

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 22nd 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 Divyangjans, 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.

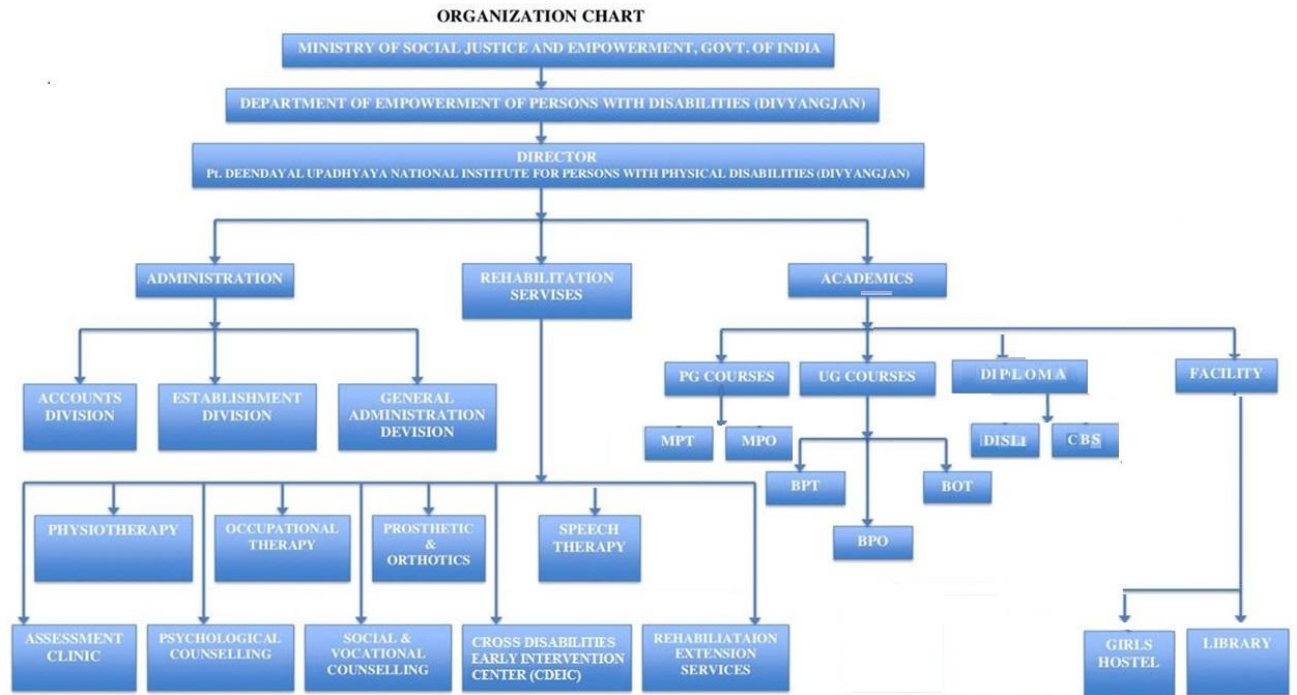
Vision

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
A. Certificate Course			
i) Certificate Course in Bench Skills (CBS)	1 year	2023-2024	20
B. Diploma Course			
i) Diploma in India Sign Language Interpretation (DISLI)	2 years	2024	20
C. Under Graduate Courses			
i) Bachelor of Physiotherapy (BPT) under Physiotherapy Department	4 ^{1/2} years	2000-2001	68
ii) Bachelor of Occupational Therapy (BOT) under Occupational Therapy Department	4 ^{1/2} years	2005	68
iii) Bachelor of Prosthetics & Orthotics (BPO) under Prosthetics & Orthotics Department	4 ^{1/2} years	2004	39
D. Post Graduate Courses			
i) Master of Prosthetics & Orthotics (MPO)	2 years	2017	11
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 – Musculoskeletal	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), Diploma in India Sign Language Interpretation (DISLI) and 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^{1/2} 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) and Diploma in India Sign Language Interpretation (DISLI) 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.

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.

CRC Jaipur

Composite Regional Centre for Skill Development, Rehabilitation & Empowerment of Persons with Disabilities (CRC) – Jaipur under administrative control of Pt. Deendayal Upadhyaya National Institute for Persons with Physical Disabilities (Divyangjan)

Address:- Samajik Nyay Sankul, Near ICFAI University, Jamdoli, Jaipur- 302031

CRC Jaipur is providing comprehensive rehabilitation services to the PwDs and Senior citizens like Physiotherapy, Occupational Therapy, Special Education, Language Therapy, Hearing Screening & Diagnosis, Speech Therapy, Academic Screening & Analysis, Prosthesis & Orthotic support, Indian Sign Language Interpretation & Training, Aids & Appliances under the flagship scheme of Central Govt. i.e Rashtriya Vayoshri Yojna & ADIP Scheme.

CRC Varanasi

Composite Regional Centre for skill development, rehabilitation, and empowerment of persons with disabilities, CRC (Varanasi). It functions under the administrative control of Pt. Deendayal Upadhyaya National Institute for Persons with Physical Disabilities (Divyangjan).

Address: CRC Varanasi, Amrawati Bahuuddesiye Divyanjan Vikash Sansthan Campus, Panchkoshi Marg, Khushipur, Varanasi – 221005.

The centre is expected to provide comprehensive rehabilitation services such as physiotherapy, occupational therapy, speech & hearing, prosthetics & orthotics, clinical psychology, and special education services soon

Satellite Centre

Karnal

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

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

Address:- 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.

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

The Institute has a well-equipped library to cater the needs of Master of Prosthetics & Orthotics, Master of Physiotherapy, Bachelor of Physiotherapy, Bachelor of Occupational Therapy, Bachelor of Prosthetics & Orthotics and Diploma in Indian Sign Language Interpretation (DISLI) & Certificate Course in Community-based in Inclusive Development (CBID) and Certificate in Bench Skills (CBS), for students and faculty.

The Library facilities reading and borrowing facilities to the employees of the institute also. The library users 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 subscribed Delnet database & One Nation One Subscription scheme for e-journals. Users may avail the facility of Delnet and ONOS scheme for e-journals. 12 Newspapers (06 English & 06 Hindi) & Magazines (12 English & 11 Hindi). The library is open from 09:00 am to 05:30 pm on all working days (Monday to Friday) and during annual examinations open till 07:00 pm except Saturday, Sunday & Gazetted Holidays. The library also on Saturday 10:00 am to 01:00 pm.

Hostel

The Institute offers limited hostel accommodation exclusively for female students enrolled in 4^{1/2} 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 4th 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 17th 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)

All the functions are being discharge through e-office medium to ensure transparency.

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:

S.No.	Name & Designation	Status in the Committee
1.	Secretary to the Government of India, DEPwD, Ministry of Social Justice & Empowerment, Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi	President
2.	Joint Secretary, (DEPwDs) (dealing with National Institutes) Ministry of Social Justice & Empowerment Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi	Member

3.	JS & FA, (DEPwDs), Ministry of Social Justice & Empowerment Room no. 610, A wing, Shastri Bhawan, New Delhi	Member
4.	Ms. Kamaljeet Kaur Gill, Social Worker	Member
5.	Sh. Piyush Kumar Jain, Social Worker	Member
6.	Dr. Surendra Kumar, Principal Doctor	Member
7.	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

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.
Director					
1	Sh. Jitendra Sharma	Director	322	23232403	107
Director Secretariat					
2	Sh. Tushar Kumar	PA to Director	323		108
3	Nitin Kumar	MTS	323		108
O/o Deputy Director					
4	Sh. Kunal Chaudhary	Deputy Director (Admn.)	333	23220120	120
5	Sh Deepak Yadav	Stenographer Gr.III	327		120 A
Administration & Establishment Section					
6	Sh. Deepak Yadav	Administrative Officer	334		120
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 Deputation	336		
11	Sh. Khanish Arora	UDC Deputation	336		119
12	Sh. Uma Shankar Singh	UDC			
13	Sh. Rajneesh Kumar	UDC	336		
14	Sh Karan Kapoor	UDC			
15	Sh. Kshitij Sharma	Assistant	336		119
16	Sh. Kaptan Singh	School Bus Driver	352		
17	Sh. Sunny Chopra	Staff Car Driver	352		
18	Sh. Vinay Kumar	LDC	336		
19	Sh. Ashish Kumar Singh	MTS	336		119
20	Sh. Ankit Kumar	LDC	336		
21	Sh. Vipin Kumar	MTS	336		119
22	Sh. Vinay	LDC	328		123
Event and Press Wing					
23	Sh. Sudhakar Mishra	AM (T)	317	23235692	
24	Sh. Suresh Kumar Singh	Offset Machine Operator (Caretaker)	340		

Physiotherapy (PT) Department					
25	Smt. Manda Chauhan	Associate Professor (PT)/ HOD (PT)	355	23236193	209
26	Smt. Rajni Kalra	Assistant Professor (PT)	339		20
27	Sh. K.Ramprabhu	Assistant Professor (PT)	344		306
28	Sh. Roshan Lal	Lecturer (PT)	341		
29	Smt. Prachi Raj Meena	Lecturer (PT)	335		
30	Smt. Anju Aggarwal	Lecturer (PT)	306		
31	Smt. Manju Vats	Lecturer (PT)	306		07 (PT Staff Room)
32	Sh. Pradeep Marandi	Superintendent (PT)	335		
33	Sh. A.M.R Suresh	Senior Physiotherapist	335		
34	Dr. Anoop Aggarwal	Senior Physiotherapist	308		
35	Smt. Sheelu Sharma	Senior Physiotherapist	335		
36	Sh. Anoop Kumar Tarsolia	Demonstrator (PT)	335		
37	Ms. Sheena Arora	Demonstrator (PT)	308		
38	Sh. HimanshuWalia	Physiotherapist	308		
39	Sh. Manish Panchal	Physiotherapist	308		
40	Smt. Kusum Sharma	Assistant	332		211
41	Smt. Barkha Kachhap	UDC	332		211
42	Sh. Rahul Singh	MTS	332		211
43	Sh. Parmanand Prasad	MTS	335		21
Occupational Therapy (OT) Department					
44	Smt. Madhu Chanda Mohanty	Assistant Professor (OT)	302		
45	Smt.Shanta Pandian	Assistant Professor (OT)	302		
46	Dr. Kamal Narayan Arya	Lecturer(OT)	302		
47	Dr. Meenakshi Batra	Lecturer(OT)			
48	Smt. Gunjan Wadhwa	Lecturer(OT)			
49	Dr. Arun Kishor	Lecturer(OT)	326		
50	Smt. Mita Singhal	Senior Occupational Therapist	326		
51	Smt. Rajni Pandey	Occupational Therapist	309		
52	Smt. Archna Kaushik	Senior Occupational Therapist	309		
53	Sh Balvant Kumar Meena	Demonstrator (OT)	309		
54	Sh. L.R.Meena	Assistant	332		211
55	Sh. Hargovind Singh	MTS	332		211
56	Sh. Vikas	LDC	332		211
57	Sh. Bhupender Singh	MTS	332		211
Prosthetics & Orthotics (PO) Department					
58	Sh. G.Pandian	Assistant Professor (PO)	313		04
59	Sh. Rajnish Kumar Sharma	Assistant Professor (PO)	332		

60	Sh. IndraVijay Singh	Lecturer (PO)	332		
61	Smt. Shivani Sharma	Demonstrator (PO)	312		
62	Dr. Amit Kumar Vimal	Demonstrator (PO)	312		
63	Smt. Smita Nayak	Demonstrator (PO)	312		
64	Sh. Mohit Gupta	Demonstrator (PO)	312		
65	Sh. Tapas P Behera	Prosthetics & Orthotics	313		
66	Sh.Vivek Kumar	Prosthetics & Orthotics	315		
67	Sh.Tarun Kumar Verma	Prosthetic & Orthotics	315		
68	Sh. Kshitiz ChandraVishal	Prosthetic & Orthotics	313		
P&O Workshop					
69	Smt. Aarti Mishra	Senior Limb Maker	315		
70	Sh. Manas Ranjan Behera	Senior Caliper Maker	313		
71	Sh. Davinder Kumar Gautam	Senior Caliper Maker	313		
72	Sh.Vikas Kumar	Caliper Maker	313		
73	Sh. Radhey Shyam	Caliper Maker	313		
74	Sh. Abhimanyu Malhotra	Caliper Maker	312		
75	Sh. Mohit Mudgal	Caliper Maker	313		
76	Sh. Bhoopendra	Limb Maker	315		
77	Smt. Jyoti	Limb Maker	315		
78	Sh. Hari Prasad	Ortho Shoe Maker	315		
79	Sh. Nitin Kamal	Ortho Shoe Maker	313		
80	Sh. Nand Kishore	Ortho Shoe Maker	315		
81	Sh. Kapil Gautam	Leather Worker	313		
82	Sh. Narender Kumar	Rubber Maker	340		
83	Sh. Ganesh Ram	Junior Limb Maker	315		
84	Sh. Himansu Bhusan Das	Junior Limb Maker	315		
85	Smt. Bhagyashree	Junior Caliper Maker	313		
86	Sh. Sanjeev Dogra	UDC	316		
87	Sh. Prakash Dobhal	UDC	316		
88	Sh. Gyaneshwar	MTS	315		
89	Smt. Sunita	MTS	316		
90	Sh. Sajan Kumar	MTS	313		
Accounts Section					
91	Sh. Rohit Kumar Upadhyay	Account Officer	345	23236207	115
92	Sh. Sanjay	Assistant (On deputation w.e.f. 31.12.2023)	338		123
93	Smt.Nishi Dogra	LDC	328		123
94	Sh. Munesh Kumar	UDC	328		123
95	Sh. Joginder	UDC	328		123
96	Sh. Hariom Singh	UDC	328		123
97	Sh. Raj Kumar	LDC	328		123
Hostel Section					

98	Smt. Varsha	Assistant Hostel Warden (F)	330		
99	Sh.Ved Singh	Lift Operator	331		
Social Work Unit					
100	Sh. Mahesh Sharma	Vocational Counselor/Placement Officer	304		17
101	Sh. Serbin Rongpi	Assistant Social Service Officer	301		16
Assessment Clinic					
102	Ms. VS Shivani	Speech Therapist	311		
103	Smt.Nishi Dogra	LDC	300		
Library					
104	Sh. Rakesh Kumar	Librarian	318		Basement
Posted at DEPwD, MoSJ&E					
105	Sh. Yashpal Singh Rawat	Assistant	Posted in Ministry		
CDEIC					
106	Smt. Apeksha Sharma	Primary Teacher	301		310
Purchase					
107	Smt. Kusum Sharma	Assistant	332		
108	Virender Kumar	LDC	352		
109	Akshay Kumar	LDC	352		
Stores					
110	Sanjeev Dogra	UDC	316		Basement
111	Arvind Premi	Assistant	316		Basement
Engineering Wing					
112	Sh. Sanjay Babu	Electrician	352		Basement
113	Tej Narayan	Mali	352		Basement
114	Mukesh Kumar	Carpenter	352		Basement

Chapter- 11

The Monthly Remuneration received by each of its Officials and Employees including the system of Compensation (for the year 2024-2025) (as on 31.03.2025)

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

S. No.	Name of Incumbents	Designation	Basic pay	Pay Matrix Level
1	Dr. Jitendra Sharma	Director	180250 (Fixed)	Equivalent 13
2	Smt. Manda Chauhan	Associate Professor (PT)	122900	12/16
3	Smt. Rajni Kalra	Assistant Professor (PT)	105600	11/16
4	Sh. Rajnish Kumar Sharma	Assistant Professor (PO)	102500	11/16
5	Sh. G. Pandian	Assistant Professor (PO)	102500	11/15
6	Smt. Madhuchhanda Mohanty	Assistant Professor (OT)	102500	11/15
7	Sh. K. Ramprabhu	Assistant Professor (PT)	91100	11/11
8	Smt. Shanta Pandian	Assistant Professor (OT)	99500	11/14
9	Dr.Kamal Narayan Arya	Lecturer (OT)	91100	11/11
10	Dr. Meenakshi Batra	Lecturer (OT)	84900	10/15
11	Sh. Roshan Lal Meena	Lecturer (PT)	88400	11/10
12	Mrs. Prachi Raj Meena	Lecturer (PT)	88400	11/10
13	Mrs. Anju Aggarwal	Lecturer (PT)	88400	11/10
14	Smt. Manju Vats	Lecturer (PT)	80900	11/7
15	Sh. Indra Vijay Singh	Lecturer (PO)	71100	10/09
16	Smt. Gunjan Wadhwa	Lecturer OT	84900	10/15
17	Sh. Arun Kishore	Lecturer OT	69000	10/8
18	Sh. Kunal Chaudhary	Dy. Director (Admn.)	67700	11/1
19	Sh. Pradeep Marandi	Supdt. PT	76500	8/17
20	Sh. A.M.R.Suresh	Senior PT	55200	7/9
21	Sh. Anoop Aggarwal	Senior PT	56900	7/9
22	Smt. Sheelu Sharma	Senior PT	49000	7/4
23	Mrs. Mita Singhal	Senior OT	62200	8/10
24	Sh. Balwant Kumar Meena	Senior OT	47600	7/3
25	Mrs. Archana Kaushik	Senior OT	58600	7/10
26	Ms. Shivani Sharma	Demonstrator (PO)	44900	6/9
27	Sh. Amit Kr Vimal	Demonstrator (PO)	44900	6/9
28	Smt. Smita Nayak	Demonstrator (PO)	44900	6/9
29	Mr. Mohit Gupta	Demonstrator (PO)	38700	6/4
30	Sh. Anoop Kumar Tarsolia	Demonstrator (PT)	42300	6/7
31	Ms. Sheena Arora	Demonstrator (PT)	36500	6/2
32	Sh. Tarun Kumar Verma	Prosthetist &Orthotist	44900	6/12
33	Sh.Tapas P Behra	Prosthetist & Orthotist	44900	6/9

34	Sh. Kshitij Chandra Vishal	Prosthetist & Orthotist	44900	6/9
35	Sh. Vivek Kumar	Prosthetist & Orthotist	44900	6/9
36	Ms. Rajni Pandey	Occupational Therapist	37600	6/3
37	Ms. Deepshikha	Occupational Therapist	35400	6/1
38	Sh. Jitendra Kumar Dey	Occupational Therapist	35400	6/1
39	Mr. Himanshu Walia	Physiotherapist	38700	6/4
40	Mr. Manish Panchal	Physiotherapist	38700	6/4
41	Sh. Himanshu	Physiotherapist	35400	6/1
42	Sh. R.K. Upadhyay	Accounts Officer	70000	8/14
43	Sh. Deepak Yadav	Administrative Officer	44900	7/1
44	Sh. Mahesh Sharma	Placement Officer	78800	8/18
45	Sh. Rakesh Kumar	Librarian	49000	7/4
46	Smt. V.S. Shivani	Speech Therapist	36500	6/3
47	Sh. Serbin Rongpi	ASSO	36500	6/2
48	Smt. Sunita	Assistant	64100	7/13
49	Smt. Kusum Sharma	Assistant	58600	7/10
50	Sh. L.R.Meena	Assistant	68000	7/15
51	Sh. Ghanshyam Meena	Assistant	50500	6/13
52	Sh. Arvind Kumar	Assistant	46200	6/10
53	Sh. Yashpal Singh Rawat	Assistant	43600	6/8
54	Sh. Hemant Kulshrestha	Junior Hindi Officer	53600	7/7
55	Ms. Apeksha Sharma	Primary Teacher	46200	6/10
56	Ms. Reena	Primary Teacher	43600	6/8
57	Ms. Varsha	Assistant Hostel Warden	38100	5/10
58	Sh Suresh Kumar Singh	Offset Machine Operator	76500	8/17
59	Sh. Tushar Kumar	PA to Director	36500	6/2
60	Sh. Sudhakar Mishra	Assistant Manager (Tech.)	74300	8/16
61	Sh Sanjay Babu	Electrician	68000	7/15
62	Sh. Deepak Yadav	Stenographer	27100	4/3
63	Sh.Hari Prasad	Ortho. Shoe Maker	74300	8/16
64	Sh. Nitin Kamal	Ortho. Shoe Maker	44100	5/15
65	Sh. Nand Kishore	Ortho. Shoe Maker	41600	5/13
66	Sh. Sanjeev Dogra	Upper Division Clerk	50500	6/13
67	Smt. Nishi Dogra.	Upper Division Clerk	50500	6/13
68	Sh. Prakash Dhobal	Upper Division Clerk	55200	6/16
69	Sh. Kshitij Sharma	Upper Division Clerk	44100	4/17
70	Sh. Munesh Kumar	Upper Division Clerk	45400	5/15
71	Sh. Uma Shankar Singh	Upper Division Clerk	30500	4/7
72	Sh. Joginder	Upper Division Clerk	30500	4/7
73	Sh. Khanish Arora	Upper Division Clerk	30500	4/7
74	Sh. Hariom Singh	Upper Division Clerk	30500	4/7
75	Sh. Rajneesh Kumar	Upper Division Clerk	28700	4/5
76	Smt. Barkha Kachhap	Upper Division Clerk	27100	4/3

77	Sh. Karan Kapoor	Upper Division Clerk	27100	4/3
78	Sh. Vikas	Lower Division Clerk	26000	2/10
79	Ms. Neha	Lower Division Clerk	22400	2/5
80	Sh. Virendra Kumar	Lower Division Clerk	37200	3/19
81	Sh. Ankit Kumar	Lower Division Clerk	22400	2/5
82	Sh. Akshay Kumar	Lower Division Clerk	21700	2/4
83	Sh. Raj Kumar	Lower Division Clerk	21700	2/4
84	Sh. Vinay Kumar	Lower Division Clerk	21700	2/4
85	Sh. Vinay	Lower Division Clerk	19900	2/4
86	Sh. Kaptan Singh	Bus Driver	34900	5/7
87	Sh Mukesh Kumar	Carpenter	58600	7/10
88	Sh. Narender Kumar	Rubber Maker	34900	5/7
89	Sh. Kapil Gautam	Leather Worker	31400	4/8
90	Smt. Aarti Mishra	Senior Limb Maker	35900	5/9
91	Sh. Manas Ranjan Behera	Sr. Caliper Maker	35900	5/8
92	Sh. Davinder Gautam	Caliper Maker	38100	5/10
93	Mr. Abhimanyu Malhotra	Caliper Maker	27900	4/4
94	Sh. Vikas	Caliper Maker	31400	4/8
95	Sh. Bhoopendra	Limb Maker	35900	4/11
96	Smt. Jyoti	Limb Maker	27900	4/4
97	Sh. Ganesh Ram	Junior Limb Maker	25200	2/9
98	Sh. Himanshu Bhushan	Junior Limb Maker	24500	2/8
99	Sh. Mohit Mudgal	Junior Limb Maker	27100	4/3
100	Sh. Radhey Shyam	Junior Caliper Maker	41000	4/17
101	Smt. Bhagyashree	Jr. Limb Maker	24500	2/8
102	Sh. Sunny Chopra	Staff Car Driver	25200	2/9
103	Sh Ved Singh	Lift Operator	41000	4/17
104	Sh Tej Narain.	MTS	39400	3/21
105	Sh Hargovind Singh	MTS	41000	4/17
106	Sh. Sajan Kumar	MTS	42200	4/18
107	Sh. Gyneshwar	MTS	42200	4/18
108	Smt. Sunita	MTS	36100	3/18
109	Sh. Bhupendra Singh	MTS	20900	1/6
110	Sh. Rahul Singh	MTS	20900	1/6
111	Sh. Ashish Kumar Singh	MTS	20900	1/6
112	Sh. Parmanand	MTS	19100	1/3
113	Sh. Vipin Kumar	MTS	19700	1/2
114	Sh. Nitin Kumar	MTS	18500	1/2
115	Sh. Roshan Lal Bhadula	Hostel Warden	66000	7/14
116	Sh. Karamvir Singh	Lower Division Clerk	37200	3/19
117	Sh. Sanjay	Assistant	53600	7/7

Chapter- 12

Pandit Deendayal Upadhyaya National Institute for Persons with Physical Disabilities (Divyangjan), Expenditure Statement for the year 2024-2025 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
2023-24	3717.00	3717.00	3265.89
2024-25	3135.00	2954.63	3180.60

B) ADIP Scheme (Rs. in lakh)

Year	Notional Allocation	GIA Received	Expenditure
2023-24	-	104.92	74.57
2024-25	-	-	-

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.

S.No.	Name and Location of the Facility	Details of Information made available	Working Hours of the Facility	Contact details
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

01.04.2024-31.03.2025

Detail of Purchase FOR THE YEAR 2024-25									
Sl. No.	Gem Order No.	Date	Items	Qty	Amount	CRAC	Order Status	Payment Status	Purchase
1	GEMC-511687773084056	5.4.2024	Revoveling chair	1	7,790.00	done	supplied	paid	Through Gem
2	GEMC-511687776024801	20.3.2024	stablizer	1	3,100.00	done	supplied	paid	Through Gem
3	GEMC-511687709052544	20.3.2024	Sprit AC (Godrej) 1.ton	1	31,580.00	done	supplied	paid	Through Gem
4	GEMC-511687759099646	20.05.2024	Desk top computer	1	60,200.00	done	supplied	paid	Through Gem
5			laptop	1	68,960.00	done	supplied	paid	Through Gem
6			Projector	1	84,000.00	done	supplied	paid	Through Gem
			Mobile Equipment	56 item	285,100.00	done	supplied	paid	Through Gem
					498,260.00				Through Gem
8	511687701533725	28.5.2024	Window AC (OG	3	88,488.00	done	supplied	paid	Through Gem
9	GEMC-511687736671357	31.5.2024	Desert cooler	2	48,000.00	done	supplied	paid	Through Gem
10	GEMC- 511687746729795	17.5.2024	Bio mat rix	1	2,930.00		supplied	paid	Through Gem
11	GEMC-511687751887207	24.6.2024	Phool Jahdu	200	24,000.00	done	supplied	paid	Through Gem
12	GEMC-511687773658128	24.6.2024	Hand wash	100	45,000.00	done	supplied	paid	Through Gem
13	GEMC-511687773921720	24.6.2024	Phenyal	500 Ltrs	49,000.00	done	supplied	paid	Through Gem
14	GEMC-511687725330145	24.6.2024	Room freshnar	150	21,000.00	done	supplied	paid	Through Gem
15	GEMC-511687768348452	19.6.2024	Muga	25	2,250.00	done	supplied	paid	Through Gem
16	GEMC-511687715311948	5.7.2024	Surf Excel	50	6,348.00	done	supplied	paid	Through Gem
17	GEMC-511687742485187	5.7.2024	Vim bar Disw	50	2,600.00	done	supplied	paid	Through Gem
18	GEMC-511687739711351	26.6.2024	Lizol	100	11,600.00	done	supplied	paid	Through Gem
19	GEMC-511687754971844	5.7.2024	Out all out	50	4,795.00	DONE	supplied	paid	Through Gem
20	GEMC-511687736155382	26.6.2024	Harpic	200	23,700.00	done	supplied	paid	Through Gem

21	GEMC-5116877085	8.7.2024	Multifunction printer 3 year	200	24,689.00	done	supplied	paid	Through Gem
22	GEMC-5116877207	25.6.2024	Black cartridge 416 A	1	4,850.00	done	supplied	paid	Through Gem
23	GEMC-5116877405	26.6.2024	Cyan cartridge 416A	1	4,850.00	done	supplied	paid	Through Gem
23	GEMC-5116877367	26.6.2024	cartridge 416 A	1	4,850.00	Done	supplied	paid	Through Gem
24	GEMC-5116877491	26.6.2024	cartridge 416 A	1	4,850.00	done	supplied	paid	Through Gem
25	GEMC-5116877979	26.6.2024	Cartridge No. 7220	5	54,500.00	done	supplied	paid	Through Gem
26	GEMC-5116877265	22.6.2024	Cartridge No. 7120	2	17,000.00	done	supplied	paid	Through Gem
27	GEMC-5116877449	01.8.2024	UPS (microtek)	2	9,872.00	done	supplied	Paid	Through Gem
28	GEMC-5116877610	18.7.2024	Paper cutting machine	2	15,000.00	done	supplied	paid	Through Gem
29	GEMC-5116877325	21.8.2024	File board	100	2,200.00	done	supplied	Paid	Through Gem
30	GEMC-5116877135	21.8.2024	Conference pad	100	4,038.00	done	supplied	Paid	Through Gem
31	GEMC-5116877664	21.8.2024	Paper Rim	150	56,250.00	done	supplied	Paid	Through Gem
32	GEMC-5116877061	21.8.2024	Steplar machine	50	3,750.00	done	supplied	Paid	Through Gem
33	GEMC-5116877691	21.8.2024	Stock Register 10 Qr.	10	8,490.00	done	supplied	Paid	Through Gem
34	GEMC-5116877338	21.8.2024	Register 2 Qr.	100	12,500.00	done	supplied	Paid	Through Gem
35	GEMC-5116877130	21.8.2024	Correction Fluid	50	1,124.00	done	supplied	Paid	Through Gem
36	GEMC-5116877494	21.8.2024	Pencil HB	50	2,250.00	done	supplied	Paid	Through Gem
37	GeMC-5116877326	08.9.2024	Cartridge 278	25	22,500.00	done	supplied	Paid	Through Gem
38	GeMC-5116877691	08.9.2024	Cartridge 388	25	23,750.00	done	supplied	Paid	Through Gem

39	GEMC-5116877039	21.8.2024	Glue Stick	50	1,250.00	done	supplied	Paid	Through Gem
40	GeM No.5116877	6.9.2024	Envelop small	5 pkt	500.00	done	supplied	Paid	Through Gem
41	GEMC-5116877641	21.8.2024	Watch cell	100	1,900.00	done	supplied	Paid	Through Gem
42	GEMC-5116877506	27.8.2024	Envelop. A-4	500	2,500.00	done	supplied	Paid	Through Gem
43	GEMC-5116877833	21.8.2024	Index register	10	3,488.00	done	supplied	Paid	Through Gem
44	GEMC-5116877337	27.8.2024	Mouse	20	11,000.00	done	supplied	Paid	Through Gem
45	GEMC-5116877216	27.8.2024	Tubelight	50	17,500.00	done	supplied	Paid	Through Gem
46	GEMC-5116877413	27.8.2024	Fan capacitor	25	1,750.00	done	supplied	Paid	Through Gem
47	GEMC-5116877775	22.8.2024	Dinner set (bone china set)	1	3,385.00	done	supplied	Paid	Through Gem
48	GEMC-5116877416	22.8.2024	Electrical kettle	1	1,550.00	done	supplied	Paid	Through Gem
49	Gemc-5116877449	1.8.2024	Microtek UPS	2	9,872.00	done	supplied	Paid	Through Gem
50	Gemc - 5116877610	2.7.2024	Paper cutting	2	15,000.00	done	supplied	Paid	Through Gem
51	Gemc-5116877118	5.9.2024	Colin	200	25,000.00	done	supplied	Paid	Through Gem
52	GEMC-5116877216	6.9.2024	Wheel vehro	1	19,950.00	done	supplied	Paid	Through Gem
53	GEMC-5116877216	6.9.2024	Redhi Kudha wali	1	27,975.00	done	supplied	Paid	Through Gem
54	GEMC:5116 tublight 8778543560 01.10.202		Surface (2X2)	40	145,000.00	done	supplied	Paid	Through Gem
55	GEMC-5116877392386	10.10.24	Parafin wax	100 Pcs	40,000.00	done	supplied	Paid	Through Gem
56	GEMC-5116877153457	10.10.24	Cotton Role	250pcs	48,750.00	done	supplied	Paid	Through Gem
57	GEMC-5116877831	26.9.2024	X-ray film	500 Pcs	24,000.00	done	supplied	Paid	Through Gem

58	GEMC-5116877209	14.8.2024	Cryotherapy Unit	1	980,999.00	done	supplied	Paid	Through Gem
59	GEMC-5116877		Biochemistry Cum Hematology	28 items	494,635.00	done	supplied	Paid	Through Gem
60	5116877345577	11.11.24	Rim Paper	100	37	done	supplied	Paid	Through Gem
61	5116877498794	11.11.24	Finger Print Scanner	1	4	done	supplied	Paid	Through Gem
62	5116877607238	03.05.25	x-ray film	4Pkt	29	done	supplied	Paid	Through Gem
63	5116877289275	25.02.25	Floor Cleaner	70 ltr	33	done	supplied	Paid	Through Gem
64	5116877085433	25.02.25	Soft Broom	150 pc	16	done	supplied	Paid	Through Gem
65	5116877881610	25.02.25	Lizol	100 pc	10	done	supplied	Paid	Through Gem
66	5116877483	25.02.202	Vim Bar	60 pc	2400	done	supplied	Paid	Through Gem
67	5116877663175	25.02.25	Colin	120 pc	14400	done	supplied	Paid	Through Gem
68	5116877395041	25.02.25	Handwash	50 ltr	26500	done	supplied	Paid	Through Gem
69	5116877696688	25.02.25	Black Hit	100 pc	12000	done	supplied	Paid	Through Gem
70	5116877467513	25.02.25	Wiper	25	4325	done	supplied	Paid	Through Gem
71	5116877459029	25.02.25	Toilet Brush	25	3075	done	supplied	Paid	Through Gem
72	5116877591646	25.02.25	Seek Zaroo	25	9900	done	supplied	Paid	Through Gem
73	5116877545181	25.02.25	Naphthalene Balls	100 pkt	5400	done	supplied	Paid	Through Gem
74	5116877281561	25.02.25	Duster	500	33500	done	supplied	Paid	Through Gem
75	5116877164669	25.02.25	Surf Excel	70 pkt	8680	done	supplied	Paid	Through Gem

76	51168773 56196	:25.02. 5	Harpic	130 pc	15600	do ne	supplie d	Paid	Through Gem
77	51168772 58421	24.01.2 5	Cotton pkt	300 pkt	75000	do ne	supplie d	Paid	Through Gem
78	51168772 69344	06.03.2 5	Glass	200	8000	do ne	supplie d	Paid	Through Gem
79	51168772 35123	06.03.2 5	25 MM Dia Female F.T.A	20	3000	do ne	supplie d	Paid	Through Gem
80	51168771 82835	06.03.2 5	25 MM MTA	20	4600	do ne	supplie d	Paid	Through Gem
81	51168772 16147	06.03.2 5	PVC Pipe	20	3000	do ne	supplie d	Paid	Through Gem
82	51168774 71239	21.01.2 5	Round Shape Jali	15 pc	1500	do ne	supplie d	Paid	Through Gem
83	51168770 99376	06.03.2 5	Shower Rose	20	17000	do ne	supplie d	Paid	Through Gem
84	51168771 04483	22.01.2 5	Wax	100 pkt	68700	do ne	supplie d	Paid	Through Gem
85	51168771 98109	Date 21.01.2 5	Tee Brass	25	1875	do ne	supplie d	Paid	Through Gem
86	51168774 03998	Date: 21.01.2 5	Tank Nipple	15	3000	do ne	supplie d	Paid	Through Gem
87	51168770 68132	Date: 21.01.2 5	Floor Drain Traps	15	1875	do ne	supplie d	Paid	Through Gem
88	51168778 57007	22.01.2 5	Ball Valve	5	7500	do ne	supplie d	Paid	Through Gem
89	51168772 48395	22.01.2 5	Cotton Pillow	12	3900	do ne	supplie d	Paid	Through Gem
90	51168775 28815	24.01.2 5	Toilet Paper	25	1500	do ne	supplie d	Paid	Through Gem
91	51168773 31199	21.02.2 5	Fashner	10	750	do ne	supplie d	Paid	Through Gem

92	51168778 42320	06.03.2 5	Pen Drive	25	11175	do ne	supplie d	Paid	Through Gem
93	51168773 22 33596	06.03.2 02	Toilet Scissors	50	4400	do ne	supplie d	Paid	Through Gem
94	51168771 64 65175	06.03.2 02	Taflen Tape	20	1000	do ne	supplie d	Paid	Through Gem
95	51168777 17264	06.03.2 5	CPVC Pipe “	3 mtr	2100	do ne	supplie d	Paid	Through Gem
96	51168779 56193	06.03.2 5	Brass Gate	10	25000	do ne	supplie d	Paid	Through Gem
97	51168779 32433	06.03.2 5	15 MM Brass Fancy Tape	10	7910	do ne	supplie d	Paid	Through Gem
98	51168779 05782	Date 06.03.2 5	Bib Tape	10	5900	do ne	supplie d	Paid	Through Gem
99	51168774 00823	06.03.2 5	Gloves	12	12000	do ne	supplie d	Paid	Through Gem
10 0	51168770 01114	06.03.2 5	Bed Sheet	20	7320	do ne	supplie d	Paid	Through Gem
10 1	51168776 13755	06.03.2 5	Cotton Towel	50	24950	do ne	supplie d	Paid	Through Gem
10 2	51168779 53104	07.03.2 5	Toilet Seat Cover	5	6200	do ne	supplie d	Paid	Through Gem
10 3	51168779 53104	07.03.2 5	Handwash Plastic Dispensior	20	23600	do ne	supplie d	Paid	Through Gem
10 4	51168779 05633	06.03.2 5	Dustbin Bucket	25	15875	do ne	supplie d	Paid	Through Gem
10 5	51168771 63942	06.03.2 5	Bucket	20	8000	do ne	supplie d	Paid	Through Gem
10 6	51168775 25004	24.01.2 5	Duster Cleaning	500	16723	do ne	supplie d	Paid	Through Gem
10 7	51168771 87299	06.03.2 5	CPVC Pipe mm	25 mtr	4625	do ne	supplie d	Paid	Through Gem

108	5116877187299	20.03.25	65 MM Dia Coupler	100pc	6000	done	supplied	Paid	Through Gem
109	5116877556658	06.03.25	Magazine Rack	1	6000	done	supplied	Paid	Through Gem
110	5116877135569	06.03.25	News Paper Stand	1	14850	done	supplied	Paid	Through Gem
111	5116877146936	24.02.25	Stapler	50	3250	done	supplied	Paid	Through Gem
112	5116877768193	24.02.25	Tape	50	2500	done	supplied	Paid	Through Gem
113	5116877490200	24.02.25	Colored Flag	100	5000	done	supplied	Paid	Through Gem
114	5116877094318	01.03.25	File Cover clip	250	5750	done	supplied	Paid	Through Gem
115	5116877554180	01.03.25	Stock	10	8800	done	supplied	Paid	Through Gem
116	5116877892539	01.03.25	Conference Pad	500	22500	done	supplied	Paid	Through Gem
117	5116877347266	01.03.25	Punching Machine	25	5000	done	supplied	Paid	Through Gem
118	5116877667657	24.02.25	Pencil HB	250	11250	done	supplied	Paid	Through Gem
119	5116877944091	24.02.25	Register 4 QR	200	39000	done	supplied	Paid	Through Gem
120	5116877699809	24.02.25	Card Board	500	11000	done	supplied	Paid	Through Gem
121	5116877850949	25.02.25	Ball Pen	2000	32000	done	supplied	Paid	Through Gem
122	5116877242967	25.02.25	Pen Drive	15	12750	done	supplied	Paid	Through Gem
123	5116877652189	20.03.25	Envelope	10pkt	2500	done	supplied	Paid	Through Gem

12 4	51168779 48479	: 25.02.2 5	Toner 78 A	50	45000	do ne	supplie d	Paid	Through Gem
12 5	51168773 80824	24.02.2 5	Toner 110 A	25	22750	do ne	supplie d	Paid	Through Gem
12 6	51168779 52866	25.02.2 5	Toner 88 A	50	47450	do ne	supplie d	Paid	Through Gem
12 7	51168778 67640	24.02.2 5	Index File	50	10500	do ne	supplie d	Paid	Through Gem
12 8	51168779 08652	24.02.2 5	Single Punch	25	4875	do ne	supplie d	Paid	Through Gem
12 9	51168772 92710	12.03.2 5	Rim Paper	300	111000	do ne	supplie d	Paid	Through Gem
13 0	51168772 79287	25.02.2 5	Cell	200	3800	do ne	supplie d	Paid	Through Gem
13 1	51168773 70790	25.02.2 5	Register 2 QR	200	25000	do ne	supplie d	Paid	Through Gem
13 2	51168776 76820	25.02.2 5	Dispatch Register	10	3600	do ne	supplie d	Paid	Through Gem
13 3	51168775 32932	25.02.2 5	Glue Stick	100	2500	do ne	supplie d	Paid	Through Gem
13 4	51168775 13998	24.02.2 5	Index Register	20	7000	do ne	supplie d	Paid	Through Gem
13 5	51168777 74639	24.02.2 5	Tag File	250	6000	do ne	supplie d	Paid	Through Gem
13 6	51168775 58595	25.02.2 5	Correction Fluid	50	1250	do ne	supplie d	Paid	Through Gem
13 7	51168770 43287	25.02.2 5	CD Marker	50	500	do ne	supplie d	Paid	Through Gem
13 8	51168772 99489	25.02.2 5	Stapler Pin	50pkt	1000	do ne	supplie d	Paid	Through Gem
13 9	51168777 02698	25.02.2 5	Cell AA	200	4400	do ne	supplie d	Paid	Through Gem
14 0	51168771 70644	25.02.2 5	Fan Regulator	12 pc	3540	do ne	supplie d	Paid	Through Gem

141	5116877065 90058	25.02. 5	PVC Tape	120	3000	done	supplie d	Paid	Through Gem
142	5116877060 40884	25.02. 5	Screw Drilling	500	500	done	supplie d	Paid	Through Gem
143	5116877352 94494	25.02. 5	Wire 2 Core	90	7020	done	supplie d	Paid	Through Gem
144	5116877155 35382	25.02. 5	MCB 32 A 2P	5	2824	done	supplie d	Paid	Through Gem
145	5116877748 57436	25.02. 5	Switch 16A	20	5000	done	supplie d	Paid	Through Gem
146	5116877857 31389	25.02. 5	Light Driver 36W	6	4200	done	supplie d	Paid	Through Gem
147	5116877419 24059	25.02. 5	Pvc Wire 3 Core 3 mm	90	12420	done	supplie d	Paid	Through Gem
148	5116877033 16629	25.02. 5	Bolt Nut	200	200	done	supplie d	Paid	Through Gem
149	5116877571 35451	25.02. 5	Wire 1 Core	90	4500	done	supplie d	Paid	Through Gem
150	5116877060 19975	25.02. 5	MCB 63 A 1P	5	2155	done	supplie d	Paid	Through Gem
151	5116877505 59933	: 25.02. 5	Electric Modular Switch	20	3000	done	supplie d	Paid	Through Gem
152	5116877092 51896	: 25.02. 5	Tube light 20 watt	100	25000	done	supplie d	Paid	Through Gem
153	5116877947 19404	25.02. 5	Ceiling Light	13	46800	done	supplie d	Paid	Through Gem
154	5116877583 40783	25.02. 5	3 pin Socket A	20	2000	done	supplie d	Paid	Through Gem
155	5116877466 95389	25.02. 5	PVC Gitti	20	80	done	supplie d	Paid	Through Gem
156	5116877753 71337	25.02. 5	Head Driling Screw	200	200	done	supplie d	Paid	Through Gem
157	5116877944 37252	06.03. 5	Multi Pin Plug	50	8000	done	supplie d	Paid	Through Gem

158	511687753204446	06.03.202	Modular Electric Socket 6	12	2400	done	supplied	Paid	Through Gem
159	5116877550399	: 25.02.25	Flexibale Cable	90mtr	4500	done	supplied	Paid	Through Gem
160	5116877052293	25.02.25	Sockets 16 A Pin	12	3000	done	supplied	Paid	Through Gem
161	5116877099536	25.02.25	16 AMP 3 Pin Plug Top	20	2000	done	supplied	Paid	Through Gem
162	5116877352289	25.02.25	LED Floods Lights	2	6500	done	supplied	Paid	Through Gem
163	5116877752584	25.02.25	Surface Modular 6 AMP	10	1000	done	supplied	Paid	Through Gem
164	5116877223131	09.01.25	Tenda Router	1	1500	done	supplied	Paid	Through Gem
165	5116877758755	05.02.25	HP Laser Jet Printer	1	43998	done	supplied	Paid	Through Gem
166	5116877289432	13.02.25	Handheld Camera	1	170510	done	supplied	Paid	Through Gem
167	5116877268809	13.02.25	CHAIR	1	5000	done	supplied	Paid	Through Gem
168	5116877962545	13.02.25	Web Camera	1	6250	done	supplied	Paid	Through Gem
169	5116877614398	:13.02.25	Card Reader	1	2299	done	supplied	Paid	Through Gem
170	5116877095754	05.02.25	Steel	1	24850	done	supplied	Paid	Through Gem
171	5116877095754	05.02.25	HP All in one PC	1	119890	done	supplied	Paid	Through Gem
172	5116877792370	15.01.25	Samsung	1	38889	done	supplied	Paid	Through Gem

173	51168777 64279	13.02.25	Manfraotto Stand	1	30000	done	supplied	Paid	Through Gem
174	51168775 54914	13.02.25	Work Stations	1	27000	done	supplied	Paid	Through Gem
175	51168775 6015620	21.Mär.	Washing	1	19340	done	supplied	Paid	Through Gem
176	GEMC- 51168778 5903049	Order Date:	Baiomatic Machine	2	45000	done	supplied	Paid	Through Gem
177	51168775 33028	04.02.25	LCD Finger Reader	1	7000	done	supplied	Paid	Through Gem
178	51168777 21049	04.02.25	Lcd Finger Reader		4380	done	supplied	Paid	Through Gem
179	51168775 37998	21.01.25	WAX Bath Machine	1	49900	done	supplied	Paid	Through Gem
180	51168774 31037	13.01.25	Motor Starter	1	12400	done	supplied	Paid	Through Gem
181	51168772 49127	07.01.25	Samsung A25	1	29850	done	supplied	Paid	Through Gem
182	51168778 37586	07.01.25	Kyoscra Toner	1	7100	done	supplied	Paid	Through Gem
183	51168771 68331	04.01.25	Evoils I Card Toner	1	7500	done	supplied	Paid	Through Gem
184	51168770 5193625	04-Jan-	HP 137	2	17340	done	supplied	Paid	Through Gem

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.	Sh. Rakesh Kumar	Librarian/CPIO	9868716989, 011-23233782 Extn. 359	piopdunippd@gmail.com

S.No.	Name of the First Appellate Authority (FAA) & Nodal Officer	Designation	Contact No	E-mail id
1.	Sh. Kunal Chaudhary	Deputy Director (Administration)/ First Appellate Authority.	9971645964, 011-23220120 Extn. 333	dda.pdni@iphnewdelhi.in

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 31.03.2025.

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 3 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

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 free of cost are:-

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