

## Organisation and Functions

Sl. No.	Item	Details of Disclosure	Remarks/Reference Points
1.1	Particulars of its organisation functions and duties (Section 4(1) (b) (i))	(i) Name and address of the Organization	National Institute for the Empowerment of Persons with Intellectual Disabilities (Divyangjan) Department of Empowerment of Persons with Disabilities, Ministry of Social Justice & Empowerment, Manovikasnagar, Secunderabad-500 009
		(ii) Head of the organization	Director
		(iii) Vision, Mission and key objectives	<b>Vision:</b> The quality of life of every person with Intellectual Disability (Divyangta) is equal to that of other citizens in the country in that they live independently to the maximum extent possible.  <b>Mission:</b> Through constant professional endeavors, empowering the persons with Intellectual Disability (Divyangta) to access the state-of-the-art rehabilitation intervention viz., educational, therapeutic, vocational, employment, leisure and social, sports and cultural programmes and full participation.
		(iv) Function and duties	Enclosed at Annexure-I
		(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	DFPRs
		(iv) Exercised	DFPRs
		(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/Ministry
		(iii) Related provisions, acts, rules etc.	All GOI norms
		(iv) Time limit for taking a decisions, if any	-
		(v) Channel of supervision and accountability	-
1.4	Norms for discharge of functions (Section 4(1) (b)(iv))	(i) Nature of functions/services offered	<p><b><u>Various services models available are:</u></b> Home Based Service Models, Institution/ Center Based Rehabilitation Model, Community Based Rehabilitation Model, Extension and Mobile Service Model, Special Education Service Model, Integrated Education System, Inclusive Education System, Respite Care Service Model, Residential Care Service Model, E-Based Rehabilitation Model. These service models include the general and specialized services including the extension and outreach service, Cross Disability Early Intervention Centre.</p> <p><b><u>GENERAL SERVICES:</u></b>The institute provides assessment and evaluation services ranging from case history taking, physical and medical examinations, intellectual and developmental assessment, special education assessment, therapeutic needs assessment, vocational assessment and basic biochemical screening and examinations. After a comprehensive assessment, management plan and intervention packages are developed. Parent counseling is done with emotional support explaining the nature of the child's condition and his /her level of functioning. A home based training programme and demonstration for the same are given to parents for management and rehabilitation. These services includes: a). Special Education Services b) Rehabilitation Psychological Service. c) Medical Services d) Therapeutic Services i) Physiotherapy ii) Occupational Therapy iii) Speech Therapy e) Early Intervention Services f) Vocational Training and Rehabilitation g) Referral Services</p>

			<p><b><u>SPECIAL SERVICES:</u></b>Special services are aimed at exploring the possibility of including contemporary services along with general services. The specialized services are rendered after a detailed assessment of persons with Intellectual Disability (Divyangta).  Theses services are:</p> <ol style="list-style-type: none"> <li>a. Sensory Integration therapy for persons with Intellectual Disability (Divyangta) associated with sensory impairments.</li> <li>b. Biochemistry services for the persons with Intellectual Disability (Divyangta) to identify metabolic and biochemical disorder.</li> <li>c. Electroencephalogram for diagnosis of epilepsies and related brain disorders in persons with Intellectual Disability (Divyangta)</li> <li>d. Electro myelography for diagnosis of associated neuromuscular disorders in Persons with mental retardation.</li> <li>e. Rehabilitation services for persons with multiple handicapped(disabilities) (Divyangta).</li> <li>f. Nutritional counselling for persons with Intellectual Disability (Divyangta) of all</li> <li>g. Hydrotherapy services for persons with Intellectual Disability (Divyangta) associated with locomotor impairments.</li> <li>h. Manoranjanam unit for persons with profound persons with Intellectual Disability.</li> <li>i. Computer assistive instructions for persons with mild Intellectual Disability (Divyangta).</li> <li>j. Special services for persons with autism.</li> <li>k. Group activities for persons with various levels of retardation.</li> <li>l. Resource room for the assessment of visual acuity of persons with mental retardation.</li> <li>m. Family cottage services for outstation clients to get oriented in home based rehabilitation.</li> <li>n. Resource room for slow learners.</li> <li>o. Resource room for coaching for NIOS examinations.</li> </ol>
		(ii) Norms/standards for functions/service delivery	The Institute has been certified under ISO 9001:2015 and the norms/standards set under these standards are being followed
		(iii) process by which these services can be	The clients visiting the Institute for services are registered and based on the assessment, need based therapy is given by the professionals in the field of special education, psychology, medical services, therapeutics, early intervention, vocational training , etc., in the special services.

		accessed	
		(iv) Time-limit for achieving the targets	Depending on the clients' needs.
		(v) Process of redress of grievances	For redressal of grievances an officer has been nominated as grievance officer under CP GRAMS
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	ISO manual of all the departments
		(ii) List of Rules, regulations, instructions manuals and records	CCS (CCA) rules conduct Rules, FRSR and all other rules of GOI
		(iii) Acts/Rules manuals etc.	-do-
		(iv) Transfer policy and transfer orders	-
1.6	Categories of documents held by the authority under its control (Section 4(1) (b) (vi))	(i) Categories of documents	-
		(ii) Custodian of documents/categories	-
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority (Section 4 (1) (b) (viii))	(i) Name of Boards, Councils, Committee etc.	General Council, Executive Council
		(ii) Composition	Annexure-V
		(iii) Dates from which constituted	As at Annexure-V
		(iv) Term/ Tenure	2 years
		(v) Powers and functions	As at Annexure-V
		(vi) Whether their meetings are open the public?	No
		(vii) Whether the minutes of the meetings are open to the public?	No
		(viii) Place where the minutes if open to the public are available?	Not applicable
1.8	Directory of officers and employees (Section 4(1) (b)(ix))	(i) Name and designation	Annexure-VI
		(ii) Telephone, fax and email ID	
1.9	Monthly Remuneration received by officers	(i) List of employees with Gross monthly remuneration	-
		(ii) System of compensation as provided in its	-

	& employees including system of compensation (Section 4(1) (b)(x))	regulations	
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	Dr. Ambady K.G, Lecturer in Special Education and Public Information Officer, NIEPID, Secunderabad
		(ii) Address, telephone numbers and email ID of each designated	NIEPID, Secunderabad
1.11	No. of employees against whom Disciplinary action has been proposed/taken	No. of employees against whom disciplinary action has been	02
		(i) Pending for Minor penalty or major penalty proceedings	
		(ii) Finalised for Minor penalty or major penalty proceedings	00
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes	The PIO/APIO 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	-

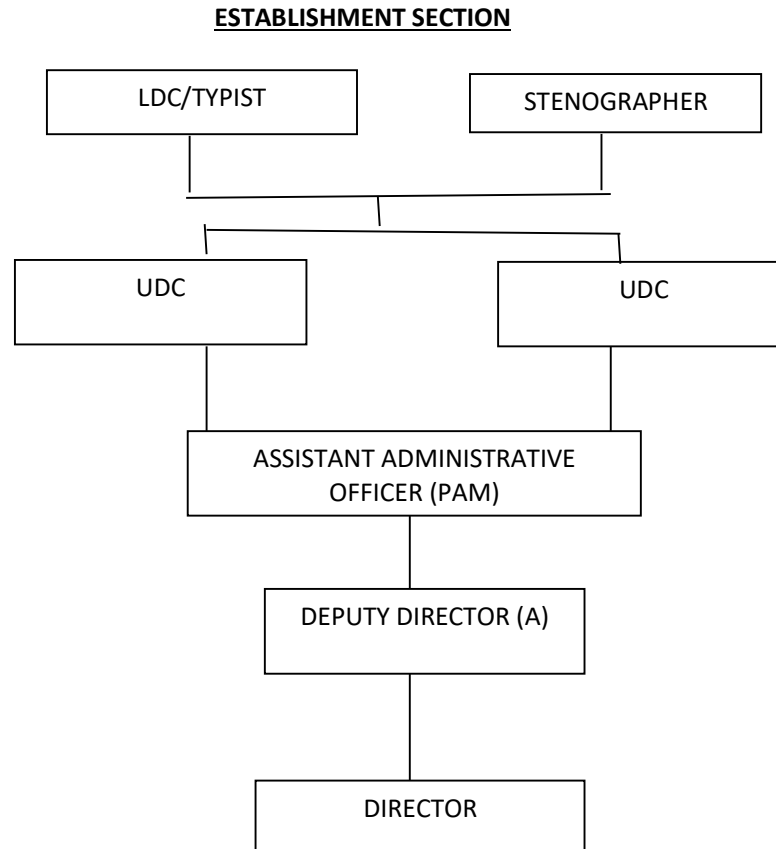
### 1.3.1 TRANSFER POLICY

No transfer policy available.

As per the bye-laws, the Director has full powers to transfer the Institute's employee from one place to other.

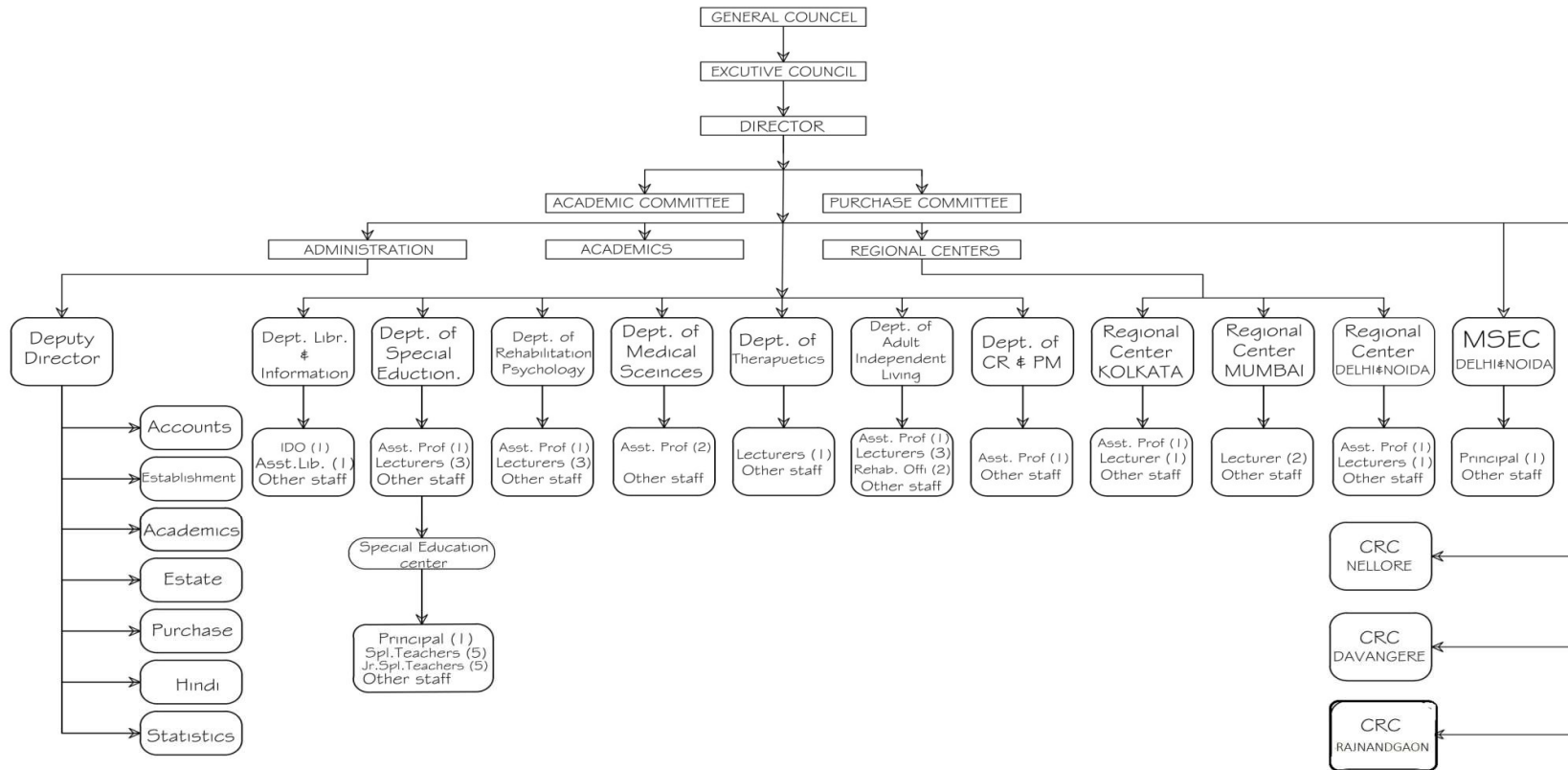
The transfers are being made as per service exigencies within the powers of the Director.

### 3.3.1 & 3.3.3 DECISION MAKING PROCESS



NATIONAL INSTITUTE FOR THE EMPOWERMENT OF PERSONS WITH INTELLECTUAL DISABILITIES (DIVYANGJAN)

ORGANISATION CHART



**Delegation of Financial Powers to Directors of National Institutes**

Sl. No.	PARTICULARS	Powers
01	Sanction of TA/DA Advance & Final Bill	Full power as per entitlement and as per Gol rules/orders.
02	Sanction of LTC Advance & Final Bill	<b>For regular employees against sanctioned posts</b> and as applicable to Central Autonomous Bodies.
03	Sanction of Leave Encashment during LTC	
04	Sanction of Staff Advance	
05	Sanction of TA on Transfer & Retirement	
06	Sanction of House Building Advance and such other advances as per compendium of Advances	
07	Payments of Salary Arrears and other dues	Full power as per Gol entitlement and as per Gol rules/orders.  Advances to staff as per 7 <sup>th</sup> CPC/latest Gol orders as applicable to Central Autonomous Bodies may be followed.
08	Sanction of Conveyance Charges/Advances	Agreed as per Gol rules applicable to Central Autonomous Bodies.
09	Sanction of Medical Advance to Staff	<b>For regular employees against sanctioned posts.</b>
10	Sanction of Medical Reimbursements Bills of the staff	
11	Sanction of Hospitalization Bills	Full Power as per CGHS Rates.
12	Sanction of Staff Claims viz, Children Education Allowance, Telephone Bills Reimbursement, News Paper Bills and others.	<b>For regular employees against sanctioned posts.</b>  Full power as per Gol entitlement and as per Gol orders applicable to Central Autonomous Bodies
13	Approval of Statutory payments viz Electricity, Telephone, Insurance Charges, Telegrams, Taxes, LPG Gas, Postage etc	Full powers in compliance of GFR
14	Payment of Municipal Corporation Taxes, Water Bills	
15	Audit Fees	
16	Payment of Patient Diet	As per EC directions/norms
17	Sanction of the Legal Expenditure, Lawyers Fees etc	Full powers subject to the rates approved by the Ministry of Law, Gol from time to time.

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25/3/2023



32	Sanction of Contract for engagement of Security. Housekeeping & Manpower Services Agencies and release of periodic payments thereon.	Full power following GFR and through GeM only subject to reporting to the next consecutive EC.
33	Sanction of Provident funds dues at the time of retirement	For regular employees against sanctioned posts.  Full power as per Gol entitlement and as per Gol rules/orders applicable to Central Autonomous Bodies.
34	Sanction of Retirement Benefits viz, Gratuity Leave encashment, Commutation of Pension etc.	For regular employees against sanctioned posts.  Full power as per Gol entitlement and as per Gol rules/orders applicable to Central Autonomous Bodies.
35	Sanction of Advance /Final withdrawal from Provident funds	For regular employees against sanctioned posts.  Full power as per Gol entitlement and as per Gol rules/orders applicable to Central Autonomous Bodies.
36	Sanction of Civil & Electrical Works	Up to Rs. 5 lakh annually. Beyond Rs. 5 lakh with approval of EC.
37	Repairs and Maintenance works/Contracts	Up to Rs. 5 lakh annually. Beyond Rs. 5 lakh with approval of 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
40	Sale of scrap/obsolete items etc	AS per GFR provisions
41	Re-appropriation of expenditure within sanctioned budget	Re-appropriation of expenditure among three Heads i.e. General, Salary and Capital is not allowed.
42	Any emergency expenditure	Full Power up to Rs. 2,50,000/- annually, subject to reporting in the next consecutive EC.

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25/3/2023

18	Sanction of Subsistence Allowances	Full powers in respect of employees whose Disciplinary Authority is Director.
19	Sanction of pay related matters including fixation of pay annual increment, special increment, advance increment special pay deputation duty allowances, other allowances etc.	Full powers, subject to the Gol rules/orders and observance of the principles as may be laid down by the Executive Committee
20	Sanction and determining security deposit payable/receivable for/from contracts.	Full power subject to Gol rules/orders.
21	Sponsoring academic activities in the area of rehabilitation and programs for Persons with Disabilities	Rs. 50,000 per program up to 4 programs per year. Beyond this on approval of the EC.
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.
24	Payment of TA/DA to the Non-Official Members for different meetings	As per Gol orders and approved by EC
25	Payment of Honorarium to the Non-Official Members for different meetings	As per Gol orders and approved by EC-
26	Sanction of Contingent/Miscellaneous Expenditure	Up to Rs. 50,000/- following GFR
27	Procurement of Printing, Building, Stationery, Stores & Consumable and other recurring expenditure	Up to Rs. 2,50,000/- annually following GFR & through GeM. Beyond Rs.2,50,000/- with approval of the EC.
28	Procurement of Capital Assets/Goods	Up to Rs. 5,00,000/- annually following GFR & through GeM. Beyond Rs.5,00,000/- with approval of the EC.
29	Engagement of Works contract	Up to Rs. 2,50,000/- annually following GFR. Beyond Rs.2,50,000/- with approval of the EC.
30	Hiring of Services including AMCs	Up to Rs. 5,00,000/- through GeM& following GFR annually. Beyond Rs. 5.00 lakh with the approval of EC.
31	Procurement of ADIP materials	Full Power subject to procurement from ALIMCO or through GeM

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*25/2/2023*

**Delegation of Financial Powers to Directors of CRCs**

S. No.	Item of Expenditure	Extent of Power Proposed
1	CONTINGENCY EXPENDITURE Incurring contingent expenditure on behalf of the Head of office	I). <b>Recurring expenditure</b> – on each individual item – Rs.2000/- in each case per month II). <b>Non-recurring expenditure</b> – Rs.5000/- in each case per month
2	Petty works and Repairs GFR 136 & 137  (Now rule 143 of GFR, 2017)	Up to Rs. 25,000/- per year
3	Purchase of stores including office furniture, office equipment DFPR 21	Up to Rs. 10,000/- for each item with the ceiling of Rs. 50,000/- per year
4	Sanctioning advance to an employee of the centre to cover T.A. and D.A. expenditure in connection with tours, LTC etc.	Full powers as per Gol norms for all Group A, 'B' & 'C' staff working at the Centre.
5	Maintenance, upkeep and repairs to the vehicles	Up to Rs. 5,000/- per month.
6	Municipal rates and taxes and electrical charges	Full Power as per rules
7	Postal, Courier, Speed Post, Registered Post and Telegraph charges	Full Power as per rules
8	Printing, Binding and Stationery	As per GFR up to Rs.50,000/- per year.
9	Purchase of prescribed books for the courses as syllabus	Up to Rs. 1 Lakhs per year per course as per prescribed norms.
10	Purchase of other publication including journals	Up to Rs. 20,000/- per year per course.
11	Repairs to and removal of machinery	Up to Rs. 10,000/- per month for all works
12	Temporary advance paid from contingent grant a). Purchase of stationary b). Local purchase of rubber stamps and office seals	Up to Rs. 50,000/- per year
13	Telephone & trunk call charges a). Telephone b). Broad band connection	Up to Rs. 5,000 per month
14	Entertainment(Hospitality) expenditure	Upto Rs.50,000 per year
15	Hiring charges of vehicles, transport	Up to Rs.7,500/- per month subject

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S. No.	Item of Expenditure	Extent of Power Proposed
	expenses	to approved rates as prevailed according to RTA.
16.	Payment to guest lecturers	Full power as per the approval of EC.
17.	Expenses for conducting short term training programmes	Full power as per the proposals approved by the competent authority.
18.	Disbursement of salaries	Full powers as per the salary bills approved and passed by the Head of office.
19.	Drawl of annual increments	Full powers for grant of annual increments in respect of Group-A, B&C employees.
20.	Payment to electricity/water/ Municipal taxes etc.	Full Powers as per rules
21.	Repair/AMC of all office equipment including PCS, Laptops, Photocopy machines, Fax Machine, EPBX etc.	Full powers - up to Rs. 10,000 per annum on each individual item subject to not being more than 10% of the cost of the item .
22.	Bill payment to party/ supplier (ADIP/other items supplier etc.)	Full powers subject to procurement from ALIMCO or GeM
23.	TA/DA of CRC officials deputed on official local/outstation duties	Full powers as per Govt orders/norms
24.	Payment of vendors of GeM/ CPP Portal/Local Purchase for the items approved by the standing committee	Full powers for payment of vendors of GeM/Local Purchase for the items approved by Director, NI.

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25/3/2023

Payment of Sitting Fee in respect of non-official members of GC/EC of NIs

Sl. No.	Name of Committee	Category of committee as per para 2.1 of OM of Department of Expenditure	Proposal of Sitting fee
1	Executive Council (EC)/ Standing Committee (SC)	Other Committees	Rs. 3,000/- +TA/DA
2	General Council / Governing Council	Other Committees	Rs. 4,000/- + TA /DA

*Jens*  
*25/2/2023*