

PREFACE BY DIRECTOR

Swami Vivekanand National Institute of Rehabilitation Training and Research (SVNIRTAR), an autonomous body under the Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment, Government of India, continues to stand at the forefront of disability rehabilitation and empowerment in India. As a premier institute in the field, SVNIRTAR is committed to the holistic development and inclusion of Persons with Disabilities (PwDs) into the mainstream of society through a wide spectrum of specialized services, training, research, and outreach programs.

This Compendium provides a comprehensive overview of the Institute's key functions and initiatives. It encapsulates our ongoing efforts in manpower development for rehabilitation professionals, delivery of high-quality Physical Medicine and Rehabilitation services, advanced surgical care through a fully functional and modern Operation Theatre, and the innovation and production of assistive devices and mobility aids. The Institute also plays a pivotal role in designing and implementing model service delivery programs, vocational training, psychosocial counselling, and community-based rehabilitation activities across the country.

SVNIRTAR continues to enhance its Research and Development activities, especially in the domain of biomedical engineering, focusing on evidence-based evaluation of mobility aids, surgical interventions, and the development of cost-effective and user-friendly assistive technologies. Our research is closely aligned with the real-world needs of orthopedically disabled individuals and aims to bridge existing gaps in rehabilitation care and technology.

The Compendium also outlines the framework of operational guidelines, policies, legislative directives, and institutional best practices. It is intended to serve as a valuable resource for stakeholders, partners, and professionals engaged in the disability sector, ensuring transparency, standardization, and service excellence.

Our continuous endeavour is to improve the quality, accessibility, and inclusiveness of services, reaffirming our commitment to the rights and dignity of every person with disability. This document reflects the scope, impact, and direction of SVNIRTAR's initiatives and our sustained pursuit of innovation and excellence in rehabilitation.

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CHAPTER – I

1. History & Evolution of SVNIRTAR

Swami Vivekanand National Institute of Rehabilitation Training and Research (SVNIRTAR) has been committed to serving Persons with Disabilities (PwDs) for over four decades. Located at Olatpur in Cuttack district of Odisha (approximately 29 km from Bhubaneswar and Cuttack), the Institute was established in 1975 as the *National Institute for Prosthetic and Orthotic Training (NIPOT)*, a unit of the Artificial Limbs Manufacturing Corporation of India (ALIMCO), Kanpur.

On 22nd February 1984, NIPOT was brought under the administrative control of the Ministry of Welfare (now the Ministry of Social Justice and Empowerment), Government of India, to strengthen efforts in Community-Based Rehabilitation and Human Resource Development. Subsequently, the Institute was renamed *National Institute of Rehabilitation Training and Research (NIRTAR)* in 1984 and then *Swami Vivekanand National Institute of Rehabilitation Training and Research (SVNIRTAR)* in 2004.

Today, SVNIRTAR stands as one of the leading national institutes providing comprehensive rehabilitation services, academic training, surgical care, and applied research for persons with various types of disabilities—physical, neurological, developmental, speech and hearing, blood disorders, visual impairment-related.

2. Aims and Objectives

The key aims and objectives of SVNIRTAR are:

- i. Manpower Development:** To conduct long-term and short-term academic and skill-based programs for rehabilitation professionals including Doctors, Engineers, Prosthetists & Orthotists, Physiotherapists, Occupational Therapists, Speech & Hearing professionals and Multipurpose Rehabilitation Workers.
- ii. Assistive Technology and Aids:** To promote, design, manufacture, and distribute cost-effective and need-based assistive aids and appliances, including prototypes and innovations.
- iii. Model Service Delivery:** To develop and implement replicable models of service delivery for the rehabilitation of persons with different types of disabilities.
- iv. Vocational Training and Livelihood Support:** To provide vocational education, employment support, and rehabilitation for enhancing economic independence of PwDs.
- v. Information Dissemination:** To document, publish, and disseminate comprehensive knowledge and updates on disability and rehabilitation at national and international levels.

vi. Research and Innovation: To conduct and coordinate applied research in biomedical engineering, rehabilitation science, assistive technology, and surgical or therapeutic interventions for the benefit of persons with disabilities.

vii. Extension and Outreach Services: To organize camps, community-based rehabilitation initiatives, and tele-rehabilitation services for improving access to care in remote and underserved areas.

viii. National and International Collaboration: To undertake any relevant initiative or partnership around disability rehabilitation within India and abroad.

3. Organizational Structure

To achieve these objectives the Institute has eleven majors Departments/Sections/Units viz. Administration, Accounts and Finance, Academics (HRD), Physical Medicine & Rehabilitation, Prosthetics & Orthotics, Physiotherapy, Occupational Therapy, Library & Information Centre, Psychology, Social Work, Speech & Hearing and CDEIC.

4. Field Set-Up

SVNIRTAR's field operations include Regional and Outreach Centres across different parts of the country to extend rehabilitation services at grassroots level. These are detailed in **Appendix 'A'**.

CHAPTER-II

Various Authorities and their functions:

Sl.No	Name of the Department	Functions
1	Physical Medicine & Rehabilitation Department	<p>The Department of Physical Medicine and Rehabilitation at SVNIRTAR provides comprehensive services in rehabilitation and reconstructive surgery for patients with congenital anomalies, developmental disorders, and acquired deformities caused by metabolic conditions, infections, malignancies, and neglected trauma, among other conditions.</p> <p>The Institute runs a 200-bedded hospital, equipped to deliver specialized and multidisciplinary care. The Department follows an inclusive and holistic approach encompassing prevention, correction, functional restoration, and social reintegration, aiming to improve the overall quality of life of persons with disabilities across the country.</p> <p>Staff Position The Department is headed by a senior medical specialist and supported by a committed team comprising:</p> <ul style="list-style-type: none"> • 13 Doctors (9 Permanent + 5 Consultant) • 20 Nursing Staff (14 Permanent + 6 Consultant) • 29 Support Staff (12 Permanent + 17 Consultant) <p>This skilled workforce ensures efficient delivery of both inpatient and outpatient care, including surgical and emergency services.</p> <p>Patient Care Facilities The hospital features dedicated inpatient units for focused rehabilitation and treatment, including:</p> <ul style="list-style-type: none"> • Paediatric Ward • Spinal Cord Injury Ward • Female Ward • Male Ward • Amputee Ward <p>These specialized wards are designed to meet the specific needs of various patient groups, ensuring comprehensive and personalized care.</p> <p>Working Hours & Services Outpatient Services: 🕒 08:30 AM to 05:00 PM (Monday to Friday) Inpatient Services: 🕒 24 x 7 Emergency Services: 🕒 24 x 7 Operation Theatre (Elective Surgeries): 🕒 09:00 AM to 03:30 PM (Monday to Thursday) Minor OT & Corrective Plaster Services: 🕒 09:00 AM to 05:00 PM (Monday to Friday)</p> <p>Diagnostic & Support Services</p> <ul style="list-style-type: none"> • Pharmacy: 09:00 AM to 05:00 PM (Monday to Friday) • X-Ray Services: 09:00 AM to 03:00 PM • Laboratory Services: 09:00 AM to 03:00 PM

2	Physiotherapy Department	<p>The Department of Physiotherapy at SVNIRTAR adopts a holistic and patient-centric approach to rehabilitation, focusing on the promotion, prevention, maintenance, and restoration of physical, psychological, and social well-being. The Department provides comprehensive physiotherapy services to individuals from diverse backgrounds and across a wide range of health conditions.</p> <p>The Department plays a pivotal role in evaluation, assessment, treatment planning, and execution of physiotherapy interventions for both inpatients and outpatients. It is also actively engaged in clinical research, innovation, and the continuous development of evidence-based rehabilitation practices.</p> <p>To expand its reach, the Department operates three sub-centres located at Bhubaneswar, Cuttack, and Dhenkanal, providing accessible care and continuity of services beyond the main campus.</p> <p>Academic Programs</p> <p>The Department is recognized for its robust academic offerings and contributes significantly to the development of skilled physiotherapy professionals. The programs include:</p> <ul style="list-style-type: none"> • Bachelor of Physiotherapy (BPT) – 4½ years (including internship) with an annual intake of 62 students • Master of Physiotherapy (MPT) – 2 years postgraduate program with 15 seats in Musculoskeletal, Neurology, Paediatrics, Rehabilitation specialities. • Short-term Courses – Designed for qualified therapists, health, and rehabilitation professionals to enhance their clinical skills and knowledge <p>These programs are affiliated with recognized universities and follow a curriculum aligned with national standards.</p> <p>Infrastructure & Facilities</p> <p>The Physiotherapy Department is well-equipped with state-of-the-art rehabilitation equipment and modalities to provide high-quality care. Facilities are available for:</p> <ul style="list-style-type: none"> • Electrotherapy • Exercise therapy • Neurorehabilitation, Stroke & Brain Injury • Paediatric and Geriatric rehabilitation • Musculoskeletal, Cardiorespiratory physiotherapy, Hydrotherapy and Robotic Units. <p>A dedicated space for patient education and demonstration of home-based exercise programs is also available.</p> <p>Staff Position</p> <p>The Department is led by a senior faculty member serving as the Head of Department, supported by:</p> <ul style="list-style-type: none"> • 07 Teaching Faculty Members • 01 Physiotherapist <p>The academic and clinical staff are involved in both service delivery and mentoring of students.</p>
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		<p>Patient Care Services</p> <ul style="list-style-type: none"> • Each working day, one Physiotherapist or a Postgraduate student is posted in the Outpatient Department (OPD) to evaluate new patients and plan their treatment protocols. • A staff member coordinates the allocation of patients to therapists based on individual needs and expertise. • All patients receive a comprehensive physical assessment, and individualized treatment plans are formulated on the same day. • Complex or multidisciplinary cases are discussed during departmental clinical meetings to ensure integrated and optimal care. <p>Additional Services Include:</p> <ul style="list-style-type: none"> • Referral of patients for specialized medical investigations or surgical consultations, as needed • Prescription of assistive devices, walking aids, orthoses, and splints in consultation with other departments • Education on self-exercise programs, home-care strategies, and rehabilitation techniques for patients and caregivers • Guidance on rights and entitlements for persons with disabilities through coordination with vocational counsellors and social workers
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3	Department of Occupational Therapy	<p>The Department of Occupational Therapy at SVNIRTAR adopts a holistic and client-centered approach to rehabilitation, focusing on enabling individuals to participate in meaningful daily activities and improving their overall quality of life. The Department emphasizes the promotion, prevention, maintenance, and restoration of function across physical, psychological, and social domains.</p> <p>It plays a vital role in evaluating, planning, and delivering therapy for individuals with developmental, neurological, orthopaedic, and psychosocial conditions, catering to both inpatient and outpatient populations. The Department also undertakes clinical research and promotes evidence-based practices in occupational therapy.</p> <p>To widen its reach, the Department manages three sub-centres located at Bhubaneswar, Cuttack, and Dhenkanal, extending services to surrounding regions.</p> <p>Academic Programs</p> <p>The Department offers structured academic programs to train competent occupational therapy professionals:</p> <ul style="list-style-type: none"> • Bachelor of Occupational Therapy (BOT) – 4½ years (including internship) with 62 seats • Master of Occupational Therapy (MOT) – 2 years postgraduate program with 15 seats • Short-term Courses – Designed for qualified therapists and rehabilitation professionals to enhance clinical knowledge and skills <p>All programs are affiliated with recognized universities and follow curricula aligned with national standards.</p> <p>Infrastructure & Facilities</p> <p>The Occupational Therapy Department is equipped with modern therapeutic equipment to facilitate:</p> <ul style="list-style-type: none"> • Sensory Integration Therapy • Activities of Daily Living (ADL) Training • Paediatric and Neurodevelopmental Therapy • Cognitive and Psychosocial Rehabilitation • Splint fabrication and Functional Training • Virtual Reality based Functional Training • Biofeedback based Training • Work Simulation and Functional Capacity Evaluation • Work Conditioning and Work Hardening Programme <p>Dedicated areas for patient education, caregiver training, and assistive device demonstrations are also available.</p>
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		<p>Staff Position</p> <p>The Department is led by a senior faculty member as the Head of Department, supported by:</p> <ul style="list-style-type: none">• 05 Faculty Members• 01 Occupational Therapist <p>The team actively contributes to both clinical services and student mentorship.</p> <p>Patient Care Services</p> <p>Each working day, one Occupational Therapist is posted in the OPD to assess new patients and initiate care plans. Patients are assigned to therapists by unit coordinators and receive individualized evaluations and treatment programs.</p> <p>Additional Services Include:</p> <ul style="list-style-type: none">• Referral of patients for further medical or diagnostic evaluation as needed• Prescription of assistive devices, splints, and orthoses through interdisciplinary meetings• Development of home-based programs and caregiver training prior to discharge• Counselling on disability rights, benefits, and vocational rehabilitation in coordination with social workers and vocational counsellors• Departmental discussions for complex cases to ensure integrated and appropriate interventions• In-patient therapeutic services in hospital ward.• Participation on various outreach programme organised by the institute.
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04	Department of Prosthetics & Orthotics	<p>The Prosthetics & Orthotics (P&O) Department at SVNIRTAR plays a vital role in locomotor rehabilitation, providing specialized services through the design, fabrication, and fitting of artificial limbs and orthotic devices. The department supports individuals with physical disabilities, including those resulting from amputation, congenital deformities, neurological conditions, burn injuries, and musculoskeletal disorders. P&O professionals work within a multidisciplinary team that includes orthopaedic surgeons, physiatrists, neurologists, physical therapists, and occupational therapists to deliver collaborative and comprehensive rehabilitation care. Prosthetists and orthotists are responsible not only for biomechanical evaluation and treatment planning, but also for the design, material selection, fabrication, and clinical fitting of devices. The Department is also engaged in research activities to improve materials, design processes, and clinical outcomes in the field of assistive technology.</p> <p>Academic Programs</p> <p>The department offers comprehensive training in Prosthetics and Orthotics to meet growing professional demand:</p> <ul style="list-style-type: none"> • Bachelor of Prosthetics and Orthotics (BPO): 4½ years (including a 6-month internship), 46 seats. Evolved from a certificate course (1976) to diploma (1987), and to the current BPO degree as per RCI norms. Admission through CET by SVNIRTAR. Includes theory, practical, clinical discussions, and a national study tour. • Master of Prosthetics and Orthotics (MPO): 2 years, 10 seats. Started in 2016 with focus on advanced training and research. Admission through PGET by SVNIRTAR. • Certificate Course in Bench Skills (CBS): Short-term course started in 2023, aimed at training technical assistants in prosthetic and orthotic fabrication and assembly. • Short-term Courses: Regular workshops, seminars, CRE, and CP&OE programs for working professionals, featuring updates from industry experts and institutions. <p>All programs are affiliated with Utkal University and Odisha University of Health Sciences (since 2023) and follow national guidelines.</p> <p>Research and Development</p> <p>The department is actively engaged in developing lightweight, cost-effective prosthetic and orthotic devices. Research is supported by advanced facilities, including:</p> <ul style="list-style-type: none"> • Thermosetting and Thermoforming Labs • Podiatric Lab with diagnostic tools (Podiastat, Doppler, CANS) • Gait Training and Material Testing Labs • CAD/CAM Lab with seven-axis robot • 3D Printing and CNC Insole Labs • Myoelectric and Bionic Lab • Silicone Cosmetic Restoration Lab • DST Triple Sense Lab • <p>These labs support fabrication, evaluation, academic training, and innovation, contributing to improved rehabilitation outcomes and enhanced quality of life for persons with disabilities.</p> <p>Infrastructure & Services</p> <p>The department is equipped with three advanced P&O laboratories and dedicated</p>
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		<p>surgical boot-making units, featuring modern machinery for the fabrication of high-quality, cost-effective, and patient-specific prosthetic and orthotic devices. A holistic approach ensures functional and cosmetically acceptable outcomes using locally available materials.</p> <p>Key services include:</p> <ul style="list-style-type: none"> • Prosthetic limbs – For upper and lower limbs, including cosmetic, below-knee, above-knee, Syme’s, hip disarticulation, and partial foot prostheses • Orthotic devices – For upper and lower extremities and spinal support to manage deformities, weakness, or pain • Cosmetic restoration – Custom silicone prostheses (e.g., fingers, partial feet) to enhance appearance and confidence • Surgical footwear – For paediatric deformities and diabetic foot care • Mobility aids – Including tricycles, wheelchairs (manual/motorized), walkers, crutches, and transfer aids <p>Patient care begins with a multidisciplinary evaluation by orthopaedic surgeons, prosthetists and orthotists, and therapists to ensure accurate diagnosis and appropriate device fitting.</p> <p>Outreach Programs</p> <p>The department conducts regular rehabilitation camps across rural and remote regions in Odisha and other states including Andhra Pradesh, Bihar, West Bengal, Uttar Pradesh, and the North-East. These camps provide doorstep rehabilitation services to individuals with limited access to institutional care.</p> <p>Core outreach services include:</p> <ul style="list-style-type: none"> • Medical rehabilitation – On-site assessments and consultations • Assistive devices – Fabrication and fitting of prosthetic, orthotic, and mobility aids under government schemes like ADIP and DDRS • Awareness and empowerment – Education on rehabilitation services, disability rights, and available support systems • Community involvement – Collaboration with local authorities and NGOs to promote inclusive practices <p>These initiatives bridge healthcare gaps, enhance mobility, and empower persons with disabilities to lead independent, productive lives</p> <p>Staff Position</p> <p>The Department is headed by a senior faculty member, supported by:</p> <ul style="list-style-type: none"> • 15 Faculty, Technical and Support Staff • 14 P&Os • 18 Other Staff <p>For efficient functioning, the Department operates through two distinct units:</p> <ul style="list-style-type: none"> • DPO (Training) – Handling academic programs • DPO (Services) – Managing patient care and clinical services
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05	Department of Academics	<p>The Department of Academics at SVNIRTAR coordinates and oversees all long-term and short-term academic programs of the Institute, contributing significantly to the development of skilled rehabilitation professionals in the country.</p> <p>Long-Term Courses The Institute offers degree and postgraduate programs in rehabilitation sciences, with the following annual intake capacities:</p> <ul style="list-style-type: none"> • Bachelor of Physiotherapy (BPT) – 62 seats • Bachelor of Occupational Therapy (BOT) – 62 seats • Bachelor of Prosthetics & Orthotics (BPO) – 62 seats • Bachelor of Audiology and Speech-Language Pathology (BASLP) • Master of Physiotherapy (MPT) – 15 seats • Master of Occupational Therapy (MOT) – 15 seats • Diplomate of National Board (DNB, PMR) – 2 seats • Diploma in Sign Language Interpretation (DISLI) • Certificate Course in Caregiving for Persons with Disabilities and the Elderly (CCCGP) • Certificate in Bench Skill (CBS) <p>These programs are affiliated with recognized universities and follow curricula aligned with national standards and guidelines.</p> <p>Short-Term Courses Since 1976, the Institute has regularly organized a variety of short-term programs aimed at knowledge enhancement and skill development, including:</p> <ul style="list-style-type: none"> • Short Orientation Courses (SOC) • Continuing Medical Education (CME) • Continuing Rehabilitation Education (CRE) • Continuing Occupational Therapy Education (COTE) • Workshops and Seminars <p>These courses are designed for professionals from government and non-government organizations, as well as rehabilitation personnel across India. Additionally, awareness and training programs are conducted for patients, caregivers, schoolteachers, and community workers. Tailor-made in-house training and hands-on experience are also provided to individuals based on specific needs.</p> <p>Staff Position</p> <p>The Department is led by a senior faculty member as the Head of Department, supported by:</p> <ul style="list-style-type: none"> • 7 Personnel
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06	Department of Psychology	<p>Psychology is taught as a compulsory subject in three long-term programs—Physiotherapy, Occupational Therapy, and Prosthetics & Orthotics. The Department also contributes to various short-term training programs, covering psychological aspects of rehabilitation and disability care.</p> <p>Clinical Services</p> <p>The Department delivers a wide range of psychological services, including:</p> <ul style="list-style-type: none"> • Early identification, assessment, and intervention for children with Cerebral Palsy (CP), Intellectual Disability (ID), Autism Spectrum Disorder (ASD), ADHD, and Multiple Disabilities • Counselling for inpatients and outpatients, including children, parents, family members, and caregivers • Psychological support for patients with paraplegia, hemiplegia, amputations, trauma, and accident-related disabilities <p>Therapeutic Interventions</p> <ul style="list-style-type: none"> • Individual and family counselling • Behaviour therapy and play therapy • Support in special education and learning disabilities • Motivational counselling to help patients adjust to disability and regain confidence in daily life <p>The Department works in close collaboration with other rehabilitation disciplines to ensure holistic, person-centered care.</p> <p>Staff Position</p> <p>The Department is led by a senior faculty member as the Head of Department, supported by:</p> <ul style="list-style-type: none"> • Clinical Psychologist of the CDEIC.
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07	Department of Social Work	<p>The Department of Social Work at SVNIRTAR was established in 2012 to address the broader social, economic, and community integration needs of Persons with Disabilities (PwDs). The Department plays a pivotal role in facilitating inclusive rehabilitation, ensuring equal rights and opportunities for individuals to participate fully in society. Its mission is to promote best practices in disability rehabilitation through service delivery, training, research, publications, and community outreach.</p> <p>Key Service Activities The Department provides a range of support services aimed at empowering PwDs and enhancing their quality of life. These include:</p> <ul style="list-style-type: none"> • Socio-economic rehabilitation • Skill development training • Collaborative training and NGO partnerships • Referral to vocational training centres and institutions • Self-help group (SHG) promotion and micro-finance support through government linkages • Self-employment and wage employment facilitation • Job placement assistance • Educational counselling and guidance • Social rehabilitation and integration support <p>Academic and Extension Activities The Department actively engages in:</p> <ul style="list-style-type: none"> • Training and capacity building • Skill training in LED Light Repair Technician, Mobile Phone Repair Technician, Home Appliances Repair Technician, Assistant Beauty Therapist, and Soft Skills • Free job coaching for Low Vision and Blind Persons with Disabilities (PwDs) • Applied research and documentation • Publications on disability and rehabilitation • Sports, recreation, and cultural activities (including a doll house for children) • Extension services for community engagement • Participation in national and state-level fairs and disability expos • Facilities including free hostel for both boys and girls, free food, and many other support services <p>The Department of Social Work complements the clinical and therapeutic services of the Institute by addressing the social dimensions of disability and advocating for the rights and inclusion of PwDs at all levels.</p> <p>Staff Position</p> <p>The Department is led by a senior faculty member as the Head of Department, supported by</p> <ul style="list-style-type: none"> • Managed by Consultant.
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08	Department of Speech and Hearing	<p>The Speech & Hearing Department at SVNIRTAR provides comprehensive services for individuals with speech, language, and hearing impairments, including those with locomotor and multiple disabilities. The Department plays a vital role in early identification, assessment, therapy, and rehabilitation for both children and adults. Common conditions addressed include Cerebral Palsy (CP), Autism Spectrum Disorder (ASD), Intellectual Disability, Cleft Lip and Palate (CLP), Traumatic Brain Injury (TBI), Aphasia, Stuttering, Hearing Loss, and Voice Disorders.</p> <p>Core Activities</p> <ul style="list-style-type: none"> • Assessment & Therapy Units: <ul style="list-style-type: none"> ○ Speech & Language Assessment and Therapy Units <ul style="list-style-type: none"> ▪ <i>Paediatrics:</i> CP, ASD, ADHD, syndromes, misarticulation ▪ <i>Adults:</i> Aphasia, apraxia, dysarthria, stroke, TBI ○ Voice Assessment and Therapy Unit <ul style="list-style-type: none"> ▪ <i>Children:</i> CLP and other voice issues ▪ <i>Adults:</i> Laryngectomy and other voice disorders ○ Swallowing Therapy Unit <ul style="list-style-type: none"> ▪ <i>Adults:</i> Dysphagia, cancer-related swallowing issues ○ Recording Room: For adult stuttering, cluttering, and voice therapy • Hearing aid distribution (including solar-powered models) under the ADIP scheme • Home-based training for parents of children with speech and hearing issues • Counselling to support inclusive education and caregiver involvement • Camps and outreach programs for hearing assessment and aid distribution (as assigned by the Ministry of Social Justice & Empowerment) <p>Audiological Services</p> <ul style="list-style-type: none"> • Hearing Screening Unit: Early identification (0–3 years) • Diagnostic Hearing Unit: For both children and adults • Vestibular Assessment & Rehabilitation: For adults • Hearing Aid Fitting & Repair Unit: For all age groups • Ear Mould Lab: Fabrication of soft and hard moulds <p>Academic & Awareness Initiatives</p> <ul style="list-style-type: none"> • Courses Offered: <ul style="list-style-type: none"> ○ BASLP (Started in Dec 2023 with 8 students; 20 admitted in 2024 as per RCI approval) ○ DISLI (Started Sept 2024; 20 seats approved) • Regular awareness and training programs for: <ul style="list-style-type: none"> ○ Teachers, special educators, community workers, and families <p>Patient Services</p> <ul style="list-style-type: none"> • Outpatient Services: 8:30 AM to 12:30 PM (Monday to Friday) • Inpatient Services: 1:00 PM to 4:45 PM (Monday to Friday) <p>Staff Position</p> <p>The Department is led by a senior faculty member as the Head of Department, supported by:</p> <ul style="list-style-type: none"> • 1 Permanent Speech Therapist • 7 Consultant Speech & Audiology Faculties.
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		<p>The Department of Speech & Hearing plays a critical role in facilitating communication abilities, promoting inclusive education, and supporting the social integration of individuals with speech and hearing challenges.</p>
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09	Library & Information Centre	<p>The Library and Information Centre at SVNIRTAR serves as a vital resource hub for disability and rehabilitation-related information, supporting the academic, clinical, and research needs of students, professionals, and stakeholders.</p> <p>The Department is responsible for the documentation and dissemination of information on disability and rehabilitation, both from India and abroad. It manages the procurement of books, journals, databases, and teaching materials, ensuring up-to-date access to relevant literature.</p> <p>Core Functions</p> <ul style="list-style-type: none"> • Information services for students, staff, researchers, and visiting professionals • Cataloguing, classification, indexing, and abstracting of new acquisitions • Newspaper clipping and report compilation, including the preparation of the Institute's Annual Report • Support for academic research and professional development through curated content and reference assistance <p>Library Resources</p> <ul style="list-style-type: none"> • Collection: Over 8,000 books and 9,000 journals, periodicals, reports, and reprints • Access to printed and digital materials covering a wide range of topics in rehabilitation and allied health sciences <p>User Access</p> <ul style="list-style-type: none"> • Timings: Open from 8:30 AM to 9:00 PM on all working days • Eligibility: Accessible to SVNIRTAR staff, students, government officials, rehabilitation professionals, NGOs, PwDs, and caregivers <p>Staff Position</p> <p>The Department is led by a senior faculty member as the Head of Department, supported by:</p> <ul style="list-style-type: none"> • 3 Personnel (2 Permanent+1 Consultant) <p>The library plays a key role in fostering knowledge sharing, academic excellence, and evidence-based practice in the field of disability rehabilitation.</p>
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10	Cross Disability Early Intervention Centre (CDEIC)	<p>The Cross Disability Early Intervention Centre (CDEIC) at SVNIRTAR is a specialized unit established under the Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice & Empowerment, Government of India, to provide early identification and intervention services for children with disabilities or at risk of developmental delays.</p> <p>The Centre adopts a multidisciplinary approach, focusing on children from birth to 6 years of age, to ensure timely support and reduce the impact of disabilities through early therapeutic, educational, and family-cantered interventions.</p> <p>Core Services</p> <ul style="list-style-type: none"> • Developmental screening and assessment for infants and young children • Early intervention therapies, including Physiotherapy, Occupational Therapy, and Speech & Language Therapy • Special education and school readiness programs • Parental counselling and training to support home-based care • Assistive devices and adaptive aids, as required • Referral and linkage services with hospitals, schools, and rehabilitation centres <p>Approach and Impact</p> <p>The Centre functions through a team of rehabilitation professionals, including therapists, psychologists, special educators, and social workers, working collaboratively to provide individualized care plans for each child.</p> <p>Through family involvement, regular monitoring, and community awareness programs, CDEIC plays a vital role in minimizing the long-term impact of disabilities and enhancing the developmental potential of young children.</p> <p>Staff Position</p> <p>The Department is led by a senior faculty member as the Head of Department, supported by:</p> <ul style="list-style-type: none"> • 10 Personnel
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11	Accounts & Finance Department	<p>The Accounts Department at SVNIRTAR plays a critical role in managing and monitoring the financial operations of the Institute. Fully funded by the Ministry of Social Justice and Empowerment, Department of Disability Affairs, Government of India, the Department ensures transparent and efficient financial governance in accordance with General Financial Rules (GFR) and Government guidelines.</p> <p>Core Functions</p> <ul style="list-style-type: none"> • Maintenance of payroll and daily accounting through dedicated financial software • Record-keeping and monitoring of Grant-in-Aid received from the Ministry • Oversight of fund utilization and compliance with financial norms • Timely preparation of Annual Accounts and coordination of statutory audits by the Comptroller and Auditor General of India (C&AG) <p>Staff Strength</p> <ul style="list-style-type: none"> • Sanctioned positions: 6 personnel • 1 Consultant + 2 Outsourcing • Staff members ensure accountability, documentation accuracy, and timely reporting of all financial transactions <p>The Department ensures financial discipline, enabling smooth execution of all institutional activities while adhering strictly to government standards and accountability frameworks.</p>
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12	Department of Administration	<p>The Department of Administration at SVNIRTAR is responsible for ensuring the smooth and disciplined functioning of the Institute. It plays a central role in coordinating, monitoring, and enforcing institutional systems and procedures, with a focus on achieving organizational goals through strict adherence to government rules and regulations.</p> <p>Core Functions</p> <p>The Department operates through multiple functional sections:</p> <ol style="list-style-type: none"> 1. Personnel Administration – Recruitment, service matters, leave, and establishment-related work 2. Legal Cell – Handling legal matters, RTIs, and official correspondence with legal bodies 3. Maintenance – Upkeep of infrastructure, equipment, and utility systems 4. Official Language (Hindi) – Implementation of Rajbhasha policies and Hindi correspondence 5. General Services – Management of canteen, transport, security, sanitation, and other support services <p>Staff Strength</p> <ul style="list-style-type: none"> • Sanctioned positions: 197 personnel • Filled positions: 114 personnel • Vacant positions: 83 personnel <p>The Department of Administration serves as the backbone of the Institute, facilitating operational efficiency and institutional compliance across all departments.</p>
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12	Right to Information Act	Name of the officers functioning under RTI <ol style="list-style-type: none"> 1. Mrs. Anurupa Senapati, Asst. Prof. (Occupational Therapy) – 1st Appellate Authority 2. Dr. Pramod Kumar Parida, Asst. Prof. (PMR) – Public Information Officer 3. Shri Sanjib Kumar Sethy, Sr. OT-cum-Jr. Lecturer – Assistant Public Information Officer Staff Strength <ul style="list-style-type: none"> • Managed by 1 Personnel. <p>Approximately 10 applications and 1-2 appeals are received every month. Monthly reports and other details are available on the Institute's website: www.nirtar.nic.in.</p>
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MEMORANDUM OF ASSOCIATION

**NATIONAL INSTITUTE OF
REHABILITATION TRAINING AND RESEARCH
(NIRTAR) FORMERLY CALLED (NIPOT)**

(GOVERNMENT OF INDIA)

MINISTRY OF SOCIAL WELFARE

NEW DELHI

CERTIFICATE OF REGISTRATION

OF SOCIETY ACT XXI 1860

No.S/14278

of 1984

I, hereby certify that "NATIONAL INSTITUTE OF REHABILITATION TRAINING
AND RESEARCH (NIRTAR)
.....
..... has this day been registered under the Societies Registration Act,
XXI of 1860.

Given under my hand at Delhi on this 22nd day of FEBRUARY One Thousand Nine
Hundred and Eighty-Four.

REGISTRATION FEE OF Rs.50/- PAID.

Sd/-

REGISTRAR OF SOCIETIES

DELHI ADMINISTRATION, DELHI

NATIONAL INSTITUTE OF REHABILITATION TRAINING AND RESEARCH (NIRTAR) FORMERLY CALLED (NIPOT)

MEMORANDUM OF ASSOCIATION

1. Name of the Society:
 - 1.1 The name of the Society shall be National Institute of Rehabilitation Training and Research (NIRTAR).
2. The registered office of the Society shall be situated at Room No.623, A' Wing, Shastri Bhawan, New Delhi-110001.
3. The aims and objectives of the Society are as under: -
 - (i) To promote the use of products of Artificial Limbs Manufacturing Corporation of India (A Government of India Undertaking).
 - (ii) To undertake, sponsor or coordinate the training of personnel such as Doctors, Engineers, Prosthetists, Orthotists, Prosthetic and Orthotic Technicians, Physiotherapists, Occupational Therapists, Multipurpose Rehabilitation Therapists and such other personnel deemed necessary for the rehabilitation of physically handicapped.
 - (iii) To conduct, sponsor, coordinate or subsidize research into biomedical engineering, both fundamental and applied, leading to the effective evaluation of mobility aids for the orthopedically disabled persons or suitable surgical or medical procedures or development of new aids.
 - (iv) To develop models of service delivery programmes for rehabilitation of the physically handicapped.
 - (v) To distribute or promote or subsidize the manufacture of prototypes and distribution of any or all aids designed to promote any aspects of the education and rehabilitation therapy of the Physically Handicapped.
 - (vi) To undertake vocational training, placement and social, economic, educational and any form of rehabilitation and any activity incidental to these.
 - (vii) To undertake any other action in the area of rehabilitation of the Physically Handicapped.
 - (viii) All the income will be utilized for the fulfillment of the above aims and objects.
4. GOVERNING BODY: - The names, address, occupations and designation of the present members of the Governing Body to whom the Management of society is entrusted as required under section 2 of the Societies Registration Act of 1860, as applicable to the U.T. of Delhi, are as follows: -

Sl. No.	Name	<i>Designation & Address</i>	Description
1	Dr. B. Mukhopadhaya	Chairman, Artificial Limbs Manufacturer Corporation of India, Kanpur.	Chairman
2	Shri Man Mohan Singh	Financial Adviser, Ministry of Social Welfare, New Delhi	Member
3	Shri K. Srinivasan	Secretary, Social Welfare, Government of Orissa	Member
4	Shri B.S. Lamba	Director, Ministry of Social Welfare, Govt. of India, New Delhi	Member
5	Shri A. Balakrishnan	Director, National Institute of Rehabilitation Training and Research.	Member Secretary

5. Signatories of the Memorandum of Association:

We, the people whose names and addresses are given below, have associated ourselves for the purpose described in the memorandum of Association, do hereby subscribe our names to this Memorandum of Association and set our hands hereunto and form ourselves into a Society under: -

Sl. No.	Name	<i>Occupation and Address</i>	Signature
1	Shri R.P. Khosla	Secretary, Ministry of Social Welfare, Govt. of India, New Delhi	<i>Sd/-</i>
2	Dr. B. Mukhopadhaya	Chairman, Artificial Limbs Mfg. Corpn. of India, Saidpur Road, Patna-4	Sd/-
3	Shri Man Mohan Singh	Financial Adviser, Ministry of Education and Social Welfare, Govt. of India New Delhi	Sd/-
4	Shri M.C. Narasimhan	Joint Secretary, Ministry of Social Welfare, Govt. of India, New Delhi.	Sd/-
5	Dr. S.K. Verma VSM (Retd.)	Head of the Deptt. of Rehabilitation and Artificial Limb Centre, AIIMS, New Delhi.	Sd/-
6	Lt. Col. A.K. Tewari	Managing Director, Artificial Limbs Mfg. Corpn. of India, G.T. Road, Kanpur-208016.	Sd/-
7	Shri B.S. Lamba	Director (NI), Ministry of Social Welfare, Govt. of India, New Delhi.	Sd/-

Witness to the above signatures: -

1	Shri M.R. Khurana	Desk Officer, Ministry of Social Welfare, Govt. of India, New Delhi	Sd/-
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2	Shri R.L. Duggal	Desk Officer, Ministry of Social Welfare, Govt. of India, New Delhi	Sd/-
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**RULES AND REGULATIONS OF NATIONAL INSTITUTE OF REHABILITATION
TRAINING AND RESEARCH (SVNIRTAR)**

1. Definitions:

1.1 In these unless there is anything repugnant to the subject or context:

- (a) The 'Institute' means the National Institute of Rehabilitation Training and Research.
- (b) The 'General Council' means the General Council of the Institute.
- (c) The 'Executive Council' means the Executive Council of the Institute.
- (d) The 'President' means the President of the General Council and 'Chairman' means the 'Chairman' of the Executive Council.
- (e) 'Memorandum' means the Registered Memorandum of Association and Rules of the National Institute of Rehabilitation Training and Research (NIRTAR) as may be amended from time to time by the Society.
- (f) The 'Rules' means the rules registered along with the Memorandum of Association and as may be amended by the society from time to time.
- (g) 'Society' means the Society forming the Institute.
- (h) 'Office Bearers' means the Patron or President Members Secretary or any others who may be designated by the Patron or the President.
- (i) 'Government' means the Central Government.
- (j) 'Year' means the financial year of the Central Government.

CHAPTER-IV

Rules and Regulations of SVNIRTAR:

BYE-LAWS FOR ADMINISTRATION AND MANAGEMENT OF AFFAIRS OF NATIONAL INSTITUTE OF REHABILITATION TRAINING AND RESEARCH

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In the exercise of the powers conferred by Rule 11 of rules and regulations in the Memorandum of Association of National Institute of Rehabilitation Training and Research (NIRTAR), the Executive Council of the Institute is pleased to make the following Bye-laws:-

1. SHORT TITLE AND COMMENCEMENTS:

- i). These bye-laws may be called the National Institute of Rehabilitation Training and Research Bye-Laws 1987.
- ii). These bye-laws shall come into force with immediate effect.

2. DEFINITIONS:

In these bye-laws unless there is anything repugnant to the context.

- a). The 'Institute' means the National Institute of Rehabilitation Training and Research.
- b). The 'President' means the President of General Council.
- c). The 'General Council' means the General Council of the Institute
- d). The 'Chairperson' means the Chairperson of Executive Council.
- e). The 'Executive Council' means the Executive Council of the Institute
- f). The 'Member' means a member of General Council/Executive Council.
- g). The 'Director' means the Director of the Institute.
- h). 'Government' means the Government of India
- i). 'Year' means financial year from 1st April to 31st March.
- j). 'Society' means a society registered under Societies Registration Act, XXI of 1860.
- k). 'Fund' means funds of the Institute.

3. POWERS AND FUNCTIONS OF GENERAL COUNCIL AND EXECUTIVE COUNCIL: -

The General Council and Executive Council shall exercise the power as are laid down in the Memorandum of Association and Rules and Regulations of the Institute.

4. POWERS AND FUNCTIONS OF THE DIRECTOR:

The Director shall be in charge of the management and administration and shall exercise such powers as are delegated by the Executive Council in respect of the affairs

of the Institute and give directives for implementing Rules and Regulations and Bye-laws of the Institute with a view to achieving its aims and objectives.

The Director as Head of the Institute shall be responsible to organize the Institute on modern scientific lines with a focus on education, training and rehabilitation research for Orthopedically Handicapped. As the Administrative Head of the Institute, he shall assume full responsibility for any other duty assigned by the Institute. He shall exercise financial and administrative powers in accordance with the schedule of powers delegated to the Director. The Director may re-delegate certain powers to his subordinate officers as per the delegation of powers rules of Government of India. This re-delegation of such power is to be brought to the notice of the Executive Council at the next Executive Council meeting.

5. COMPOSITION AND FUNCTIONS OF VARIOUS COMMITTEES OF THE INSTITUTE LIKE ACADEMIC COMMITTEE, PURCHASE COMMITTEE ETC:

The following committees of Specialists/Representatives of Voluntary Organizations/ Head of Institutions/Social Workers in the field shall be constituted by the Executive Council for Technical advice, selection purchase, etc.

i). Academic Committee:

This committee will be convened by the Director and shall include 8 specialists in the field of members and these members should be selected by the Executive Council.

This committee should have a tenure of 2 years, and the committee should meet at least once a year.

This committee will study the scope for development of activities, as well as advise in the matter of scientific research, in all aspects and technology in developing research projects or establishing institutional or non-institutional programmes for the education, training and rehabilitation concerning the handicapped.

ii). Purchase Committee:

The Institute shall constitute a purchase committee consisting of Deputy Director (Tech), Deputy Director (P&A), Head of the Divisions including the Accounts Officer. This committee will open tenders, recommend the tenders and quality control of equipment/instruments/office equipment/furniture as well as other items of stationery etc. in accordance with the provisions made in the budget.

iii). Some Functional Committees:

The Director of the Institute may constitute the following committees:

Library Committee, Canteen Committee, Accommodation and Allotment Committee, Condemnation Committee etc. as and when required.

6. GENERAL SERVICE CONDITION OF THE EMPLOYEES:

- i). The Executive Council shall frame the recruitment rules and prescribe the scale of pay, Academic and Professional qualification and experience, age etc. for various posts sanctioned for the Institute.

- ii). Creation, continuation and confirmation of all the posts in the Institute shall be done by the Executive Council in consultation with the concerned Ministry keeping in view the qualification and experience prescribed by the Central Govt. for similar posts. Proposals relating to the emolument structure i.e. adoption of pay scales, allowance, and revision thereof and creation of the posts above a specified level would need the prior approval of the Govt. Accordingly, all posts the maximum scale of pay of which exceeds Rs. 15,200/- (Revised) will be created with the prior approval of the Govt. in consultation with the Ministry of Finance Deptt. of Expenditure. Further the Executive Council of the Institute would be empowered to create posts, the maximum scale of pay of which does not exceed Rs.15,200/-PM subject, however, to observance of orders issued by the Govt. from time to time.
- iii). The reservation of posts for SC/ST/Ex-servicemen/Persons with Disabilities etc. will be as per Govt. of India rules. The Institute will prepare the necessary roster for implementation.
- iv). Unless otherwise distinctly provided, the whole time of an employee of the Institute shall be at the disposal of the Institute and he may be employed in any manner required by the competent authority of the Institute without claims for additional remuneration.
- v). **Permanent and Temporary posts:**
- The posts in the service of the Institute shall be either a “Permanent post” that is a post carrying a definite rate of pay sanctioned without any limit of time or a “Temporary Post” that is a post carrying a definite rate of pay sanctioned for a limited time.
- vi). **Medical facilities:**
- The medical facilities under the Medical Attendance Rules as applicable to the Central Govt. employees shall be made available to the employees of the Institute. Besides the Govt. hospitals the Institute doctors will also be authorized Medical Attendants.
- vii). **Pension and G.P.F:**
- The employees of the Institute shall be eligible to pensionary benefits and General Provident Fund and Gratuity as per the Central Govt. Rules. The employees will be eligible for admission to the Institute’s General Provident Fund Scheme as per Govt. Rules of Govt. of India.
- viii). **TA, DA and LTC:**
- The employee shall be eligible to have Travelling Allowance/Daily Allowance and Leave Travel Concession and Leave as admissible to him according to the Central Govt. Rules.

ix). **Insurance:**

The Institute will provide Group Insurance coverage to the employees under the Group Insurance Scheme of Life Insurance Corporation of India, or any other Insurance Agency as approved by the Govt. from time to time.

x). **Procedures to be followed for Selection and Appointment of staff of the Institute:**

a). For all posts (in the pay scale of Rs.6,500-10,500/- and above) advertisements should be issued in Employment News and one Local newspaper giving time of at least 15 days after the appearance of the notice in newspapers for submission of applications. Group- 'C' and 'D' posts to be filled up through Employment Exchange and by open advertisement. The notices will also be circulated among organizations likely to recommend suitable candidates for the posts in the above categories.

b). On receipt of the applications, the Director shall scrutinize them and fix a meeting of the Selection Committee in consultation with the Chairman of the Selection Committee for selection of candidates.

c). All the applications, so scrutinized should be put up before the Selection Committee. The Selection Committee may make selection based on the applications and other relevant records. In case it is considered necessary the Selection Committee may also call a candidate for an interview. It is not necessary that all candidates who have applied should be called for interview. The Director may make a short list of all the applications on the criteria approved by the Chairman of the Selection Committee. Only short-listed suitable candidates will be invited for an interview.

d). The Proceedings of the Selection Committee should be put up to the appointing authority for approval and thereafter the offer of appointment should be issued to the candidates giving 4 weeks' time for joining. However, joining time may be relaxed at the discretion of the Director.

All selections and appointments that are made are to be reported in the next Executive Council meeting.

xi). **Constitution of Selection Committee and Departmental Promotion Committee:**

a). For all posts corresponding to Group- 'A' posts in the pay scale of Rs.8000-13500/- and above: -

Chairperson, Executive Council -

Chairperson

Two experts in the field	-	Members
One Co-opted Member	-	(from SC/ ST/ Minority Communities depend on the requirement)
Director of the Institute	-	Member Secretary

For the purpose of selecting experts a panel of 5 experts is to be selected by the Executive Council at the beginning of each year in the field.

b). For all other posts corresponding to Group-‘B’, ‘C’ and ‘D’ :-

Director of the Institute	-	Chairman
Dy. Director (Technical)	-	Member
Dy. Director (P&A)	-	Member Secy.

One outside expert nominated by the Director as a member.

One Co-opted Member from SC/ST/Minority Communities depending on the requirement.

c). The selection committees for the post of Director, Deputy Directors shall be constituted by the President of the General Council of the Institute.

xii). **Probation:**

The candidates selected will be on probation for a period of two years, extendable for a period not exceeding one year in cases when the performances are not satisfactory. Failure to complete the extended period satisfactorily shall result in termination of services. In case of satisfactory completion of the probation period, the employee can be confirmed as per existing Govt. of India rules.

xiii). The services of a temporary employee/employee on probation shall be liable to termination at any time by one month’s notice from either side.

xiv). An employee may be appointed on contract for a limited period of maximum of which may be 5 years. Extension of service or re-employment after retirement should be regulated by the Govt. of India rules. (In case of termination of service or resignation, one month’s notice is required from either side). The Institute, however, reserves the right to termination of service of the employee forthwith or before the expiry of notice period by making payment equivalent to notice period without assigning any reason.

xv). **Age and retirement:**

The age of retirement shall be 60 years for all employees of the Institute as per Govt. of India Rules.

xvi). **Private employment:**

No employee will be granted permission for private employment or private practice.

xvii). **Holidays and Working hours:**

The holidays, vacation and working hours as admissible to Central Govt. servant, will be granted mutatis mutandis, to the employees of the Institution in general.

xviii). **Deputation:**

A Govt. servant or an employee of a similar autonomous organization may be taken on deputation on standard terms and conditions as are applicable in Central Govt.

xix). An employee of the Institute may go over on deputation to another organization/government on the terms and conditions mutually acceptable between the Institute and the borrowing organization. It shall be the liability of the foreign employer to pay Foreign Service contributions as stipulated.

xx). All cases of sending an employee to another organization/government should be approved by the Chairperson of the Executive Council.

xxi). Grant of study leave etc. will be regulated as per Govt. of India rules on the subject.

xxii). The Central Civil Service (Conduct) Rules and the classification, control and Appeal Rules of the Govt. of India will mutatis mutandis apply to the employees of the Institute.

xxiii). **Maintenance of Record of Service:**

A service book for each employee, whose pay and allowances are drawn up by the Head of Institution on establishment bills, shall be maintained by the Administration Branch. The Audit of accounts in respect of pay and allowance shall of course, be watched by the accountant who shall also watch the recovery of contribution in the case of an employee deputed on foreign service.

xxiv). The appointing authority in respect of Group-‘A’ posts will be the Chairperson of Executive Council and the same in respect of posts under Group-‘B’ and ‘C’ and ‘D’ shall be the Director.

7. BYE-LAW IN MAINTENANCE OF ACCOUNTS AND AUDIT OF ACCOUNTS

i). The Executive Council may authorize Vigilance Commission of Govt. of India to exercise jurisdiction over the affairs of the Institute.

- ii). The Director shall exercise financial powers as per the schedule of powers delegated by the Executive Council. The Director may further re-delegate powers to subordinate officers with the approval of the Executive Council.
- iii). The Ministry is required to submit the Budget Estimate, plan as well as Non-Plan to the Planning Commission/Ministry of Finance in October. The Ministry would therefore expect these estimates to be submitted by NIRTAR by 30th September therefore, this Institute should prepare the budget and submit it to the Chairperson, Executive Council by 15th Sept. Later this will be put up to the General Council at its annual meeting for approval. The observations of the General Council if any, on the budget proposals will be communicated to the Ministry of Social Justice and Empowerment. This estimate will be revised if the Ministry does not agree to the allotment asked for. The Budget should contain the following details:
 - a). The Institute shall give the Plan and Non-Plan estimates separately.
 - b). It shall give capital and revenue estimates separately.
 - c). The Institute shall give the previous year expenditure on the current year's budget and the next year's estimates in the budget.
 - d). The budget should show a break-up of the various activities of the Institute and the allocation of funds proposed for each activity. In addition, it will show a General Head indicating salaries and allowances, contributions to leave salary, Provident fund etc. Expenditure on fixtures and furniture, office equipment, etc., expenditure on post and telegraphs, telephones, expenditure on rent, taxes, electricity, water charges, etc. and other contingencies like vehicle maintenance. In each activity area it should contain requirements of funds for capital equipment, consumable stores and non-consumable stores, stipend, etc.

The budget estimates should be accompanied by writing up giving following particulars:

- i). Requirements of funds for current programmes.
- ii). Requirements for funds for new programmes.
- iii). Physical targets achieved during the previous years, proposed to be achieved in the current year, and in the next year.
- iv). The comparison of the past performance with the current performance, reasons for the short fall in achievements if any, ultimately action taken or proposed to be taken.
- v). The funds of the Institute shall consist of: -
 - a). Grants made by Govt. of India or by State Govt.
 - b). Donation and contributions from other sources.
 - c). Other income and receipts.

- vi). The schemes which have not been administratively approved by the Competent authority shall not be included in the budget estimates.
- vii). Any new scheme, likely to be introduced for the development of original scheme, which has not been included in the estimates for that year, a proposal shall be made with financial involvement to the Executive Council for financing it by means of supplementary grant or by re-appropriation within sanctioned estimates.
- viii). The grants received from Govt. of India and/or from any other source shall be entered into the relevant register which will show the expenditure on specific heads and specified items.
- ix). The funds of the Institute shall be deposited into a nationalized bank as per the resolution passed by the Executive Council of the Institute.
- x). The proper books of accounts will be maintained by the Institute to show receipt and its source; as well as expenditure and sanctions accorded thereof.
- xi). The accounting year of the Institute shall be from the first of April to the Thirty First of March of the following year.
- xii). At the close of the financial year, a Balance Sheet covering assets and liabilities with due considerations of receipts and expenditure will be prepared.
- xiii). The audit of the accounts of the Institute will have to be done every year by the Comptroller and Auditor General of India and his report to be submitted to Parliament before 31st December of the succeeding year along Annual Report, therefore, the CAG shall be requested every year in time to audit the accounts of the Institute and to submit a report by October, 31st. Simultaneously if required, internal audit may be done by a Chartered Accountant at the discretion of the Executive Council.

At the close of the financial year the Balance sheet indicating assets and liabilities, receipts and expenditure etc. should be prepared and submitted to the Executive Council.

- xiv). The Institute would make available the books of accounts, register, vouchers and other documents and papers together with one copy of final sanctioned budget to the Auditor who will also have the right to inspect the office of the Institute or any work under construction.
- xv). The audited statement of accounts of the previous year shall be submitted to Govt. within six months after the close of financial year. If the submission is delayed beyond the stipulated period, the reasons be communicated to the Executive Council.
- xvi). The Director of the Institute shall have the power to appropriate and/or re-appropriate, for valid reasons, the funds from one primary or secondary unit to another and to have the same raised by the Executive Council in its next meeting.

- xvii). The funds of the Institute may be invested in short-term fixed deposits to yield better returns if possible after keeping sufficient balance at the disposal of the Institute.
- xviii). In the exercise of the powers delegated by the Executive Council the Director shall sign and execute all agreements, contracts, transfer deeds, deed of conveyance and other documents in connection with the affairs of the Institute with due consultation and advice of the legal advisor appointed by the Institute.
- xiv). No contract shall be made by the subordinate authority, which has not been directed or authorized by Competent authority.
- xx). The Director shall sue or be sued in all matters of a dispute arising out of any contract.
- xxi). The Director shall have the power to dispose of unserviceable and obsolete articles.
- xxii). The Director shall keep a watch over expenditure and accord sanction to the payments, not exceeding the grants sanctioned. He will be assisted by officers authorised on this behalf.
- xxiii). The funds will be drawn from the Bank by cheque to meet the expenditure.
- xxiv). The cheque books will remain in personal custody of the Director or any other Officer as may be authorized by the Director on his behalf.
- xxv). The Director will be assisted in respect of receipt and expenditure by the Accounts Officer/ Accountant who shall maintain proforma accounts and submit all claims in respect of Pay and Allowances, travelling allowances etc. and contingent bills in the prescribed forms which will be countersigned by the Director or by the officer authorized on his behalf, before those are passed for payment by means of Demand Draft/cheques or cash as the case may be. The Accounts Officer will apply for a check of the nature of pre-audit to all payments from the funds of this Institute.
- xxvi). The Director shall have powers to acquire hired accommodation for office premises with the approval of the Executive Council whenever necessary at rates not exceeding those prescribed by the Govt. for similar purposes and or in the absence of such prescribed rates with the approval of the government as laid down in entry 16 of Annexure to Schedule-V of the Delegation of Financial powers Rules, 1978. In the construction work of Institute own building, the Director will be assisted by the Institute Engineer who will supervise the work on the site and report progress from time to time.
- xxvii). The Balance sheet and the Audited Accounts together with Annual Report shall be submitted to the General Council for consideration.
- xxviii). The results of the Audit together with the Auditors' Report shall be communicated to the Ministry of Social Justice and Empowerment, New Delhi.

8. COMPOSITION OF THE FUNDS OF THE INSTITUTE AND MAINTENANCE

1. Register of grants.
2. Funds shall be kept in Banks authorised by the Executive Council. All money to be drawn up by cheques as authorised by the Executive Council.
3. Register of assets shall be maintained.
4. Register of outstanding dues recoverable from parties other than employees of the Institute shall be maintained.
5. Register of loans and advances given to employees with recovery position.
6. Register of rents.
7. Register of fees recovered.
8. Register of cheque books.
9. Register of receipt books.
10. Register of sanctioned post with authority of sanction.
11. General Provident Fund Accounts, ledger and balance sheets.
12. Service books.
13. Register of Selection Committee's proceedings Academic Committees proceedings etc;
14. Register of Library books.
15. Acquittance rolls and register of periodical increments.
16. Cash books and Imprest cash books.
17. Bank reconciliation register (if possible, to be maintained with the cash book).
18. Bill Control Register.
19. Ledger for control of expenditure.
20. TA/DA Register.
21. Pay Bill Register.
22. Contingent Bill Register.
23. Fuel Account Register.
24. Stamp Account Register.
25. R.A. Bill Register.
26. Stock register.
27. Stationery Register.
28. Miscellaneous Expenditure Register.

Note: Under the overall Supervision of Director, the Officers of the Institute shall maintain proper Accounts in the relevant registers and forms as mentioned above, with detailed instruction for opening and maintenance of those registers.

9. FINANCIAL POWER OF AUTONOMOUS BODIES-RESTRICTION REGARDING

- i). Proposals relating to the emoluments structure i.e. adoption of pay-scales, allowances and revision thereof and creation of posts, a specified pay level would need the prior approval of the govt. of India in consultation with the Ministry of Finance, Department of Expenditure.

ii). A representative of the Ministry of Finance/Integrated Finance/ Division of the Ministry concerned should be nominated to the Executive Council of the autonomous organization i.e. National Institute of Rehabilitation Training and Research, Bairoi, Cuttack. The choice of the nominee would be made in consultation with the Ministry of Finance; and

iii). In the event of disagreement between representatives of the Ministry of Finance and the Chairperson of the Executive Council autonomous organization i.e. National Institute of Rehabilitation Training and Research, Bairoi, Cuttack, on the financial matter beyond the delegated powers of the Ministry/Department of the Govt. of India, the matter shall be referred to the Minister of the Administrative Ministry concerned and the Finance Minister for a decision.

10. LEAVE

In the matter of various kinds of leave, the employees of the Institute shall be governed by the Leave Rules of the Central Government.

- 11.** FR, SR, GFR and instructions issued by Govt. of India from time to time will be followed unless otherwise stated specifically in this bye-laws.
- 12.** Any alterations in the bye-laws or additions to, shall require prior approval of the Executive Council/General Council of the Institute.
- 13.** If any doubt arises about interpretation of this bye-laws the matter would be referred to Ministry of Social Justice and Empowerment, Govt. of India whose decision thereon will be final.

CHAPTER-VI

DELEGATION OF POWER:

**SCHEDULE OF POWERS VESTED IN THE DIRECTOR OF
SWAMI VIVEKANAND NATIONAL INSTITUTE OF REHABILITATION
TRAINING AND RESEARCH, OLATPUR, PO: BAIROI, DIST: CUTTACK-754010
ODISHA**

<u>Sl.No.</u>	<u>Powers</u>	<u>Extent</u>
<u>I. GENERAL</u>		
1.	Re-delegation of powers to subordinate subordinate authorities DFPR.13 (3) to the Director following: -	To re-delegate to authorities the power up limit of those vested in in all matters except the i). Write-off of losses ii). Creation of posts.
2.	Powers to incur capital expenditure DFPR G.I.D. (4) below rule 10.	Up to RS.50,000/-
3.	Declaring a class ii officer as Head of office DFPR 14	Full powers.
4.	Declaring an officer as controlling officer, G.F.R.2(x)	Full powers.
5.	Declaring an officer as disbursing officer GFR.2. (xii) any	Full powers in respect of Gr.A & Gr.B officer.
<u>II. BUDGET & CONTROL OF EXPENDITURE</u>		
6.	Appropriation and re-appropriation DFPRs Schedule IV (Rule 13)	Full powers subject to Rule 10 of DFPR.
<u>III. CREATION OF POSTS AND OTHER ESTABLISHMENT MATTERS.</u>		
7.	Creation of Temporary posts Gr.D service. DFPR schedule 3 (Rule 11)	Posts in Gr.B, Gr.C and
<u>Remarks:-</u> These powers (Sl.No.7) are subject to the following restrictions.		
i) The posts should not be created in excess of standard scales were laid down by the Institute.		
ii) Posts cannot be created retrospectively to the continuance of		

- existing posts.
- iii) Posts required in connection with schemes can be sanctioned by the authority concerned only after the scheme as a whole has been approved by the competent authority.
- iv) A temporary post cannot be sanctioned beyond the financial year in which it is created.
8. Conversion of temporary posts into permanent posts DFPRs.
create
accordance
by the
- Full powers in respect of such Posts which he has powers to
Provided conversion is in
With the general percentage and Principles as may be laid down
Executive Council.
- Remarks:** This power is subject to General restrictions as per Sl.No.7.
9. Alteration of date of birth as recorded in history book or other service record. GFR 79 and GID there under.
in
- Full powers to permit**
- i) Alteration of birth provided a request for such alteration is received before the preparation of the service book of the Institute employee concerned and
any event, not later than the completion of the probation period.
- ii) Correction at any time for bonafide clerical mistake in recording date of birth.
10. Investigation of arrear claims of employees of the Institute as well as persons not in Institute service remain in
GFR 83 & 87.
- To order Investigation by the Audit/ Accounts Officer of a claim to arrears which has been allowed to
abeyance for a period not exceeding 3 years.
11. Delegation of powers to order investigation Sl.No.10 of arrear claims GFR 84 & 87. appoints the claim
- To delegate the powers at
to a subordinate authority which an Institute employee by whom
is made.

IV. CONTINGENT AND MISCELLANEOUS EXPENDITURE

12. Authorizing a Class I Officer subordinate to a Head of Office to incur contingent and miscellaneous expenditure on behalf of

- the Head of the Office DFPR 10 A.
13. Miscellaneous expenditure DFPR Schedule-VI. Maximum amount that can be sanctioned on each individual item recurring Rs.500/-a year and non-recurring Rs.200/-.
14. Sanction of permanent Advance. GFR 90(I) Full powers.
15. Sanctioning Legal and financial assistance to employees of the Institute involved in legal proceedings of the following types. Full powers.
- i) Proceedings initiated by the Institute in respect of matters connected with the official duties or position of the Institute's employees.
 - ii) Proceedings instituted by a private party against an employee of the Institute in respect of matters connected with the official's duties or position.
 - iii) Proceedings instituted by an employee of the Institute on his being required by the Institute to indicate his official conduct.
 - iv) On the Institute being imp leaded on grounds of vicarious liability in a civil suit where an employee of the Institute is sought to be made liable for damages for acts or negligence in the discharge of his duties of a civil nature. GFRs GID below rule 95.

EXECUTION OF WORKS

16. Petty works and repairs GFRs 136 &137 Rs. 5,000/- in each case.

V. WRITE OFF OF LOSSES

17. To write off irrecoverable losses of stores.
- a) Not due to theft, fraud or negligence. Up to Rs. 10,000/-
 - b) Other cases DFPRs schedule VII. Up to Rs. 2,500/-

If the value of individual item under (a) and (b) exceeds Rs. 10,000/- and Rs. 2,500/- respectively, approval of the Executive Council to be obtained.

18. To write off loss of revenue of irrecoverable loans and advances DFPRs schedule VII. Up to Rs. 2,500/-

VI. INSURANCE OF INSTITUTE'S PROPERTIES

19. Ensuring materials and equipment received necessary Full powers, if assurance is under the terms of the relevant on loans or as aid from International or other

organizations. DFPR 15 (a) otherwise	contracts or agreements
20. Incurring expenditure on insurance up to by booking goods at Rly. Risk, where above an alternative Railway risk rate is Provided. DFPR 15 (b).	Rs. 10,000/- in each case. To incur additional expenditure Rs. 250/- each case over and the charges for booking goods at owner's risk.

VII. EXPENDITURE ON SCHEMES

21. Sanctioning expenditure on schemes DFPR 18.	Up to Rs. 10,000/- in each case.
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Remarks: - A quarterly report in all such cases be made to the E.C.

VIII. INVESTMENT, GRANTS AND LOANS

22. Sanctioning grants-in aid for the provision the of amenities or recreational or welfare the facilities to the staff in the Institute. in GFRs- GID (1) below Rule 153. time).	Full powers (subject to conditions laid down by Ministry of Home Affairs this regard from time to
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IX. INDENTS, CONTRACTS AND PURCHASE

23. Purchase of stores including office furniture/office equipment. DFPR 21 and Department of supply O.M. P.III-6(8)/66/1 dt.11.08.1971.	Full powers
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X. ADVANCES TO INSTITUTE'S SERVANTS

24. Sanctioning an advance for the purchase of a conveyance to an employee of the Institute GFRs-191 (1) (2) GID (2) below it and 192.	Full powers.
25. Extending the time limit within which cases purchase of payment for conveyance month should be completed. GFRs-Note 1 date of	To extend in exceptional the prescribed time of one to two months from the

below rule 106 read with Rules 210 & 211 and below rule 214.	drawl of advance.
26. Grants of advance for the purchase of table fan GFR 221-D.	Class IV employees of the
27. Extending the time limit within a cases, the table fan should be purchased one month GFRs-GID (2) below Rule 221-D. date of	To extend, in exceptional prescribed time limit of to two months from the drawl of advance.
28. Sanctioning pay and T.A. advances to a employee of the Institute who while on duty or on leave is required to proceed on.	
i) Transfer to foreign service	Full powers.
ii) Transfer excluding transfer to foreign services. GFR 22 and notes 1 & 2 below is.	Full powers.
29. Sanctioning T.A. advances to a retiring employee of the Institute to enable him, during leave preparatory to retirement or refuse leave to the place where he intends to reside permanently. GFR 224.	Full powers.
30. Fixing the rate at which advance of pay should be recovered from subsistence allowance. GFRS-GID below 225.	Full powers.
31. Sanctioning advance of pay to an employee of the Institute who is required to proceed on deputation outside India, GFR 227.	Full powers.
32. Sanctioning advances to an employee of the Institute to cover T.A. and expenses contingent expenditure in connection with tours (including official journeys performed in response to summons from a court of law). GFRs-231 and GID there under and 232.	i) T.A. advance to cover for a period not exceeding 6 weeks. ii) Contingent advance. Full powers.
33. Sanctioning advances in connection	Controlling officers for

with leave travel concession purposes, GFR 235. advances.

travelling allowance

can sanction such

those who are their own controlling officers can sanction advances

to

themselves.

34. Sanctioning festival advances GFR 236.

Full powers.

35. Fixing festival occasions on which festival advances will be allowed. GFRs-GID (1) below Rule 236.

Full powers.

36. Sanctioning advances in connection with natural calamities GFR-247 & GID (1) There under

Full powers.

Remarks -- The Institute employees' property should have been substantially affected or damaged in area declared by Government as affected by a natural calamity.

37. Sanctioning an advance in connection with a lawsuit to which the Institute is a party GFR 255.

Full powers.

38. Sanctioning a special advance for payment to a security deposit by a State Govt. or a statutory organization like a State Electricity Board, a corporation etc. as a safe guard against delay/default in payment of its dues. GFRs-GID (3) below Rule 258.

Full powers.

Remarks -- Before sanctioning, the Director should satisfy that letter of guarantee in lieu of the deposit will not be acceptable to the authority concerned.

39. Sanctioning an advance in lieu of leave condition salary to an employee of the Institute. proceed GFR.259. less

Full powers subject to

that an employee will

on leave for a period not

than one month/30 days.

40. Sanctioning an advance to the family of a of an employee of the Institute who Institute

Full powers for the family

Group II, III and IV

dies while in service. GFR 262.
in

employee who dies while
Service.

Remarks -- Director should be of the opinion that the family of the deceased Group II, III or IV employee has been left in indigent circumstances upon the death of the employee on whom it was dependent and is in immediate need of financial assistance.

41. Sanctioning an advance to the family of an employee of the Institute who dies while in service to meet the travel expenses admissible under the rules. GFRs-265.

Full powers.

42. Sanctioning an advance to an employee of the Institute involved in legal Proceedings to meet the expenses of his defense in the following circumstances: -

free
which
i) Proceedings instituted by a private party against an employee of the Institute in respect of matters connected with his official duties or position whenever is greater. the employee proposes to conduct his defence himself.

To sanction an interest
advance up to Rs. 1,000/-
or three months' pay

ii) Proceedings instituted by an employee of the Institute on his being required by the Institute to vindicate his official conduct.

iii) In deserving cases were proceedings Are instituted by an employee of the Institute suo motto, with the previous sanction of the Institute to vindicate his conduct arising out of or connected with his official duties or position. GFR-S-GID below Rule 267-A.

43. Sanctioning advance of TA to non-official members of committees/commissions. GFR 268, (1).

Full powers.

Remarks -- Advance should be sanctioned where it is considered that it will be difficult for the members to meet the cost of long and expensive journey.

XI. OTHER PROVISION

44. Prescribing the amount of security deposit to be furnished by an employee circumstances of the Institute entrusted with the each custody of cash or stores. GFR 270.

Full powers to prescribe according to and local conditions in case.

45. Exempting an employee of the Institute appointed to officiate in a short term vacancy for furnishing security deposit. GFR 271.

Full powers.

Remarks -- i) The exempting authority should satisfy itself that there is no risk involved.
ii) No such exemption should be granted except in the case of a permanent or quasi-permanent Institute employee.
iii) The period of officiating arrangement should not exceed four months.

46. Determining the quantum of security deposit from contractors. GFRs-GID (1) maximum of 10% of the amount of the Contract.

Full power subject to minimum 5% or of 10% of the amount of Contract.

Remarks -- In case other than one relating to “works” a security deposit should be demanded only if required under the relevant contract.

47. Authorizing an Institute authority an Institute to accept Security deposit. in rank than GFR 275.

Full powers to authorize authority does not lower that of a Head of Office to accept Security deposit.

48. Determining the form of the Security Bond to be executed at the time of furnishing Security GFR 276.

Full powers.

XII. CONTINGENT EXPENDURE

DFPRS RULE 10 (3)

49. Bicycle DFPRs-Schedule V Full powers.

50. Conveyance hire:

i) Reimbursement of Taxi or other conveyance charges to class I Officers. Full powers.

ii) Hiring of Taxis for inter State/international conference. Full powers.

iii) Other items (e.g. conveyance hire for class II, III & IV employees, casual departmental use etc.) DFPR-Schedule V. Full powers.

Remarks -- This power is subject to the condition that the total amount of conveyance reimbursed to an employee in any month should not exceed Rs. 100/- or otherwise as decided by the Standing committee from time to time.

51. Electric, gas and water charges. Full powers.

52. Fixture and furniture, purchase and repairs. Full powers.

Remarks -- The exercise of this power shall be subject to such conditions And restrictions as may be prescribed by the Ministry of works And Housing.

53. Freight and Demurrage/warfage charges. DFPRs. Schedule V. Full powers.

54. Hire of Office furniture, electric fans heaters, coolers, clocks and call bells. Full powers.

55. Motor vehicles: Maintenance, upkeep and repairs. Full powers.

56. Municipal rates and taxes DFPRs-Schedule V... Full powers.

57. Original works and Special Repairs.

i) Non-recurring Rs. 5,000/- per annum.

ii) Recurring Rs. 1,000/- per annum.

58. Postal and Telegraph charges:

i) Charges for the issue of letters Telegrams etc. Full powers.

ii) Commission on money orders:	Full powers.
a) Remittance of stipend	Full powers.
b) Remittance of money due to contractors, suppliers etc.	Full powers.
c) Other remittances DFPRs-Schedule V.	Full powers
59. Printing and binding	Full powers.
60. Purchase of publications, DFPRs-Schedule V.	Full powers.
61. Ordinary repairs to Institute's own building.	Full powers.
62. Repairs to and removal of machinery (where the expenditure Is not of a capital nature).	Full powers.
63. This item has been deleted.	
64. Staff paid from contingencies.	Full powers.
65. a) Purchase of stationery	Full powers.
b) Local purchase of rubber stamps and office seals.	Full powers.
66. Supply of uniforms, badges and other articles of clothing's etc. and washing allowance. DFPRs- Schedule V.	Full powers.
67. Telephone charges DFPRs-schedule V.	Full powers.
68. All office equipment including typewriters, calculating machines, Intercom equipment, Photo copiers, filing and Indexing system etc.	Full powers.

Remarks -- The expenditure on these items shall be incurred
subject to general or special orders issued in this behalf

B. UNDER FUNDAMENTAL RULES & SUPPLEMENTARY RULES

XIII --- GENERAL

69. Allowing an officer to make over or resume charge of office elsewhere than at Headquarters. GID below FR 17. Full powers.
70. Treating a period of training or Instruction in India or an employee of the Institute as below FR 9 (6). Full powers.
71. Treating as “duty” a period of enforced halt occurring en route on a journey connected with a temporary transfer or training. GID (28) BELOW FR 9 (6). Full powers.
72. Declaration as to relative degree of responsibility of two posts. GID (5) Below FR 22. Full powers.

XIII. APPOINTMENT, TERMINATION OF APPOINTMENT (FRs)

73. Making appointments to posts under the Institute. Group B, C and D Full powers.
74. Dispensing with a medical certificate Of fitness before appointment to Institute service in individual cases. FR 14(Sl.No. 4). Full powers.
75. Suspending a Lien FR 14-B (Sl.No.5) Full powers, provided he is authorized to make appointments to the post in question.
76. Transferring a lien. FR 14-B (Sl.No.6) authorized Full powers, provided he is to make appointments to both the posts in question.
77. Transferring an Institute employee from one post to another. Full powers.
78. i) Accepting the registration for of an Institute employee. Full powers in respect of posts which he is the appointment authority.
ii) Permitting withdrawal of resignation GID (1) & (4)

below FR. 17. posts for authority.	Full powers in respect of the which he is the appointing
79. Sanctioning an officiating promotion in a short-term vacancy. GID (3) days. below FR51 & OM No.F. 10 (20)-E (COORD)/71, dated 18.11.1971.	Full power to fill a vacancy, the duration of which exceeds 45
80. Appointing the Institute employee power To officiate in more than one post post. and fixing (a) his pay in subsidiary posts and (b) the amount of compensatory allowance to be drawn by him. FR 49 (Sl.No.20)	Full powers provided he has to make appointment to each
81. i) Retiring the Institute employee employees in the public interest after he has appointment. attained the age of 50 years or 55 years as the case may be.	Full powers in respect of for which he can make
ii) With holding permission to the employees Institute employee under suspension appointment. who seeks to retire FR. 56.	Full powers in respect of for which he can make
82. To declare an Institute employee to be a ministerial employee.	Full powers.
83.To relax the normal procedure of procedure recruitment through the employment and IV exchange for direct appointment to Employment posts and services. GID (1) & (2) below SR 2 (6). deceased	to dispense with the of recruitment to Class III posts through the exchange where: I. A near relation of a employee is to be employed, as a measure of immediate

assistance to the family
or.
ii. A temporary employee is
to be
reappointed to a post, as
he
failed to resume duty at
the end
of the maximum period of
extraordinary leave
admissible
to him and hence ceased
to be
in advice.
III. A retrenched employee of
the
Institute is to be
appointed.

XV. PAY, HONORARIUM, FEE AND SUBSISTANCE ALLOWANCE

84. Granting special pay to cashiers in accordance with the conditions prescribed from time to time.
GID (2) below FR 9 (25). Full powers.
85. Fixing the pay and allowance make of the Institute employee treated and as on duty. FR. 20 (S.No.7). is Authority competent to appointment to which pay allowances are to be fixed empowered.
86. i) Fixation of pay on Full powers, subject to the observance of the principles as may be laid down by standing Committee.
- a) Promotion/transfer from the one officiating post to another;
b) Reappointment after retirement; and

c) On transfer from one post to another of a temporary Institute employee.	
ii) Protection of special pay drawn in one post on promotion principles to another.	Full powers, subject to the observance of the as may be laid down by the standing committee.
iii) Grant of benefit under the observance “Next below rule”. GID (40) down below FR 22.	Full powers, subject to the of the principles as may be laid by the standing committee.
FRs and SRs should be followed for fixation of pay.	
87. Fixing of pay retired Institute employee re-employed in a post carrying a sanctioned scale of pay. GID (1) & (2) down FR 22.	Full powers to fix the pay in accordance with the principles as may be laid by the Institute.
88. Sanctioning the fitness to cross the Efficiency Bar prescribed in a timescale. GID (3) BELOW Fr.25.	Full powers.
89. Allowing a Institute employee to count for increments a period of extraordinary leave taken otherwise than on medical certificate FR 26 (S.No.8-A)	Full powers.
90. Issuing a certificate of continued officiating in a post during a period of	
i) Leave arrangement	A) If no officiating is made in the leave vacancy and the employee returns to the same post after the expiry

	of the leave the leave sanctioning authority may issue the certificate. B) In other cases, the authority competent to make a substantive appointment to the post can issue the certificate.
II) Deputation out of India to make	The authority competent an appointment to the post.
iii) Officiating in a higher post. GID (2) & (3) FR 26.	---- do ---
91. Granting premature increments in the timescale FR.27.	Full powers.
92. A) Granting premature increments in the timescale on initial appointment except for retrenched employee of stages/increments the Institute.	Full powers, provided. i) Not more than five are granted. ii)The candidate's age, previous experience, qualifications, emoluments last drawn etc. are taken into account, and iii)If the appointment is made in consultation with duly constituted selection committee the grant of higher initial pay should be based on its recommendations.
B) Granting premature increments in the time scale in case of employment of retrenched employees of the Institute.	Full powers.

Remarks ---- i). This power is not applicable to the cases of

re-employed pensioners.

- ii) Reasons for the grant of higher initial pay should be recorded on the file.

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|--|--|
| 93. I) To fix, in respect of a combatant clerk above who is appointed as LDC or junior clerk number after his release/retirement from the combatant Armed Forces, his pay at a higher initial stage. | To fix the pay at a stage the minimum equal to the of completed of service as clerk. |
| ii) To ignore an amount of Rs. 50/- p.m. or a smaller amount out of his pension equivalent of gratuity in determining his pay in the scale of LDC/junior clerk. GID (13) below FR.27. | Full powers. |
| 94. To fix the pay of an ex-combatant store man on appointment as a store man in the Institute. GID (13) below FR.27. | Full powers as mentioned against S.No.93. |
| 95. Restricting the pay of an officiating employee of the Institute. can FR 35 (S.No. 12). | Full powers in respect of employees whom they appointment. |
| 96. Sanctioning the undertaking of work maximum for which an honorarium is offered and the grant or acceptance of an honorarium. FR-46(B) (S.No.19-B | Full powers up to a of Rs. 500/- in each case. |

Remarks --- In the case of recurring honorarium, these limits apply to the total of the recurring payments in a year.

- | | |
|---|--|
| 97. Fixing the amount of subsistence it is allowance for the period beyond order the first six months of suspension. Byelaw. FR.53. | The authority which made deemed to have made the of suspension under the |
| 98. Determining in the case of an employee of the Institute, who has been dismissed, | |

removed or compulsorily retired and is re-instated on approval or review.

Full powers.

- a) What pay and allowance should be paid to him during his absence from duty including the period of suspension.
- b) Whether the said period should be treated as duty, leave or otherwise FR-54.

99. Determining the matters referred to at (a) and (b) in column 2 against Sl.No.98 in respect of an employee of the Institute, reinstated at the end of a period, suspension Fr. 54 B.

Full powers.

100. Counting any past period of officiating in service towards the prescribed probation period to be undergone on promotion to the service.
GID (1), (VII) below S.R. 2(15).

Full powers.

101. Sanctioning the undertaking of maximum work for which a fee is offered case.
and the acceptance of a fee.
S.R. 11 (Sl.No. 1).

Full powers up to a
of Rs. 1,200/- in each

Remarks ---- In the case of recurring fees these limits apply to the total Of the recurring payments made to an individual in a year.

102. Exempting from the purview of SR.12 allowances like travelling, conveyance, daily and subsistence allowance received as "fees"
GID (6) below SR. 12.

Full powers.

Remarks ---- The allowances should not be a source of profit To the Institute employees.

XVI. LEAVE

103. Permitting an employee of the Institute on leave to take up any employees only.
service/employment in India

Full powers in respect of
Group B, C and D

FR. 69.

104. Requiring a medical certificate
employees
of fitness before return from
leave. FR.73 (Sl.No. 24).

Full powers in respect of
when he can grant leave.

105. Extending Leave. FR 73(Sl.No. 24)
employees
can grant leave.

Full powers in respect of
whom he

106. Permitting an employee of the
employees
Institute on leave to return to
duty before the expiry of the
Leave. FR. 72.

Full powers in respect of
whom he can grant leave.

107. Granting special disability leave.
FRs 83 & 83-A (Sl.No. 26 & 26 A)

Full powers.

108. Sanctioning study leave to an
Employee of the Institute FR 84 &
Rules 4 & 11 (4) study leave rules, 1962.

Full powers.

109. Granting compensatory leave after
compensatory
one month of its becoming due.
month
GID (10) below FR. 85.
provided serious
apprehended

To grant two days of
leave at a time after one
of its becoming due
dislocation of work is
if granted within a month.

110. Granting special casual leave to an
leave for --
employee of Institute GID (3), (4),
representative
(5), (9), (11), (14), (15) & below FR.85.
capacity) in sporting
international

To grant special casual

i) Participating (in a
and not his personal
events of national or
Importance.

approval of

ii) Participating in a
mountaineering
expedition which has the
India foundation:

as	iii) Attending a court of law Juror or Assessor.
Interstate	iv) Participating in cultural activities of an all India or character organized by the Secretariat Sports Control Or on its behalf.
central	v) Appearing at a departmental promotion
Board	vi) Undergoing vasectomy or Salpi, negetomy operation on or IUCD insertion and
examination.	vii) Attending scientific
conference.	Full powers in respect of and IV employees subject restriction as may be Govt. of India in this
111. Refusing leave preparatory to Class II, III retirement applied for by an to much employee of the Institute. imposed by the GID (2) below FR. 86. regard.	
112. Granting leave to an Institute employee who is not in foreign service.	Full powers.
113. Waiving provision (a) to SR 209. (Under SR 209 and provision there to an employee may prefix/suffix holidays, to his leave, provided his transfer of assumption of charge does not involve the handing/taking over or security or moneys excluding a permanent advance. SR 210 (Sl.No.58).	Full powers.
114. Authorising departures from SR 211	

<p>(SR 211 lays down that where holidays are prefixed or affixed to leave, takes affect from the first day after the holidays prefixed and ends on the day proceeding the holidays affixed). SR 211 (Sl.No. 59)</p>	<p>Full powers.</p>
<p>115. Accepting a certificate signed by any registered medical practitioner as evidence of the fitness of a Class II, III and IV employees of the Institute to return to duty. SR 213(Sl.No. 60).</p>	<p>Full powers.</p>
<p>116. Waiving production of medical certificate if any employee of the Institute takes leave on medical Grounds for a period not exceeding 3 days. GID below SR 222 & GID (4) (IV) below SR 229.</p> <p>employees</p>	<p>Full powers in respect of Whom he can grant leave.</p>
<p>117. Dispensing with the condition (vide SRs 223 & 224) that a Class I officer requiring leave or extension to sanction the procedure of leave should obtain the prescribed certificate from a medical committee. SR 226 (2).</p>	<p>The authority competent leave may dispense with in SRs 223 and 224 if:</p>
	<p>i) The leave recommended does not exceed 2 months and according to the medical certificate, appearance before a medical committee is unnecessary; or</p> <p>ii) The officer of appropriate rank in charge of the hospital where the applicant is an in-door patient recommends leave for hospitalization/convalescence.</p>
<p>118. To secure a second medical opinion from a civil Surgeon the case of a employees whom Class II, III, or IV employee of the Institute who has applied for leave on medical certificate. SR 229 (b).</p>	<p>Full powers in respect of he can grant leave.</p>

119. To prescribe the type of medical certificate to be produced and the authority from whom it should be obtained by a class IV employee of the Institute applying for leave or extension of leave on medical grounds. SR 231.	Full powers.
120. Granting leave to an employee of Group II, III the Institute in respect of whom a medical committee has reported that there is no reasonable prospect that he will ever be fit to return to duty. SR 233. (Sl.No.61).	Full powers in respect of and IV employees, only.
121. Granting maternity leave SR 267 (Sl.No. 64).	Full powers.
122. Granting hospital leave to class II to IV employees SR 269(Sl.No.65)	Full powers.
123. Allowing an employee of Institute on appointment to carry forward the leave previously earned after rendering temporary service under –	
i) Institute employee	Full powers provided the did not resign his former employment and the break in service exceed 30 days.
does not	
ii) Central Government	Full powers provided-
iii) A body corporate owned or resign controlled by Government. and service.	a) The employee did not His former employment There is no break in his
Govt. salary	b) The central Govt., the body corporate or the State agrees to bear the leave

leave

- iv) A State Government, GID (3),
(4) below SR 285.

XVII. JOINING TIME

124. Treating as “duty “ the period of
taking over charges of a new post
by a relieving officer.
GID (6), (8) below FR 105.

charges in respect of the
carried forward.

Full powers.

125. Condo nation of the period between
the break
the date of discharge of a temporary
joining time
employee of an Institute or the date
of expiry of his terminal leave and
and the date or re-appointment in
joins
another office of the Institute.
delay.
than
on

Full powers to condone

by converting it into

without pay, provided:

- i) The Institute employee

The new post without

- ii) He has rendered not less

3 years continuous service

- iii) The day of discharge and,
The period of break does
not

Exceed 30 days.

The authority sanctioning

126. Reducing the period of joining
the transfer
time admissible under SR 294.

Is forwarded.

127. Permitting the calculation of joining
time by a route other than that
which travelers ordinarily use.
SR 296 (Sl. No. 68).

Full powers.

128. Extending the joining time
admissible under the rules
beyond the maximum of 30 days
SR 302 (Sl.No. 69).

Full powers.

129. Extending joining time on certain
conditions within a maximum of
30 days. SR 302 (Sl.No. 70).

Full powers.

XVII. FOREIGN SERVICE

- | | |
|---|--------------|
| 130. Sanctioning transfer to foreign Service in India. FR 110(b) (Sl.No. 70) | Full powers. |
| 131. Fixing pay in foreign service in India FR 114 (Sl.No. 30) | Full powers. |
| 132. Deciding the date of reservation of an employee of the Institute rejoining after leave from foreign Service. FR 125 (Sl.No. 31). | Full powers. |
| 133. Permitting an employee of the Institute to proceed on duty to any part of India GID below FR 17. | Full powers. |

XIX. TRAVELLING ALLOWANCE

- | | |
|--|--|
| 134. Declaring the grade in which part time or fee paid employee of the Institute shall rank. SR 20 (Sl.No. 8). | Full powers. |
| 135. Granting a conveyance allowance. | Full powers. |
| 136. Sanctioning motor car/conveyance allowances. GID (1) below SR 25 and note there under. | Full powers. |
| 137. Sanctioning cycle allowance GID (3) below SR 25. | Full powers. |
| 138. Deciding the shortest of two or more routes. SR 30(b) (Sl.No. 12) | Full powers. |
| 139. Allowing mileage allowance to be selection
calculated by a route other than
Institute's
the shortest or cheapest.
SR 31 (Sl.No. 12) | Full powers provided
of the route is the
Interest. |
| 140. To permit an employee of the Institute accompanying foreign delegates/VIP as liaison officer to avail of the same mode of travel and/or the same arrangement at out stations boarding/lodging as provided to the delegates/VIP. GID (13) below SR 36. | Full powers. |

141. Reimbursing an employee of the Institute the reservation fee in respect of railway ticket for an official journey that gets cancelled for official reasons. GID (15) below SR 36.	Full powers.
142. Allowing an employee of the Institute to travel by a higher class than the one in which he is entitled. SR 37.	Full powers.
143. Sanctioning travel by air in machines of public air transport companies regularly plying for hire. SR 48-B(ii) Sl.No. 17-A)	Full powers.
144. Permitting an employee of the Institute who is not ordinarily entitled to travel by air SR 48 & GID (10) there under.	Full powers.
145. Refunding of cancellation charges paid by the employees of the Institute on air ticket on account of the relevant journey being cancelled for unavoidable reasons. GID (5) below SR 36.	Full powers.
146. Reimbursement of actual cost of travel by special means of conveyance in lieu of payment of daily allowance or mileage allowance. SR 57.	Full powers as controlling
officer	is empowered to pass the
claims,	provided a superior
authority of	the Institute employee
concerned	certifies that the special
means	of conveyance was
absolutely	necessary and specifies
the	circumstances rendering it
necessary.	
147. Prescribing an employee's	

Headquarters. SR 19 (Sl.No.59)	Full powers.
148. Defining the limits of an employee sphere of duty SR 6 (Sl.No. 20).	Full powers.
149. Deciding whether a particular absence is absence on duty. SR 62 (Sl.No. 21).	Full powers.
150. Restricting the frequency and duration of journey. SR 63 (Sl. No. 22)	Full powers.
151. Declaring that the pay of a particular employee of the Institute has been so fixed as to compensate for all journey by roads within his sphere of duty. SR 64 (Sl.No. 23).	Full powers.
152. Sanctioning Daily allowance for a Sunday or holiday when an employee is forced to stay while on tour at a place other than the place of duty. GID (8) below SR 72.	Full powers.
153. Granting exemptions from the rule limiting a half on tour to 30 days. SR 73.	Full powers.
154. Permitting a institute's employee thrown out of employment owing to reduction of Establishment or abolition of posts to draw T.A. to join post on re-appointment. SR 107.	Full powers.
155. Extending the time limits of six months and one month within which the members of the family of an employee of the Institute may be treated as accompanying him in individual cases attendant with special circumstances, SR 116(b) (iii) (Sl.No. 39-A).	Full powers.
156. Deciding whether in respect of a post to which an Institute employee is transferred the possession of a conveyance is advantageous from the point of view of his efficiency.	Full powers.

157. Disallowing travelling allowance for a journey to attend an obligatory examination if the authority exercising the power considers that the candidate has culpably neglected the preparing for it. Provision (2) (i) to SR 110(SI No-44).	Full powers.
158. Granting T.A. to an employee of the Institute for a journey to attend an examination if the examination is cancelled at the last moment and intimation regarding cancellation does not reach him in time. GID (2) below SR 130.	Full powers subject to due verification of facts.
159. Permitting recovery of travelling allowance for a journey to attend an examination other than those mentioned in SR 130 AND 131 (Sl.No. 45).	Full powers.
160. Sanction travelling allowance for journey on tour to Institute employee who is be while while while where he is spending his leave. SR 135 (Sl.No. 46-A).	Full powers. T.A. may not granted for a journey proceeding on leave or returning from leave.
161. To permit an employee of the Institute to undertake journey(s) for obtaining medical certificate of further opinion thereon such permission entitling him to draw T.A. for journey(s) SR 158.	Full powers.
162. Allowing the actual cost of a journey to appear before a medical board preliminary to voluntary retirement on invalid pension SR 160(b) (Sl.NO.48).	Full powers.
163. Deciding the rate of travelling daily training as follows:- allowance admissible to an employee of the Institute deputed to undergo	Full powers provided that allowance for halt at headquarters is regulated

a course of training SR 164(Sl.No.49)

- a) Full powers if the period of training does not exceed one month.
- b) In other cases, full powers provided daily allowance on the usual sliding scale.
- c) Class II, III & IV employees.
Full powers to grant daily allowance in case of those officers whose pay or allowance have not been increased to meet expense of training.

164. Fixing amount of hire or charges when an employee of the Institute is provided with means of locomotion at the expense of the State etc. but pays all the cost of its use or propulsion SR 183 (Sl.No. 50).

Full powers.

165. To allow actual expenses for carriage of personal effects by road between stations connected by rail.

Full powers.

166. Waiving recovery from the T.A. To which a retiring employee of the Institute is entitled for the journey to his hometown, the amount reimbursed on account of leave recovery travel concessions availed of by invalidment him during the immediately preceding year GID (2) below SR 187.

Full powers to waive in deserving cases of from service.

167. Granting travelling allowance to a person not in service of the Institute attending commission of inquiry etc. or performing public duties in an honorary capacity and to declare the grade to which such persons

- shall be considered to belong.
SR 190 (a) & (b) (SL.No. 52). Full powers.
168. Allowing a non-official other than a member of a Parliament or State Legislature or High Court or Supreme Court Judges appointed to a committee or commission of Inquiry.
- i) ACC travel by rails Full powers.
 - ii) Full road mileage, when a journey between two places connected by rail is performed by road. Full powers.
 - iii) Travel by air Full powers.
 - iv) Daily allowance at a rate exceeding the highest rate admissible to an employee of the Institute. Full powers to grant D.A. Up to a maximum limit to be prescribed by the Institute.
 - v) Daily allowance to be drawn for continuous halt of more than 30 days GID (2) below SR 190. Full powers.
169. Countersigned T.A. bills of non-official members (including Members of Parliament and State Legislature) of committees, Commissions of enquiry. GID (2) below SR 190. Full powers.
170. Declaring who shall be controlling Officer. SR 191 (Sl.No. 54) Full powers.
171. Making rules for the guidance of controlling officer. SR 195© (Sl.No. 55). Full powers.
172. Powers to countersign his own travelling allowance bill. Full powers.
173. Authorizing drawl of pay and allowances for a period not exceeding two months for a fresh recruit to Institute service without medical certificate of health. GID (2) below FR 72. Full powers.
174. Sanctioning provisional payment of

pay to a class II, III or IV officer,
provisional
pending receipt of his last pay
period of
certificate. GID (2) below FR 72.

Full powers to sanction
payment of pay for a
6 months.

175. Authorizing provisional payment
provisional
to a re-employed pensioner
period
pending final fixation of pay
GID (19) & (59) below FR.22.

Full powers to authorize
payment for a maximum
of six months.

176. Powers to order destruction
records.

Full powers.

177. Delegating to a subordinate
officer the duty of examining
and attesting entries in the
service book of class II, III OR
IV Staff. GID (1) below SR.199.

Full powers.

178. To order sale, by auction or
otherwise in the interest of
the Institute of unserviceable
stores or perishable articles.

Full powers.

179. Powers to employ outsiders
in an officiating capacity in
vacancies caused by the grant
of leave to incumbents of class
II, III or IV posts for which there
Is no leave reserve.

Full powers.

180. Power to insure vehicles of
the Institute.

Full powers

CHAPTER – VII

Sanctioned posts and Recruitment Rules:

The Institute has got 282 no's of sanctioned posts. The post wise recruitment criteria is furnished as Appendix- B

CHAPTER-VIII

Reservation Roster: The guidelines for preparation of Reservation Roster Register have been issued by the Ministry. The preparation of the Roster Register is under process. The Roster guidelines issued by the Ministry is enclosed as Appendix - C

CHAPTER-IX

Transfer Policy: The Institute follows inter departmental transfer policy within the Institute being an Autonomous body. The internal transfers are made periodically normally in every three years. In some cases, the transfer is also made within three years for smooth functioning of the Institute.

CHAPTER-X

Citizen Charter: The Citizen Charter is enclosed as Appendix - D