and address of the Organization	Fully Met	1.28	1.28	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	1.28	ok
1.1.2	Head of the organization	Fully Met	1.28	1.28	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	1.28	ok
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	1.28	ok
1.1.4	Function and duties	Fully Met	1.28	1.28	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	1.28	ok
1.1.5	Organization Chart	Fully Met	1.28	1.28	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	1.28	ok
1.1.6	Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/	Fully Met	1.28	1.28	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	1.28	ok

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	Commissions constituted from time to time have been dealt								
1.2	Power and duties of its officers and employees[Section 4(1) (b)(ii)]								
1.2.1	Powers and duties of officers (administrative, financial and judicial)	Fully Met	1.92	1.92	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	1.92	ok
1.2.2	Power and duties of other employees	Partially Met	1.92	0.96	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Partially Met	0.96	ok
1.2.3	Rules/ orders under which powers and duty derived and exercised	Fully Met	1.92	1.92	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	1.92	ok
1.2.4	Work allocation	Fully Met	1.92	1.92	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	1.92	ok
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]								
1.3.1	Process of decision making - Identify key decision making points	Fully Met	1.54	1.54	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	1.54	ok
1.3.2	Final decision making authority	Fully Met	1.54	1.54	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	1.54	ok
1.3.3	Related provisions, acts, rules etc.	Not Applicable	0	0	empty	empty	Not Applicable	0	ok
1.3.4	Time limit for taking a decisions, if any	Not Applicable	0	0	empty	empty	Not Applicable	0	ok
1.3.5	Channels of supervision and accountability	Not Applicable	0	0	empty	empty	Not Applicable	0	ok
1.4	Norms for discharge of functions[Section 4(1)(b)(iv)]								
1.4.1	Nature of functions/ services offered	Fully Met	1.54	1.54	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	1.54	ok

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	1.54	ok
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	1.54	ok
1.4.4	Time-limit for achieving the targets	Not Applicable	0	0	empty	empty	Not Applicable	0	ok
1.4.5	Process of redressal of grievances	Partially Met	1.54	0.77	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Partially Met	0.77	ok
1.5	Acts, rules, regulations, instructions, manuals and records for discharging functions[Section 4(1)(b)(v)]								
1.5.1	Title and nature of the record/ manual /instruction.	Not Applicable	0	0	empty	empty	Not Applicable	0	ok
1.5.2	List of Acts, rules, regulations, instructions, manuals and records.	Not Applicable	0	0	empty	empty	Not Applicable	0	ok
1.5.3	Acts/ Rules/ manuals, etc.	Fully Met	2.6	2.60	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	2.60	ok
1.6	Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]								
1.6.1	Categories of documents	Not Applicable	0	0	empty	empty	Not Applicable	0	ok
1.6.2	Custodian of documents/categories	Not Applicable	0	0	empty	empty	Not Applicable	0	ok
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]								
1.7.1	Name of Boards, Council, Committee etc.	Fully Met	0.96	0.96	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	0.96	ok
1.7.2	Composition	Fully Met	0.96	0.96	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	0.96	ok
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	0.96	ok

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					/mandatory-disclosure-under-section-4-of-rti-act-2005/				
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	0.96	ok
1.7.5	Powers and functions	Fully Met	0.96	0.96	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	0.96	ok
1.7.6	Whether their meetings are open to the public?	Not Applicable	0	0	empty	empty	Not Applicable	0	ok
1.7.7	Whether the minutes of the meetings are open to the public?	Not Applicable	0	0	empty	empty	Not Applicable	0	ok
1.7.8	Place where the minutes if open to the public are available?	Not Applicable	0	0	empty	empty	Not Applicable	0	ok
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]								
1.8.1	Name and designation	Fully Met	3.85	3.85	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	3.85	ok
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	3.85	ok
1.9	Monthly Remuneration received by officers & employees including system of compensation[Section 4(1) (b) (x)]								
1.9.1	List of employees with Gross monthly remuneration	Fully Met	3.85	3.85	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	3.85	ok
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	3.85	ok
1.10	Name, designation and other particulars of Public Information Officers[Section 4(1) (b) (xvi)]								
1.10.1	Name and designation of the Public Information Officers (PIOs), Assistant Public Information	Fully Met	3.85	3.85	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	3.85	ok

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	Officer(s) & Appellate Authority								
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	3.85	ok
1.11	Number of employees against whom disciplinary action has been proposed/ taken (F No. 1/6/2011- IR dt. 15.4.2013)								
1.11.1	Number of employees against whom disciplinary action has been (i) Pending for minor penalty or major penalty proceedings	Fully Met	3.85	3.85	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	3.85	ok
1.11.2	(ii) Finalised for minor penalty or major penalty proceedings	Fully Met	3.85	3.85	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	3.85	ok
1.12	Programmes to advance understanding of RTI(Section 26)								
1.12.1	Educational programmes	Not Applicable	0	0	empty	empty	Not Applicable	0	ok
1.12.2	Efforts to encourage public authority to participate in these programmes	Not Applicable	0	0	empty	empty	Not Applicable	0	ok
1.12.3	Training of CPIO/APIO	Not Applicable	0	0	empty	empty	Not Applicable	0	ok
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Not Applicable	0	0	empty	empty	Not Applicable	0	ok
1.13	Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15.4.2013]								
1.13.1	Transfer policy and transfer orders[F No. 1/6/2011- IR Dt. 15.4.2013]	Not Applicable	0	0	empty	empty	Not Applicable	0	ok
Total			63	61			63	61	
2	Budget and Programme								
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.[Section 4(1)(b)(xi)]								
2.1.1	Total Budget for the public authority	Fully Met	10	10.00	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	10.00	ok
2.1.2	Budget for each agency and plan &	Not Applicable	0	0	empty	empty	Fully Met	10.00	ok

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	programmes	cable							
2.1.3	Proposed expenditures	Fully Met	10	10.00	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	10.00	ok
2.1.4	Revised budget for each agency, if any	Not Applicable	0	0	empty	empty	Fully Met	10.00	ok
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	10.00	ok
2.1.6	Information related to procurements-(a) Notice/tender enquires, and corrigenda if any thereon, (b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, (c) The works contracts concluded – in any such combination of the above-and, (d) The rate/ rates and the total amount at which such procurement or works contract is to be executed.	Fully Met	10	10.00	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	10.00	ok
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)								
2.2.1	Budget	Fully Met	20	20.00	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	20.00	ok
2.2.2	Foreign and domestic tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the Heads of the Department.- (a) Places visited, (b) The period of visit, (c) The number of members in the official delegation, (d) Expenditure on the	Fully Met	20	20.00	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	20.00	ok

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	visit								
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]								
2.3.1	Name of the programme of activity	Fully Met	6.25	6.25	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	6.25	ok
2.3.2	Objective of the programme	Fully Met	6.25	6.25	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	6.25	ok
2.3.3	Procedure to avail benefits	Fully Met	6.25	6.25	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	6.25	ok
2.3.4	Duration of the programme/ scheme	Fully Met	6.25	6.25	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	6.25	ok
2.3.5	Physical and financial targets of the programme	Fully Met	6.25	6.25	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	6.25	ok
2.3.6	Nature/ scale of subsidy /amount allotted	Fully Met	6.25	6.25	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	6.25	ok
2.3.7	Eligibility criteria for grant of subsidy	Fully Met	6.25	6.25	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	6.25	ok
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Fully Met	6.25	6.25	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	6.25	ok
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]								
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Not Applicable	0	0	empty	empty	Not Applicable	0	ok
2.4.2	Annual accounts of all legal entities who are provided grants by public	Not Applicable	0	0	empty	empty	Not Applicable	0	ok

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	authorities								
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]								
2.5.1	Concessions, permits or authorizations granted by public authority	Not Applicable	0	0	empty	empty	Not Applicable	0	ok
2.5.2	For each concessions, permit or authorization granted - (a) Eligibility criteria, (b) Procedure for getting the concession/ grant and/ or permits of authorizations, (c) Name and address of the recipients given concessions/ permits or authorizations, (d) Date of award of concessions/ permits of authorizations	Not Applicable	0	0	empty	empty	Not Applicable	0	ok
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]								
2.6.1	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the Parliament.	Fully Met	50	50.00	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	50.00	ok
Total			180	180			200	200	
3	Publicity and Public interface								
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]								
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Not Applicable	0	0	empty	empty	Fully Met	12.50	ok
3.1.2	a) Arrangements for consultation with or representation by members of the public in policy formulation/ policy implementation, (b) Day & time allotted for visitors,(c) Contact	Not Applicable	0	0	empty	empty	Not Applicable	0	ok

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants								
3.1.3	Public- Private Partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	0	0	empty	empty	Not Applicable	0	ok
3.1.4	Public- Private Partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	0	0	empty	empty	Not Applicable	0	ok
3.1.5	Public- Private Partnerships (PPP)- Concession agreements.	Not Applicable	0	0	empty	empty	Not Applicable	0	ok
3.1.6	Public- Private Partnerships (PPP)- Operation and maintenance manuals	Not Applicable	0	0	empty	empty	Not Applicable	0	ok
3.1.7	Public- Private Partnerships (PPP) - Other documents generated as part of the implementation of the PPP	Not Applicable	0	0	empty	empty	Not Applicable	0	ok
3.1.8	Public- Private Partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	Not Applicable	0	0	empty	empty	Not Applicable	0	ok
3.1.9	Public- Private Partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	0	0	empty	empty	Not Applicable	0	ok
3.1.10	Public- Private Partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	Not Applicable	0	0	empty	empty	Not Applicable	0	ok
3.1.11	Public- Private Partnerships (PPP) - All payment made under the PPP project	Not Applicable	0	0	empty	empty	Not Applicable	0	ok

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
3.2	Are the details of policies / decisions, which affect public, informed to them[Section 4(1) (c)]								
3.2.1	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year	Fully Met	16.67	16.67	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	16.67	ok
3.2.2	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process	Not Applicable	0	0	empty	empty	Not Applicable	0	ok
3.2.3	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Outline the arrangement for consultation before formulation of policy	Not Applicable	0	0	empty	empty	Not Applicable	0	ok
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]								
3.3.1	Use of the most effective means of communication - Internet (website)	Fully Met	50	50.00	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	50.00	ok
3.4	Form of accessibility of information manual/ handbook[Section 4(1)(b)]								
3.4.1	Information manual/handbook available in electronic format	Fully Met	25	25.00	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	25.00	ok
3.4.2	Information manual/handbook available in printed format	Fully Met	25	25.00	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	25.00	ok

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]								
3.5.1	List of materials available Free of cost	Fully Met	25	25.00	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	25.00	ok
3.5.2	List of materials available at a reasonable cost of the medium	Fully Met	25	25.00	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	25.00	ok
Total			167	167			179	179	
4	E-Governance								
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]								
4.1.1	Hindi	Partially Met	9.52	4.76	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	9.52	ok
4.1.2	English	Fully Met	9.52	9.52	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	9.52	ok
4.1.3	Vernacular/ Local Language	Fully Met	9.52	9.52	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	9.52	ok
4.2	When was the information Manual/Handbook last updated?[F No. 1/6/2011-IR dt 15.4.2013]								
4.2.1	Last date of Annual updation	Fully Met	28.57	28.57	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	28.57	ok
4.3	Information available in electronic form[Section 4(1)(b)(xiv)]								
4.3.1	Details of information available in electronic form	Fully Met	9.52	9.52	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	9.52	ok
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	9.52	ok
4.3.3	Location where available	Fully Met	9.52	9.52	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	9.52	ok

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					section-4-of-rti-act-2005/				
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]								
4.4.1	Name & location of the facility	Fully Met	7.14	7.14	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	7.14	ok
4.4.2	Details of information made available	Fully Met	7.14	7.14	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	7.14	ok
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	7.14	ok
4.4.4	Contact person & contact details (Phone, fax, email)	Fully Met	7.14	7.14	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	7.14	ok
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)								
4.5.1	Grievance redressal mechanism	Fully Met	4.1	4.10	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	4.10	ok
4.5.2	List of completed schemes/ projects/ Programmes	Fully Met	4.1	4.10	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	4.10	ok
4.5.3	List of schemes/ projects/ programme underway	Not Applicable	0	0	empty	empty	Not Applicable	0	ok
4.5.4	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Not Applicable	0	0	empty	empty	Not Applicable	0	ok
4.5.5	Annual Report	Fully Met	4.1	4.10	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	4.10	ok
4.5.6	Frequently Asked Question (FAQs)	Not Applicable	0	0	empty	empty	Not Applicable	0	ok

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
4.5.7	Any other information such as - (a) Citizen's Charter, (b) Six monthly reports on the performance against the benchmarks set in the Citizen's Charter	Not Applicable	0	0	empty	empty	Not Applicable	0	ok
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]								
4.6.1	Details of applications received and disposed	Fully Met	14.29	14.29	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	14.29	ok
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	14.29	ok
4.7	Replies to questions asked in the Parliament[Section 4(1)(b)(xvii)]								
4.7.1	Details of questions asked and replies given	Fully Met	28.57	28.57	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	28.57	ok
Total			184	179			184	184	
5	Information as may be prescribed								
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]								
5.1.1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015	Fully Met	20	20.00	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	20.00	ok
5.1.2	Details of third party audit of voluntary disclosure -(a) Dates of audit carried out , (b) Report of the audit carried out	Not Applicable	0	0	empty	empty	Fully Met	20.00	https://cdnbbsr.s3waas.gov.in/s38cbd005a556ccd4211ce43f309bc0eac/uploads/2024/09/2025071646454382.pdf
5.1.3	Appointment of Nodal Officers not	Not Applicable	0	0	empty	empty	Not Met	0	https://cdnbbsr.s3waas.gov.in/s38cbd005a556ccd4211ce43f309bc0eac/uploads/2024/09/2025071646454382.pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	below the rank of Joint Secretary/ Additional HoD - (a) Date of appointment , (b) Name & Designation of the officers	cable							r.s3waas.gov.in/s38cbd005a556ccd4211ce43f309bc0eac/uploads/2024/09/2025071646454382.pdf
5.1.4	Consultancy committee of key stakeholders for advice on suo-motu disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers	Not Applicable	0	0	empty	empty	Fully Met	20.00	https://cdnbbsr.s3waas.gov.in/s38cbd005a556ccd4211ce43f309bc0eac/uploads/2024/09/2025071646454382.pdf
5.1.5	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI - (a) Dates from which constituted, (b) Name & Designation of the Officers	Not Applicable	0	0	empty	empty	Fully Met	20.00	https://cdnbbsr.s3waas.gov.in/s38cbd005a556ccd4211ce43f309bc0eac/uploads/2024/09/2025071646454382.pdf
Total			20	20			100	80	
6	Information Disclosed on own Initiative								
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information [Section 4(2)]								
6.1.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	Fully Met	25	25.00	https://nimhr.nic.in/document/mandatory-disclosure-under-section-4-of-rti-act-2005/	empty	Fully Met	25.00	ok

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India)								
6.2.1	Whether STQC certification obtained and its validity	Not Applicable	0	0	empty	empty	Not Applicable	0	https://cdnbbsr.s3waas.gov.in/s38cbd005a556ccd4211ce43f309bc0eac/uploads/2024/09/2025071646454382.pdf
6.2.2	Does the website show the certificate on the Website?	Not Applicable	0	0	empty	empty	Not Applicable	0	https://cdnbbsr.s3waas.gov.in/s38cbd005a556ccd4211ce43f309bc0eac/uploads/2024/09/2025071646454382.pdf
Total			25	25			25	25	
Grand Total			639	632			751	729	