

**Information Handbook**

**Under Section 4(1) (b)**

**Right to Information Act, 2005**



**Pandit Deendayal Upadhyaya National Institute for Persons with Physical Disabilities  
(Divyangjan)**

**Department of Empowerment of Persons with Disabilities (Divyangjan),  
Ministry of Social Justice & Empowerment, Govt. of India)**

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**Chapter- 1**  
**Introduction**  
**Sec-4(1)(b)(i)**

**Name and Address of the Organization**

Pandit Deendayal Upadhyaya National Institute for Persons with Physical Disabilities (Divyangjan)

(Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice & Empowerment, Govt. of India), 4- Vishnu Digamber Marg, New Delhi- 110002

**Brief History of the Institute (Genesis):-**

Pt. Deendayal Upadhyaya National Institute for Persons with Physical Disabilities (Divyangjan) is an autonomous organization under the administrative and financial control of Ministry of Social Justice & Empowerment, Govt. of India .

The institute, formerly known as institute for the physically handicapped (IPH), was established as a non- governmental organization in the year 1960 by the society for crippled and handicapped and came into being when the erstwhile Jawahar Lal Nehru institute of physical medicine and rehabilitation and other allied institutions run by the council for the aid of crippled & handicapped were taken over by the Govt. of India on 22<sup>nd</sup> may 1975 and converted into an autonomous body in the year 1976. it was registered as a society in the year 1976 under societies registration act, 1860.

The institute was renamed as Pt. Deendayal Upadhyaya National Institute for the Physically Handicapped (PDUIPH) in 2002 and subsequently to Pt. Deendayal Upadhyaya National Institute for Persons with Physical Disabilities (Divyangjan) in year 2016.

**Working Hours:-**

- Monday – Friday - 9.00 A.M. – 5.30 pm  
(Lunch break: 1:00 pm – 1:30 pm)
- Holiday: Saturday, Sunday and All Central Govt. Holidays

**Head of the Organization**

Sh. Jitendra Sharma, Director, PDUNIPPD (D)

## **Chapter- 2**

### **Description of Particulars of Organization, Function & Duties**

#### **Sec- 4(1)(b)(i)**

**The main aims and objectives of the Institute are as follows:-**

- To undertake the training of the Physiotherapists, Occupational Therapists, Prosthetics & Orthotics and other such professionals that may be needed for providing services to the persons with disabilities.
- To offer education, training, work-adjustment and such other rehabilitation services as the society may deem fit to persons with locomotor disabilities with or without associated intellectual disabilities.
- To undertake the manufacture and distribution of such aids and appliances as are needed for the education, training and rehabilitation of the persons with disabilities.
- To provide such other services as may be considered appropriate for promoting the education and rehabilitation of the divyangjan, including organizing meetings, seminars and symposia.
- To undertake, initiate, sponsor or stimulate research aimed at developing more effective techniques for the education and rehabilitation of the persons with disabilities.
- To co-operate with national, regional or local agencies in research or such other activities as may be designed to promote the development of services for the persons with disabilities.
- To undertake or sponsor such publications as may be considered appropriate.
- To do such other things as may be necessary or incidental to the realization of the above objectives.

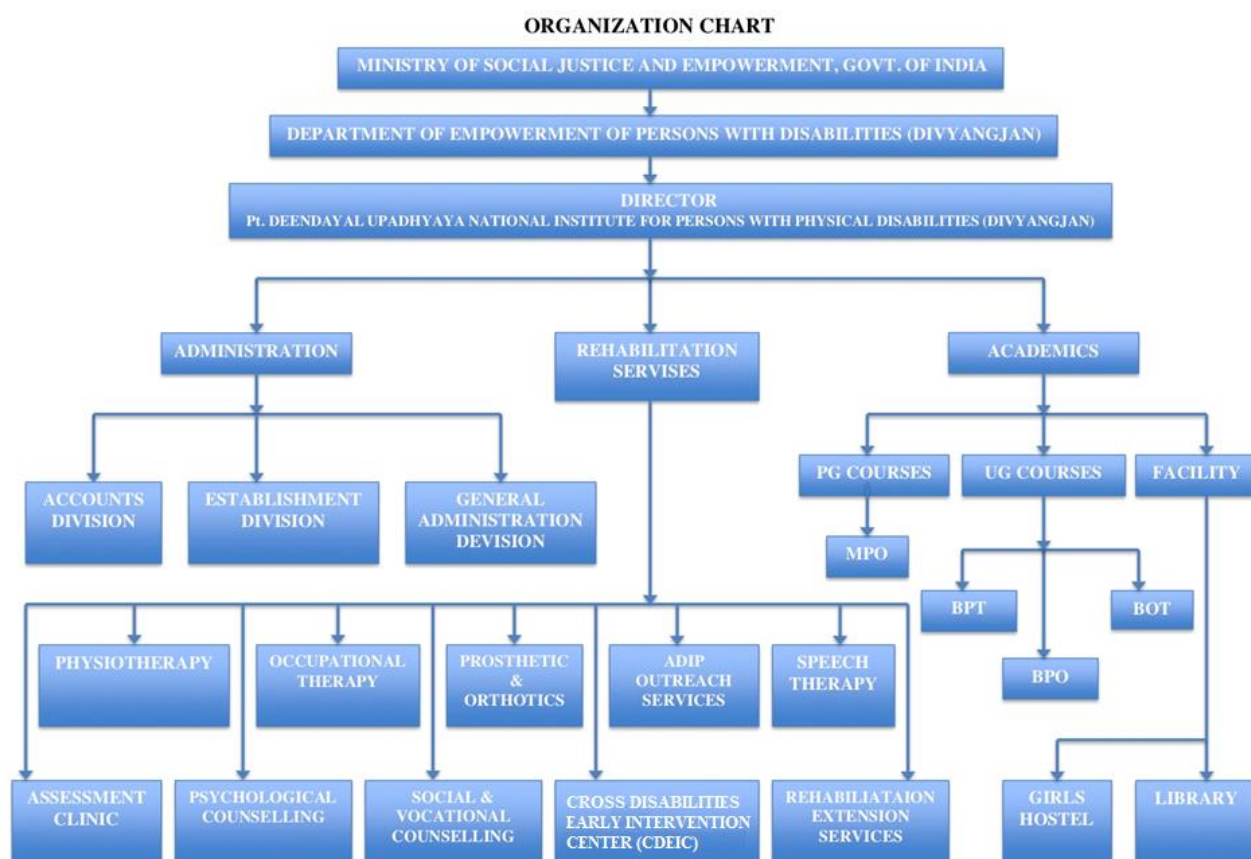
#### **Vision**

To actualize the potential of every person with locomotor disability and to ensure him/her equal opportunities, equal rights to lead a qualitative life to protect their rights and full participation in the society, with committed professionalism, accessible environment, positive attitudes and appropriate, affordable and available technological interventions.

#### **Mission**

To optimally enable persons with locomotor disabilities by quality interventions that go beyond their medical needs and to provide him/her need based comprehensive rehabilitation through team approach facilitating inclusion, ensuring empowerment of their families and by substantiating field based research and development of human resources, so as to achieve their social and economic independence, train rehabilitation professionals and undertake research. To this end the institute endeavors to provide opportunities to the students and faculty that will enable them to acquire a high level of professional knowledge, skills & attitudes, undertake research which will augment the knowledge base and advance the practice of physiotherapy, occupational therapy and prosthetics & orthotics and develop innovative programs, projects and models of practice in these professions.

# Organization Chart



## Functions & Duties

### 1. Human Resource Development

One of the main objectives of the institute is to develop manpower to serve the persons with locomotor disabilities. The institute runs different courses in pursuits of alleviating the suffering of people with various mobility related impairments, and to provide quality services in the field of Physiotherapy, Occupational Therapy and Prosthetics & Orthotics.

Course	Duration	Starting Year	Annual Intake
<b>A. Certificate Course</b>			
i) Certificate Course in Bench Skills (CBS)		2023-2024	20
<b>B. Under Graduate Courses</b>			
i) Bachelor of Physiotherapy (BPT) under Physiotherapy Department	4 <sup>1/2</sup> years	2004	68
ii) Bachelor of Occupational Therapy (BOT) under Occupational Therapy Department	4 <sup>1/2</sup> years	2005	68
iii) Bachelor of Prosthetics & Orthotics (BPO) under Prosthetics & Orthotics Department	4 <sup>1/2</sup> years	2004	39
<b>C. Post Graduate Courses</b>			
i) Master of Prosthetics & Orthotics (MPO)	2 years	2017	10
ii) Master of Physiotherapy, MPT - Neurology	2 years	2024	10
iii) Master of Physiotherapy, MPT - Sports	2 years	2024	10
iv) Master of Physiotherapy, MPT - Orthopaedics	2 years	2024	12
v) Master of Occupational Therapy, MOT- Paediatrics	2 years	2024	10
vi) Master of Occupational Therapy, MOT- Orthopaedics	2 years	2024	10
vii) Master of Occupational Therapy, MOT- Neurology	2 years	2024	12

\*Reservation in the above mentioned courses are provided as per Govt. of India and University of Delhi norms.

\*\* The Certificate Course in Bench Skills (CBS), Bachelor of Prosthetics & Orthotics (BPO) is recognized by Rehabilitation Council of India.

## **2. Rehabilitation Services**

### **Assessment Clinic**

The objective of the assessment clinic is to evaluate and assess the patients for therapeutic services, aids and appliances and referring them to appropriate departments for their therapeutic treatment and rehabilitation. Registration of new patients is being done at the registration counter and the registration fee is NIL.

The orthopedic surgeons, pediatrician and other doctors are examining the patients in the assessment clinic for their rehabilitation needs. A digital x-ray facility is also available in the Institute.

After initial assessment, the patients are sent to various units such as Physiotherapy, Occupational Therapy, Speech Therapy and P&O workshop for providing therapeutic treatment and fitment of aids and appliances. The Institute has also arranged the services of a clinical psychologist on specific days for providing psychological counseling to the patients and their family members. A medical officer has been engaged to examine and provide general medical care to the employees & students of the Institute. An ayurvedic Physician is also engaged to attend assessment clinic twice in a week.

### **Physiotherapy**

The main objective of the physiotherapy department is to provide comprehensive outpatient rehabilitation services to the patient with various disabilities and developing manpower in the field of physiotherapy. The department is equipped with highly sophisticated therapeutic modalities for the management of patients with various functional limitations, impairments and disabilities resulted from injury, disorders and diseases. An average of 110 patients with musculoskeletal, neurological, cardiovascular and sports injuries of all age groups attend the department daily from 9:00 AM to 5:30 PM for maximizing, improving, restoring their motor functional limitations and motor movements.

The physiotherapists including teaching faculty are posted in the physiotherapy OPD on the rotation basis. The physical therapists operate as an independent practitioner, as well as member of health service provider teams, and are able to act as first hand contact practitioners.

The department runs 4<sup>1/2</sup> years duration bachelor of physiotherapy (BPT) in affiliation with the faculty of science, University of Delhi. The annual intake capacity is 68. The department does have state of the art Physiotherapy outpatient department with various sub units, clinical labs and lecture theatres to cater the needs of the students of bachelor of physiotherapy course.

### **Occupational Therapy**

The occupational therapy department is imparting training to bachelor of occupational therapy students who are pursuing their undergraduate program here under University of Delhi. The annual intake capacity is 68. The department also provides treatment and rehabilitation to persons with neuromuscular and musculoskeletal disorders. Occupational therapy is intended to restore physical functions in daily living skills, development of work tolerance and maintenance of functional skills through active involvement in therapeutic activities.

The patients who suffer from cerebral palsy, autism spectrum disorder, traumatic injuries, spinal cord and nerve injuries and other conditions like all types of arthritis are assessed, evaluated and treated in occupational therapy department by using various therapeutic activities and equipments to improve or restore functional capabilities.

## **Prosthetics & Orthotics**

The department of prosthetics & orthotics caters the need of persons with physical disabilities by fabricating and fitting of various kinds of aids and appliances visiting to this institute. The department has well equipped workshop with tools and machineries. The department has two separate units i.e prosthetics units and orthotics units where person with physical disabilities are assessed, prescribed and design to fabricate suitable appliances.

The department runs long-term training programs of 2 years masters in P&O course and 4 ½ years BPO course, affiliated with University of Delhi & certificate course in bench skills (CBS) recognized by RCI. The department of prosthetics and orthotics renders services apart from academic responsibility to outdoor patients by means of providing on the job training to the student of bachelor in prosthetics & orthotics. Qualified professionals are responsible for the treatment and fitment of various orthotics & prosthetics devices to the patients.

## **Assistance to Disabled Persons Scheme (ADIP)**

The main objective of the scheme is to assist the needy divyangjan in procuring durable, sophisticated and scientifically manufactured modern, standard aids and appliances that can promote their physical, social and psychological well being, by reducing the effects of disabilities and enhance their economic potential.

The ADIP scheme is being implemented through different implementing agencies including this Institute to provide fabrication and distribution of standards aids and appliances that are in conformity with objective of the scheme. The Institute is implementing the ADIP scheme of Govt. of India, ministry of social justice & empowerment as per prescribed guidelines of the scheme.

## **Aids & Appliances**

The tailor made aids and appliances required to rehabilitate the persons with disabilities are fabricated in the prosthetics and orthotics workshop of the institute, according to the individual needs at the recommendation of the treating doctors. Readymade appliances are also provided in order to improve mobility of the persons with locomotor impairments.

## **Speech Therapy**

Speech therapy unit provides services to persons affected with speech and hearing disorders covering all age groups. The services are being provided in the form of speech and hearing assessment and speech therapy. Hearing aids are also provided to needy hearing-impaired persons under ADIP scheme. Speech therapy outpatient services also receives patients referred by different hospitals. outpatient department is equipped with modern equipments such as impedance audiometer, clinical audiometer, metronome, speech trainer etc.

## **Social and Vocational Counseling**

The social worker of the institute provides social & vocational counseling services to the patients for their rehabilitation. Various other services like job placement, vocational training, self-employment, placement in schools and old age home being arranged for the concerned persons with disabilities.



## **Psychological Counseling**

The institute is providing psychological counseling services through an experienced clinical psychologist who evaluates the children having cerebral palsy, mental retardation, and emotional and behavior problems using standardized batteries. Parents are counseled for home management and taught age appropriate learning techniques and behavior modification.

## **Outreach Services**

The Institute is an implementing agency of the ADIP scheme of Government of India to provide the rehabilitation services to the persons with disabilities in rural, tribal, remote and interior areas. The institute has been conducting rehabilitation camps in collaboration with district authorities and NGOs to provide aids and appliances in different states of the country including Delhi.

## **Legal Counseling**

The institute has a legal services clinic (LSC) which provide free legal services on monday every week from 11:00 AM to 1:00 PM. The institution's legal services cooperates under the central district legal services authority (CDLSA) in compliance to article 39A of the Indian constitution which imposes an obligation on the state to provide free legal aid to ensure access to justice for all citizens.

### **3. Composite Centers under PDUNIPPD (D)**

#### **CRC, Lucknow**

Composite Regional Centre – Lucknow

Composite regional center for skill development, rehabilitation and empowerment of persons with disabilities, CRC (Lucknow). Under administrative control of Pt. Deendayal Upadhyaya National Institute for Persons with Physical Disabilities (Divyangjan)

Address:- Mohaan road, near mohaan road police chowki, Lucknow- 22601

The center is providing comprehensive rehabilitation services such as physiotherapy, occupational therapy, speech & hearing, prosthesis & orthosis, clinical psychology, and special education services. Besides providing mobility and hearing aids, vocational guidance & counseling, to persons with disabilities. The institute also conducts outreach camp services to the persons with disabilities and organizes skill-training programs. The institute also runs diploma in special education, a two-year course having specialization in visual impairment & intellectual disabilities with 35 intake per year.

#### **CRC Srinagar**

Composite Regional Centre, Srinagar, Jammu and Kashmir

Composite regional center for skill development, rehabilitation and empowerment of persons with disabilities, CRC (Srinagar). Under administrative control of Pt. Deendayal Upadhyaya National Institute for Persons with Physical Disabilities (Divyangjan)

Address:- Bemina bypass, Srinagar, Jammu and kashmir 190018

The center is providing comprehensive rehabilitation services such as physiotherapy, occupational therapy, speech & hearing, prosthesis & orthosis, clinical psychology, and special education services.

Besides providing mobility and hearing aids, vocational guidance & counseling, to persons with disabilities. The institute also conducts outreach camp services to the persons with disabilities and organizes skill-training programs.

### **CRC Jammu**

Composite Regional Center for skill development, and empowerment of persons with disabilities, (crc) jammu, (divyangjan) under administrative control of Pt. Deendayal Upadhyaya National Institute for Persons with Physical Disabilities (Divyangjan)

Address:- 11-A/D 2 Extension, Gandhi Nagar, Jammu

The center is providing comprehensive rehabilitation services such as physiotherapy, occupational therapy, speech & hearing, prosthesis & orthosis, clinical psychology, and special education services. Besides providing mobility and hearing aids, vocational guidance & counseling to persons with disabilities. The institute also conducts outreach camp services to the persons with disabilities.

### **Extension Centre**

#### **Nilokheri**

This satellite centre was opened at nilokheri, haryana which provides outpatient clinical services in physiotherapy, occupational therapy, speech therapy, social work, psychological and vocational counseling services.

All services at satellite center nilokheri are provided free of cost to all beneficiaries.

Address:- Satellite center, nilokheri, sh. sanatan dharam mahabir dal (eye hospital) Nilokheri, near civil hospital, G.T. road, hospital area, Nilokheri dist.: Karnal, Haryana – 132117.

This centre has shifted to new location at community center, sector- 7, Karnal- 132001

#### **Seemapuri**

This satellite centre was opened at seemapuri, Delhi which provides outpatient clinical services in physiotherapy, occupational therapy, psychological & vocational counseling, speech therapy, social worker and prosthetics & orthotics services.

All services at satellite center seemapuri are provided free of cost to all beneficiaries.

Address:- Basti Vikas Kendra, Indira Nehru, Ambedkar Camp, Dilshad Garden, Ghaziabad Delhi- 110095.

## **Narela**

This Satellite centre was opened at narela, Delhi which provides services like physiotherapy, occupational therapy, prosthetics & orthotics, speech therapy, psychological & vocational counseling, social work services.

Address:- Gangaram Colony, Tikri Khurd, Delhi 110040.

## **Tonk**

This extension centre was opened at tonk, Rajasthan which provides out patient clinic services in physiotherapy, occupational therapy, prosthetics & orthotics services, audiometry & speech therapy, psychological counseling services. This centre also conducts assessment & distribution camp for aids & appliances for PwDs under ADIP scheme.

Address:- District Saaddat Hospital Campus, Tonk, Rajasthan-304001.

## **5. Awareness Media & Awareness**

Technical queries by the patients and persons with disabilities and issues related with human resource development are dealt by the concerned head of department.

The Institute's public information officer is held responsible for supplying the information to the seeker as per Right to Information Act, 2005 guidelines.

The institute from time to time uses the following media for awareness generation.

(a) Electronic media:

- Television
- Radio
- Internet etc.

(b) Print media

- Newspapers
- Booklets
- Flyers

(c) Outdoor media

- Exhibition
- Animation Boards
- Hoardings
- Bus side/Back panels
- Public utility services etc.

## **6. Administration Department**

### **Establishment & General Administration Division**

The department cater the personnel and administrative needs of the institute including recruitment of manpower, DPC, training along with ensuring punctuality and discipline. Also, providing all logistics to run various activities of the institute through the general section.

### **Accounts Division**

The account section caters to the accounting needs of the institute. The maintenance of accounts, money transactions, salary of the employees and other budgetary compliance are accomplished by this division.

### **Library**

This Institute has a well-equipped library to cater the needs of Master of Prosthetics & Orthotics, Master of Physiotherapy, Master of Occupational therapy, Bachelor of Physiotherapy, Bachelor of Occupational Therapy, Bachelor of Prosthetics & Orthotics and CBS (certificate in bench skills) for students and faculty.

The library facilitates reading and borrowing facilities to the employees of the institute also. The library clientele avail the facility of photocopy, internet and printout. Students, professional and doctors of other institutions can also avail the library facilities by becoming reference members. The library is also subscribing to main professional foreign journals of OT, PT and P&O and 12 newspapers (06 Hindi and 06 English) & Magazines (12 English & 11 Hindi). The library remains open from 9:00 AM to 5:30 PM on all working days; 10:00 AM to 01:00 PM on weekends (except gazette holiday) and timing are extended to 7:00 PM during annual examinations. Users may avail the facility of DELNET database also.

### **Hostel**

The Institute offers limited hostel accommodation exclusively for female students enrolled in 4<sup>1/2</sup> years & degree courses of BPT/BOT/BPO. The hostel is situated within the institute premises & rooms are allocated on a triplet basis to students' residing outside Delhi & NCR. A television Room is available on the 4<sup>th</sup> Floor for recreational purposes, computer facility & washing machine in each wing.

A Mess is available on the ground floor of the hostel block, managed cooperatively by the students. Subsidized support is provided by the Institute, including:-

- Manpower: One cook and three assistants.
- Utensils and infrastructure: Includes PNG, furniture, deep refrigerator,
- Mess is fully air conditioned.

## **Cross Disability Early Intervention Centre (CDEIC)**

Cross Disability Early Intervention Centre (CDEIC), PDUNIPPD is for infants and toddlers from 0-6 years of age who are at risk for developmental delays in areas of physical, cognitive, communication, social- emotional development and adaptive development.

The main aim of Early Intervention is:

- Early identification of infants at risk.
- Early identification of development delays.
- Enhancement of normal development.
- Acceleration of rate of development.
- Acquisition of new skills.
- Increase in independent functioning.
- Early detection and prevention of secondary handicap.
- Minimizing the effects of handicapping condition.
- Cost effectiveness.
- Psychological support to families.

Early intervention is important as child's brain is adaptable in the first five years of life. It forms the foundation for learning, behavior and health. Intervention is more effective in the early stages of life. Early intervention helps the family and caregivers cope with academic demands and also reduce the financial burden. The centre follows a trans-disciplinary approach where there is sharing of roles across disciplinary boundaries and interaction and cooperation is maximized among team members.

Cross Disability Early Intervention Centre (CDEIC), PDUNIPPD, New Delhi was virtually inaugurated on 17<sup>th</sup> June, 2021 by honorable minister.

### **The CDEIC has the following facilities:-**

- Reception and waiting area.
- Clinic, feeding and changing room/ADL.
- Physiotherapy and transdisciplinary therapy Unit.
- Speech therapy & audiology unit.
- Family counseling and behavior management.
- Occupational therapy, sensory integration, and visual stimulation training unit.
- Preparatory school (0-3years); preparatory school (3-6years).

**Chapter- 3**

**Powers and Duties of Officers and Employees**

**Sec-4(1)(b)(ii)**

Under Process

## Chapter- 4

### Procedure Followed in the Decision Making Process

#### The procedure followed in the decision making process, including channels of supervision and accountability Section-4(1)(b)(iii)

The Institute is adopting all procedures prescribed in the manual of office procedure issued by ministry of personnel public grievances and pensions.

All the officers of the institute follow the manual of office procedures by the ministry of personnel public grievances and pensions. General financial rules, delegation of financial power rules published by the ministry of finance.

For Individual information in specific case the following method of communication are used to inform the decision: letters, orders, office memorandum, notices, websites, email, etc.

The authorities are prescribed in various govt. rules adopted by institute such as fundamental rules & supplementary rules, general financial rules, delegation of financial power rules etc. depending upon the type of the decision require, officers of the rank of HOD & Deputy Director and Director of the Institute might finally take a decision. However, the officers lower to that of the final decision making authority may convey a decision taken at higher level. For all general and policy matters, the standing committee or general council is the competent authority in taking decision.

Subject on which the decision is to be taken	Service matters of the employee of the institute as per the procedures laid down under the govt. rules and regulations as adopted by the institute.	
Guidelines/direction, if any	As given under the relevant rules and regulations as framed/adopted by the institute.	
Process of execution	Through the procedure as stated above.	
Designation of the Officers involved in decision making (down to up)	Administrative officer Deputy director (Administration) Head of the departments Director Chairman standing committee President general council Department of empowerment of persons with disabilities (Divyangjan) Ministry of social justice & empowerment	
Contact information of above mentioned officers	Officer/department	Telephone no.
	Administrative officer	23236207
	Deputy director (Administration)	23220120
	Head of the departments	
	(I) PT	23236193
	(II)OT	23232980
	(III)PO	-----
	Director	23232403
	Chairman standing committee	24369056
President general council	24369055 24369067	
If not satisfied by the decision, where and how to appeal	Appeal can be made to the Minister (SJ&E), Minister of state (SJ&E), Secretary (DEPwD) , Joint secretary (DEPwD)	

## **Chapter- 5**

### **Norms set for the Discharge of Function**

#### **Sec. 4 (1) (b) (iv)**

Under Process



## Chapter- 6

### Rules, Regulations, Instructions, Manual and Records for Discharging Functions For Discharging Administration, Personnel & Financial Functions The rules, regulations, instructions manual and records for discharging functions Section- 4 (1)(b)(v)

The following are inter alia some of the important rules, regulations, instructions, guidelines used by the institute for discharging its function.

S. No.	Name of the document	Type of the document	Brief write up the document	Address	Tel./email address
1.	The Memorandum of Association	Memorandum	It provides information about aims and objectives of the Institute	Facilitation centre 'The document can be obtained by way of an application addressed to the director of the Institute on prescribed fees'.	011-23232403
2.	Bye-Laws		It provides the information about the service matters of the employees and General rules, regulations on administrative matters.	Facilitation centre 'The document can be obtained by way of an application addressed to the director of the institute on prescribed fees'.	-Do-
3.	Manual of Office Procedure	Manual	This is a standard manual prescribed by the government of India and is issued by the central govt. ministries/departments discharging the work allocated to them. it gives the detailed procedures of handling of cases/receipts till their final disposal and also describes the duties of various authorities channel of submission of / cases/decision making levels etc.	Available at all the leading bookstores. published by the ministry of personnel, public grievances and pensions.	-Do-

4.	Delegation of Financial Powers	Rules	The rule book issued by Govt. of India describes in detail the rules relating to pay, combination of appointments, deputation, foreign service, dismissal, removal and suspension, retirement, joining time, government residences, etc.	-Do-	
5.	General Financial Rules	Rules	The rule book issued by Govt. of India describes in detail the rules relating to pay, combination appointments, deputation, foreign service, dismissal, removal and suspension, retirement, joining time, government residences, etc.	-Do-	
6.	Central Civil Services (CCA) Rules 1965	Rules	The rule book issued by Govt. of India describes in detail the rules relating to pay, combination appointments, deputation, foreign service, dismissal, removal and suspension, retirement, joining time, government residences, etc.	-Do-	
7.	Central Civil Services Conduct rules 2005	RR Rules	The rule book issued by govt. of India describes in detail the rules relating to pay, combination appointments, deputation, foreign service, dismissal, removal and suspension, retirement, joining time, government residences, etc.	-Do-	

8.	Central Civil Service(pension) rules 1972	Rules	The rule book issued by Govt. of India describes in detail the rules relating to pay, combination appointments, deputation, foreign service, dismissal, removal and suspension, retirement, joining time, government residences, etc.		
9.	Fundamental rules and Supplementary rules	Rules	The rule book issued by -do- Govt. of India describes in detail the rules relating to pay, combination of appointments, deputation, foreign service, dismissal, removal and suspension, retirement joining time, government residences, etc.	-Do-	Fundamental rules and Supplementary rules
10.	Central civil service (conduct rules 1964)and general provident fund rules (GPF)	Rules	The rule book issued by Govt. of India describes in detail the rules relating to services and general provident fund.	-Do-	Central civil service (conduct rules 1964)and general provident fund rules(GPF)
11.	House building advance rules	Rules	The rule book issued by Govt. of India describes in detail the rules relating to house building advance	-Do-	House building advance rules
12.	New pension scheme 2004	Rules	The rule book issued by Govt. of India describes in detail the rules relating to new pension scheme	-Do-	New pension scheme 2004

## Chapter- 7

### List of Documents held or under Control of the Institute

#### A Statement of the Categories of Documents That Are Held By It or Under Its Control

##### Section-4 (1)(b)(vi)

S.No.	Nature of Record	Details of information available	Unit/section where available	Retention period, Where available
1.	Service books of all staff members in regular establishment	All service matters	Admin- Estt.	To be retained even after superannuation/death/insanity etc.
2.	Personal files of all staff members in regular establishment	- Do-	- Do-	- Do-
3.	ACR/APAR dossiers & confidential reports	Performance appraisal maintained every calendar year wise.	- Do-	-Do-
4.	Grant of advances, all personal claims and advances of short & long durations - files and registers.	Nature of advance, term of advance sanctioned, documents in support of the advance claimed / passed etc.,	- Do-	- Do-
5.	Leave accounts of regular and casual leave and its sanction orders.	Nature of leave availed, its recovery details etc.,	- Do-	Regular leave attached with SR and for CL 05 years.
6.	Cash book of PDUNIPPD main account	All financial transactions of the Institute	Accounts	As specified under GFR.
7.	Cash book of PDUNIPPD ADIP Accounts	All financial transactions pertaining to ADIP	- Do-	- Do-
8.	Cash Books on GPF, NPS etc.,	All transactions pertaining to such funds.	- Do-	- Do-

9.	Register on GIA received	Details showing the amount, date of GIA received etc.,	- Do-	- Do-
10.	Pay Bill register (PBR)	All details of entitlements & deductions of regular employees	- Do-	- Do-
11.	Central Assets Register	All assets held with the institute with details of date of purchase, amount of purchase, present value of the item etc.	General store	- Do-
12.	Central Stock Register	Details of all non-consumable, consumable items & perishable items etc., procured, issued, held in stock etc.,	General store	- Do-
13.	Inventory registers	Details of inventories issued / held in the name of staffs in regular establishment.	- Do-	- Do-
14.	Central Plant & Building Register of Fixtures and equipments in the PDUNIPPD Buildings.	Details of fixtures held with PDUNIPPD buildings	-Do-	- Do-
15.	Annual Reports	Year wise annual reports of the institute functioning	- Do-	- Do-
16.	Minutes of General council/ standing committee meeting	All placed agendas	Director secretariat	- Do-

## **Chapter- 8**

### **Arrangement for Consultation with, or Representation by, the Members of the Public in relation to Formulation of its policy or Implementation thereof Sec-4 (1)(b)(vii)**

- Being autonomous organization, we are under administrative & financial control of ministry of social justice & empowerment, Government of India.
- The institute has general council & standing committee which takes decisions & gives direction in relation to formulation of policy of its implementation.
- The primary function of the institute is manpower development and providing services to PwDs along with facilitating ADIP schemes.

## Chapter- 9

### **Boards, Council, Committees and other Bodies Constituted** **Boards, Councils, Committees and other Bodies constituted as part of the Public Authority** **Sec-4(1)(b)(viii)**

#### **General Council**

##### **The composition of the General Council**

1. The secretary to the Government of India in charge of department of empowerment of persons with disabilities shall be the president of the council.
2. Two prominent social workers to be nominated by the Government of India.
3. One prominent medical practitioner to be nominated by the Government of India.
4. An officer designated by the ministry of finance, Government of India.
5. A representative of the department of empowerment of persons with disabilities.
6. Director of the institute who shall be the member-secretary of the general council.
7. Not more than ten persons who in the opinion of the Government of India are experienced or knowledgeable either in the field of social welfare or in management of public finance who shall be nominated by the Government of India.

##### **Term of Office of General Council**

The term of office of the nominated members except the president shall ordinarily be two years. The tenure of office can, however, be reduced or extended at the pleasure of the nominating authority; nominated members shall be eligible for re-nomination.

##### **Meetings of the General Council**

The General Council shall meet as many times in a year as deemed necessary, provided, however, that there shall be an interval of not less than three months between two successive meetings:

##### **List of Members of the General Council 2023-2024:**

<b>S.No.</b>	<b>Name &amp; Designation</b>	<b>Status in the Committee</b>
1.	Shri Rajesh Aggarwal Secretary to the Government of India, DEPwD, Ministry of Social Justice & Empowerment, Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi	President
2.	Shri Rajeev Sharma, IFoS Joint Secretary, (DEPwDs) Ministry of Social Justice & Empowerment Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi	Member

3.	Ms. Debolina Thakur JS & FA, (DEPwDs) Ministry of Social Justice & Empowerment Shastri Bhawan, New Delhi	Member
4.	Shri Iytha Mallikarjun 103, Dwarkadeesh Apartment, Sector -12, Pocket-2, DDA Flats, Dwarka, New Delhi – 110078	Member
5.	Dr. Arun Jain D-124, IIIrd Floor Ashok Vihar, Phase-I Delhi – 110052	Member
6.	Dr. Sunil Singhal Singhal Medical Centre, E-4/2, Krishna Nagar, Delhi – 110051	Member
7.	Sh. Jitendra Sharma Director, PDUNIPPD, New Delhi	Member-Secretary

### Standing Committee

Subject to general control and directions of General Council, the standing committee is responsible for management and administration of the Institute.

The Composition of the Standing Committee of the Institute shall be as follows:-

S. No.	Details	Designation
1.	The representative of the department of empowerment of persons with disabilities.	Chairman
2.	The officer designated by the ministry of finance	Member
3.	One non-official member of the general council elected by the general council.	Member
4.	One non-official member of the general council to be nominated by the president of the general council	Member
5.	Secretary to the general council, i.e. the director of the institute	Member Secretary & Treasurer

### Term of Office of the Standing Committee

The term of office of the members of the standing committee is two years. The nominated members are eligible for re-nomination

S.No.	Name & Designation	Status in the Committee
1.	Shri Rajeev Sharma, IFoS Joint Secretary, (DEPwDs) Ministry of Social Justice & Empowerment Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi	Chairperson
2.	Ms. Debolina Thakur JS & FA, (DEPwDs) Ministry of Social Justice & Empowerment Shastri Bhawan, New Delhi	Member



3.	Shri Iytha Mallikarjun 103, Dwarkadeesh Apartment, Sector -12, Pocket-2, DDA Flats, Dwarka, New Delhi – 110078	Member
4.	Dr. Arun Jain D-124, IIIrd Floor Ashok Vihar, Phase-I Delhi - 110052	Member
5.	Sh. Jitendra Sharma Director, PDUNIPPD, New Delhi	Member-Secretary

### Research Committee

The committee is chaired by the Director of the Institute. It scrutinize, reviews and monitors research proposals submitted by the departments and take decision on merits for funding. The committee comprises of –

S.No.	Name & Designation	Status in Committee
1.	Director, PDUNIPPD	Chairperson
2.	Head, Department of Occupational Therapy	Member
3.	Head, Department of Physiotherapy	Member
4.	Head, Department of Prosthetics and Orthotics	Member
5.	Two (02) Senior most Assistant Professors from Department of Occupational Therapy	Member
6.	Two (02) Senior most Assistant Professors from Department of Physiotherapy	Member
7.	Two (02) Senior most Assistant Professors from Department of Prosthetics and Orthotics	Member
8.	Accounts Officer	Member
9.	Dr. Kamal Narayan Arya, Lecturer Occupational Therapy	Member Secretary

### Institutional Ethics Committee (IEC)

The committee reviews the ethical aspect of the research projects to be conducted at the Institute. The committee ensures that the research work involving human subjects should allow safeguarding the dignity, rights, safety and well-being of all research participants. A standard operating protocol (SOP) for the same has been formulated.

S. No.	Name of Expert	Status in the Committee	Expert Area
1.	Professor Vandana Roy Director-Professor & Head, Deptt. of Pharmacology, Maulana Azad Medical College, New Delhi	Chairperson	Pharmacology (Basic medical scientist)
2.	Professor Preeti Jain Professor, Deptt. of Physiology Maulana Azad Medical College, New Delhi	Member	Physiology (Basic medical scientist)

3.	Professor Sunit Sural Director-Professor, Deptt. of Orthopedics, Maulana Azad Medical College, New Delhi	Member	Orthopaedics (Clinical)
4.	Dr. Jyotsna Consultant Pediatrician, Sir, Ganga Ram Hospital, New Delhi	Member	Paediatrics/Child health (Clinical)
5.	Mrs. Manda Chauhan Associate Professor (Physiotherapy), Department of Physiotherapy, PDUNIPPD, New Delhi	Member	Physiotherapy
6.	Vacant	Member	Occupational Therapy
7.	Mr. G. Pandian Assistant Professor (Prosthetics & Orthotics) Department of Prosthetics & Orthotics, PDUNIPPD, New Delhi	Member	Prosthetics & Orthotics
8.	Shri Saravan Kumar L.L.B. Govt. Panel Counsel, New Delhi	Member	Legal
9.	Mr. Md. Sarfaraz Coordinator, Action for Ability, Development & Inclusion (AADI) (Formerly Spastic Society of Northern India),	Member	Representation of NGO in the field of rehabilitation.
10.	Shri Sanjoy Singha Gandhi Smarak Nidhi New Delhi	Member	Gandhian philosophy (Ethicist/Philosopher)
11.	Mr. Jamal Md. Abdulla B.A. Delhi	Member	A Post- Stroke Patient (Lay Person)
12.	Dr. Kamal Narayan Arya Lecturer (Occupational Therapy) PDUNIPPD, New Delhi	Member Secretary	

### Sports Committee

S.No.	Name of the Official & Designation	Status in the Committee
1.	Dr. Arun Kishor, Lecturer (OT)	Chairperson
2.	Dr. Anoop Aggarwal, Senior PT	Member
3.	Dr. Amit Kumar Vimal, Demonstrator (P&O)	Member
4.	Sh.Uma Shanker Singh, UDC	Member Secretary

## Anti Ragging Committee

Anti- Ragging Committee for 2024-2025:-

S.No.	Name & Designation	Status in Committee
1.	Ms. Shanta Pandian, AP (OT)	Chairperson
2.	Mr. Roshan Lal, Lecturer (PT)	Member
3.	Ms. Anju Aggarwal, Lecturer (PT)	Member
4.	Dr. Arun Kishor, Lecturer (OT)	Member
5.	Ms. Smita Nayak, Demonstrator (P&O)	Member
6.	Mr. Tapas P. Behera, P&O	Member
7.	Ms. Arpita, BPT- 3 <sup>rd</sup> year	Member
8.	Mr. Saurabh , BOT- 4 <sup>th</sup> year	Member
9.	Ms. Sakhi, BPO – 3 <sup>rd</sup> Year	Member
10.	Ms. Sunita, Assistant (Estt.)	Member Secretary

### Anti Ragging Squad

Squad-1 for 1 <sup>st</sup> floor and Canteen. <ul style="list-style-type: none"><li>Ms. Manju Vats, Lecturer (PT)</li><li>Ms. Mita Singhal, Sr. OT</li><li>Dr. Amit Kumar Vimal, Demo (P &amp;O)</li></ul>	Squad-1 for 2 <sup>nd</sup> floor and Canteen. <ul style="list-style-type: none"><li>Dr. Kamal Narayan Arya, Lecturer (OT)</li><li>Mrs. Anju Aggarwal, Lecturer (PT)</li><li>Dr. Anoop Aggarwal, Sr. PT</li></ul>
Squad-3 for Hostel Block, Mess, Water Tank Left Gate & Back side of the Building <ul style="list-style-type: none"><li>Mr. K. Ramprabhu, AP (PT)</li><li>Mr. R.L. Bhadula, Hostel Warden</li><li>Ms. Smita Nayak, Demo (P&amp;O)</li></ul>	Squad-4 for Ground Floor and Basement. <ul style="list-style-type: none"><li>Ms. Shanta Pandian, AP(OT)</li><li>Mr. Pradeep Marandi, Supt. (PT)</li><li>Mr. Kshitiz Chandra Vishal, P&amp;O</li></ul>

These squads and committee are requested to make round in the Institute premises including class rooms, corridors, canteen, hostel block, library, outdoor service area, all the three gates of the Institutes etc. so, as to prevent any incidence of ragging as well as sexual harassment. The committee/squads can visit any place outside Institute also. If any squad/committee member observes any incidence, he/she has to immediately intervene and prevent the harassment. If necessary, a preliminary report has to be submitted either to Anti-Ragging Committee or Institute authorities for further examination of the matter and necessary action.

**Committee for Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal):**

I.	Name of Bodies, Council Committee etc	Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal)
II.	Composition	<ol style="list-style-type: none"> <li>1. Ms. Madhuchhanda Mohanty, Assistant Professor (OT) Chairperson</li> <li>2. Mrs. Shweta Jain, Member of Local Level Committee in Mahila &amp;” bal Kalyan (Distt. Ghaziabad) (NGO)</li> <li>3. Ms. Anita Gupta, Advocate, District Magistrate Office, East Delhi Member (PWD)/Legal Female</li> <li>4. Sh. Rohit Kumar Upadhyay, Accounts officer, Member</li> <li>5. Mrs. Prachi Raj Meena, Lecturer (PT), Member</li> <li>6. Mrs. Mita Singhal, Senior OT, Member</li> <li>7. Mrs. Aarti Mishra, Sr. Limb Maker, Member Secretary</li> </ol>
III.	Date from which Constituted	7 <sup>th</sup> April, 2022
IV.	Term/Tenure	The Committee will remain in existence till further dissolution.
V.	Power and Functions	The Committee shall enquire into all types of cases relating to Sexual Harassment at Workplace and submit its report to the competent authority in a time bound manner.
VI.	Whether their meetings are open to 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?	-NO-

## Library Physical Verification Committee

I.	Name of Boards, Council Committee etc.	Library Physical Verification Committee
II.	Composition	Smt. Gunjan Wadhwa, Lecturer (OT), Chairperson Dr. Amit Kumar Vimal, Demonstrator (P&O), Member Smt. Sheelu Sharma, Sr. PT, Member Sh. Rakesh Kumar, Member Secretary
III.	Date from which constituted	20.10.2023
IV	Term/Tenure	Two years
V	Power and Functions	The committee shall physically verify the books in the PDUNIPPD Library with the Library Accession Register.
VI	Whether their meetings are open to the public?	-No-
VII.	Whether their minutes of meetings are open to the public?	-No-
VIII.	Place where the minutes if open to the public are available	Through request or RTI

## Chapter- 10

### Directory of Officers and Employees Sec- 4(1)(b)(ix)

**Name of the Institute :- Pandit Deendayal Upadhyaya National Institute for Persons with Physical Disabilities (Divyangjan), New Delhi- 110002**

S.No.	Departments	Designation	Intercom	Landline Telephone No. Office	Room No.	
<b>Director</b>						
1.	Sh. Jitendra Sharma		Director	322	23232403	
<b>Director Secretariat</b>						
2.	Sh. Tushar Kumar	PA to Director	323		108	
3.	Sh. Karan Kapoor	UDC				
4..	Smt. Sarla	MTS				
5.	Sh. Nitin Kumar	MTS				
<b>Administration Department</b>						
6.	Dr. Akhilesh Kumar Shukla	Associate Professor (OT)/H.O.D (OT)/ Deputy Director (Admn.) (Officiating)	333	23220120	120	
<b>Establishment Section</b>						
7.	Smt. Sunita	Assistant	305		119	
8.	Sh. Hemant Kulshreshtha	Junior Translation Officer	337		117	
9.	Smt. Reena Kumari	Primary Teacher	336			
10.	Sh. Puneet Kumar	UDC	336			
11.	Sh. Khanish Arora	UDC	336		119	
12.	Sh. Uma Shankar Singh	UDC				
13.	Sh. Rajneesh Kumar	UDC	336			
14.	Sh. Kshitij Sharma	UDC	336		119	
15.	Sh. DeepakYadav	Stenographer Gr.III	333			
16.	Sh. Saurabh Parkash	Stenographer Gr.III	333			
17..	Smt. Neha	LDC	336			
18.	Sh. Ashish Kumar Singh	MTS	336		119	
19.	Sh. Ankit Kumar	LDC	337			
20.	Sh. Vipin Kumar	MTS	336		119	
<b>General Section</b>						
21.	Sh. Sudhakar Mishra	AM (T)	317	23235692		
22.	Sh. L.R.Meena	Assistant	340			
23.	Sh. Suresh Kumar Singh	Offset Machine Operator				
24.	Sh. Vikas	LDC				
25.	Sh. Sanjay Babu	Electrician				
26.	Sh. Kaptan Singh	School Bus Driver				
27.	Sh. Sunny Chopra	Staff Car Driver				
28.	Sh. Virender Kumar	LDC		340		

29.	Sh. Akshay Kumar	LDC	340		
30.	Sh. Tej Narayan	MTS	340		
<b>Physiotherapy (PT) Department</b>					
31.	Smt. Manda Chauhan	Associate Professor (PT)/ HOD (PT)	355	23236193	209
32.	Smt. Rajni Kalra	Assistant Professor (PT)	339		20
33.	Sh. K.Ramprabhu	Assistant Professor (PT)	344		306
34.	Sh. Roshan Lal	Lecturer (PT)	341		
35.	Smt. Prachi Raj Meena	Lecturer (PT)	335		
36.	Smt. Anju Aggarwal	Lecturer (PT)	306		
37.	Smt. Manju Vats	Lecturer (PT)	306		07 (PT Staff Room)
38.	Sh. Pradeep Marandi	Superintendent (PT)	335		
39.	Sh. A.M.R Suresh	Senior Physiotherapist	335		
40.	Dr. Anoop Aggarwal	Senior Physiotherapist	308		
41.	Smt. Sheelu Sharma	Senior Physiotherapist	335		
42.	Sh. Anoop Kumar Tarsolia	Demonstrator (PT)	335		
43.	Ms. Sheena Arora	Demonstrator ( PT)	308		
44.	Sh. HimanshuWalia	Physiotherapist	308		
45.	Sh. Manish Panchal	Physiotherapist	308		
46.	Smt. Kusum Sharma	Assistant	332		
47.	Smt. Barkha Kachhap	UDC	332		
48.	Sh. Rahul Singh	MTS	332		
<b>Occupational Therapy (OT) Department</b>					
49.	Smt. MadhuChanda Mohanty	Assistant Professor (OT)	302		
50.	Smt.ShantaPandian	Assistant Professor (OT)	302		
51.	Dr. Kamal Narayan Arya	Lecturer(OT)	302		
52.	Dr. MeenakshiBatra	Lecturer(OT)			
53.	Smt. GunjanWadhwa	Lecturer(OT)			
54.	Dr. Arun Kishor	Lecturer(OT)	326		
55.	Smt. Mita Singhal	Senior Occupational Therapist	326		
56.	Smt. Rajni Pandey	Occupational Therapist	309		
57.	Smt. Archna Kaushik	Senior Occupational Therapist	309		
58.	Sh Balvant Kumar Meena	Demonstrator (OT)	309		
59.	Sh. Ghan Shyam Meena	Assistant	332		
60.	Sh. Hargovind Singh	MTS	332		
61.	Sh. Bhupender Singh	MTS	302		
62.	Sh. Virender Kumar	LDC	340		
63.	Sh. Parmanand Prasad	MTS	332		
<b>Prosthetics &amp; Orthotics (PO) Department</b>					
64.	Sh. G.Pandian	Assistant Professor (PO)	313		
65.	Sh. Rajnish Kumar Sharma	Assistant Professor (PO)	332		

66.	Sh. IndraVijay Singh	Lecturer (PO)	332		
67.	Smt. Shivani Sharma	Demonstrator (PO)	312		
68.	Dr. Amit Kumar Vimal	Demonstrator (PO)	312		
69.	Smt. Smita Nayak	Demonstrator (PO)	312		
70.	Sh. Mohit Gupta	Demonstrator (PO)	312		
71.	Sh. Tapas P Behera	Prosthetics & Orthotics	313		
72.	Sh.Vivek Kumar	Prosthetics & Orthotics	315		
73.	Sh.Tarun Kumar Verma	Prosthetic & Orthotics	315		
74.	Sh. Kshitiz ChandraVishal	Prosthetic & Orthotics	313		
75.	Sh. Sunil Kumar	Compositor Gr.I	332		
<b>P&amp;O Workshop</b>					
76.	Smt. Aarti Mishra	Senior Limb Maker	315		
77.	Sh. Manas Ranjan Behera	Senior Caliper Maker	313		
78.	Sh. Davinder Kumar Gautam	Senior Caliper Maker	313		
79.	Sh.Vikas Kumar	Caliper Maker	313		
80.	Sh. Radhey Shyam	Caliper Maker	313		
81.	Sh. Abhimanyu Malhotra	Caliper Maker	312		
82.	Sh. Mohit Mudgal	Caliper Maker	313		
83.	Sh. Bhoopendra	Limb Maker	315		
84.	Smt. Jyoti	Limb Maker	315		
85.	Sh. Laxman Singh	Ortho Shoe Maker	313		
86.	Sh. Hari Prasad	Ortho Shoe Maker	315		
87.	Sh. Nitin Kamal	Ortho Shoe Maker	313		
88.	Sh. Nand Kishore	Ortho Shoe Maker	315		
89.	Sh. Kapil Gautam	Leather Worker	313		
90.	Sh. Narender Kumar	Rubber Maker	340		
91.	Sh. Mukesh Kumar	Carpenter	315		
92.	Sh. Ganesh Ram	Junior Limb Maker	315		
93.	Sh. Himansu Bhusan Das	Junior Limb Maker	315		
94.	Smt. Bhagyashree	Junior Caliper Maker	313		
95.	Sh. SanjeevDogra	UDC	316		
96.	Sh. Prakash Dobhal	UDC	316		
97.	Sh. Gyaneshwar	MTS	315		
98.	Smt. Sunita	MTS	316		
99.	Sh. Sajjan Kumar	MTS	313		
100.	Sh. Shyam Lal	Binder	317		
<b>Accounts Section</b>					
101	Sh. Rohit Kumar Upadhyay	Account Officer	345	23236207	115
102.	Sh. Sanjay	Assistant (On deputation w.e.f. 31.12.2023)	338		123
103.	Sh. Arvind Kumar Premi	Assistant	328		123
104.	Sh. Munesh Kumar	UDC	328		123
105.	Sh. Joginder	UDC	328		123
106.	Sh. Hariom Singh	UDC	328		123
107.	Sh. Raj Kumar	LDC	328		123
108.	Sh. Vinay	MTS	328		123
<b>Hostel Section</b>					
109.	Sh. Roshan Lal Bhadula	Hostel Warden	330		



110.	Smt. Varsha	Assistant Hostel Warden (F)	330		
111.	Sh.Ved Singh	Lift Operator	331		
<b>Social Work Unit</b>					
112.	Sh. Mahesh Sharma	Vocational Counselor/Placement Officer	304		17
113.	Smt. Apeksha Sharma	Primary Teacher	301		
114.	Sh. Serbin Rongpi	Assistant Social Service Officer	301		
115.	Sh.Vinay Kumar	LDC	336		
<b>Assessment Clinic</b>					
116.	Ms. VS Shivani	Speech Therapist	311		
117.	Smt.Nishi Dogra	LDC	300	300	Reception
118.	Sh.Karamvir Singh	UDC	300	300	Reception
<b>Library</b>					
119.	Sh. Rakesh Kumar	Librarian	318		Basement
120.	Smt. Ratan Bala	UDC	359		Basement
<b>Posted at DEPwD, MoSJ&amp;E</b>					
121.	Sh. Yashpal Singh Rawat	Assistant	Posted in Ministry		

## Chapter- 11

### The Monthly Remuneration received by each of its Officials and Employees including the system of Compensation (As on 31.03.2024)

#### Sec-4(1)(b)(x)

S.No	Name	Designation	Pay Matrix Level	Basic Pay
1	Sh. Jitendra Sharma	Director	Equivalent to 13	175000 (Fixed)
2	Dr. A.K. Shukla	Associate Professor (OT)/ Deputy Director (Admn.)	12	112400
3	Smt. Manda Chauhan	Associate Professor (PT)	12	119300
4	Smt. Rajni Kalra	Assistant Professor (PT)	11	102500
5	Sh. K.Ram Prabhu	Assistant Professor (PT)	11	88400
6	Smt. Madhu Chhanda Mohanty	Assistant Professor (OT)	11	99500
7	Smt. Shanta Pandian	Assistant Professor (OT)	11	91100
8	Sh. Rajnish Kr. Sharma	Assistant Professor (PO)	11	102500
9	Sh. G.Pandian	Assistant Professor (PO)	11	99500
10	Sh. Indra Vijay Singh	Lecturer (PO)	10	69000
11	Dr. Meenakshi Batra	Lecturer (OT)	10	82400
12	Smt. Gunjan Wadhwa	Lecturer (OT)	10	76500
13	Dr. Kamal Narayan Arya	Lecturer (OT)	10	82400
14	Dr. Arun Kishor	Lecturer (OT)	10	62200
15	Sh. Roshan Lal	Lecturer (PT)	10	80000
16	Smt. Prachi Raj Meena	Lecturer (PT)	10	80000
17	Mrs. Anju Aggarwal	Lecturer (PT)	10	80000
18	Mrs. Manju Vats	Lecturer (PT)	10	73200
19	Sh. Pradeep Marandi	Superintendent (PT)	10	72100
20	Sh. Rohit Kumar Upadhyay	Accounts Officer	8	68000
21	Sh. Sudhakar Mishra	Assistant Manger (Tech.)	8	72100
22	Sh. Shyam Lal	Binder	8	53600
23	Sh. Roshan Lal Bhadula	Hostel Warden	8	60400
24	Sh. Mahesh Sharma	Placement Officer	8	76500
25	Smt. Mita Singhal	Senior (OT)	7	58600
26	Dr. Anoop Aggarwal	Senior (PT)	7	55200
27	Sh. A.M.R. Suresh	Senior (PT)	7	55200
28	Ms. Sheelu Sharma	Senior (PT)	7	47600
29	Sh. L.R.Meena	Assistant	7	66000
30	Sh. Hemant Kulshreshtha	Junior Hindi Translator	7	52000
31	Sh. Rakesh Kumar	Librarian	7	47600
32	Sh. Suresh Kr. Singh	Offset Machine Operator	7	74300
33	Sh. Hari Prasad	Shoe Maker	7	68000

34	Sh. Prakash Dobhal	UDC	6	53600
35	Smt. Sunita	Assistant	6	58600
36	Sh. Yashpal Singh Rawat	Assistant	6	42300
37	Sh. Arvind Kumar	Assistant	6	44900
38	Sh. Ghanshyam Meena	Assistant	6	49000
39	Smt. Kusum Sharma	Assistant	6	53600
40	Sh. Sanjay	Assistant	6	On Deputation w.e.f. 31.01.2024
41	Sh. Serbin Rongpi	ASSO	6	35400
42	Sh. Mukesh Kumar	Carpenter	6	53600
43	Sh. Sunil Kumar	Compositor	6	52000
44	Sh. Balvant Kr. Meena	Demonstrator (OT)	6	43600
45	Ms. Shivani Sharma	Demonstrator (P&O)	6	43600
46	Dr. Amit Kumar Vimal	Demonstrator (P&O)	6	43600
47	Smt. Smita Nayak	Demonstrator (P&O)	6	43600
48	Sh. Mohit Gupta	Demonstrator (P&O)	6	37600
49	Sh. Anoop Kumar Tarsolia	Demonstrator (PT)	6	41100
50	Ms. Sheena Arora	Demonstrator (PT)	6	35400
51	Ms. Rajni Pandey	Occupational Therapy	6	36500
52	Sh. Tushar Kumar	PA to Director	6	29600
53	Sh. Manish Panchal	Physiotherapy	6	37600
54	Sh. Himanshu Walia	Physiotherapy	6	37600
55	Ms. Reena Kumari	Primary Teacher	6	42300
56	Ms. Apeksha Sharma	Primary Teacher	6	44900
57	Sh. Tapas Priyaranjan Behra	Prosthetics & Orthotics	6	43600
58	Sh. Kshitiz Chandra Vishal	Prosthetics & Orthotics	6	43600
59	Sh. Vivek Kumar	Prosthetics & Orthotics	6	41100
60	Sh. Tarun Kumar Verma	Prosthetics & Orthotics	6	47600
61	Smt. Archana Kaushik	Senior (OT)	7	56900
62	Sh. Laxman Singh	Shoe Maker	6	70000
63	Ms. V.S.Shivani	Speech Therapist	6	36500
64	Smt. Nishi Dogra	UDC	6	49000
65	Sh. Sanjay Babu	Electrician	5	55800
66	Smt. Aarti Mishra	Senior Limb Maker	5	34900
67	Ms. Varsha Paliwal	Assistant Hostel Warden (Female)	4	34300
68	Sh. Kaptan Singh	Bus Driver	4	33300
69	Sh. Davinder Gautam	Caliper Maker	4	37000
70	Sh. Vikas Kumar	Caliper Maker	4	30500
71	Sh. Kapil Gautam	Caliper Maker	4	30500
72	Sh. Radhey shyam	Junior Caliper Maker	4	39800
73	Sh. Ved Singh	Lift Operator	4	39800
74	Smt. Sarla Devi	MTS	4	41000
75	Sh. Nand Kishore	Ortho Shoe	4	37500

76	Sh. Nitin Kamal	Ortho Shoe Maker	4	42800
77	Sh. Narender Kumar	Rubber Maker	4	33300
78	Sh. Manas Rajan Behera	Senior Caliper Maker	5	34900
79	Sh. Saurabh Parkash	Stenographer Gr.III	4	26300
80	Sh. Deepak Yadav	Stenographer Gr.III	4	26300
81	Sh. Kshitiz Sharma	UDC	4	39800
82	Sh. Puneet Kumar	UDC	4	29600
83	Sh. Khanish Arora	UDC	4	29600
84	Sh. Karan Kapoor	UDC	4	25200
85	Sh. Rajneesh Kumar	UDC	4	27900
86	Sh. Joginder	UDC	4	29600
87	Sh. Munish Kumar	UDC	4	41000
88	Sh. Hari om singh	UDC	4	29600
89	Smt. Barkha Kachhap	UDC	4	25200
90	Smt. Ratan Bala	UDC	4	39800
91	Sh. Uma Shankar Singh	UDC	4	29600
92	Sh. Sanjeev Dogra	UDC	4	49000
93	Smt. Bhagyashree	Junior Caliper Maker	2	23800
94	Sh. Ganesh Ram	Junior Limb Maker	2	24500
95	Sh. Himanshu	Junior Limb Maker	2	23800
96	Sh.Bhoopendra	Limb Maker	3	34300
97	Sh. Tej Narayan	Mali	3	38300
98	Sh. Sajjan Kr.	MTS	3	38300
99	Smt. Sunita	MTS	3	33300
100	Sh. Gyneshwer	MTS	3	38300
101	Sh. Mohit Mudgal	Caliper Maker	3	26300
102	Sh. Abhimanyu	Caliper Maker	2	27100
103	Sh. Sunny Chopra	Driver	2	24500
104	Sh. Ankit Kumar	LDC	2	20500
105	Sh. Virender Kumar	LDC	2	36100
106	Sh. Vikas	LDC	2	25200
107	Ms. Neha	LDC	2	20300
108	Sh.Vinay Kumar	LDC	2	21100
109	Sh. Akshay Kumar	LDC	2	21100
110	Sh. Raj Kumar	LDC	2	21100
111	Sh.Virendra Kumar	LDC	2	20500
112	Sh. Karmavir Singh	LDC	2	36100
113	Smt. Jyoti	Limb maker	2	27100
114	Sh. Ashish Kumar Singh	MTS	1	20300
115	Sh. Vipin Kumar	MTS	1	19100
116	Sh. Parmanand Prasad	MTS	1	18500
117	Sh. Nitin Kumar	MTS	1	18000
118	Sh. Vinay	MTS	1	19100

119	Sh. Rahul Singh	MTS	1	20300
120	Sh. Hargovind Singh	MTS	1	39800
121	Sh. Bhupendra Singh	MTS	1	20300

## Chapter- 12

### Pandit Deendayal Upadhyaya National Institute for Persons with Physical Disabilities (Divyangjan), Expenditure Statement for the year 2023-2024 Sec-4(1)(b)(xi)

The budget allocated to each agency including all plans, proposed expenditures and reports on disbursement made etc.

#### A) Support to National Institutes Scheme (Rs. in lakh)

Year	Notional Allocation	GIA Received	Expenditure
2021-2022	2670.06	2720.06	2702.79
2022-2023	3090.00	2943.48	2880.61

#### B) ADIP Scheme (Rs. in lakh)

Year	Notional Allocation	GIA Received	Expenditure
2021-2022	-	200.00	129.37
2022-2023	-	223.14	270.91

## Chapter- 13

### Details of Information available in Electronic form Sec-4(1)(b)(xiv)

S.No.	Details of Information available in electronic form	Name/Title of the document/record/other information	Location where available
1.	Employees directory	Telephone directory	Link Add
2.	Decision making and work distribution	Organization chart	Link Add
3.	Reading material	Knowledge portal	Link Add
4.	Annual report of PDUNIPPD (D) (Bilingual)	Annual report/Hindi report	Link Add
5.	RTI handbook	Information handbook	Link Add
6.	Notification/Circular/Opportunity	Other circulars	Link Add
7.	Employees list	Employee list	Link Add

## Chapter- 14

### Particulars of Facilities Available for obtaining Information Sec-4(1)(b)(xv)

The Facilitation Centre in PDUNIPPD (D) is a part of Reception Counter. On all Working days, any information pertaining to all the sections is available at the Reception Counter from 9:00 AM – 5:30 PM.

<b>S.No.</b>	<b>Name and Location of the Facility</b>	<b>Details of Information made available</b>	<b>Working Hours of the Facility</b>	<b>Contact details</b>
1.	Director PDUNIPPD (D)	All the information pertaining to the institute	9:00 AM to 5:30 PM (Monday to Friday ) 5 Days working	Landline no. 011-23233782 Extn. 323
2.	Deputy Director (Admin.) PDUNIPPD (D)	All the information pertaining to the institute	9:00 AM to 5:30 PM (Monday to Friday ) 5 Days working	Landline no. 011-23220120 Extn. 333
3.	Reception PDUNIPPD (D)	Information pertaining to the institute	9:00 AM to 5:30 PM (Monday to Friday ) 5 Days working	Landline no. 011-23233782 Extn. 300

## Chapter- 15

### Information related to Procurement made by this Institute

#### Sec. 4(1) (b) (xi)

#### Information related to procurement made by this Institute since 01.04.2023-31.03.2024

S.No.	Type of Procurement	Tender Notice dated /procured Through	Tender Award to	Award Extension letter dated	Total Amount (Including GST)
1	Split AC (03 Nos.)	Through GEM		07.07.2023	144441.00
2	Window AC (10 Nos.)	Through GEM		06.03.2023	369200.00
3	Occupational Therapy Equipments (32 Nos.)	Through GEM		01.06.2023	958719.00
4	CCTV Camera (03 Nos.)	Through GEM		25.07.2023	88500.00
5	CCTV Camera (47 Nos.)	Through GEM		24.09.2023	1373760.00
6	CCTV Camera (03 Nos.)	Through GEM		25.09.2023	13744.00
7	Desktop Computer (15 Nos.)	Through GEM		22.09.2023	1020000.00
8	Desktop Computer (04 Nos.)	Through GEM		12.09.2023	236000.00
9	Laptop (01 Nos.)	Through GEM		09.05.2023	62082.00
10	Multifunction Printer (01 Nos.)	Through GEM		16.05.2023	29488.00
11	Multifunction Printer (01 Nos.)	Through GEM		04.09.2023	82500.00
12	Printer (02 Nos.)	Through GEM		12.09.2023	46000.00
13	Printer (01 Nos.)	Through GEM		22.09.2023	37990.00
14	Printer (01 Nos.)	Through GEM		04.09.2023	82500.00
15	Computer UPS (01 Nos.)	Through GEM		09.05.2023	8100.00
16	LED Monitor (01 Nos.)	Through GEM		04.01.2024	18450.00
17	Aadhar Based Machine (03 Nos.)	Through GEM		19.12.2023	104997.00
18	Water cooler (01 Nos.)	Through GEM		07.07.2023	72000.00
19	Web Camera (01 Nos.)	Through GEM		19.03.2024	3060.00
20	Electric water Heater (01 Nos.)	Through GEM		08.01.2024	11300.00
21	Electric water Heater (01 Nos.)	Through GEM		17.03.2024	12145.00
22	Canon Scanner (01 Nos.)	Through GEM		30.05.2023	14900.00
23	Photo Copier Machine (03 Nos.)	Through GEM		02.06.2023	357000.00
24	Photo Copier Machine (05 Nos.)	Through GEM		08.11.2023	875980.00
25	OT Equipments (32 Nos.)	Through GEM		01.06.2023	958719.00
26	UPS Battery (16 Nos.)	Through GEM		28.08.2023	44782.00
27	Display Data Wall Aero (02 Nos.)	Through GEM		18.01.2024	309996.00
28	Institute Name Board	Through Tender		07.08.2023	522504.00
29	Dining Table (06 Nos.)	Through GEM		11.02.2024	152000.00
30	Heat Convector (Heater) (23 Nos.)	Through GEM		31.01.2024	89700.00



31	Bed Wooden	Local Market		11.08.2023	49206.00
32	LED Tringa Light	Local Market		11.08.2023	66670.00
33	Three Seater Chair (18 Nos.)	Through GEM		11.07.2023	108000.00
34	Three Seater Chair (06 Nos.)	Through GEM		11.07.2023	33000.00
35	Two Seat Chair (06 Nos.)	Through GEM		11.02.2024	33000.00
36	Office Chair (129 Nos.)	Through GEM		07.06.2023	198015.00
37	Hot Case (04 Nos.)	Through GEM		31.10.2023	18800.00
38	Patient Revolving Stool (07 Nos.)	Through GEM		09.06.2023	8680.00
39	Revolving Stool (04 Nos.)	Through GEM		05.10.2023	21600.00
40	X- Ray Machine	Through GEM		01.09.2023	578355.00
41	Almirah Steel (51 Nos.)	Through GEM		09.06.2023	366180.00
42	Almirah Steel (05 Nos.)	Through GEM		05.10.2023	119000.00
43	Table Office (32 Nos.)	Through GEM		13.07.2023	200000.00
44	Almirah Glass Door (08 Nos.)	Through GEM		13.09.2023	72400.00
45	Almirah with Glass Door (02 Nos.)	Through GEM		05.10.2023	48000.00
46	Book Self (12 Nos.)	Through GEM		13.09.2023	75000.00
47	Presenter of Desktop (06 Nos.)	Through GEM		11.10.2023	13194.00
48	Notice Board (02 Nos.)	Through GEM		08.10.2023	4000.00
49	Notice Board (04 Nos.)	Through GEM		11.10.2023	16000.00
50	Mic System (03 Nos.)	Through GEM		08.10.2023	1500.00
51	Collar Mic Set (03 Nos.)	Through GEM		08.10.2023	24000.00
52	Bed Wooden Single (40 Nos.)	Through GEM		20.02.2024	288000.00
53	Network Cable Cat6 (01 Nos.)	Through GEM		22.09.2023	8500.00
54	Desking One Seater (30 Nos.)	Through GEM		28.12.2023	126000.00
55	PVC Vinxe Flooring (430Sqf)	Local Market		27.10.2023	20941.00
56	Reception Table and storage (01 Nos.)	Local Market		09.03.2024	245000.00
57	Samarsibal Moter with board (01 Nos.)	Local Market		15.01.2024	34480.00
58	White Board (02 Nos.)	Local Market		13.10.2023	3200.00
59	Hardware Holder Tool Rack (05 Nos.)	Through GEM		05.10.2023	123500.00
60	Student Chair (80 Nos.)	Through GEM		05.10.2023	888000.00
61	Cervical Neck Traction Devices (02 Nos.)	Through GEM		05.10.2023	19400.00
62	Projector (02 Nos.)	Through GEM		05.10.2023	83000.00
63	File Rack (05 Nos.)	Through GEM		05.10.2023	63000.00
64	Lab. Stool (15 Nos.)	Through GEM		05.10.2023	66000.00
65	Tool Cabinet (04 Nos.)	Through GEM		05.10.2023	179200.00
66	D-Link Wire (340 Mtr)	Through GEM		17.08.2023	9272.00
67	Switch 16 Port (01 Nos.)	Through GEM		20.08.2023	4999.00
68	Square PVC Channel (20 Nos.)	Through GEM		22.08.2023	1200.00
69	D-Link Switch DGS (01 Nos.)	Through GEM		22.09.2023	41900.00

70	HDMI (10 Nos.)	Through GEM		05.10.2023	9900.00
71	HDMI TO VGA Converter (01 Nos.)	Through GEM		05.10.2023	4760.00
72	D-Link Cat -6 Cable (100 Mtr)	Through GEM		05.10.2023	8000.00
73	HDMI Cable 15 Mtr (01 Nos.)	Through GEM		23.03.2024	797.00
74	Cat 6 wire (610 Mtr.)	Local Market		06.11.2023	25193.00
75	Telephone Instruments Clitele Twin 88 Set (03 Nos.)	Local Market		06.11.2023	13782.00
76	Casting Bar (01 Nos.)	Through GEM		05.10.2023	11100.00
77	Speech Therapy Item (07 Nos.)	Local Market		13.09.2023	87550.00
78	Flower Pots Plant (04 Nos.)	Through GEM		19.10.2023	25000.00
79	Patient Assessment Couch (02 Nos.)	Through GEM		05.10.2023	106200.00
80	Pointer (05 Nos.)	Through GEM		05.10.2023	20750.00
81	High Temperature Fire F1200F Teflon Sheet (10 Sheet)	Through GEM		05.10.2023	4160.000
82	Portable Curtains (02 Nos.)	Through GEM		05.10.2023	17600.00
83	SSD Hard Disk 1 TB (02 Nos.)	Through GEM		15.02.2024	16000.00
84	SSD Hard Disk 1 TB (01 Nos.)	Through GEM		27.12.2023	8135.00
85	SSD Hard Disk 480 GB (01 Nos.)	Through GEM		12.03.2024	3500.00
86	PT Equipments	Through GEM		15.06.2023	55240.00
87	POP Network Switch 24 Port (01 Nos.)	Through GEM		22.09.2023	41900.00

### CRC Jammu

1	PT Equipment	Local Market		15.07.2023	212398.00
2	Non Revolving Chair (25 Nos.)	Through GEM		19.07.2023	62500.00
3	Three Seater Chair (05 Nos.)	Through GEM		19.07.2023	45000.00
4	Office Table (10 Nos.)	Through GEM		19.07.2023	85000.00
5	Plinth Table with Stairs (04 Nos.)	Through GEM		19.07.2023	68000.00
6	Almiraha (10 Nos.)	Through GEM		19.07.2023	100000.00
7	Revolving Stool (04 Nos.)	Through GEM		18.07.2023	8000.00
8	Rack Self (05 Nos.)	Through GEM		18.07.2023	25000.00
9	Split AC (02 Nos.)	Through GEM		26.07.2023	89860.00
10	Window AC (03 Nos.)	Through GEM		26.07.2023	100227.00
11	Wire 6mm Core (180 Mtr.)	Through GEM		18.07.2023	44820.00
12	Wire 4mm Core (180 Mtr.)	Through GEM		18.07.2023	39421.00
13	Wire Flexible (90 Mtr.)	Through GEM		18.07.2023	53820.00
14	Wire 1.50 mm Core (360 Mtr.)	Through GEM		17.07.2023	89640.00
15	Tube Light LED (399 Nos.)	Through GEM		18.07.2023	19950.00
16	Ceiling Fan (15 Nos.)	Through GEM		18.07.2023	43035.00
17	Wall Fan (12 Nos.)	Through GEM		04.08.2023	37080.00
18	Ceiling Fan (15 Nos.)	Through GEM		31.08.2023	10500.00

19	Freeze (01 Nos.)	Through GEM		13.07.2023	18885.00
20	Hot Case (02 Nos.)	Through GEM		18.07.2023	9990.00
21	Room Heater (05 Nos.)	Through GEM		18.07.2023	15975.00
22	RO System (01 Nos.)	Through GEM		31.08.2023	69900.00
23	TV 43" (01 Nos.)	Through GEM		24.08.2023	44798.00
24	Table Executive (01 Nos.)	Through GEM		07.02.2024	79000.00
25	Sofa 3 Seater (01 Nos.)	Through GEM		29.01.2024	40300.00
26	OT Equipments	Through GEM		20.12.2023	251148.00
27	Two SEater Tubular Steel sofa Set (01 Nos.)	Through GEM		29.01.2024	21850.00
28	Tubular Steel sofa Set (01 Nos.)	Through GEM		07.02.2024	10750.00
29	Revolving Chair (01 Nos)	Through GEM		07.02.2024	24990.00
30	Rectangular Centre Table with Glass (01 Nos.)	Through GEM		07.02.2024	8188.00
31	Centre Table with Glass (01 Nos.)	Through GEM		07.02.2024	9100.00
32	Drill Machine	Through GEM		31.07.2023	10000.00
33	Printer (01 Nos.)	Through GEM		14.07.2023	125000.00
34	Pen drive (04 Nos.)	Through GEM		14.07.2023	3200.00
35	Biometric Machine (02 Nos.)	Through GEM		14.07.2023	60000.00
36	Scanner (02 Nos.)	Through GEM		14.07.2023	60000.00
37	Desktop Computer (05 Nos.)	Through GEM		14.07.2023	325000.00
38	Photo State Machine (01 Nos.)	Through GEM		14.07.2023	300000.00
39	Water Cooler (02 Nos.)	Through GEM		31.07.2023	80000.00

## **Chapter- 16**

**Foreign Tours of Official of the Rank of Joint Secretary to the Government of India and above heads of Departments since 01.03.2024.**

**Sec. 4 (1) (b)**

No Foreign Tours.

## **Chapter- 17**

**Proactive Disclosure of RTI applications, Appeals and their Responses on the website**

Under Process

## Chapter- 18

### The Name, Designations and other Particulars of the Public Information Officers, Nodal Officer & First Appellate Authority

S.No.	Name of the Public Information Officer (PIO)	Designation	Contact No	E-mail id
1.	Dr. Arun Kishor	Lecturer (OT)/PIO	9999978036, 011-23233782 Extn. 359	<a href="mailto:piopdunippd@gmail.com">piopdunippd@gmail.com</a>

S.No.	Name of the First Appellate Authority (FAA) & Nodal Officer	Designation	Contact No	E-mail id
1.	Dr. Akhilesh Kuamr Shukla	Associate Professor (OT)/ First Appellate Authority/ Deputy Director (Admin.) (Offg).	9891509568, 011-23220120 Extn. 333	<a href="mailto:ddapdunippd@gmail.com">ddapdunippd@gmail.com</a>

## **Chapter- 19**

### **Details of employees against whom Disciplinary Action has been pending or finalised for Minor Penalty and Major penalty proceedings**

#### **Sec. 4(2)**

It is certified that no disciplinary action has been pending or finalised for minor and major penalty on any employees currently working in PDUNIPPD (D) as on 31.03.2024.

## **Chapter- 20**

### **Programmes to advance understanding of RTI**

The employees and officials of the institute are regularly sensitised on RTI matters and are encouraged to participate in the training/workshops in the institute and outside. The CPIOs are also encouraged to get well versed with the best practices with respect to RTI matters. Guidelines of RTI are regularly published by public authorities concerned.

## **Chapter- 21**

### **CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both House of Parliament**

The inspection report on accounts of PDUNIPPD (D) has been done upto 2022-2023 and final report of IR audit is still awaited and the SAR audit up to the year 2022-2023 has been completed and certified by C&AG. Currently upto march, 2024 there are 39 outstanding paras during by PAC.

## **Chapter- 22**

### **Details of third- party audit of voluntary disclosure**

The last transparency audit of voluntary disclosures in respect of PDUNIPPD (D) was conducted By Indian Institute of Mass Communication (IIMC).

## **Chapter- 23**

### **Details of Questions asked in the Parliament**

#### **Sec-4(1)(d)(2)**

Copy of the order are available in PDF format (under download section).

## **Chapter- 24**

### **Details of STQC certification**

#### **Sec-4(6.2)**

Under Process

## Chapter- 25

### Details of Schemes/Projects/Programmes

#### **Schemes:** ADIP, PM DAKSH, & NIRAMAYA

- i) **ADIP:** The main objective of the scheme is to assist the needy divyangjan in procuring durable, sophisticated and scientifically manufactured modern, standard aids and appliances that can promote their physical, social and psychological well being, by reducing the effects of disabilities and enhance their economic potential.  
Link: <https://depwd.gov.in/adip>
- ii) **PM DAKSH:** Inauguration of Skill Training Centre for Mobile Repairing training under PM DAKSH Yojana, DEPwD was held in the premises of PDUNIPPD (D). 30 PwDs beneficiaries had attended the orientation programme on 15 February, 2024.  
Link: <https://pmdaksh.depwd.gov.in>
- iii) **NIRAMAYA (Health Insurance Schemes):** The scheme aims to provide comprehensive and affordable health insurance coverage to persons with specific disabilities, including autism, cerebral palsy, mental retardation and multiple disabilities.  
Link: <https://thenationaltrust.gov.in/content/scheme/niramaya.php>

#### **Project:** UDID

- i) **UDID:** UDID card or unique disability identity card is an initiative by Government of India with a view of creating a national database for PwDs, and to issue a unique disability identity card to each person with disabilities. This aims to encourage transparency, efficiency and ease of delivering the government benefits to the person with disabilities, and to ensure uniformity. This will help in stream-lining the tracking of physical and financial progress of beneficiary at all levels of hierarchy of implementation – from village level, block level, District level , State level and National level.  
Link: [www.swavlambancard.gov.in](http://www.swavlambancard.gov.in)

#### **Programme:** Legal Services

- i) **Legal Services:** PDUNIPPD (D) has a legal services clinic (LSC) which provide free legal services on monday every week from 11:00 AM to 1:00 PM. The institution's legal services cooperates under the central district legal services authority (CDLSA) in compliance to article 39A of the Indian constitution which imposes an obligation on the state to provide free legal aid to ensure access to justice for all citizens.  
Link: <https://dlsa.org/central/wings/legal-aid-wings/legal-services-clinics>



## Chapter- 26

### List of materials available at (i) Free of cost and Reasonable Cost of Medium

#### (i) Free of Cost

All the documents available online in public domain or any document which is in .pdf and .doc or other accessible formats and open to public are available free of cost. No physical copy of any document is available free of cost. The list of electronic documents available at [www.pdunippd.in](http://www.pdunippd.in) free of cost are:-

- I. Annual Report
- II. RTI Handbook
- III. Organisation Chart
- IV. Telephone Directory
- V. Reading Material
- VI. Notifications/Circular/Oppportunity