

**COMPLIANCE UNDER SECTION 4 (1) (b) OF THE  
RIGHT TO INFORMATION ACT, 2005**

**1. THE PARTICULARS OF THE ORGANIZATION, FUNCTIONS AND DUTIES.**

Name of the Organization	SWAMI VIVEKANAND NATIONAL INSTITUTE OF REHABILITATION TRAINING AND RESEARCH (SVNIRTAR)
Establishment	<p>For last Fifty years, Swami Vivekanand National Institute of Rehabilitation Training and Research (SVNIRTAR) has been serving the persons with disabilities. It is located at Olatpur in Cuttack District (29 kms. away from Bhubaneswar and Cuttack), of Odisha. It was established in 1975 as National Institute for Prosthetic and Orthotic Training (NIPOT), an adjunct unit of Artificial Limbs Manufacturing Corporation of India (ALIMCO), Kanpur. NIPOT was brought under the Ministry of Social Justice and Empowerment (the erstwhile Ministry of Welfare), Govt. of India on 22<sup>nd</sup> February 1984 to give a thrust to Community Based Rehabilitation and Human Resource Development. Since then it is an Autonomous Body under the administrative control of this Ministry. Its name was changed from NIPOT to NIRTAR in 1984 and subsequently to SVNIRTAR in the year 2004. It is one of the premier Institutes in the country for providing comprehensive rehabilitation services to the persons with locomotor disabilities.</p>
Address	At- Olatpur, P.O.- Bairoi, Dist.- Cuttack, Odisha- 754010
Contact	Tel. No.- 0671-2805552 (Director Office)  FAX – 0671-2805862
Website	<a href="https://svnirtar.nic.in">https://svnirtar.nic.in</a>  e-mail: <a href="mailto:nirtar@ori.nic.in">nirtar@ori.nic.in</a> , <a href="mailto:svnirtar@gmail.com">svnirtar@gmail.com</a>

## **FUNCTION:**

### **THE MAIN AIMS AND OBJECTIVES OF THE INSTITUTE ARE:**

- i. Manpower Development- Long-term, short-term courses, training for rehabilitation personnel such as Doctors, Engineers, Prosthetists, Orthotists, Physiotherapists, Occupational Therapists and other personnel for the rehabilitation of the physically handicapped.
- ii. Promotion, distribution and subsidize the manufacture of prototype designed aids and appliances.
- iii. Development of models of service delivery programmes in the field of locomotor disability.
- iv. Vocational training, placement and rehabilitation of the physically handicapped.
- v. Document and disseminate information on disability and rehabilitation in India and abroad.
- vi. Research - To conduct and coordinate research activities on biomedical engineering leading to the effective evaluation of the mobility aids for the Orthopaedically disabled persons or suitable surgical or medical procedures and for development of new aids and appliances.
- vii. Extension and Outreach Services.
- viii. Undertake any other action in the area of rehabilitation in India and abroad.

To achieve these objectives the Institute has ten major Departments/ Sections viz. Academics (HRD), Physical Medicine and Rehabilitation, Prosthetics and Orthotics, Physiotherapy, Occupational Therapy, Library and Information Centre, Psychology, Social Work, Speech and Hearing and Administration.

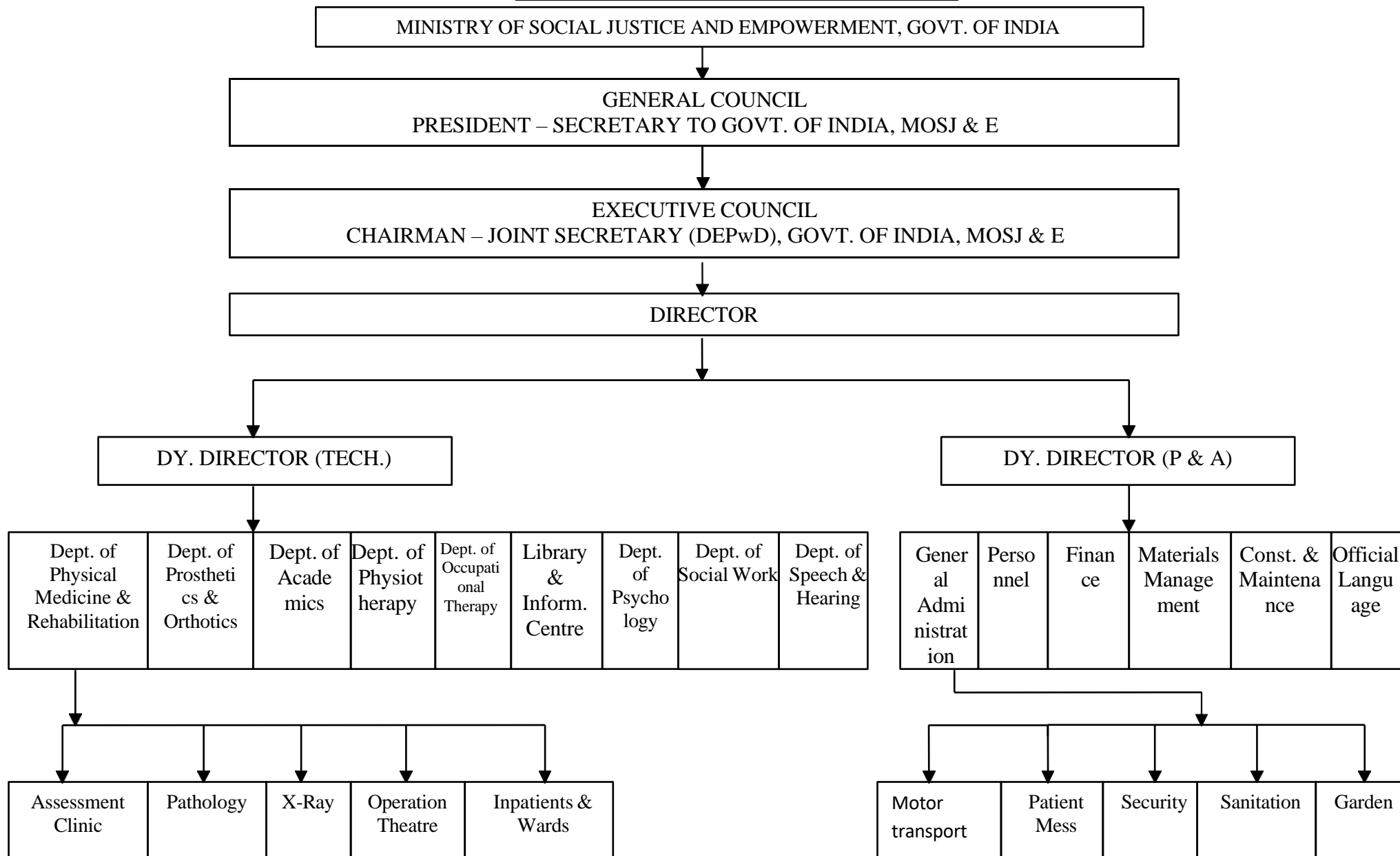
## **MANAGEMENT**

Two Councils, General Council (GC) and Executive Council (EC) comprising the representatives from Union and State Governments, renowned Social workers, Orthopaedics and Rehabilitation professionals, etc. govern the activities of the Institute. The Secretary to the Government of India, Department of Empowerment of Persons with Disability Ministry of Social Justice and Empowerment, is the President of General Council and the Joint Secretary Department of Empowerment of Persons with Disability, Ministry of Social Justice and Empowerment Govt. of India, is the Chairman of Executive Council. The Director is the Member Secretary of both the Councils and is Head of the Institute. The list of members of GC and EC are mentioned in APPENDIX – ‘A’.

## **EXECUTIVE COUNCIL (EC) AND GENERAL COUNCIL (GC) MEETINGS**

As per Bye-law of the Institute, EC is to be conducted four times in a year and GC is to be held once in a year for framing the policies, monitoring the progress, activities and new initiatives etc. EC consists of 07 members and the Joint Secretary Department of Empowerment of Persons with Disability Ministry of Social Justice and Empowerment, Govt. of India, is the Chairman. GC consists of 14 members and the Secretary, Department of Empowerment of Persons with Disability Ministry of Social Justice and Empowerment, Govt. of India is the President.

## SVNIRTAR ORGANISATION CHART



## **SVNIRTAR SUB-CENTRES**

### **At Dhenkanal**

Sub-Centre of SVNIRTAR was opened at Dhenkanal in Odisha, which provides Physiotherapy and Occupational Therapy services.

Address: SVNIRTAR Sub Centre, Near Bus Stand, Dhenkanal – 759001.

### **At Cuttack**

Physiotherapy and Yoga unit in collaboration with Chinmaya Mission is functioning at Cuttack, Odisha.

Address :- Chinmaya Mission Physiotherapy Centre, Firing Bazar, Cuttack. Odisha.

### **At Bhubaneswar**

Sub-Centre of SVNIRTAR was opened at Bhubaneswar in Odisha, which provides Physiotherapy and Occupational Therapy services.

Address: At- Chinmaya Mission, BJB Nagar, Bhubaneswar. Odisha.

### **At Nuapada**

The Building for nuapada Sub Centre has been already handed over to SVNIRTAR for providing Rehabilitation service to PWDs.

Address: Ground Floor WESCO Office, Behind the collectorate office

## **COMPOSITE REGIONAL CENTRE (CRC)**

### **CRC-GUWAHATI (ASSAM)**

The Composite Regional Centre (CRC) for the Persons with Disabilities at Guwahati, Assam (As one of the centres established by the Ministry of Social Justice and Empowerment, Govt. of India) is functioning to provide comprehensive rehabilitation services and human resource development in the North – East region. It was established and became functional from March 2001 and is under the control and supervision of Director, SVNIRTAR.

Address: Guwahati Medical College and Hospital Campus, Bhangagarh, Guwahati, Assam-781032

### **CRC-RANCHI (JHARKHAND)**

CRC, Ranchi has been establishment and functioning under the administrative control of SVNIRTAR, cuttack consisting of with Eight departments i.e. Physiotherapy, Occupational Therapy, Prosthetics & Orthotics, Clinical Psychology, Speech & Hearing, Vocational Education & Visual disability are functional providing service to person with Disabilities.

Address: Behind Block office, Khijri, Nayatoli, Namkum, Ranchi-834010

### **CRC- BALANGIR (ODISHA)**

CRC- Balangir is functioning with the Department of Physiotherapy, Occupational Therapy, Prosthetics & Orthotics, Clinical Psychology, Speech & Hearing,

### **CRC-IMPHAL (MANIPUR)**

CRC- Imphal is functioning with the Department of Physiotherapy, Occupational Therapy, Prosthetics & Orthotics, Clinical Psychology, Speech & Hearing,

### **CRC-SHILONG (MEGHALAYA)**

CRC SHILONG is functioning with the Department of Physiotherapy, Occupational Therapy, Prosthetics & Orthotics, Clinical Psychology, Speech & Hearing,

## **WORKING HOURS OF SVNIRTAR**

This Institute works from Monday to Friday from 8.30 A.M. to 12.30P.M and 1.00pm to 5.00PM. (Closed on Central Govt. holidays)

## **OUT PATIENT S DEPARTMENT (OPD) HOURS**

08.30AM to 12.30PM

01.00PM TO 5.00PM

## **IN-PATIENT CARE - 24 Hours**

## **EMERGENCY/CASUALTY, TRAUMA CARE**

Medical Officer is available for 24 hours in the Institute.

**REGISTRATION FEE IN OPD: - Rs.10/-**

## **CONCESSIONS**

- Income Certificate/B.P.L card & Disability Certificate is essential to get treatment at concessional rates/nominal rates.
- Provisions of 'to & for' fare to the disabled persons who are residents of Odisha – Coming to SVNIRTAR for fitment of Artificial Limbs/Wheel Chairs/Tricycles (for mobility) under ADIP Scheme is available at prescribed rates.

## **2. THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES :-** **(DUTIES AND RESPONSIBILITIES)**

### **A. Director Office**

#### **1. DIRECTOR**

To function as the administrative head of the Institute and assume full responsibility for its development in training professionals in the field of Rehabilitation of the Physically Handicapped and providing services for the Physically Handicapped. To maintain close contact with training and research centers – Governmental as well as Non-governmental in the field.

#### **2. DY. DIRECTOR (TECH.)**

- a) Assist the Director in carrying out Technical and Training activities of the Institute.
- b) To act as the Head of Service and Training Department.
- c) To co-ordinate all technical matters among all the Wings/Divisions.

#### **3. DY. DIRECTOR (P&A)**

- a) Assist the Director in carrying out administration of the Institute.
- b) Responsible for all administrative work of the Institute.
- c) To co-ordinate administrative works among the different Depts./Divisions.
- d) He will be Head of the Administrative Department.
- e) Act as Chief Vigilance Officer of the Institute.
- f) Responsible for implementation of Official Language Policy.

#### **4. P.A. TO DIRECTOR**

- a) Taking dictation in Shorthand and its transcription.
- b) Fixing up of appointments, if necessary.
- c) Reining of telephone calls and the visitors.

- d) Keeping an accurate list of engagements, meetings etc.
- e) Maintaining in proper order files and papers.
- f) Keeping a note of movement of files.
- g) Destroying by burning the stenographic record of letters after they have been typed and issued.
- h) Keep a note of important receipts with a view to watching the progress of action.
- i) Maintenance of a diary of receipts and record of files.

**5. SENIOR STENOGRAPHER**

- a) Taking dictation in Shorthand and its transcription.
- b) Fixing up of appointments, if necessary.
- c) Screening of telephone calls and the visitors.
- d) Keeping an accurate list of engagements, meetings etc.
- e) Maintaining in proper order files and papers.
- f) Keeping a note of movement of files.
- g) Destroying by burning the stenographic record of letters after they have been typed and issued.
- h) Keep a note of important receipts with a view to watching the progress of action.
- i) Maintenance of a diary of receipts and record of files.

**6. JUNIOR STENOGRAPHER**

- a) Taking dictation in Shorthand and its transcription.
- b) Fixing up of appointments, if necessary.
- c) Screening of telephone calls and the visitors.
- d) Keeping an accurate list of engagements, meetings etc.
- e) Maintaining in proper order files and papers.
- f) Keeping a note of movement of files.
- g) Destroying by burning the stenographic record of letters after they have been typed and issued.
- h) Keep a note of important receipts with a view to watching the progress of action.
- i) Maintenance of a diary of receipts and record of files.

**B. General Administrative**

**1. ADMINISTRATIVE OFFICER**

Complains/Grievances, Discipline, Legal, Reports & Returns, Implementation of Official Language (Hindi), ACRs, Budget, Recruitment, Charter of duties, Accommodation, Executive Council/General Council meeting, Ceremonials, Inspection/Surprise Cash Check, Conference etc.

**2. ASST. DIRECTOR (OL)**

- a) To act as the Officer-In charge of the Hindi Section.
- b) To arrange and Co-ordinate the plan for implementation of Official Language policy of

the Govt. in the Institute as a whole.

- c) To see that all the forms formats used in the Institute are made bilingual. To see that all the Circulars, officer orders are published in bilingual basis.
- d) To see that the target fixed by the Govt. in replying the letters written in Hindi is achieved.
- e) To conduct teaching program and organize Hindi workshop for employees
- f) To supervise the work of Hindi translator, Typist/Clerk etc. working under him.
- g) To plan & Co-ordinate celebration of Hindi Divash Samaroh & Hindi workshop etc. in the Institute.
- h) Any other job that may be assigned to him by the competent authority from time to time.
- i) Any other job assigned by the Director from time to time.

### **3. AUDIT OFFICER**

- a) To see that the registers and records maintained in the office depicts a true and correct picture of the state of Accounts.
- b) To check the financial transactions relating to the office and certify its correctness.
- c) To prepare Balance sheet, Receipt & Payment A/C & Income & Expenditure account and other schedules where ever necessary.
- d) To conduct inspection of branch office/Units/Dept. and ensure correct maintenance of Accounts & other records of those offices and its reflection in the Accounts of Head Office.
- e) To prepare compliance report A.G. and watch early settlement of the outstanding paras.
- f) To ensure that the work in the office is being carried out as per the prescribed procedures and ensure that the rules and regulations framed by the Government from time to time are strictly adhered to.
- g) To give proper guidance to the Head of the Office/Dept. in financial matters whenever sought for.
- h) To make surprise check of the cash and stock maintained by different department periodically and report to authority of any discrepancy. However, in case of stock of different materials maintained by different Department, test check may be made.
- i) To scrutinize the service records, leave records etc. of the employees.
- j) To certify the correct & fairness of the Provident Fund Account of the employees.
- k) To bring to the notice of the authority wastefulness in public expenditure.
- l) To check 100% receipt of goods in the respective stores and 25% vouchers of issue of materials from stores & sub-stores held in different dept.
- m) To have a close watch over the closing work of Annual Account of the Institute and timely submission of Performa Balance Sheet to A.G. Orissa for Audit.
- n) To Pre-Audit the cases that may be referred by the authority from time to time if required.
- o) Any other duties assigned by authority from time to time.

### **4. HINDI TRANSLATOR**

- a) He will be responsible for the following duties.
- b) Making translation of all letters, from English to Hindi and vice-versa Receiving from all the Dept/Wings every day.
- c) Making bilingual of all forms, manuals, Performa/Memos, brochures etc. in the use of Institute.

- d) Handling with all correspondence in Hindi i.e. drafting letters, Circulars, Office Memorandum, General Orders, SVNIRTAR Circular, Adm. & Pers. Instructions.
- e) Conducting teaching programmes or organizing Hindi workshop for employees as per the programmes, and meeting with the letters/Correspondence target stipulated Quarterly/Annually to the Institute.
- f) Implement the Official languages Incentive Schemes Provided as per the Ministry of Home affairs Govt. of India.
- g) Assisting the Administrative Officer/Officer In-charge.' RAJBHASHA BHIBHAG' of the Institute as and when required. e.g. Celebrating the HINDI DIVASH or Hindi Week etc. Supervise Hindi Typist/Clerk in his/her work.
- h) Implementation of Official language policy as a whole.

5. **ASST. ESTABLISHMENT OFFICER**

Recruitment, Placement, Training, Leave, L.T.C., Deputation, Temporary Duty, CPF/GPF, Pension, Increments, Confirmation, Reservation of SC/ST, Seniority, Retirement, Fixation of Pay, Sanction of Allowances, Absentee Statement, Service Records, Audit.

6. **SENIOR ASSISTANT**

- a) He will be responsible for all Correspondence work relating to the Section/Dept.
- b) He will supervise the personnel working in the section/department.
- c) He will perform all jobs of Jr. Asst. pertaining to a particular Section/Wing/Dept. as the case may be.
- d) Responsible for implementation of Policy decisions.
- e) Preparation of Agenda points, Plan of action, Budget etc., pertaining to Section/Dept.
- f) To assist the Section Officer for smooth discharge of day to day work.
- g) Any other work assigned from time to time.

7. **JUNIOR ASSISTANT**

- a) To attend all correspondence relating to work of the concerned section/Dept.
- b) Submission of Report/Return as and when required pertaining to concerned seat of the section/dept.
- c) Maintenance of proper Files/Records/Registers as the case may be.
- d) Filing of letter in respective files, Paging, BR/FR. reference.
- e) They should initiate action in the files with relevant documents.
- f) Liaison work with other Office/ Organization as and when required.
- g) To guide Typist/Clerk, Daftary in their work
- h) To assist Sr. Asst. in his job.
- i) Any other work assigned from time to time.

8. **DATA ENTRY OPERATOR**

- a. Entering of data pertaining to patients, Accounts, Stores, Library etc. into Computer systems.
- b. Preparation of Textual matters for documentation.
- b) Computer operation, setting Hardware and Software in absence of programmer.
- c) Assisting the programmer in programming/software development and also writing programmes independently.
- d) Any other job assigned by Information & Documentation Officer/Director.

9. **TYPIST/CLERK**

- a) Receipt/ Dispatch of in ward/outward daks of concerned Section/Dept.
- b) Typing of all Official correspondence.
- c) Maintenance of Files/Registers, records.
- d) Assisting Jr. Asst./ Sr. Asst. in their work as and when required.
- e) Drawing & storing of office stationary etc. of the section concerned from the Central Store.
- f) Any other work assigned from time to time.

10. **TYPIST/CLERK (HINDI/ENGLISH)**

- a. He will be responsible for the following duties.
- b. Preparation of all Reports and Returns pertaining with Hindi.
- c. Maintaining all the Hindi Records/Files based on desirable manner.
- d. Maintaining Hindi Library for maximum use of Hindi among the employees.
- e. Typing of all Officials letter in Hindi.
- f. Any typing job pertaining to Official language act.
- g. Any other work assigned to her from time to time.

11. **DRIVER (MT/HD)**

- a) Driving the vehicles as per the speed limit specified when the movement of vehicles are required.
- b) To inform the maintenance mechanic/OIC, vehicles immediately if any defects is found in the vehicles.
- c) Maintaining the log boom, fuel consumptions of vehicles.
- d) Checking the fuel, lubricants, etc. daily.
- e) Keep the vehicles clean daily. Writing the time of outgoing and incoming at vehicle at the gate register with K.M. run at the time of movement of vehicles.
- f) Any other works assigned time to time.

12. **SR.SECURITY GUARD/SECURITY GUARD**

- a. The hours of duty of Security men will be for 8 hours.
- b. While on duty all the security men will wear the uniform provided by the Institute. It should be neatly washed and ironed. Their shoes, belt and brass will be kept neatly olished.
- b) They will have soldierly bearing throughout their stay in the campus area and their stay in the campus area and their movements should be swift and when standing, they will stand properly and they will pay complements to their officers by saluting them smartly.
- c) No sentry will quit his post unless and until he is relieved. While on duty the sentry will remain alert and watch for any sign of suspicious movement of employee/outsideers in the campus area.
- d) The sentry at the main gate will make necessary entries pertaining to the incoming and outgoing stores in the register provided at the main gate and will not permit any stores to be taken away from the campus without the necessary gate pass/challan.
- e) The movements of the vehicles should be kept recorded in vehicle register kept at the main gate. g) They should carry out a checking of all windows and doors and ventilators of all buildings, stores, officer to ensure that, they are properly closed and locked where-ever necessary.
- f) They will switch/on all the security lights after sunset and switch/off all the security lights, before the sun rise.

- g) The issue of keys of offices, stores etc, is to be maintained in the key register kept at the main gate. The keys to be issued only to the authorized persons and in emergency the keys may be issued to other persons duly getting a authorization letter from the concerning HOD of the dept.
- h) They should check all the fire fighting equipments and fire fighting appliances kept in the fire point to ensure their serviceability.
- i) No security men will engage themselves in reading newspapers/magazines etc. during their duty hours and they should not consume liquors during their duty.
- j) No security men will accept any gift from any person.
- k) During their duty hours if there is any problems beyond their capability, the matter is to be reported to the security supervisor/officer for further advice.
- l) In addition to the above mentioned duties, they have to carry out the orders and instructions issued by the security Officer/Supervisor and the management

### **13. MTS (ADMINISTRATION)**

- a) To assist the Drivers of the bus and truck at the time of driving on the road for road clearances.
- b) To see that the seats of the buses and trucks properly cleaned and maintained. Inside of the vehicle should be swept daily and outside of the vehicle to be cleaned in water daily.
- c) To remain present in the vehicles when the vehicles are going to the outside duty i.e. repairing, servicing etc.
- d) To assist the mechanic, Driver at the time of maintenance and repairing of the vehicles.
- e) Any other works assigned from time to time.

## **C. Account Section**

### **1. ACCOUNTS OFFICER**

- a) To act as Drawing & Disbursing Officer of the Institute.
- b) Responsible for all financial transactions of the Institute subject to the overall authority of the Director.
- c) He is responsible for timely closing of Accounts and in Co-ordination with Internal Audit Division for timely completion of audit as well as submission of report to the Executive Council.
- d) To act as the authorized signatory along with Director/Offg. Director in absence of Director for drawal of Cheque from Bank.
- e) Responsible for fund management in general and post folio management with respect to funds under GPF/Corpus in particular as per relevant Act/Provision/Circular etc. for better returns.
- f) Responsible for timely submission of Utilization Certificate to the Ministry for the grants received.
- g) Timely submission of financial information pertaining to the Institute to the Concerned Authorities. He will be responsible for adequate MIS (Management Information System) for the purpose.
- h) He will act under the Bylaws of the Institute. \
- i) He will be responsible for preparation of Annual Budget of the Institute.
- j) Any other responsibility as may be assigned from time to time by the Competent Authority.

## 2. ACCOUNTANT

- a) He is responsible for supervision of the work of each staff of accounts section.
- b) He should be well conversant with the rules/regulations of the Institute specially relating to receipt and payments of all nature.
- c) He should also be conversant with Govt. of India rules which are being followed by the Institute.
- d) He is also responsible to scrutinize all payments as per the rules and forward the same to the Accounts Officer for final payment.
- e) He should ensure timely action of all matters relating to A/c.
- f) He should also ensure timely submission of return to Govt. and other agencies where
- g) To attend the Audit as and when required.
- h) He is required to assist in finalizing the accounts of the Institute with the Accounts Officer.
- i) He should ensure proper discipline in the section.
- j) Any other work that may be allotted to him from time to time.

## 3. CASHIER

- a) He is responsible for all authorized Receipts & Payments of the Institute.
- b) He is also required to write Cash-Book at the end of each days' transaction.
- c) He is to maintain all other registers required under the rule relating to transaction with Bank.
- d) He is also required to prepare bank reconciliation statement every month.
- e) He is also required to write the Main Ledger of the Institute.
- f) He is also required to ensure proper care for keeping Cash, Cheque, Check-book, drafts and other negotiable instruments and securities.
- g) He is also responsible for maintenance of all vouchers, and Receipts Books which is required to be presented to the Audit.

## D. Store & Purchase Section

### 1. STORES OFFICER

- a) Overall-in-charge of Logistic Division (Stores & Purchase Departments).
- b) Responsible for purchase of Stores.
- c) Responsible for management of materials.
- d) Controller of stock Adviser to Dy. Director regarding Stores and purchase.
- e) Planning & Co-ordination amongst other department in connection with Purchases of stock.
- f) Liasioning with supplier & Govt. agencies.
- g) Any other work assigned from time to time.

### 2. ASST. STORES OFFICER

- a) The Asst. Stores Officer will be the in-charge of Stores Section and responsible for overall supervision of the Section.
- b) Timely collection of materials from Suppliers/Transporters/Rail/Air/Sea.

- d) Proper Inventory control, Replenishment of stock, follow up with Purchase Section/Suppliers and timely action for Receipts/Quality Control and Issue of Stores to User Departments.
- e) Proper Documentation and Record Maintenance, Preservation, Transit Insurance of claims.
- f) Transportation of Materials both Inward and Outward.
- g) Annual Stock-taking, Annual Assets Verification/Condemnation and Disposal of salvages etc.
- h) Providing of Uniform & Protective Clothing to staffs.
- i) Responsible for handling of cash (Imp-rest Money) if, any.
- j) Directly accountable to Stores Officer for the function of the Stores Section.
- k) Any other duties that may be assigned from time to time.

### 3. **SR. STOREKEEPER**

- a. To look after collect ion and receipt of materials, arranging for inspection, preparing of G.R.N. and receipt day books, claims and insurance.
- b. Daily review of stock card and maintain perpetual inventory control.
- c. Materials planning provisioning of stock items and immediate action on stock out items, fixing up of minimum and maximum level.
- d. Codification of materials (to be assisted by Storekeeper Grade-I, Storekeeper and Jr. Storekeeper of the department.

## **E. CONSTRUCTION & MAINTENANCE DEPARTMENT**

### 1. **ASSISTANT ENGINEER ( CIVIL )**

The Asst. Engineer (Civil) will be responsible for the following duties and will report to the Dy. Director (Pers. & Admn.) :-

- a) Project planning
- b) Estimating and costing for Civil Construction and addition/alteration.
- c) General Maintenance of Building.
- d) Water and Power supply.
- e) Repair and maintenance of Water Treatment Plant.
- f) Township.
- g) Inventory of Fixtures.
- h) Land Acquisition.
- i) Repair and Maintenance of Equipments.
- j) Liaison with CPWD, PWD and other Government Department.
- k) Repair and Maintenance of Generators.
- l) Repair and Maintenance of Roads, Drains and Pipe Lines.
- m) Quality Control of Building Materials.
- n) Execution of Construction and alteration work.
- o) Street Lighting.
- p) Anti-Termite Treatment works to the buildings of SVNIRTAR
- q) Any other duties assigned by the Dy. Director (Pers.& Admin.)

### 2. **JUNIOR ENGINEER (E & M)**

- a) To assist the Asst. Engineer (Civil) in Project planning and estimating, costing in the field of Electrical and Mechanical works.

- b) To officiate as Officer-in-charge in absence of Asst. Engineer (Civil).
- c) Supervise all Electrical & Mechanical works.
- d) Maintenance of Generators and record of fuel and lubricants.
- e) Maintenance of Log Book of Generators.
- f) Allotment of duties of Electricians.
- g) Repair and maintenance of equipment and supervision of maintenance workshop.
- h) Supervision of Electrical wiring, installations, fixtures, at the time of construction and addition/alteration of buildings.
- i) Liaison with OSEB officials and Electrical Inspector.
- j) Checking of bills.
- k) Submission of reports on equipment.
- l) Maintenance of Electrical energy meters and record of power consumption.
- m) Maintenance of proper record of equipment's received for repairs.
- n) Maintenance of AD 7 imp-rest.
- o) Any other duties assigned by the Asst. Engineer (Civil) or from Dy. Director (Pers.& Admin.)

### 3. **JUNIOR ENGINEER ( CIVIL )**

- a) To assist the Asst. Engineer (Civil) in Project Planning and estimating, costing in the field of Civil works.
- b) Supervise the Water supply work.
- c) Maintenance of Water Treatment Plant.
- d) Maintenance of Log Book for Water Treatment Plant and Pump sets.
- e) Allotment of duties to water supply staff.
- f) General Maintenance of Institute and Township Buildings.
- g) Supervise the Civil construction and addition/alteration work.
- h) Labour distribution.
- i) Liaison with CPWD, PWD and PHD officials.
- j) Supervision of Anti-Termite Treatment work.
- k) To ensure safety of the bridge and buildings.
- l) Technical check of bills pertaining to Civil work.
- m) Receipt of building materials.
- n) Cleanliness of the Water supply system an storage tank.
- o) Inventory control of fittings/fixtures.
- p) Maintenance of Measurement book.
- q) Estimating and costing.
- r) He will be responsible for all above work in the absence of Asst. Engineer (Civil) to Junior Engineer.(E & M ).
- s) Any other duties assigned by the Asst. Engineer (Civil) or Junior Engineer ( E & M ).

### 4. **ELECTRICIAN**

They are responsible to Junior Engineer. ( E & M )/ Asst. Engineer (Civil) for the following:-

- a) Errection and maintenance of L.T. power lines and L.T. cables.
- b) Routine maintenance of D.G. sets.
- c) Repair and maintenance of industrial and domestic installations.

- d) To perform shift duties to operate the D.G. sets and distribute power to buildings.
- e) Repair and maintenance of Hospital & Physiotherapy specially equipments.
- f) Any other duties assigned by Engineer (Civil)/Supdt. ( E & M ).

5. **MAINTENANCE FITTER**

He is responsible to Junior Engineer. (E & M) / Asst. Engineer (Civil) for the following :-

- a) Errection and maintenance of Mechanical, and Electro-Mechanical installations.
- b) Repair and maintenance of D.G. set on Mechanical parts.
- c) Carryout fabrication work using welding machine and other required equipments.
- d) Repair and maintenance of Wheel Chair, patients cots and other equipments of hospital.
- e) Repair & maintenance of equipments installed in DPO/P.T./Occupational Therapy.
- f) Any other duties assigned by Asst. Engineer (Civil)/ Junior Engineer (E & M )

6. **ELECTRICIAN-CUM-PLANT OPERATOR**

He is responsible to the Asst. Engineer (Civil)/Junior Engineer (E&M) for the following:

- a. All duties of Electrician as mentioned in page 3 Sl.No.5.
- b. Routine maintenance of industrial/domestic pumps of Electric Motor/Diesel Engine driven, Geysers etc.
- c. Routine maintenance of Water Treatment plant.
- d. Any other duties assigned by the Asst. Engineer (Civil)/Junior Engineer (E & M ).

7. **SENIOR PIPE FITTER/PIPE FITTER GRD.I/PIPE FITTER GRD.II**

- a. To operate water pump.
- b. To look after the water filter plants.
- c. To repair and maintain water pipe lines.
- d. To look after sanitary fittings and plumbing works.
- e. Any other work assigned from time to time.

**F. DEPARTMENT OF PHYSICAL MEDICINE & REHABILITATION**

1. **ASSOCIATE PROF. (PMR/ORTHO.)**

- a) He/ She will be the over all in-charge of the concerned Dept.
- b) He will act as the Head of the Dept.
- c) He/ She will Co-ordinate with the help of Asst.Prof.in Organising the Theory/Clinical Classes for under graduate/post graduate students.
- d) He/ She will take the Theory/Clinical classes for undergraduate/post graduate students and also for other short terms course conducted from time to time.
- e) He/ She will with the assistance of Asst. Prof. of the dept. Organise
- f) Internal Examination, Seminars, Tutorials and Projects etc.
- g) He/ She will undertake Assessment/treatment of patients
- h) He/ She will initiate the Research Projects in consultation with other colleagues.
- i) He/ She will activity participate in ongoing Research Project and Clinical actively of the dept.
- j) He/ She will supervise the research projects of P.G. Students.
- k) He/ She will undertake any assignment by the Competent Authority from time to time.

2. **ASST. PROFESSOR (ORTHO.)**

A. **ACADEMIC**

Responsible taking lectures in Orthopedics and Rehabilitation for B. P.T. /B.O.T/BPO and MPT & MOT Students as per the course syllabus. Giving Lectures in their field to SOC participants.

**B. SERVICE**

- a) Acts as the Chief of the Rehabilitation team for Medical Rehabilitation of Handicapped patients.
- b) Responsible for examination assessment and treatment of physically handicapped
- c) Patients in the OPD and in-patient.
- d) Responsible for preoperative, operative and postoperative management of patients including fitting of aids and appliances.
- e) Maintenance of patient records till discharge time.
- f) Management of emergency cases as per emergency duty roster.
- g) Supervise and guide the Medical Officers and General Duty Medical Officers in their professional work in management of handicapped patients.
- h) Supervise and guide the sub-ordinate staff working under him.
- i) Any other job assigned from time to time.

**3. ASST. PROFESSOR (PMR)**

**A ACADEMIC**

Responsible taking lectures in Physical Medicine and Rehabilitation for B. P.T. /B.O.T/ BPO and MPT & MOT Students as per the course syllabus. Giving Lectures in their field to SOC participants.

**B SERVICE**

- a. Acts as the Chief of the Rehabilitation team for Medical Rehabilitation of Handicapped patients.
- b. Responsible for examination assessment and treatment of physically handicapped Patients in the OPD and in-patient.
- c. Responsible for preoperative, operative and postoperative management of patients including fitting of aids and appliances.
- d. Maintenance of patient records till discharge time.
- e. Management of emergency cases as per emergency duty roster.
- f. Supervise and guide the Medical Officers and General Duty Medical Officers in their professional work in management of handicapped patients.
- g. Supervise and guide the sub-ordinate staff working under him.
- h. Any other job assigned from time to time.

**4. GDMO / LECTURER**

- a. Acts as chief of the Rehabilitation team in absence of Asst. Professors for Medical Rehabilitation of Handicapped patients.
- b. Responsible for examination, assessment and treatment of patients in the OPD and In-patients including fitment of aids and appliances.
- c. Assist the Asst. Professors in pre-operative, operative and post operative management of cases.
- d. Maintenance of case records till discharge time.
- e. Management of emergency cases as per duty roster.
- f. Supervise and guide the sub-ordinate staffs working under him.
- g. Any other duties assigned from time to time.

**5. SR. ANAESTHETIST**

- a) Responsible for preoperative Anaesthetic evaluation of the patient.
- b) Anaesthesia management of all cases posted for surgery.
- c) Post operative management of cases fully recovery from anaesthesia and Drugs.
- d) In-charge of the operation theatre.
- e) Supervise and guide the Anaesthetist and other staffs working in the Operation Theatre.

**6. ANAESTHETIST**

- a) Responsible for preoperative Anaesthetic evaluation of the patient.
- b) Anaesthesia management of all cases posted for surgery.
- c) Post operative management of cases till fully recovery from Anaesthesia and drugs.
- d) Management of all emergency cases requiring resuscitation.
- e) Attending OPD for employees and their dependants.
- f) Management of emergency cases as per the duty roster.
- g) Any other job assigned from time to time.

**7. ASSISTANT MATRON**

- a) Supervise Nursing and patient care work of all Nursing Para Medical Staffs working in the Hospital. She will report directly to OI/C PMRD.
- b) Arrange the duty roster of above staffs in consultation with OI/C PMRD and all leave applications should be routed through her for recommendation.
- c) Ensure clean linen for all patients.
- d) Ensure hygiene, cleanliness of the wards and cabins including lavatories. She will visit OPD for maintaining cleanliness.
- e) Maintain discipline and work atmosphere inside the ward and cabins by restricting and controlling crowd.
- e) Responsible for maintenance work of the hospital.
- f) She will carry out a minimum of 10 surprise visits to wards, per month during the evening and night shift.
- g) Any other job assigned from time to time.

**8. NURSING SISTERS**

- a) Nursing care of the patients.
- b) Responsible for supervision of the work of staff nurses, nursing assistants & attendants and ayahs.
- c) Ensure that drugs, diet, dressing of the patients is done as per the instruction of the doctors.
- d) Ensure cleanliness of the ward.
- e) Maintain discipline of the ward.
- f) Responsible for admissions, discharges & hospital dues.
- g) Hold stock of hospital linens, drugs, materials & hospital furniture and Equipments.
- h) Ensure handing over & taking over after each shift.
- i) Any other job assigned from time to time.

**9. STAFF NURSE**

- a) Nursing care of the patients.
- b) They will distribute the drugs to the patients as per the Instructions of the Doctors.

- c) Prepare the bed making and keep the ward ready for rounds.
- d) Administration of Injections as per the advice of the Doctors.
- e) Daily dressing of the patients.
- f) Take charge of the hospital linens and materials during the admission & discharges.
- g) They ensure proper pre-operative preparation and post operative care of the patients.
- h) They should supervise the work of Nursing Assistant, Ayahs & Attendants.
- i) Maintain discipline inside the wards.
- j) They will be in shift duty and ensure the proper handing over & taking over the charge at the end of the each shift.
- k) Maintenance of proper records of patients, drugs and materials.
- l) Any other job assigned from time to time.

**10. OPERATION THEATRE TECHNICIAN GRD.I**

- a) He will be in-charge of all the equipments of the Operation Theatre. He will be responsible for proper care & maintenance of these equipments and ensure that these equipments are available in working condition during the time of surgery.
- b) He will supervise the work of Operation Theatre Technicians and plaster cutting Technicians.
- c) He will be responsible for maintaining Theatre cleanliness, periodical fumigation, control of infection.
- d) In-charge of linens and ensure clean linen is available from Dhobi at the time for autoclaving.
- e) Adherence to work discipline.
- f) Reporting of Estrogenic complications.
- g) Liaison with other departments and with OI/C PMRD.
- h) Availability of all Anesthetic equipments and drugs.
- i) Any other job assigned from time to time.

**11. OPERATION THEATRE TECHNICIAN GRD.II**

- a) He will be responsible for maintaining theatre Cleanliness, periodical fumigation, control of infection.
- b) He will assist the Anesthetist during Anaesthesia.
- c) Any other job assigned from time to time.

**12. CENTRAL STERILISATION TECHNICIAN**

- a) Preparation of Operation Theatre Linens for Sterilization.
- b) Sterilization of Operation Theatre Linens, Instruments, Syringes, Gloves etc as per advice of Operation Theatre Sister and Sr. Operation Theatre Technician.
- c) Report to Sr. O. T. Technician for quality of Sterilization.
- d) Maintenance of the Auto Clave equipments.
- e) Any other job assigned from time to time.

**13. PLASTER TECHNICIAN**

- a) Preparation of handmade bandages.
- b) Doing plaster work as per the instruction of the Doctor.
- c) Cutting of the POP Plasters of the patients.
- d) Assisting the O.T. Nurse for dressing.
- e) Maintenance of equipments use for plaster cutting.
- f) They will be working under the supervision of O.T .Technicians and O.T. Nurses.
- g) Any other job assigned from time to time.

**14. PHARMACIST**

- a) Dispense the Medicines/moistures as per prescription of the Doctors.
- b) Maintain proper record of expenditure of Medicines & materials.
- c) Motivating people for immunization
- d) In-charge Instruments, Equipments and furniture of OPD.
- e) Supervise the work of Nursing Assistants, Ayahs posted to OPD.
- f) Maintain cleanliness of OPD.
- g) Any other work assigned from time to time from OPD and ward.

**15. SR.RADIOGRAPHER**

- a) He will be the In-charge of the X-Ray Equipments.
- b) He should ensure that registers are maintained properly and the equipment is maintained properly.
- c) He should ensure that X-Rays are done only of the cases where there is requisition for X-Rays. He will take X-Rays develop the films, drugs and send back to the requesting authority.
- d) All receipts of X-Ray materials to be entered in a Register and consumption must be reflected in the register. Once in a month charging off to be done.
- e) All the receipts on consumption must be signed by Medical Officer of X-Ray Department.
- f) Any other job assigned from time to time.

**16. RADIOGRAPHER GRD.II**

- a) He should ensure that registers are maintained properly and the equipments is maintained properly.
- b) He should ensure that X-Rays are done only of the cases where there is Requisition for X-Rays. He will take X-Rays develop the films, drugs and send back to the requisition authority.
- c) Any other job assigned from time to time.

**17. LABORATORY TECHNICIANS GRD.I**

- a) He will be the In-charge of all stock.
- b) He is responsible for all the materials and chemicals and chemicals of the Laboratory.
- c) He will do all the lab. Investigation as advised by the Doctors.
- d) Daily register of patient's investigations is maintained.
- e) All reports of investigations are to be given in the prescribed stamps and to be signed by

the Medical Officer In-charge of Laboratory Department.

- f) Collection of simples.
- g) All slides of clinical importance are to be preserved.
- h) He should ensure the weekly consumption of chemicals are entered in the register.
- i) Supervise the work of Gd-II Lab. Technician.
- j) Maintains discipline.
- k) Any other job assigned from time to time.

18. **LABORATORY TECHNICIANS GRD.II**

- a. He will do all the lab. Investigation as advice of the Doctors.
- b. Daily register of the patients investigations is maintained.
- c. All reports of investigations are to be given in the prescribed stamps and to be signed by the Medical Officer In-charge of Laboratory department.
- d. Collection of samples.
- e. All slides of clinical importance are to be preserved.
- f. Any other job assigned from time to time.

19. **MTS (HOSPITAL)**

- a) Assist the Staff Nurses for bed making and keeping the ward neat and clean.
- b) They should assist the Staff Nurses for dressing.
- c) They will make pre-operative preparation of the patients as per the instruction and supervision of the Staff Nurse.
- d) Take patients to the O.T., P.T. and Occupational Therapy.
- e) They will bring and distribute the Tea and Breakfast in absence of the Ayahs.
- f) They will be in shift duty.
- g) Any other job assigned from time to time.

**G. DEPARTMENT OF PROSTHETICS & ORTHOTICS**

1. **ASSISTANT PROFESSOR (PROSTHETICS)**

- a) Overall in-charge of the Department for academic services and administrative activities.
- b) Organization and distribution of Lectures for Bachelor in Prosthetic & Orthotic students and other courses conducted by the Institute from time to time.
- c) Taking theoretical classes of subjects concerned.
- d) Official correspondence regarding the course, rehabilitation camps, patients etc.
- e) Conducting of SCTE & Training examination.
- f) He is involved in Fitting Services & Research & Programme carried out in the Dept.
- g) Conducting Clinical Seminars and Conferences in the Department.
- h) To act as Head of the Department of Bio-Engineering
- i) Any other duties as may be assigned by the Director from time to time.

2. **LECTURER (PROSTHETICS & ORTHOTICS)**

- a) To look after training programmes of the Dept. under the guidance of the Asst. Prof. (Prosthetics).
- b) To take lectures and practical demonstration programmes in the subject for all the training programme.

- c) He is assisting HOD in planning and making of budget proposal for the training and service programmes.
- d) To assist Asst. Professor (Prosthetics) in research programme and academic activities.
- e) Assessment and evaluation of patients.
- f) To carry out all the routine responsibilities in the Dept. of the Asst. Professor in the event of his leave/absence.
- h) Any other job assigned from time to time.

### **3. LECTURER (COMPUTER ENGINEERING)**

- a) To teach computer fundamentals like M.S office, MS words, MS power point, CAD/CAM Programmer etc. for BPT/BOT/BPO students.
- b) To teach computer Hardware/Software to all the above students.
- c) To arrange and demonstrate practical classes for above under-graduate students.
- d) To guide each student in hands-on computer training.
- e) Any other job assigned by the Director from time to time.

### **4. LECTURER. GDE-II (MECHANICAL ENGINEERING)**

- a) To take regular classes for the BPO courses in applied mechanics, technical drawing, workshop technology, basic electricity and workshop administration and management and supervise maintenance of mechanical equipments.
- b) He will plan and prepare the study manual in the subject allotted to him as per the prescribed syllabi.
- c) Any other work as assigned from time to time.

### **5. JUNIOR LECTURER (P&O)**

- a) To look after training programme of the Department of Prosthetic & Orthotic in coordination with HOD.
- b) To take lecturers and practical demonstration programmes in the subjects of prosthetics & Orthotics for all the training programme as and when assigned from time to time.
- c) Assist HOD for planning and making Budget proposal for training programme.
- d) Assessment and Evaluation of the patient.
- e) Attend clinical meeting and word round for assessment clinic and patient treatment.
- f) Presentation of cases in the clinical seminar.
- g) Ensure proper and timely maintenance of equipments in coordination with Lecturer Gr.-II (Mechanical Engineering).
- h) Supervise and conduct Departmental Seminars in case presentation by Internees and students.
- i) To attend Assessment and Distribution Camp as when required.
- j) Any other jobs assigned to him from time to time.

### **6. ASST.MANAGER (WORKSHOP)**

- a) He will be responsible for all the Prosthetic & Orthotic fitment cases referred to the Dept.
- b) He will allot work orders to the Prosthetic/Orthotic Instructors and Surgical Boot Makers.
- c) He will plan the requirement of the components, raw materials and consumables and project it in time to the Stores through Head of the Dept.
- d) To plan and organize fitment camps as per the guidance of the Head of the Dept.
- e) To furnish quarterly/annual report of the Dept. as per the guidance of the HOD.
- f) To supervise and ensure proper maintenance of equipment and implementation of safety

precaution in the Dept.

7. **DEMONSTRATOR IN PROSTHETICS**

- a) To take lectures and demonstration classes of BPO course and other training programme conducted by the Institute from time to time allotted by Asst. Prof. (Prosthetics) of the Dept.
- b) To supervise the Prosthetic/Orthotic Instructor Gde-I & II in the Prosthetic & Orthotic Laboratories.
- c) To supervise the practical classes.
- d) To assist HOD during the various examinations.
- e) To attend assessment and evaluation clinics for patient treatment.
- f) To undertake all problematic fitment cases in the Department.
- g) To plan practical/demonstration programmes of BPO students and short orientation training programmes in Prosthetic Laboratories.
- h) Any other duties assigned by the Head of the Dept.
- i) Presentation of cases for weekly Clinical, Seminar.

8. **DEMONSTRATOR IN ORTHOTICS**

- a) To take lectures and demonstration classes to BPO students allotted by the Asst.Prof. (Prosthetics/HOD as and when required.
- b) To plan practical/demonstration programmes to the students well in advance with Lecturers (Orthotics).
- c) To attend assessment and evaluation clinics.
- d) To assist during various examinations.
- e) Day to-day routine, like taking attendance and leave report of the students.
- f) Presentation of cases in the weekly clinical Seminars.
- g) Any other job assigned from time to time by Head of the Department.

9. **DEMONSTRATOR IN MECHANICAL DRAWING**

- a) To take lectures and demonstration classes for the BPO students.
- b) To prepare drawings/blue prints required for research programme, production and other civil work as and when required to do so.
- c) Any other duties assigned from time to time by the Head of the Dept.

10. **RESEARCH OFFICER**

- a) Will be over all responsible of the Research Section.
- b) To carry out research work in the field of rehabilitation.
- c) To co-ordinate among different service departments in connection with innovative research & development program.
- d) Any other work assigned from time to time.

11. **PROSTHETIC/ORTHOTIC GDE-I/ II**

- a) To co-ordinate closely with Asst. Manager (Workshop) for sending the call letters to the patients and maintaining the raw material consumption Stock Register.
- b) To help the Prosthetic/Orthotic Instructor Gde-II in designing and developing the Prosthetic/Orthotic appliances in problematic cases.
- c) To carry out all the complicated Prosthetic & Orthotic fitment cases and will guide the Students in designing the appliances.
- d) To attend rehabilitation fitment camps conducted by the Institute from time to time.

## 12. SURGICAL BOOT MAKERS GDE-I/II/III

- a) To carry out the fabrication of surgical shoes, L.S.Belts, Corsets and padding Corsets and padding work of Orthoses and suspension straps.
- b) To assist any other departmental work allotted to them involving leather work as and when required.
- c) To attend rehabilitation fitment camps conducted by the Institute from time to time.

## H. Department of Occupational Therapy

### 1. ASSOCIATE PROFESSOR (Occupational Therapy)

- a. He/ She will be the over all in-charge of the concerned dept.
- b. He will act as the Head of the Dept.
- c. He/ She will Co-ordinate with the help of Asst.Prof.in Organizing the Theory/Clinical
- d. Classes for under graduate/post graduate students.
- e. He/ She will take the Theory/Clinical classes for undergraduate/post graduate students and also for other short terms course conducted from time to time.
- f. He/ She will with the assistance of Asst.Prof. of the dept. Organise Internal Examination, Seminars, Tutorials and Projects etc.
- g. He/ She will undertake Assessment/treatment of patients
- h. He/ She will initiate the Research Projects in consultation with other colleagues.
- i. He/ She will activity participate in ongoing Research Project and Clinical actively of the dept.
- j. He/ She will supervise the research projects of P.G. Students.
- k. He/ She will undertake any assignment by the Competent Authority from time to time.

### 2. ASST.PROFESSOR (OT)

#### **ACADEMIC**

- a) Over all In -charge of the both Service and Academic.
- b) Organization and distributing of Lecturer for Bachelor in Occupational Therapy course.
- c) To take theoretical and practical demonstration classes of Occupational Therapy.
- d) To give Lectures for other short and long term courses conducted by SVNIRTAR from time to time.
- e) Official correspondence regarding courses.
- f) To conduct examinations for various courses.

#### **SERVICE**

- a) Allotment of cases to staff and students.
- b) Assessment of patients as and when required and guiding the Jr. Staff.
- c) Projection of requirements for the Department.
- d) To attend weekly ward rounds and Clinical meetings as and when required.
- e) Maintaining work atmosphere in the Dept.
- f) Responsible for all indents and maintenance of stock register and increase of equipments.

### 3. LECTURER (OCCUPATIONAL THERAPY)

- a) To carry out all the routine responsibilities of the Asst. Prof. in the event of leave/absence.
- b) To take lectures and practical classes for the subjects allotted.

- c) Giving lectures on allotted subjects for the short term and long term courses conducted by the Institute from time to time.
- d) To maintain the record of internal assessment of the students and academic activities.
- e) Assessment & treatment of patients.
- f) To assist HOD during Examinations.
- g) Attending ward rounds & clinical meetings.
- h) Maintenance of patient's statistics of Occupational therapy department.
- i) Any other job assigned from time to time.

4. **SENIOR OCCUPATIONAL THERAPIST CUM JUNIOR LECTURER**

- a) In-charge of all the equipment including furniture's and linen in the Department.
- b) Clinical supervision of Junior Therapists.
- c) Maintenance of the statistics of the Department.
- d) Assessment of patients.
- e) Supervision of the students in clinical postings and taking Lectures for B.O.T. courses.
- f) Responsible for all indents and increase of equipments stock etc.
- g) Attend clinical meeting.
- h) Attend ward rounds in the event of leave/absence of Asst.Prof./Head of the Department.
- i) Any other job assigned from time to time.

5. **DEMONSTRATOR (OCCUPATIONAL THERAPY)**

- a) To take Lectures for Bachelor Courses allotted by the Head of Department as and when required.
- b) To take practical classes.
- c) To attend ward rounds & Clinical meetings.
- d) Assessment & treatment of patients.
- e) Presentation of cases in weekly Clinical seminars.
- f) To prepare absentee statement of students.
- g) Any other job assigned from time to time.

6. **OCCUPATIONAL THERAPIST**

- a) Assessment and treatment of patients.
- b) To maintain daily records.
- c) To supervise the department for keeping it neat and clean.
- d) Maintenance of Occupational Therapy Equipments in the department & in case any equipment needs repair same should be immediately reported to HOD.
- e) Presentation of cases in weekly seminars from time to time.
- f) Any other job assigned.

**I. DEPARTMENT OF PHYSIOTHERAPY**

1. **ASSOCIATE PROFESSOR (PHYSIOTHERAPY)**

- a) He/ She will be the over all in-charge of the concerned dept.
- b) He will act as the Head of the Dept.
- c) He/ She will Co-ordinate with the help of Asst.Prof.in Organising the Theory/Clinical Classes for under graduate/post graduate students.

- d) He/She will take the Theory/Clinical classes for undergraduate/post graduate students and also for other short terms course conducted from time to time.
- e) He/She will with the assistance of Asst. Prof. of the dept. Organise Internal Examination, Seminars, Tutorials and Projects etc.
- f) He/She will undertake Assessment/treatment of patients.
- g) He/She will initiate the Research Projects in consultation with other colleagues.
- h) He/She will activity participate in ongoing Research Project and Clinical actively of the dept.
- i) He/She will supervise the research projects of P.G.Students.
- j) He/She will undertake any assignment by the Competent Authority from time to time.

## **2. ASSISTANT PROFESSOR (PHYSIOTHERAPY)**

Over all in-charge of the department for academic, services and administrative Activities.

### **A. ACADEMIC**

- a) Organization and distribution of Lectures for
  - a. Bachelor in Physiotherapy (B.P.T.) courses.
  - b. Short Orientation courses for the NGOs & others working in the field of Rehabilitation.
  - c. Continuing medical education for the Rehabilitation Professionals.
  - d. Any other courses conducted by the Institute from time to time e.g. for special educators, professionals working for mentally retarded children etc.
- b) Taking theoretical and practical demonstration classes of subjects concerned.
- c) Delivering Lectures for other short and long term course conducted by SVNIRTAR from time to time.
- d) Official correspondence regarding the courses (with University, S.C.B. Medical College & Hospital, Cuttack, with the students' parents, patients etc).
- e) Conducting class-testes & University Examinations, (Theory & Practical both)
- f) Conducting Clinical-Seminars in the department with the final year students and Internees, at least once a week.
- g) To involve the staffs and students in various academic and research activities.
- h) Maintaining discipline and work atmosphere in the department.

### **B. SERVICE**

- a) Preparation of duty roster of the staffs, students and the Internees.
- b) Allotment of cases (patients) to staffs and students.
- c) Assessment of patients, as and when required, and guiding the junior staffs.
- d) To attend the weekly ward round.

### **C. ADMINISTRATIVE**

- a) To sort out the students problems and to inform Director, SVNIRTAR about it.
- b) To prepare the Annual Action Plans, submitting the quarterly and annual reports to Director's Office.
- c) To carry out the regular inspection of the department, class-rooms, equipments, fixtures and furniture's, attendance registers etc.
- d) Any other job assigned from time to time.

## **3. LECTURER (PHYSIOTHERAPY)**

- a) To carry out all the routine responsibilities of the Asst. Prof. in the event of his leave/absence.
- b) To take Lectures and practical classes for the subjects allotted.
- c) Giving Lectures on allotted subjects for short and long term courses conducted by SVNIRTAR from time to time.
- d) To maintain the record of internal assessment of the students and academic activities.
- e) Assessment of patients.
- f) To assist Asst. Professor in research program and academic activities.
- g) Any other job assigned from time to time.

4. **SENIOR PHYSIOTHERAPIST CUM JUNIOR LECTURER**

- a) In-charge of all the equipment including furniture's and linen in the Department.
- b) Clinical supervision of Junior Therapists.
- c) Maintenance of the statistics of the Department.
- d) Assessment of patients.
- e) Supervision of the students in clinical postings and taking Lectures for B.P.T. courses.
- f) Responsible for all indents and increase of equipments stock etc.
- g) Attend clinical meeting.
- h) Attend ward rounds in the event of leave/absence of Asst.Prof./Head of the Department.
- i) Any other job assigned from time to time.

5. **DEMONSTRATOR IN PHYSIOTHERAPY**

- a) To take Lectures for B.P.T. courses allotted by Asst. Prof./Head of the Department as and when required.
- b) To supervise the practical classes.
- c) Day-to day routine, like, taking attendance and leave report of the students etc.
- d) To assist during various examinations.
- e) Participate in all academic activities.
- f) Presentation of cases in weekly clinical seminars.
- g) Attend patient for assessment and treatment.
- h) Maintenance of Departmental Library.
- i) Any other job assigned from time to time.

6. **PHYSIOTHERAPIST**

- a) Assessment and treatment of the cases allotted to them and to maintain proper records.
- b) Problematic cases of clinical interest to be brought to the notice of senior staffs for discussion.
- c) Maintain daily records of out-door and in-door patients.
- d) Supervise the students in clinical, whenever allotted.
- e) Responsible for keeping the department neat and clean.
- f) Maintenance of equipments in the Department. In case, any equipment needs repair, the same should be reported immediately to the Senior Physiotherapist.
- g) Presentation of cases in weekly clinical seminars.
- h) Any other job assigned from time to time.

## **J. DEPARTMENT OF ACADEMIC**

### **1. HOSTEL WARDEN**

Charter of duties and responsibilities for Hostel Warden are made as follows under:-

- a) To maintain utmost discipline amongst the boarders of the hostel.
- b) To maintain and preserve relevant records of hostels.
- c) To notify through Circulars, Notices relevant information's of the Institute to the boarders residing in the hostels.
- d) To Supervise the hostels for its day to day functioning.
- e) Supervision of the activities of boarders.
- f) Allotment of hostel seats to the newly admitted students after taking approval of the Director.
- g) To prevent misuse of hostel properties and assets and taking remedial action for protection and preservation.
- h) To Supervise & control the Security Guards engaged in the hostels.
- i) To put forth the recurring expenses of the hostel to the Director for approval before undertaking any such expenditure.
- j) If necessity arises which require the presence of Warden in any of the hostels he must be made available immediately. The prefect of both the hostels should inform the warden about any emergent matters, when situation arises.
- k) Informing the Director of the Training Coordinator of any serious problems and happenings.
- l) Implementation of hostel rules amongst the boarders for internal administration of the hostel.
- m) To bring the grievances of hostel boarders, which cannot be solved by the Warden should be brought to the knowledge of the Director at the earliest.
- n) Any other duties assigned by the Director of Training Coordinator of the Institute.

## **K. DEPARTMENT OF SOCIAL WORK**

### **SOCIAL WORKER CUM-VOCATIONAL COUNSELLOR**

- a. Social and Vocational evaluation and data collection of the persons with disabilities.
- b. Socio-psychological counseling & guidance to the disabled persons and their Family members during & after active physical rehabilitation.
- c. Vocational Assessment, Vocational Counseling, Career & Training Guidance to the persons with disabilities and their family members.
- d) Arrangements of suitable Vocational Trainings, Job placement and self-employment.
- e) Planning and organizing different Vocational Training Programmes in the Institute.
- f) Helping the disabled persons in getting various Government facilities & benefits e.g. Disability Allowance, Study Scholarships, Financial Assistance/Loans, concession in Trains and Bus Fare etc.
- g) Organizing Exhibition cum sale of products made by the disabled persons at SVNIRTAR.
- h) Liaisoning with different Govt. & Non-Govt. Organization for helping the Disabled persons for total Rehabilitation i.e. for Education, Vocational Training, Self Employment & Job placement etc.
- i) Imparting Training to the disabled persons on Socio-Vocational Rehabilitation and also to the Rehabilitation Professionals working in the field of Rehabilitation of the disabled persons.
- j) Preparing different literatures & information kits for creating awareness among the disabled persons and general public.

## **L. DEPARTMENT OF LIBRARY & INFORMATION CENTRE**

### **1. ASSISTANT LIBRARY & INFORMATION OFFICER**

- a) To assist the OIC, LIC in procurement of Books, Journals, Audiovisuals, Teaching materials etc.
- b) To assist the Officer In Charge LIC in planning & organizing of the Library & Information Centre.
- c) To maintain proper statistics of users and documents in the Library.
- d) To work in the Library to help the staffs & students.
- e) To assist OIC, LIC in Technical processing of documents.
- f) To do indenting & abstracting of data base documents.
- g) To assist the OICLIC in providing Information and documentation service.
- h) Accessioning of book & other study materials.
- i) Sending reminders to staffs & students for overdue documents
- j) Liaison with other Institutions.
- k) Administration and supervision.
- l) Assisting in preparation of Plan, research publications etc.
- m) Any other job assigned by the Director.

### **2. LIBRARY AND INFORMATION ASSISTANT**

- a) Keeping the Library opened specified hours.
- b) Issue and receipt of Library materials such as Books, Journals, Audiovisuals etc. to users of library.
- c) Sending the reminders to staff and students for overdue documents.
- d) Helping the users in locating documents.
- e) Accessioning of Books and other materials.
- f) Processing of Books getting them pasted and stamped, classifying and cataloguing with subject headings.
- g) Arranging the books and journals in Book racks in proper order and shelving the user materials back to their respective places.
- h) Maintaining relevant Registers, Records pertaining to documents users etc.
- i) Keeping the daily statistics of various activities in the library.
- j) Assisting (if required) the Information and Documentation Officer in acquisition of publications, Information services etc.
- k) Any other duties assigned by the Information & Documentation Officer/Director.

## **M. DEPARTMENT OF PSYCHOLOGY**

### **CLINICAL PSYCHOLOGIST AND JR. LECTURES**

#### **A. ACADEMIC :**

1. Lectures for B. O.T. and B. P.T. on Psychology.

#### **B. SERVICES :**

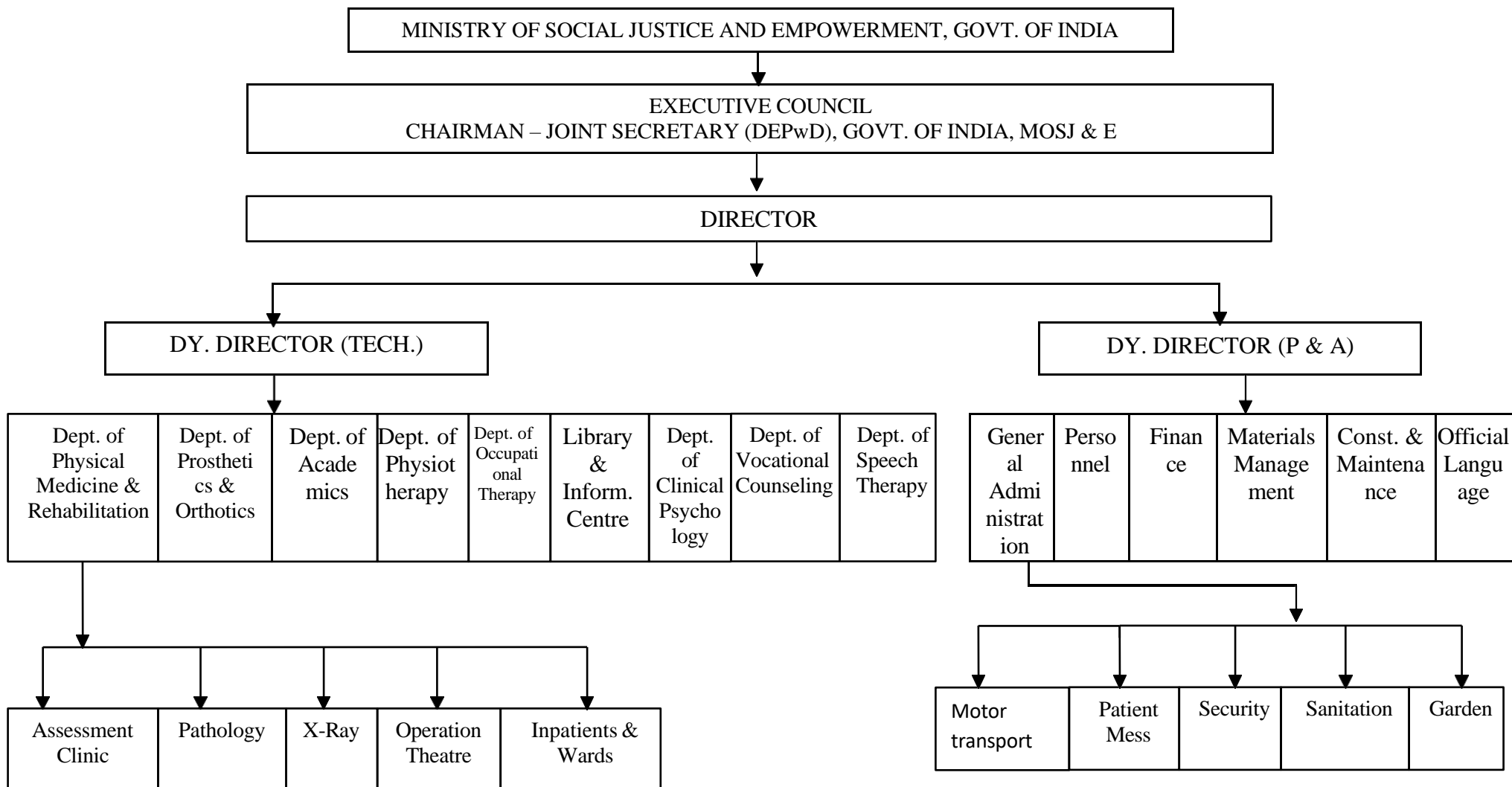
- a. Working as a Rehabilitation team member for assessing and evaluating and evaluating mental and psychological problems of the physically handicapped and mentally retarded children.
- b. Administration variety of psychological tests and test of aptitudes and interests to Assess the patients intellectual capacity, abilities, areas of interest, character traits, weakness and emotional stability.
- c. Psycho-therapy to handicapped patients with mental or psychological problems as Per their need.
- d. Counseling of the patients, parents and family members.
- e. Vocational guidance interviews on the findings of Doctors and Social Workers.
- f. Management of Cerebral Palsy Unit.
- g. Any other job assigned from time to time.

## **N. DEPARTMENT OF SPEECH & HEARING**

### **SPEECH THERAPIST**

- a. Works as a team members for assessment evaluation and treatment of patients with Speech and Hearing disorders.
- b. Assessing and evaluation all the patients with speech and hearing disorders.
- c. Administering all the test required in the diagnosis and for planning speech and Language intervention (Therapy).
- d. Providing speech and language therapy as per the need of the patient.
- e. Prescribing hearing aids as per the needs of the patients in consultation with Doctors.
- f. Fabrication of ear moulds for hearing impaired.
- g. Responsible for care and maintenance of all the equipments aids and test materials to be used with Speech and Hearing Handicapped.
- h. Any other job assigned from time to time.

3. **THE PROCEDURE FOLLOWED IN THE DECISION-MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY:**



#### **4. THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS:**

The Institute follows the Memorandum of Associations (Appendix- B), Rules laid down in the Byelaws (Appendix – C) and Govt. of India guidelines to discharge its functions.

#### **5. THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS:**

The Institute follows the Memorandum of Associations, Rules laid down in the Byelaws and Govt. of India guidelines to discharge its functions.

The Institute issues the following Orders and Circulars as and when required –

- General Orders
- Administrative and Personal Instructions
- SVNIRTAR Circulars
- Internal Circulars/Notices

#### **6. A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL**

1. Register of grants;
2. Funds shall be kept in Banks authorized by the Executive Council. All money to be drawn by cheques as authorized 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. Acquaintance 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

**7. THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF.**

No such arrangement exists at present.

**8. A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC**

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 tenure of 2 years and the committee should meet at least once in 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 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:

Scientific Committee, Ethical Committee, Library Committee, Canteen Committee, Housing Committee, Vehicle Committee, Welfare Committee, Public Grievances Committee, Sexual Harassment Committee, Condemnation Committee and etc. as and when required.

**A DIRECTORY OF ITS OFFICERS AND EMPLOYEES:**

Sl. No.	P. No.	Name	Designation	Deptt	Mobile No.	Email-id
<b>Director Office (DR-1)</b>						<b>Tel. No-0671-2805552</b>
1	1014	Dr. Patita Paban Mohanty	Director	DR-1	9437487139	ppmphysio@rediffmail.com
2	1027	Shri K.S. Sethi	P.A. to Director	DR-1	9937557169	krupasindhu1027@gmail.com
3	943	Shri R.C. Behera	Senior Assistant	DR-1	9438182885	rameshbehera1733@gmail.com
<b>General Administrative (AD-2)</b>						<b>Tel. No-0671-2805398</b>
4	1101	Shri Rasmi Ranjan Sethy	Administrative Officer	AD-2	7008132526	rasmi2015sethy@gmail.com
5	1151	Shri Sangramjit Mohanty	Junior Assistant	AD-2	8249866868	mohanty.sangramit@gmail.com
6	1147	Shri Santosh Kumar Swain	Cook Grade-I	AD-2	7995587105	swainsantosh39@gmail.com
7	960	Shri Sadakar Nayak	MTS (Hospital)	AD-2	9937176835	nsadakar@gmail.com
8	1037	Shri Chitrasen Bhoi	MTS (Admin)	AD-2	8908183929	
9	1156	Shri Ashutosh Sahoo	Cook	AD-8	6372036629	ashutoshsahoo669@gmail.com
10	1157	Shri Mihir Ranjan Parida	Cook	AD-8	9337977926	mihirranjanparida5555@gmail.com
<b>ACCOUNT SECTION (AD-3)</b>						<b>Tel. No-0671-2805862</b>
11	1118	Shri Swagat Mishra	Audit Officer	AD-3	8895234045	swagatbbsr1989@gmail.com
12	1083	Shri K.C. Mohanty	Senior Assistant	AD-3	9437313996	keshab-Mohanty@rediffmail.com
13	1126	Shri Chintamani Swain	Cashier	AD-3	9439710820	chintamaniswain4@gmail.com
14	1127	Shri Pintu Sabat	Accountant	AD-3	9040131105	sabat.pintu@gmail.com
15	1149	Shri Abhijoy Mitra	Junior Assistant	AD-3	8017854167	abhijoymitra251@gmail.com
16	1112	Shri Soumyangshu Palit	Typist/Clerk (H/E)	AD-3	7980222896	soumyangshupalit@gmail.com
<b>STORE &amp; PURCHASE SECTION (AD-4/5)</b>						<b>Tel. No-06742-805778</b>
17	979	Shri P.K. Rout	Sr. Assistant & Store officer/Purchase Section I/c	AD-5	9692727666	prashant.k.rout@gmail.com
18	1105	Shri Manoranjan Sahoo	Assistant Stores Officer	AD-4	9439440967	bapul.manoranjan@gmail.com
19	1128	Shri Debadutta Mishra	Store Keeper	AD-4	8328812746	debaduttamishra27@gmail.com
20	1129	Shri Kranti Kumar Mallick	Junior Assistant	AD-5	9040518088	92kranti@gmail.com
21	1150	Shri Soubhagya Ranjan Bisoi	Junior Store Keeper	AD-4	9437408537	srbisoi123@gmail.com
<b>ESTABLISHMENT SECTION (AD-6)</b>						<b>Tel No-0671-2805188</b>
22	942	Shri Niranjan Nanda	Sr. Assistant	AD-6	9437538261	niranjannanda1966@gmail.com
23	946	Shri J.N. Sinku	Sr. Assistant	AD-6	9437227186	jitendra.sinku@rediffmail.com
24	1158	Shri Apurba Maity	Data Entry Operator	AD-6	8984569001	apurbamaity006@gmail.com

25	1102	Shri Tapan Ku. Parida	Junior Assistant	AD-6	9938268497	tapan16parida@gmail.com
26	1115	Shri Arun Kumar Behera	Typist/Clerk (H/E)	AD-6	7377248973	aruna.cuo@gmail.com
27	1008	Shri Pitamber Besra	MTS (Admin)	AD-6	9777317877	pitambarbesra1008@gmail.com
<b>CONSTRUCTION &amp; MAINTENANCE DEPARTMENT (AD-7)</b>				<b>Tel No-0671-2805863</b>		
28	1064	Shri Satyajit Pattanaik	Asst. Engg. (Maint.) Civil	AD-7	9437183770	satyajit2kp@gmail.com
29	1029	Shri J.L. Naidu	Junior Engineer Civil	AD-7	9438741215	naidujamana@gmail.com
30	1133	Shri Sakti Prasad Dash	Junior Engineer (E&M)	AD-7	9439045177	shaktiprasaddas45177@gmail.com
31	995	Shri Sanjay Nayak	Maintenance Fitter	AD-7	9438063922	nayaksanjay503@gmail.com
32	1068	Shri K.P. Hota	Electrician Grade-II	AD-7	9937808664	kphota67@gmail.com
33	1076	Shri P.K. Mahanta	Pipe Fitter Grade-I	AD-7	9439680947	pradeepmohanta4311@gmail.com
34	1077	Shri Ranjit Kumar Swain	Plant Attendant	AD-7	9861718779	ranjitswain1682@gmail.com
35	1108	Shri Sumansekhar Sahoo	Pipe Fitter Grade-II	AD-7	9861221921	s.s.sahoo@gmail.com
36	1109	Shri Narendra Kumar Sahoo	Electrician Grade-II	AD-7	9437208571	narandrasahoo02@gmail.com
37	1137	Shri Ashish Panda	Electrician-cum- Plant Operator	AD-7	9668375006	ashishpanda1004@gmail.com
38	1160	Shri Manoj Toppo	Electrician Grade-II	AD-7	7327879144	mtoppo2012@gmail.com
<b>AD-10</b>						
39	1067	Dr. D.N.P. Das	Hindi Translator	AD-10	9437043003	drdnpdas2014@rediffmail.com
<b>DEPARTMENT OF PHYSICAL MEDICINE &amp; REHABILITATION (PMRD)</b>				<b>Tel No-0671-2805854</b>		
40	1045	Dr. P.K. Sahoo	Asso. Professor (Orth/PMR)	PMRD	9437081993	pabitra2406@gmail.com
41	1078	Dr. K.C. Mohapatra	Senior Anaesthetist	PMRD	9437169546	kcmohapatra67@gmail.com
42	1097	Dr. P.K. Parida	Asst. Prof. (PMR)	PMRD	9777142575	pramodsvnirtar@gmail.com
43	1106	Dr. K. Satyanarayan Rao	Anaesthetist	PMRD	9438038619	satya_max@yahoo.com
44	1057	Dr. Nibedita Das	Lecturer /GDMO	PMRD	9437267971	niveditadas.dr@gmail.com
45	1062	Dr. Deepak Kumar Singh	Lecturer /GDMO	PMRD	9437881255	dks.cuttack@gmail.com
46	1096	Dr. Sudhakar Pradhan	Lecturer /GDMO	PMRD	9437236780	spradhan.ori@gmail.com
47	1098	Dr. Narendra Kumar Behera	Lecturer /GDMO	PMRD	9439630026	narandra96@gmail.com
48	1139	Dr. Santhosh Pariyarath	Lecturer /GDMO	PMRD	9497270501	santhoshpariyarath1@gmail.com

49	<b>1092</b>	Smt. Rashmita Behera	Assistant Matron	PMRD	<b>7008654813</b>	<b>rb3518710@gmail.com</b>
50	<b>1005</b>	Smt. Nirmala Kumari Dei	Nursing Sister	PMRD	<b>8456919331</b>	<b>sahoonirmala58@gmail.com</b>
51	<b>1053</b>	Smt. Namita Dash	Nursing Sister	PMRD	<b>9438615723</b>	<b>ndas42@gmail.com</b>
52	<b>1054</b>	Smt. Emelda Ekka	Nursing Sister	PMRD	<b>6371959619</b>	<b>emeldaekka95907@gmail.com</b>
53	<b>1091</b>	Smt. Banalata Behera	Nursing Sister	PMRD	<b>9861539243</b>	<b>banalatacindia@gmail.com</b>
54	<b>1154</b>	Smt. Radharani Panda	Nursing Sister	PMRD	<b>8328945911</b>	<b>pandaradha1990@gmail.com</b>
55	<b>1119</b>	Shri Durga Ram	Staff Nurse	PMRD	<b>9950769584</b>	<b>laxcompu@gmail.com</b>
56	<b>1120</b>	Smt. Nibedita Rout	Staff Nurse	PMRD	<b>9109141420</b>	<b>satyajitbiswal@rediffmail.com</b>
57	<b>1121</b>	Ms Srilekha Roul	Staff Nurse	PMRD	<b>8270913206</b>	<b>Srilekharoul92@gmail.com</b>
58	<b>1122</b>	Smt. Itishree Samantaray	Staff Nurse	PMRD	<b>6370624807</b>	<b>itishreesamantaraya123@gmail.com</b>
59	<b>1123</b>	Ms. Ashalata Jena	Staff Nurse	PMRD	<b>8117090437</b>	<b>jenaasha18@gmail.com</b>
60	<b>1132</b>	Shri Manish Kumar Gupta	Staff Nurse	PMRD	<b>9887796531</b>	<b>gmanish63@gmail.com</b>
61	<b>1141</b>	Shri Prithvi Raj	Staff Nurse	PMRD	<b>9928929178</b>	<b>rkcomputech11@gmail.com</b>
62	<b>1153</b>	Shri Ratana Ram	Staff Nurse	PMRD	<b>8559998584</b>	<b>ratanram251297@gmail.com</b>
63	<b>1155</b>	Ms. Jyotirmayee Sahoo	Staff Nurse	PMRD	<b>9348667534</b>	<b>simasahoojyoti9789@gmail.com</b>
64	<b>1152</b>	Shri Amitav Dash	Pharmacist Grade-I	PMRD	<b>7008659925</b>	<b>amitavhappy.dash@gmail.com</b>
65	<b>1039</b>	Shri H.P. Pattanaik	Laboratory Technician Grade-I	PMRD	<b>9938619070</b>	<b>hpatnaik13@gmail.com</b>
66	<b>1089</b>	Shri Sanjaya Ku. Sahoo	O.T. Technician Grade-I	PMRD	<b>9437088213</b>	<b>sanjayasvnirtar@rediffmail.com</b>
67	<b>1125</b>	Shri Sambit Kumar Lenka	Registration Clerk	PMRD	<b>8280662931</b>	<b>sambitkumarlenka82@gmail.com</b>
68	<b>1144</b>	Shri Ganesh Sardar	Laboratory Technician Gde-II	PMRD	<b>9547919785</b>	<b>ganeshsardar093@gmail.com</b>
69	<b>1090</b>	Shri B.R. Parida	Technician	PMRD	<b>9437528700</b>	<b>paridabiswaranjan375@gmail.com</b>
70	<b>1038</b>	Smt. Manjula Nayak	Plaster Technician	PMRD	<b>8763833212</b>	<b>manjulnayak566@gmail.com</b>
71	<b>1003</b>	Smt. Mukta Swain	MTS (Hospital)	PMRD	<b>9668652452</b>	
<b>DEPARTMENT OF PHYSIOTHERAPY</b>				<b>Tel. No-0671-2805346</b>		
72	<b>1016</b>	Smt. Monalisha Pattanaik	Asst. Prof. Physiotherapy	DPT	<b>6370687057</b>	<b>monalishapattnaik8@gmail.com</b>
73	<b>1017</b>	Shri Basanta Ku. Nanda	Lecturer Physiotherapy	DPT	<b>9668497240</b>	<b>nanda.basabtakumar@gmail.com</b>
74	<b>1024</b>	Shri C.R. Mishra	Senior PT-cum-Jr. Lecturer	DPT	<b>9437696944</b>	<b>chittranjanmishradpt@gmail.com</b>
75	<b>1065</b>	Dr. Mamata Manjari Sahu	Senior PT-cum-Jr. Lecturer	DPT	<b>9439870601</b>	<b>mamata1803@gmail.com</b>

76	1080	Smt. Sujata Maharathi	Demonstrator (PT)	DPT	9437282687	suataphysio2gmail.com
77	1084	Shri Vinay Kumar	Physiotherapist	DPT	9437067033	vinayaphysio762gmail.com
78	1146	Smt. Ranjita Behera	Physiotherapist	DPT	7873975221	physioranjita@gmail.com
<b>DEPARTMENT OF OCCUPATIONAL THERAPY</b>						<b>Tel no-0671-2805348</b>
79	1058	Mrs. Anurupa Senapati	Asst. Prof. -O.T.	DOT	9437631491	anurupasenapati@gmail.com
80	1055	Smt Pragya Singh	Lecturer Occupational Therapy	DOT	9861039434	prgyan26121972@gmail.com
81	1044	Shri S.K. Halder	Senior OT-cum-Jr. Lecturer	DOT	9861325185	subratakhalder1967@gmail.com
82	1041	Shri Rama Ku. Sahu	Senior OT-cum-Jr. Lecturer	DOT	9437900627	ramakumarsahu@gmail.com
83	1061	Shri Sanjib Ku. Sethy	Senior OT-cum-Junior Lecturer	DOT	9937306448	sanjib.dot@gmail.com
84	1056	Shri Amit Ku. Mandal	Demonstrator (OT)	DOT	9437191126	amitmandalkol@yahoo.com
85	1099	Smt. K. Mahakud	Occupational Therapist	DOT	9437311347	kshanpravamohakud@gmail.com
86	1034	Smt. Savatri Hembram	Senior Assistant	DOT	9437442690	savitrihembram1968@gmail.com
<b>DEPARTMENT OF PROSTHETICS &amp; ORTHOTIC</b>						<b>Tel No-0671-2805349</b>
87	1088	Shri R.R. Swain	Lecturer in Computer Engineering & Training Coordinator	DPO	9348213300	rrswain.nirtar@gmail.com
88	969	Shri Ranjan Das	Lecturer (Mech. Engg) Grade-II	DPO	9439492151	ranjandas1967@gmail.com
89	985	Shri M.R. Satpathy	Junior Lecturer P&O	DPO	9438126549	msatpathy549@gmail.com
90	1018	Shri A.K. Behera	Asst. Manager Workshop P&O Lab.	DPO	9438509965	ashokpobehera@gmail.com
91	1079	Shri Rama Ch. Acharya	Demonstrator – Mechanical	DPO	9937755426	rca81a@gmail.com
92	1095	Shri Gouranga Ch. Patra	Demonstrator P&O	DPO	9437385097	gourav_patra@yahoo.co.in
93	1148	Smt. Sushree Sangita Nayak	Demonstrator P & O	DPO	8984754960	lollybpo@gmail.com
94	1136	Shri Ullas Chandra Sahoo	Prosthetist & Orthotist Grade-I	DPO	9124080192	ullas.gap@gmail.com
95	1138	Shri Bapina Kumar Rout	Prosthetist & Orthotist Grade-I	DPO	7008368635	bapinakumarrou.91@gmail.com
96	944	Ms. Latamani Bhoi	Senior Assistant	DPO	7008396772	latamani1966@gmail.com
97	1011	Shri B. Janarthanan	Prosthetist/Orthotist Grade-II	DPO	9437922170	bjanarthabnan27@gmail.com

98	1142	Smt. Smruti Prava Sahoo	Prosthetist & Orthotist Grade-II	DPO	7381659646	smrutiprava93@gmail.com
99	1143	Ms. Lanu Indira Aimol	Prosthetist & Orthotist Grade-II	DPO	8730958323	lanuindira123@gmail.com
100	1145	Shri Sunil Kumar Mahali	Prosthetist & Orthotist Grade-II	DPO	7978234410	sunilkumarmahali058@gmail.com
101	1161	Ms. Dionicia Lamare	Prosthetist & Orthotist Grade-II	DPO	9863129475	dionicialamare2018@gmail.com
102	981	Shri Gopal Ch. Mallick	Surgical Boot Maker Grade-II	DPO	9556199930	
103	1051	Shri K. Moharana	Surgical Boot Maker-II	DPO	9439265978	
104	1075	Smt. Renu Bhoi	MTS (Hospital)	DPO	8895087773	renubhoi73@gmail.com

**DEPARTMENT OF ACADEMICS**

105	1069	Smt. J.R. Patra	Senior Stenographer	DA	9861411286	nirtarjyotsna1990@gmail.com
106	1117	Smt. Madhusmita Sharma	Hostel Warden (Ladies)	DA	9437231866	madhusmita181@gmail.com
107	1124	Shri Gopi Chand Sahu	Hostel Warden (Male)	DA	6264558366	gopichand.sonber@gmail.com
108	1130	Shri Anikesh Kumar Jha	Junior Assistant	DA	7547078515	anikeshjha@outlook.com
109	1134	Shri Sidhartha Sankar Mahapatra	Junior Assistant	DA	8826364116	mahapatrasidhartha@gmail.com
110	1111	Ms. Rashmi Rekha Bastia	Typist/Clerk (H/E)	DA	7008080748	rashmirekhabastia@gmail.com

**DSH (Department of Speech and Hearing)**

111	1019	Shri Jayasankar Panda	Speech Therapist	DSH	9437308666	pandajayasankar@gmail.com
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**LIC (Department of Library and Information Centre)**

**Tel No-0671-2805352**

112	1036	Mrs. Aparna Das	Asst. Library & Information Officer	LIC	9437866554	aparnadas-alio@rediffmail.com
113	1093	Shri Debasis Mahapatra	Library & Information Assistant	LIC	7504278035	debasismohspatra@gmail.com

**RTI (Right to Information)**

114	1113	Sandeep Chandra	Typist/Clerk(H/E)	RTI	8083610463	sandeepchandra578@gmail.com
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**DSW (Department of Social Work)**

115	1159	Shri Samir Barman	Social Worker-cum Vocational Counsellor	DSW	8918420440	samir.barman.mng@gmail.com
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## Landline Telephone Numbers

Dy. Director P&A	0671-2805-396
Administrative Officer	0671-2805-896
Accounts Officer	0671-2805-877
Store Officer	0671-2805-778
Asst. Esst. Officer	0671-2805-118
Officer In-charge (Maintenance)	0671-2805-863
H.O.D., (PMR)	0671-2805-854
H.O.D., (PT)	0671-2805-346
H.O.D., (OT)	0671-2805-348
H.O.D., (P&O)	0671-2805-349
Asst. Manager Workshop	0671-2805-397
Department of Academics	0671-2805-347
Warden (Boys' Hostel)	0671-2805-807
Warden (Girls' Hostel)	0671-2805-815
O.I.C – Library	0671-2805-352

## 9. THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS

The Monthly Remuneration received by each of Officer and employees of the Institute as follows:

Sl. No.	P. No.	Name	Designation	Deptt	Gross Salary	System of Compensation as provided in its Regulation
<b>Director Office(DR-1)</b>						<b>Tel. No-0671-2805552</b>
1	1014	Dr. Patita Paban Mohanty	Director	DR-1	2,69,808	As per Govt. of India Norm
2	1027	Shri K.S. Sethi	P.A. to Director	DR-1	1,43,292	As per Govt. of India Norm
3	943	Shri R.C. Behera	Senior Assistant	DR-1	98,436	As per Govt. of India Norm
<b>General Administrative (AD-2)</b>						<b>Tel. No-0671-2805398</b>
4	1101	Shri Rasmi Ranjan Sethy	Administrative Officer	AD-2	1,76,040	As per Govt. of India Norm

5	1151	Shri Sangramjit Mohanty	Junior Assistant	AD-2	47,028	As per Govt. of India Norm	
6	1147	Shri Santosh Kumar Swain	Cook Grade-I	AD-2	35,862	As per Govt. of India Norm	
7	960	Shri Sadakar Nayak	MTS (Hospital)	AD-2	81,049	As per Govt. of India Norm	
8	1037	Shri Chitrasen Bhoi	MTS (Admin)	AD-2	71,052	As per Govt. of India Norm	
9	1156	Shri Ashutosh Sahoo	Cook	AD-8	32,502	As per Govt. of India Norm	
10	1157	Shri Mihir Ranjan Parida	Cook	AD-8	32,502	As per Govt. of India Norm	
<b>ACCOUNT SECTION (AD-3)</b>				<b>Tel. No-0671-2805862</b>			
11	1118	Shri Swagat Mishra	Audit Officer	AD-3	87,684	As per Govt. of India Norm	
12	1083	Shri K.C. Mohanty	Senior Assistant	AD-3	80,460	As per Govt. of India Norm	
13	1126	Shri Chintamani Swain	Cashier	AD-3	63,990	As per Govt. of India Norm	
14	1127	Shri Pintu Sabat	Accountant	AD-3	63,990	As per Govt. of India Norm	
15	1149	Shri Abhijoy Mitra	Junior Assistant	AD-3	47,828	As per Govt. of India Norm	
16	1112	Shri Soumyangshu Palit	Typist/Clerk (H/E)	AD-3	39,026	As per Govt. of India Norm	
<b>STORE &amp; PURCHASE SECTION (AD-4/5)</b>				<b>Tel. No-06742-805778</b>			
17	979	Shri P.K. Rout	Sr. Assistant & Store officer/Purchase Section I/c	AD-5	1,43,292	As per Govt. of India Norm	
18	1105	Shri Manoranjan Sahoo	Assistant Stores Officer	AD-4	81,120	As per Govt. of India Norm	
19	1128	Shri Debadutta Mishra	Store Keeper	AD-4	49,716	As per Govt. of India Norm	
20	1129	Shri Kranti Kumar Mallick	Junior Assistant	AD-5	49,716	As per Govt. of India Norm	
21	1150	Shri Soubhagya Ranjan Bhoi	Junior Stoke Keeper	AD-4	35,862	As per Govt. of India Norm	
<b>ESTABLISHMENT SECTION (AD-6)</b>				<b>Tel No-0671-2805188</b>			
22	942	Shri Niranjana Nanda	Sr. Assistant	AD-6	1,17,084	As per Govt. of India Norm	
23	946	Shri J.N. Sinku	Sr. Assistant	AD-6	1,07,340	As per Govt. of India Norm	

24	<b>1158</b>	Shri Apurba Maity	Data Entry Operator	<b>AD-6</b>	<b>62,316</b>	As per Govt. of India Norm
25	<b>1102</b>	Shri Tapan Ku. Parida	Junior Assistant	<b>AD-6</b>	<b>55,458</b>	As per Govt. of India Norm
26	<b>1115</b>	Shri Arun Kumar Behera	Typist/Clerk (H/E)	<b>AD-6</b>	<b>39,026</b>	As per Govt. of India Norm
27	<b>1008</b>	Shri Pitamber Besra	MTS (Admin)	<b>AD-6</b>	<b>73,628</b>	As per Govt. of India Norm
<b>CONSTRUCTION &amp; MAINTENANCE DEPARTMENT (AD-7)</b>				<b>Tel No-0671-2805863</b>		
28	<b>1064</b>	Shri Satyajit Pattanaik	Asst. Engg. (Maint.) Civil	<b>AD-7</b>	<b>1,72,848</b>	As per Govt. of India Norm
29	<b>1029</b>	Shri J.L. Naidu	Junior Engineer Civil	<b>AD-7</b>	<b>1,52,628</b>	As per Govt. of India Norm
30	<b>1133</b>	Shri Sakti Prasad Dash	Junior Engineer (E&M)	<b>AD-7</b>	<b>67,860</b>	As per Govt. of India Norm
31	<b>995</b>	Shri Sanjay Nayak	Maintenance Fitter	<b>AD-7</b>	<b>91,212</b>	As per Govt. of India Norm
32	<b>1068</b>	Shri K.P. Hota	Electrician Grade-II	<b>AD-7</b>	<b>69,520</b>	As per Govt. of India Norm
33	<b>1076</b>	Shri P.K. Mahanta	Pipe Fitter Grade-I	<b>AD-7</b>	<b>61,620</b>	As per Govt. of India Norm
34	<b>1077</b>	Shri Ranjit Kumar Swain	Plant Attendant	<b>AD-7</b>	<b>61,620</b>	As per Govt. of India Norm
35	<b>1108</b>	Shri Sumansekhar Sahoo	Pipe Fitter Grade-II	<b>AD-7</b>	<b>35,392</b>	As per Govt. of India Norm
36	<b>1109</b>	Shri Narendra Kumar Sahoo	Electrician Grade-II	<b>AD-7</b>	<b>39,026</b>	As per Govt. of India Norm
37	<b>1137</b>	Shri Ashish Panda	Electrician-cum Plant Operator	<b>AD-7</b>	<b>35708</b>	As per Govt. of India Norm
38	<b>1160</b>	Shri Manoj Toppo	Electrician Grade-II	<b>AD-7</b>	<b>34,854</b>	As per Govt. of India Norm
<b>AD-10</b>						
39	<b>1067</b>	Dr. D.N.P. Das	Hindi Translator	<b>AD-10</b>	<b>1,39,260</b>	As per Govt. of India Norm
<b>DEPARTMENT OF PHYSICAL MEDICINE &amp; REHABILITATION (PMRD)</b>				<b>Tel No-0671-2805854</b>		
40	<b>1045</b>	Dr. P.K. Sahoo	Asso. Professor (Orth/PMR)	<b>PMRD</b>	<b>4,02,758</b>	As per Govt. of India Norm

41	<b>1078</b>	Dr. K.C. Mohapatra	Senior Anaesthetist	<b>PMRD</b>	<b>4,02,758</b>	As per Govt. of India Norm
42	<b>1097</b>	Dr. P.K. Parida	Asst. Prof. (PMR)	<b>PMRD</b>	<b>2,82,134</b>	As per Govt. of India Norm
43	<b>1106</b>	Dr. K. Satyanarayan Rao	Anaesthetist	<b>PMRD</b>	<b>1,77,231</b>	As per Govt. of India Norm
44	<b>1057</b>	Dr. Nibedita Das	Lecturer /GDMO	<b>PMRD</b>	<b>3,39,419</b>	As per Govt. of India Norm
45	<b>1062</b>	Dr. Deepak Kumar Singh	Lecturer /GDMO	<b>PMRD</b>	<b>3,29,639</b>	As per Govt. of India Norm
46	<b>1096</b>	Dr. Sudhakar Pradhan	Lecturer /GDMO	<b>PMRD</b>	<b>2,82,134</b>	As per Govt. of India Norm
47	<b>1098</b>	Dr. Narendra Kumar Behera	Lecturer /GDMO	<b>PMRD</b>	<b>2,82,134</b>	As per Govt. of India Norm
48	<b>1139</b>	Dr. Santhosh Pariyarath	Lecturer /GDMO	<b>PMRD</b>	<b>1,24,450</b>	As per Govt. of India Norm
49	<b>1092</b>	Smt. Rashmita Behera	Assistant Matron	<b>PMRD</b>	<b>1,59,570</b>	As per Govt. of India Norm
50	<b>1005</b>	Smt. Nirmala Kumari Dei	Nursing Sister	<b>PMRD</b>	<b>1,82,250</b>	As per Govt. of India Norm
51	<b>1053</b>	Smt. Namita Dash	Nursing Sister	<b>PMRD</b>	<b>1,52,674</b>	As per Govt. of India Norm
52	<b>1054</b>	Smt. Emelda Ekka	Nursing Sister	<b>PMRD</b>	<b>1,43,654</b>	As per Govt. of India Norm
53	<b>1091</b>	Smt. Banalata Behera	Nursing Sister	<b>PMRD</b>	<b>1,38,598</b>	As per Govt. of India Norm
54	<b>1154</b>	Smt. Radharani Panda	Nursing Sister	<b>PMRD</b>	<b>97,814</b>	As per Govt. of India Norm
55	<b>1119</b>	Shri Durga Ram	Staff Nurse	<b>PMRD</b>	<b>98,934</b>	As per Govt. of India Norm
56	<b>1120</b>	Smt. Nibedita Rout	Staff Nurse	<b>PMRD</b>	<b>93,884</b>	As per Govt. of India Norm
57	<b>1121</b>	Ms Srilekha Roul	Staff Nurse	<b>PMRD</b>	<b>93,884</b>	As per Govt. of India Norm
58	<b>1122</b>	Smt. Itishree Samantaray	Staff Nurse	<b>PMRD</b>	<b>93,884</b>	As per Govt. of India Norm
59	<b>1123</b>	Ms. Ashalata Jena	Staff Nurse	<b>PMRD</b>	<b>95,284</b>	As per Govt. of India Norm
60	<b>1132</b>	Shri Manish Kumar Gupta	Staff Nurse	<b>PMRD</b>	<b>96,414</b>	As per Govt. of India Norm
61	<b>1141</b>	Shri Prithvi Raj	Staff Nurse	<b>PMRD</b>	<b>94,062</b>	As per Govt. of India Norm
62	<b>1153</b>	Shri Ratana Ram	Staff Nurse	<b>PMRD</b>	<b>87,090</b>	As per Govt. of India Norm
63	<b>1155</b>	Ms. Jyotirmayee Sahoo	Staff Nurse	<b>PMRD</b>	<b>88,390</b>	As per Govt. of India Norm
64	<b>1152</b>	Shri Amitav Dash	Pharmacist Grade-I	<b>PMRD</b>	<b>64,164</b>	As per Govt. of India Norm
65	<b>1039</b>	Shri H.P. Pattanaik	Laboratory Technician Gde-I	<b>PMRD</b>	<b>1,35,212</b>	As per Govt. of India Norm

66	1089	Shri Sanjaya Ku. Sahoo	O.T.Technician GD-I	PMRD	92,809	As per Govt. of India Norm
67	1125	Shri Sambit Kumar Lenka	Registration Clerk	PMRD	59,280	As per Govt. of India Norm
68	1144	Shri Ganesh Sardar	Laboratory Technician Gde-II	PMRD	52,153	As per Govt. of India Norm
69	1090	Shri B.R. Parida	Technician	PMRD	74,161	As per Govt. of India Norm
70	1038	Smt. Manjula Nayak	Plaster Technician	PMRD	74,161	As per Govt. of India Norm
71	1003	Smt. Mukta Swain	MTS (Hospital)	PMRD	78,753	As per Govt. of India Norm
<b>DEPARTMENT OF PHYSIOTHERAPY</b>				<b>Tel. No-0671-2805346</b>		
72	1016	Smt. Monalisha Pattanaik	Asst. Prof. Physiotherapy	DPT	1,94,520	As per Govt. of India Norm
73	1017	Shri Basanta Ku. Nanda	Lecturer Physiotherapy	DPT	1,63,272	As per Govt. of India Norm
74	1024	Shri C.R. Mishra	Senior PT-cum-Jr. Lecturer	DPT	1,62,432	As per Govt. of India Norm
75	1065	Dr. Mamata Manjari Sahu	Senior PT-cum-Jr. Lecturer	DPT	1,35,228	As per Govt. of India Norm
76	1080	Smt. Sujata Maharathi	Demonstrator (PT)	DPT	1,35,228	As per Govt. of India Norm
77	1084	Shri Vinay Kumar	Physiotherapist	DPT	135,228	As per Govt. of India Norm
78	1146	Smt. Ranjita Behera	Physiotherapist	DPT	65,264	As per Govt. of India Norm
<b>DEPARTMENT OF OCCUPATIONAL THERAPY</b>				<b>Tel no-0671-2805348</b>		
79	1058	Mrs. Anurupa Senapati	Asst. Prof. -O.T.	DOT	2,00,232	As per Govt. of India Norm
80	1055	Smt Pragya Singh	Lecturer Occupational Therapy	DOT	1,67,976	As per Govt. of India Norm
81	1044	Shri S.K. Halder	Senior OT-cum-Jr. Lecturer	DOT	1,76,544	As per Govt. of India Norm
82	1041	Shri Rama Ku. Sahu	Senior OT-cum-Jr. Lecturer	DOT	1,66,632	As per Govt. of India Norm
83	1061	Shri Sanjib Ku. Sethy	Senior OT-cum-Junior Lecturer	DOT	1,39,260	As per Govt. of India Norm
84	1056	Shri Amit Ku. Mandal	Demonstrator (OT)	DOT	1,35,228	As per Govt. of India Norm

85	1099	Smt. K. Mahakud	Occupational Therapist	DOT	98,436	As per Govt. of India Norm
86	1034	Smt. Savatri Hembram	Senior Assistant	DOT	78,052	As per Govt. of India Norm
<b>DEPARTMENT OF PROSTHETICS &amp; ORTHOTIC</b>						<b>Tel No-0671-2805349</b>
87	1088	Shri R.R. Swain	Lecturer in Computer Engineering & Training Coordinator	DPO	1,67,976	As per Govt. of India Norm
88	969	Shri Ranjan Das	Lecturer (Mech. Engg) Grade-II	DPO	2,34,168	As per Govt. of India Norm
89	985	Shri M.R. Satpathy	Junior Lecturer P&O	DPO	1,43,292	As per Govt. of India Norm
90	1018	Shri A.K. Behera	Asst. Manager Workshop P&O Lab.	DPO	1,39,260	As per Govt. of India Norm
91	1079	Shri Rama Ch. Acharya	Demonstrator – Mechanical	DPO	1,13,724	As per Govt. of India Norm
92	1095	Shri Gouranga Ch. Patra	Demonstrator P&O	DPO	1,01,280	As per Govt. of India Norm
93	1148	Smt. Sushree Sangita Nayak	Demonstrator P & O	DPO	60,514	As per Govt. of India Norm
94	1136	Shri Ullas Chandra Sahoo	Prosthetist & Orthotist Grade-I	DPO	64,164	As per Govt. of India Norm
95	1138	Shri Bapina Kumar Rout	Prosthetist & Orthotist Grade-I	DPO	66,012	As per Govt. of India Norm
96	944	Ms. Latamani Bhoi	Senior Assistant	DPO	1,17,084	As per Govt. of India Norm
97	1011	Shri B. Janarthanan	Prosthetist/Orthotist Grade-II	DPO	1,44,385	As per Govt. of India Norm
98	1142	Smt. Smruti Prava Sahoo	Prosthetist & Orthotist Grade-II	DPO	58,537	As per Govt. of India Norm
99	1143	Ms. Lanu Indira Aimol	Prosthetist & Orthotist Grade-II	DPO	55,537	As per Govt. of India Norm
100	1145	Shri Sunil Kumar Mahali	Prosthetist & Orthotist Grade-II	DPO	55,537	As per Govt. of India Norm
101	1161	Ms. Dionicia Lamare	Prosthetist & Orthotist Grade-II	DPO	57,025	As per Govt. of India Norm
102	981	Shri Gopal Ch. Mallick	Surgical Boot Maker Grade-II	DPO	1,00,705	As per Govt. of India Norm

103	1051	Shri K. Moharana	Surgical Boot Maker- II	DPO	81,049	As per Govt. of India Norm
104	1075	Smt. Renu Bhoi	MTS (Hospital)	DPO	63,299	As per Govt. of India Norm
<b>DEPARTMENT OF ACADEMICS</b>						
105	1069	Smt. J.R. Patra	Senior Stenographer	DA	1,31,364	As per Govt. of India Norm
106	1117	Smt. Madhusmita Sharma	Hostel Warden (Ladies)	DA	67,782	As per Govt. of India Norm
107	1124	Shri Gopi Chand Sahu	Hostel Warden (Male)	DA	63,990	As per Govt. of India Norm
108	1130	Shri Anikesh Kumar Jha	Junior Assistant	DA	49,716	As per Govt. of India Norm
109	1134	Shri Sidhartha Sankar Mahapatra	Junior Assistant	DA	49,716	As per Govt. of India Norm
110	1111	Smt. Rashmi Rekha Bastia	Typist/Clerk (H/E)	DA	41,406	As per Govt. of India Norm
<b>DSH (Department of Speech and Hearing)</b>						
111	1019	Shri Jayasankar Panda	Speech Therapist	DSH	1,57,392	As per Govt. of India Norm
<b>LIBRARY &amp; INFORMATION CENTRE</b> <span style="float: right;"><b>Tel No-0671-2805352</b></span>						
112	1036	Mrs. Aparna Das	Asst. Library & Information Officer	LIC	1,43,292	As per Govt. of India Norm
113	1093	Shri Debasis Mahapatra	Library & Information Assistant	LIC	1,07,340	As per Govt. of India Norm
114		<b>RTI (RIGHT TO INFORMATION)</b>				
	1113	Shri Sandeep Chandra	Typist/Clerk (H/E)	RTI	39,026	As per Govt. of India Norm
<b>DSW (DEPARTMENT OF SOCIAL WORK)</b>						
115	1159	Shri Samir Barman	Social Worker-cum- Vocational Counsellor	DSW	62,316	As per Govt. of India Norm

**10. THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE**

Comprehensive information on the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursement made in the Institute are published in the Annual Report after being placed before both houses of Parliaments is regularly updated in the Institute Website: [www.nirtar.nic.in](http://www.nirtar.nic.in)

**11. THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES**

Details of ADIP Scheme implemented by the Institute are available in the Web Site: [www.nirtar.nic.in](http://www.nirtar.nic.in).

**12. PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT**

The Institute provides concessions in service charges and supply of Artificial Limbs (Prosthesis), Orthosis, Wheel Chair, Tri-cycle, Crutches etc. to the beneficiaries on production of Income Certificate/BPL Card and Disability Certificate. (Details of recipient of concession are available in the Institute Web Site : [www.nirtar.nic.in](http://www.nirtar.nic.in) , under ADIP scheme.

**13. DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM**

Comprehensive information on the activities of the institute are mentioned in the institute website ([www.nirtar.nic.in](http://www.nirtar.nic.in)) and it is regularly updated. Advertisement for recruitment, admissions and tenders are always posted on the website. Application forms and Prospectus for long term PG and UG courses are posted on the website for viewing and downloading. The details of Short Orientation Courses conducted by the institute are also posted on the website.

**14. THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE**

RTI Act 2005 has been implemented in the Institute. Web Site is uploaded periodically to disseminate information with respect to various activities such as Services provided, Academic activities, Physical and Financial achievement etc. Besides Web Site and RTI Act, the following facilities exist in this regards:

- i. Publication in Notice Boards
- ii. Annual Report
- iii. Training Calendar
- iv. Exhibition

**15. THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS:**

**a. NODAL OFFICER**

Dr. Durgesh Nandini Paramita  
Central Public Information Officer  
Hindi Translator  
Swami Vivekanand National Institute of Rehabilitation Training & Research (SVNIRTAR)  
(Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment, Govt. of India)  
Olatpur, Po-Bairoi, Dist-Cuttack, Odisha – 754010  
Phone No.0671-2805450, Fax: 0671-2805862  
Email:cpio.svnirtar@gmail.com

**b. CENTRAL PUBLIC INFORMATION OFFICER (CPIO)**

**c.** Dr. Durgesh Nandini Paramita  
Central Public Information Officer  
Hindi Translator  
Swami Vivekanand National Institute of Rehabilitation Training & Research (SVNIRTAR)  
(Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment, Govt. of India)  
Olatpur, Po-Bairoi, Dist-Cuttack, Odisha – 754010  
Phone No.0671-2805450, Fax: 0671-2805862  
Email:cpio.svnirtar@gmail.com

**d. ASSISTANT CENTRAL PUBLIC INFORMATION OFFICER (ACPIO)**

Shri Sanjib Kumar Sethy  
Asst. Central Public Information Officer  
Sr. OT-Cum-Jr. Lecturer  
Swami Vivekanand National Institute of Rehabilitation Training & Research (SVNIRTAR)  
(Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment, Govt. of India)  
Olatpur, Po-Bairoi, Dist-Cuttack, Odisha – 754010  
Phone No. 0671-2805450, Fax: 0671-2805862  
Email:sajib.dot@gmail.com

**e. APPELLATE AUTHORITY**

Mrs. Anurupa Senapati  
Appellate Authority  
Asst. Prof. (Occupational Therapy)  
Swami Vivekanand National Institute of Rehabilitation Training & Research  
(Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment, Govt. of India)  
Olatpur, Po-Bairoi, Dist-Cuttack, Odisha – 754010  
Phone No.0671-2805348, Fax:0671-2805862, Email: svnirtar@gmail.com

**16. SUCH OTHER INFORMATION AS MAY BE PRESCRIBED.**

**(With relation to training imparted to public by the Institute)**

The Institute conducts several short orientation courses for functionaries of Governmental and Non-Governmental agencies/organizations, Teachers of primary and high schools and parents/relatives of persons with disabilities. The schedule of the programme are published in the Training Calendar of the Institute. Applicants are selected according to eligibility criteria published in the Training Calendar. Travelling Allowance in the form of IInd Class Railway fare/Actual Bus fare in the shortest route is paid by the Institute to the applicants for attending such programmes on production of original ticket unless sponsored. Daily Allowance @ Rs.100/- per day is also provided during the period of the programme.

**APPENDIX**

**APPENDIX – A**

<b>MEMBERS OF GENERAL COUNCIL</b>	
<b>Name and Address</b>	<b>Designation</b>
<b>Ms. V. Vidyavathi, IAS</b> Secretary to Govt. of India, Department of Empowerment of Persons with Disabilities (DEPwD), Ministry of Social Justice and Empowerment, 5th Floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi 110 003	<b>President General Council SVNIRTAR, cuttack</b>
<b>Shri Rajeev Sharma</b> Joint Secretary (DEPwD) Department of Empowerment of Persons with Disabilities (DEPwD), Ministry of Social Justice and Empowerment, 5th Floor, Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi 110 003	<b>Member</b>
<b>Ms. Debolina Thakur, AS &amp; FA</b> Joint Secy. & Financial Adviser Govt. of India Ministry of Social Justice and Empowerment Integrated Finance Division A wing, 3 <sup>rd</sup> Floor, Room No-321-A Shastri Bhawan New Delhi-110001	<b>Member</b>
<b>The Chairman</b> ALIMCO GT Road, Kanpur Uttar Pradesh-209217	<b>Member</b>
<b>The Secretary</b> Health & Family Welfare Govt. of Odisha Bhubaneswar-751001	<b>Member</b>
<b>The Secretary</b> Department of Empowerment of Persons with Disabilities (DEPwD), SIDR Building Capital Hospital Campus, Unit-6 Bhubaneswar-751001	<b>Member</b>
<b>Shri Venuprasad AR</b> Arakkai House, S.N.R.A-07 Sakthan Nagar, Erumelikkara Kumarapuram PO: Kochi, Kerala-683565	<b>Member</b>
<b>Shri Padmanathan A</b> 38/29B, Somasundaram Nagar 03 <sup>rd</sup> Street, Thiruvottiyur Chennai-600019, Tamilnadu.	<b>Member</b>
<b>Shri Aman Kumar Sahu</b> Flat No.-204, Gardenia Home, Near Vashundhara Palm Islands, Kormtoli, Ranchi, Jharkhand-834001	<b>Member</b>
<b>Shri Sohan Pal</b> C-3, Tower-15, Type-IV Kidwai Nagar, East, New Delhi-110023.	<b>Member</b>
<b>Shri Pushendra Pratap Singh</b> Pratap Bhwan, Choube Colony, Ward No.23 Chhatarpur, Madhya Pradesh-471001	<b>Member</b>
<b>The Managing Director,</b> Artificial Limb Manufacturing Corporation of India ALIMCO, GT Road, Kanpur, Uttar Pradesh-209217	<b>Member</b>
<b>A representative from Ministry of Social Welfare Govt. of India</b>	<b>Member</b>

<b>Dr. P.P.Mohanty</b> Director SVNIRTAR,Cuttack	<b>Member Secretary</b>
<b>MEMBERS OF EXECUTIVE COUNCIL</b>	
<b>Name and Address</b>	<b>Designation</b>
<b>Shri Rajeev Sharma</b> Joint Secretary (DEPwD) Department of Empowerment of Persons with Disabilities (DEPwD), Ministry of Social Justice and Empowerment, 5th Floor, Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi 110 003	<b>Chairman</b>
<b>Ms. Debolina Thakur, IA &amp; AS</b> Joint Secy. & Financial Adviser Govt. of India Ministry of Social Justice and Empowerment Integrated Finance Division A wing, 3 <sup>rd</sup> Floor, Room No-321-A Shastri Bhawan New Delhi-110001	<b>Member</b>
<b>Shri Ashish Thacker</b> Director(NI) DEPwD (Dealing with National Institute) Pt. Deen dayal Antodaya Bhawan CGO Complex, Lodhi Road, New delhi-110003	<b>Member</b>
<b>The Secretary</b> Dept. of Health & Family Welfare Govt. of Odisha Bhubaneswar	<b>Member</b>
<b>Ms. Manasmita</b> Social Entrepreneur Plot No.147, District Centre Chandrasekharapur Bhubaneswar-751016	<b>Member</b>
<b>Shri Sohan Pal</b> C-3 Tower-15 Types-IV, Kidwai Nagar East, New Delhi-110023	<b>Member</b>
<b>Dr. Jitendra Sharma</b> Director PDUNIPPD 4 Vishnu Digamber Marg New Delhi-110002	<b>Spl. Invitee</b>
<b>Shri Lalit Narayan</b> Director B.T. Road, Bon-Hooghly NILD, Kolkata.	<b>Spl. Invitee</b>
<b>Dr. P.P. Mohanty</b> Director SVNIRTAR Cuttack-754010	<b>Member Secretary</b>

**SWAMI VIVEKANAND NATIONAL INSTITUTE OF REHABILITATION TRAINING AND RESEARCH  
AT-OLATPUR, BAIROI, DIST-CUTTACK, ODISHA-754010**

Name & Details of- (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 01.01.2015

(a) Current CPIO (Since 25<sup>th</sup> March 2026)

Sl. No.	Designation of the Officer Designated as PIO	Mobile No	E-mail
1	Dr. Durgesh Nandini Paramita Das (Hindi Translator)	977142575	<a href="mailto:03071975durgesh@gmail.com">03071975durgesh@gmail.com</a>

Current FAA (Since 01.01.2015)

Sl. No.	Designation of the Officer Designated as FAA	Mobile No	E-mail
1	Mrs. Anurupa Senapati Assistant Professor (OT)	9437631491	<a href="mailto:anurupasenapati@gmail.com">anurupasenapati@gmail.com</a>

(b) Earlier CPIOs

Sl. No.	Designation of the Officer Designated as PIO	Mobile No.	E-mail
1	Pramod Kumar Parida Asst. Prof. (PMR) (Since May 2020 – March 2026)	9777142575	<a href="mailto:pramodsvnirtar@gmail.com">pramodsvnirtar@gmail.com</a>
2	Er. Ranjan Das Lecturer (Mec.Eng.) Grade-II (Since October 2016-May 2020)	9439492151	<a href="mailto:ranjandas1967@gmail.com">ranjandas1967@gmail.com</a>
3	Mr.B.K. Nanda Lecturer (PT) (Since 2015-October 2016)	9668497240	<a href="mailto:nanda.basantakumar@gmail.com">nanda.basantakumar@gmail.com</a>

**Details of RTI Receipt and Disposal**

**2025-2026**

No. of RTI Received	No. of RTI Dispose	No. of appeal received	No. of appeal Disposed off
<b>80</b>	<b>72</b>	<b>6</b>	<b>6</b>

**2024-2025**

No. of RTI Received	No. of RTI Dispose	No. of appeal received	No. of appeal Disposed off
<b>107</b>	<b>104</b>	<b>8</b>	<b>8</b>


**2023-2024**

No. of RTI Received	No. of RTI Dispose	No. of appeal received	No. of appeal Disposed off
<b>114</b>	<b>114</b>	<b>09</b>	<b>09</b>

**No of the employees against whom Disciplinary action has been proposed/taken  
(Section 4(2))**

- (i) No. of employees against whom disciplinary action has been Pending for Minor penalty or major penalty proceedings –**Nil**
- (ii) Finalized for Minor Penalty or major penalty proceedings- **Nil**

## Stakeholders for Advice on Suo-Mota Disclosure

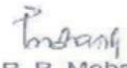
 SWAMI VIVEKANAND NATIONAL INSTITUTE OF REHABILITATION TRAINING AND RESEARCH  
DEPARTMENT OF EMPOWERMENT OF PERSONS WITH DISABILITIES (DIVYANGJAN)  
(MINISTRY OF SOCIAL JUSTICE & EMPOWERMENT, GOVERNMENT OF INDIA)  
OLATPUR, P.O.: BAIROI, DIST: CUTTACK-754010 (ODISHA)

Ref. No.: AD 6B 04 Dated: 20<sup>th</sup> August, 2024

**CONVENING ORDER**

Based on online Third-Party Audit of Proactive disclosure meeting held on 12<sup>th</sup> August 2024, Consultancy Committee of key Stakeholders for Advice on Suo-Mota Disclosure which is a part of transparency policy of the Institute under section 4(2) of RTI Act 2005 for which a Committee is constituted as under:


1. Dr. K. C. Mohapatra, Dy. Director (Tech.) (Officiating), SVNIRTAR	-	Chairman
2. Mr. Satyajit Patnaik, Asst. Maint. (Civil) & Dy. Director (P&A) (Offg.)	-	Member
3. Mrs. Anurupa Senapati, Assistant Professor (OT)	-	Member
4. Shri Rashmi Ranjan Swain, Lecturer, Computer Engineering	-	Member
5. Shri Swagat Mishra, Audit Officer & Head of Accounts	-	Member
6. Dr. Pramod Kumar Parida, Asst. Professor (PMR) & P I O, SVNIRTAR	-	Convenor

  
(Dr. P. P. Mohanty)  
Director

Copy to:

1. All Members
2. Concerned files

## PIOs/FAAs Sought Information of RTI

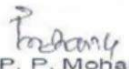
 SWAMI VIVEKANAND NATIONAL INSTITUTE OF REHABILITATION TRAINING AND RESEARCH  
DEPARTMENT OF EMPOWERMENT OF PERSONS WITH DISABILITIES (DIVYANGJAN)  
(MINISTRY OF SOCIAL JUSTICE & EMPOWERMENT, GOVERNMENT OF INDIA)  
OLATPUR, P.O.: BAIROI, DIST: CUTTACK-754010 (ODISHA)

Ref. No.: AD 6B 04 Dated: 20<sup>th</sup> August, 2024

**CONVENING ORDER**

In compliance of directives of Central Information Commission (CIC), the following committee of PIOs / FAAs with rich experience in RTI to identify frequently sought information under Right to Information Act 2005 is hereby constituted as under:

1. Dr. K. C. Mohapatra, Dy. Director (Tech.) (Officiating), SVNIRTAR	-	Chairman
2. Shri Niranjan Nanda, Sr. Assistant & Establishment Section I/c	-	Member
3. Shri R. C. Acharya, Demonstrator (Mechanical) & Asst. Training Co-Ordinator	-	Member
4. Shri Pintu Sabat, Accountant, SVNIRTAR	-	Member
5. Dr. Pramod Kumar Parida, Asst. Professor (PMR) & P I O, SVNIRTAR	-	Convenor

  
(Dr. P. P. Mohanty)  
Director

Copy to:

1. All Members
2. Concerned files

## Replies to question asked in the parliament



संयुक्त संसदीय मंत्रालय

स्वामी विवेकानंद राष्ट्रीय पुनर्वास प्रशिक्षण एवं अनुसंधान संस्थान (एसवीनिरतार)

दिव्यांगजन पशुकीकरण विभाग, सामाजिक न्याय और अधिकारिता मंत्रालय, भारत सरकार

**SWAMI VIVEKANAND NATIONAL INSTITUTE OF  
REHABILITATION TRAINING AND RESEARCH**

Department of Empowerment of Persons with Disabilities (Divyangjan)  
Ministry of Social Justice & Empowerment, Government of India

Ref No: DR IA 57 (Parl)

Dated: 10 Mar 2026

Shri Anupam Shukla  
Under Secretary (NI)  
Ministry of Social Justice and Empowerment,  
Department of Empowerment of Persons with Disabilities  
5<sup>th</sup> Floor, 'B' Wing,  
Pt. Deendayal Antyodaya Bhawan,  
CGO Complex,  
New Delhi-110003.

Sub: Lok Sabha U.Q.D.No.12872 for 17.03.2026 regarding Education and  
Rehabilitation services for Specific Disabilities in National Institutes.

Sir,

With reference to the Ministry letter No. N-2206/111/2021-NI, dated  
09.03.2026, the point wise replies on the above cited subject are furnished below for  
your kind perusal:

- (a). Yes.
- (b). Presently the following skill development courses and free job coaching for  
Persons with Hearing Impairment and Visually Impairment are ongoing at  
Department of Social Work, SVNIRTAR:
  - (i). Other Home Appliance Field Technician Course for Speech and Hearing  
Impairment Disability under NAP SDP of Govt. of India.
  - (ii). Free Job Coaching Course for Persons with Visually Impairment (Blindness  
and Low Vision Disabilities) under Free Job Coaching Scheme of Govt. of  
India.

Alongside this, the Institute has MoUs with NGOs which are running the  
following courses for PwDs at Department of Social Work, SVNIRTAR:

- (i). Work Integrated Soft Skill in English & Computer (WISE) for Locomotor  
Disability, Low Vision and Speech and Hearing Disability by Youth 4 Jobs  
Foundation.
- (ii). Certificate in IT & Workplace Communication Course for Locomotor  
Disability, Cerebral Palsy, Intellectual Disability and Low Vision  
Disability by Anudip Foundation.

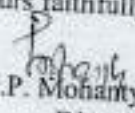
OLATPUR,  
P.O. BAIROL,  
DIST. - CUTTACK (ODISHA)  
PIN - 754 010

Tel. : 0671 - 2805552, 2805856  
Fax : 2805862  
Email : nirtar@orl.nic.in, svnirtar@gmail.com  
Website : http://www.nirtar.nic.in

- (c). Yes.
- (d). Other than the above-mentioned skill courses and free job coaching, the following skill development courses are also ongoing at Department of Social Work, SVNIRTAR:
- (i). LED Light Repairing Technician Course for Locomotor Disability under NAP-SDP of Govt. of India.
  - (ii). Mobile Phone Repairing Technician Course for Locomotor Disability under CSR project of CMPDI.
  - (iii). Assistant Beauty Therapy Course for Locomotor Disability under CSR project of CMPDI.
- (e). Total number of beneficiaries receiving education and rehabilitation services through this Institute are furnished below:

Year	No. of course	Student intake	Rehabilitation services provided		
			New cases	Follow-up cases	Support services
2024-25	08	342	1030	118	317
2025-26 (As on 28.02.2026)	10	391	697	22	182

Thanking you,

Yours faithfully,  
  
 (Dr. P.P. Mohanty)  
 Director



एतु संघसते गिरि:

स्वामी विवेकानंद राष्ट्रीय पुनर्वास प्रशिक्षण एवं अनुसंधान संस्थान (एसवीनिरतार)  
दिव्यांगजन सशक्तिकरण विभाग, सामाजिक न्याय और अधिकारिता मंत्रालय, भारत सरकार  
**SWAMI VIVEKANAND NATIONAL INSTITUTE OF  
REHABILITATION TRAINING AND RESEARCH**  
Department of Empowerment of Persons with Disabilities (Divyangjan)  
Ministry of Social Justice & Empowerment, Government of India

Ref No: DR IA 57 (Part.)

Dated: 05 Mar 2026

Shri Vikash Gupta  
Section Officer (ATD)  
Ministry of Social Justice and Empowerment,  
Department of Empowerment of Persons with Disabilities  
5<sup>th</sup> Floor, 'B' Wing,  
Pt. Deendayal Antyodaya Bhawan,  
CGO Complex,  
New Delhi-110003.

Email: [adipsection-depwd@gov.in](mailto:adipsection-depwd@gov.in)

Sub: Inputs for provisionally admitted Lok Sabha Unstarred No.2958 for 10.03.2026 on  
Manufacturing of Prosthetic Device.

Sir,

The point wise replies on the above cited subject are furnished below for your kind  
perusal:

(a). NA

(b) **Process of Prosthetic Service Delivery to Amputees at SVNIRTAR:**

- i. Registration and Initial Assessment: Amputees reporting to SVNIRTAR are first registered and undergo clinical evaluation and functional assessment by the rehabilitation team to determine the appropriate prosthetic prescription.
- ii. Scheme Eligibility Screening: After assessment, beneficiaries are categorized based on their eligibility for the ADIP Scheme (Assistance to Disabled Persons for Purchase/Fitting of Aids and Appliances):
  - a. Eligible beneficiaries are registered under the ADIP Scheme.
  - b. Non-eligible beneficiaries are registered under the Payment Category.
- iii. Measurement and Casting: Detailed measurements and casting of the residual limb are carried out to ensure accurate prosthetic fitting.
- iv. Fabrication of Prosthesis: Based on the measurements and prescription, the prosthesis is fabricated in the prosthetic workshop.
- v. Checkout and Fitting: Once fabrication is completed, the patient is called for prosthetic fitting and checkout, where alignment, comfort, and functionality are evaluated and adjusted.
- vi. Gait Training and Rehabilitation.
- vii. Final Delivery and Discharge: After successful training and satisfactory prosthetic fitting, the final prosthesis is delivered, and the amputee is discharged with follow-up instructions.

OLATPUR,  
P.O. BARIOL  
DIST. - CUTTACK (ODISHA)  
PIN - 754 010

Tel. : 0671 - 2805562, 2805856  
Fax : 2805562  
Email : [nirtar@ornic.in](mailto:nirtar@ornic.in), [svnirtar@gmail.com](mailto:svnirtar@gmail.com)  
Website : <http://www.nirtar.nic.in>

(c).

Sl. No.	Year	No. of beneficiaries fitted the prosthesis	Fund allocated (In Lakh)	Fund utilized (in Lakh)
1	2024-25	225	141.28	141.28
2	2023-24	250	201.34	201.34
3	2022-23	252	301.95	301.95

(d). NA

- (e) Amputees reporting for rehabilitation are provided prosthetic services through National Institutes (NIs), Composite Regional Centres (CRCs), District Disability Rehabilitation Centres (DDRCs), and ALIMCO – Pradhan Mantri Divyasha Kendras (PMDKs).
- (f) Prosthetic Rehabilitation at SVNIRTAR (Swami Vivekanand National Institute of Rehabilitation Training and Research) is a comprehensive multidisciplinary process including Physiotherapy, Psychological Counselling, Skill Training / Vocational Rehabilitation and Social Integration.

Thanking you,

Yours faithfully,

*P.P. Mohanty*  
 (Dr. P.P. Mohanty)  
 Director



संयुक्त संघर्षी निरि:

स्वामी विवेकानंद राष्ट्रीय पुनर्वास प्रशिक्षण एवं अनुसंधान संथान  
(सामाजिक न्याय और अधिकारिता मंत्रालय, भारत सरकार)

**SWAMI VIVEKANAND NATIONAL INSTITUTE OF  
REHABILITATION TRAINING AND RESEARCH**  
(MINISTRY OF SOCIAL JUSTICE & EMPOWERMENT, GOVERNMENT OF INDIA)

Ref No: DR 1A 57 (Parl.)

Dated: 13 Mar 2026

Under Secretary to Govt. of India  
Ministry of Social Justice and Empowerment,  
Department of Empowerment of Persons with Disabilities  
'B' Wing, Pandit Deen Dayal Antodaya Bhawan,  
CGO Complex, Lodhi Road  
New Delhi-110003.

**Sub: Inputs on Rajya Sabha Oral Question S. No. 277 for 18.03.2026 regarding Education and Rehabilitation Services for Specified Disabilities Reg**

The point-wise replies on the above-cited subject are furnished below by SVNIRTAR for your kind perusal:

S. No	Points Raised in Rajya Sabha	Submission SVNIRTAR
1	(a) whether special education and rehabilitation services are being provided to the persons visual and hearing impairment through the National Institutes functioning under the Department of Empowerment of Persons with Disabilities (DEPwD)	Presently the following skill development courses and Free Job Coaching for Persons with Visual and Hearing Impairment are ongoing at Department of Social Work, SVNIRTAR-  I. Free Job Coaching Course for Persons with Visually Impairment (Blindness and Low Vision Disabilities) under Free Job Coaching Scheme of Govt. of India.  II. Other Home Appliance Field Technician Course for Speech and Hearing Impairment Disability under NAP SDP of Govt. of India.  III. Work Integrated Soft Skill in English & Computer (WISE) for Locomotor Disability, Low Vision and Speech and Hearing Disability in collaboration with Youth 4 Jobs Foundation.

BLATLER,  
P.O. - BA/ROI,  
DIST. - CUTTACK (ODISHA)  
PIN - 754 010

Tel : 0671 - 2805552, 2805858  
Fax : 2805862  
E-mail : nirtar@oi.nic.in  
Website : http://www.nirtar.nic.in

		IV. Certificate in IT & Workplace Communication Course for Locomotor Disability, Cerebral Palsy, Intellectual Disability and Low Vision Disability in collaboration with Anadip Foundation.
2	(b) if so, the details thereof and measures taken by Government for expansion, modernization upgradation of such services;	Alongside the regular classes, the institute organizes exposure visits, job fairs, job preparedness sessions and cultural activities for the persons with disabilities.
3	(c) whether similar specialized education and rehabilitation services are being provided through dedicated national Institutes catering to other major categories of disabilities;	Yes.
4	(d) if so, the details of such institutes and the nature of services offered by them ; and	SVNIRTAR and its CRCs provide complete rehabilitation services including medical, therapeutic, surgical, special education, Skill training and job placement etc. services to the PwDs.
5	(e) the total number of beneficiaries currently availing education and rehabilitation services from these National Institutes?	In 2025-2026 (As on 28.02.2026), 351 beneficiaries with different types of disabilities received skill development and free job coaching in SVNIRTAR.  In 2025-2026 (As on 28.02.2026), a total of 39375 beneficiaries with different types of disabilities have been receiving rehabilitation services (new cases and follow up cases) at CDEIC, SVNIRTAR and a total 4,43,383 beneficiaries at SVNIRTAR.

Thanking you,

Yours faithfully,

  
(Dr. P.P. Mohanty)  
Director



योग संघमणे गिरि:

स्वामी विवेकानंद राष्ट्रीय पुनर्वास प्रशिक्षण एवं अनुसंधान संस्थान (एसवीनिरतार)  
दिव्यांगजन सशक्तिकरण विभाग, सामाजिक न्याय और अधिकारिता मंत्रालय, भारत सरकार  
**SWAMI VIVEKANAND NATIONAL INSTITUTE OF  
REHABILITATION TRAINING AND RESEARCH**  
Department of Empowerment of Persons with Disabilities (Divyangjan)  
Ministry of Social Justice & Empowerment, Government of India

Ref No: DR 1A 57 (Parl.)

Dated: 12 Mar 2026

The National Institute Section  
Ministry of Social Justice and Empowerment,  
Department of Empowerment of Persons with Disabilities  
5<sup>th</sup> Floor, 'B' Wing,  
Pt. Deendayal Antyodaya Bhawan,  
CGO Complex,  
New Delhi-110003.

Sub: **Rajya Sabha Starred Question No.277 regarding "Education  
Rehabilitation Services for Specific Disabilities"**  
Sir,

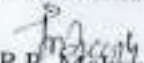
With reference to the Ministry email dated 12.03.2026, the required information on the above-cited subject are furnished below for your kind perusal:

The following modernization of services are provided by SVNIRTAR:

Robotic Therapy, AI Based Interventions, Virtual Reality, Sensory Park,  
Hydrotherapy, Play Therapy etc.

Thanking you,

Yours faithfully,

  
(Dr. P.P. Mohanty)  
Director

DLATPUR,  
P.O. BAIROI

Tel : 0671 - 2805552, 2805558  
Fax : 2805552



संयुक्त संसदीय समिति

स्वामी विवेकानंद राष्ट्रीय पुनर्वास प्रशिक्षण एवं अनुसंधान संस्थान  
(सांसाधन न्याय और अधिकारिता मंत्रालय, भारत सरकार)

**SWAMI VIVEKANAND NATIONAL INSTITUTE OF  
REHABILITATION TRAINING AND RESEARCH**  
(MINISTRY OF SOCIAL JUSTICE & EMPOWERMENT, GOVERNMENT OF INDIA)

Ref No: DR 1A 57 (Parl.)

Dated: 12 Mar 2026

Section Officer (Policy)  
Ministry of Social Justice and Empowerment,  
Department of Empowerment of Persons with Disabilities  
5<sup>th</sup> Floor, 'B' Wing,  
Pt. Deendayal Antyodaya Bhawan,  
CGO Complex,  
New Delhi-110003.

**Sub: Lok Sabha Unstarred Question 3919 for 17.03.2026 -**

Sir,

With reference to the Ministry email dated 11.03.2026, the point-wise information on the above-cited subject are furnished below for your kind perusal:

- Persons affected by leprosy, completing the MDT do not require isolation in the community. The social stigma from leprosy is due to a lack of awareness among the public.
- Awareness programs are being conducted by social media and electronic media to minimise the social stigma for the leprosy-affected persons
- Leprosy-cured persons have been designated as a special category of disability under the PwD Act 2016. Department of Disability Affairs, MSJE, extends services by different National institutes and Regional leprosy training and research institutes for providing medical, surgical, and vocational rehabilitation services to Leprosy Cured persons

Thanking you,

Yours faithfully,

  
(Dr. P.P. Mohanty)  
Director

OLATPUR,  
P.O. - BAIRDI,  
DIST. - CUTTACK (ODISHA)  
PIN - 754 010

Tel. : 0671 - 2805552, 2808850  
Fax : 2805862  
E-mail : nirtar@nirta.nic.in  
Website : <http://www.nirtar.nic.in>

# Budget and Programme

F. No. N-2206/22/2020-NI

क्र.सं. N-2206/22/2020-NI-सं.सं.

Government of India भारत सरकार

Ministry of Social Justice & Empowerment सामाजिक न्याय एवं अधिकारिता मंत्रालय  
Department of Empowerment of Persons with Disabilities (Divyangjan) दिव्यांगजन मजबूतीकरण विभाग  
\*\*\*\*\*

5<sup>th</sup> Floor, Pt. Deen Dayal Antyodaya Bhawan,  
CGO Complex, New Delhi-110003

Dated 17<sup>th</sup> February, 2025

To

The Directors  
National Institutes  
(Under Administrative Control of DEPwD)

Sub - Notional Allocation of funds to National Institutes /CRCs under Scheme for funding to National Institute for the financial year 2024-2025.

Sir,

I am directed to refer to the subject mentioned above and to say that Budget Estimate (BE) of Rs.370.00 crore have been revised of Rs.391.97 crore in Revised Estimate (RE) stage under the "Support for funding to National Institute" during the current financial year 2024-2025. With the approval of Competent Authority RE has been notionally allocated to National Institutes/ Composite Regional Centres as under:-

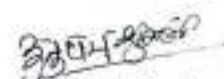
(in Rs. lakhs)

S.No.	Institute/CRC	Head-wise Notional Allocation 2024-25		
		Salary	General	Capital
1	NIEPMD	499.76	1023.00	175.00
2	NIEPVD	2730	1140.00	898.00
3	NIEPID	1850.24	1385.00	800.00
4	NILD	1550	985.00	350.00
5	SVNIRTAR	2650	1110.00	740.00
6	AYJNISHD	2750	980.00	625.00
7	PDUNIPPD	2450	610.00	75.00
8	NIMHR	150	530.00	2800.00
9	ISLRTC	320	380.00	30.00
10	CRC, Guwahati	275	160.00	20.00
11	CRC, Sundernagar	250	75.00	650.00
12	CRC Bhopal	320	120.00	10.00
13	CRC, Srinagar	200	146.00	20.00
14	CRC, Lucknow	170	150.00	100.00
15	CRC, Patna	20	160.00	120.00
16	CRC, Ahmedabad	115	160.00	20.00
17	CRC, Kozhikode	200	95.00	10.00
18	CRC, Rajnandgaon	0	135.00	800.00

		S	G	C
19	CRC, Nellore	0		
20	CRC, Davangere	150	195.00	750.00
21	CRC, Nagpur	0	105.00	1044.00
22	CRC, Tripura	0	125.00	150.00
23	CRC, Gorakhpur	0	85.00	0.00
24	CRC, Sikkim	0	150.00	428.00
25	CRC, Ranchi	0	15.00	0.00
26	CRC, Balangir	0	50.00	0.00
27	CRC, A&N	0	50.00	0.00
28	CRC, Shillong	0	115.00	0.00
29	CRC, Manipur	0	105.00	80.00
30	CRC, Chhatarpur	0	85.00	0.00
31	CRC, Jammu	0	118.00	1060.00
32	CRC, Jaipur	0	90.00	10.00
33	CRC, Madurai	0	20.00	50.00
	Total	16650	10697	11825

2. All NIs/CRCs are requested to submit Grant-in-Aid proposal according to the Notional Allocation.

Yours faithfully,

  
(Anupam Shukla)  
Under Secretary (NI)

Copy for information:-

1. Under Secretary (Budget & IFD), DEPwD, East block 10, Sector 1, R.K. Puram, New Delhi

## **FINANCIAL: ANNUAL ACTION PLAN – SVNIRTAR (FY: 2024-25)**

### **A. OVERALL SUMMARY**

The following proposal with respect to our Annual Action Plan for the **Financial Year 2024-25** for an amount of **Rs.7,486.17 lakhs** under all the heads of the Institute is placed below under Ongoing Activities & New Programmes for your kind perusal:

(Figures in Lakhs)

Sl No.	Heads of Grant	Amount
01	General	2,076.98
02	Capital	1,138.94
03	Salary	2,940.57
04	North East	100.00
05	SC General	57.34
06	SC Capital	557.50
07	ST General	57.34
08	ST Capital	557.50
	<b>Total</b>	<b>7,486.17</b>

The following proposal with respect to our Annual Action Plan for the **Financial Year 2024-25** for an amount of **Rs.943.50 lakhs** for **Assistance to Disabled Persons for Purchase/Fitting of Aids/Appliances (ADIP) schemes & Rs.216.24 lakhs** under the **Scheme for Implementation of the Rights of Persons with Disabilities Act, 2016 (SIPDA)** of the Institute. A tabular form of the same is placed below for your kind perusal:

(Figures in Lakhs)

Sl No.	Schemes	Amount
01	ADIP	943.50
02	SIPDA	216.24
	<b>Total</b>	<b>1,159.74</b>

### **B. PROPOSAL FOR GIA-GENERAL FOR THE FINANCIAL YEAR 2024-25**

It may please be noted that an amount of **Rs.2,076.98 lakhs** has been proposed for the **Financial Year 2024-25** under **"General Head"** of the Institute which is placed below for your kind perusal:

(Figures in Lakhs)

Sl. No.	Heads of Expenses	Amount	Remarks
a.	Manpower Cost	636.00	The details of the proposed budget have been arrived taking into consideration the enhanced capacity of 200 Bedded hospital & increased ongoing activities & patient foot fall expected to be made during the Financial Year 2024-25.
b.	Rehabilitation Services	542.00	
c.	Other Recurring Expenses	191.87	
d.	Outreach Activities	7.50	
e.	Departmental General Expenses	699.61	
	<b>Total</b>	<b>2,076.98</b>	

The total Departmental General Expenses amounting to **Rs.699.61 lakhs** have been further segregated department wise the details of which are mentioned below:

(Figures in Lakhs)

Sl No	Concerned Department	Amount	Remarks
1	Dept. of Prosthetics & Orthotics (DPO)	130.03	The details of the Proposed Budget have been arrived based on the requirements placed by various Departmental Heads of the Institute with indication of new proposals as well as for the expenditure to be incurred for ongoing schemes/ projects.
2	Dept. of Library (LIC)	0.80	
3	Dept. of Physiotherapy (DPT)	27.48	
4	Dept. of PMRD (PMRD)	10.48	
5	Dept. of Academics (DA)	451.32	
6	Maintenance Division (AD-7)	76.50	
7	Department of Social Work (DSW)	3.00	
	<b>Total</b>	<b>699.61</b>	

**C. HEAD WISE DETAILS OF GIA-GENERAL FOR THE FINANCIAL YEAR 2024-25**

The head wise details of GIA-General are given below for your kind perusal:

(Figures in Lakhs)

Sl No	Heads of Expenditure	Ongoing Programme	New Programme	Total
<b>A</b>	<b>Manpower Cost</b>			
1	Outsourced Security (10 Lakhs P.M)	120.00	-	120.00
2	Outsourced Staffs (25 Lakhs P.M)	300.00	-	300.00
3	Contractual Staffs (18 Lakhs P.M)	216.00	-	216.00
	<b>Sub-Total</b>	<b>636.00</b>	<b>-</b>	<b>636.00</b>
<b>B</b>	<b>Rehabilitation Services</b>			
1	Stock of Medicines & Other Ancillary Materials	120.00	-	120.00
2	Cartridge Items	5.00	-	5.00
3	Printing & Stationary	40.00	-	40.00
4	General Stores	10.00	-	10.00
5	Sanitary Items	60.00	-	60.00
6	Food & Patient Maintenance (PwDs)	125.00	-	125.00
7	Electricity Charges, Solar Energy & Generator (Rs.11.00 Lakhs Per Month)	132.00	-	132.00
8	Repair and Maintenance of Institute (Considering all the Departments and AMCs)	50.00	-	50.00
	<b>Sub-Total</b>	<b>542.00</b>	<b>-</b>	<b>542.00</b>
<b>C</b>	<b>Other Recurring Expenses</b>			
1	Travelling Expenses	25.00	-	25.00
2	Recruitment Expenses	5.00	-	5.00
3	Telephone Expenses	1.20	-	1.20
4	Legal Expenses	2.50	-	2.50
7	Audit Expenses	6.00	-	6.00
8	Advertisement Expenses	15.00	-	15.00
9	E.C. Meeting Expenses	2.00	-	2.00
11	Rate, Taxes & Insurance	3.50	-	3.50
13	Newspaper & Periodicals	1.50	-	1.50
14	NSDL Charges	0.20	-	0.20
15	Fees & Subscriptions	1.14	-	1.14
16	International Yoga Day	1.18	-	1.18
17	Independence Day Expenses	0.65	-	0.65
18	Hindi Programme Expenses	1.00	-	1.00
19	Minister Programme Expenses	2.00	-	2.00
20	Vehicle Hiring and Vehicle running expenses (HSD) for students and official purpose	124.00	-	124.00
	<b>Sub-Total</b>	<b>191.87</b>	<b>-</b>	<b>191.87</b>
<b>D</b>	<b>Outreach Activities</b>			
1	Sub Centre Cuttack	2.50	-	2.50
2	Sub Centre Bhubaneswar	2.50	-	2.50
3	Sub Centre Dhenkanal	2.50	-	2.50
	<b>Sub-Total</b>	<b>7.50</b>	<b>-</b>	<b>7.50</b>

**D. DEPARTMENT WISE DETAILS OF GIA-GENERAL FOR THE FINANCIAL YEAR 2024-25**

The department wise details of GIA-General are given below for your kind perusal:

(Figures in Lakhs)

SI No	Heads of Expenditure	Ongoing Programme	New Programme	Total
<b>E</b>	<b>Dept. of Prosthetics &amp; Orthotics (DPO)</b>			
1	Research Publications	2.00	-	2.00
2	Orthotic Components	24.90	-	24.90
3	Prosthetic Components	34.65	-	34.65
4	Raw Material for DPO	60.48	-	60.48
5	Raw Materials & Components (For Long Term & Short Term BPO & MPO Course)	8.00	-	8.00
	<b>Sub-Total</b>	<b>130.03</b>	<b>-</b>	<b>130.03</b>
<b>F</b>	<b>Dept. of Library (LIC)</b>			
1	Binding of Books and Back Volume of Journals	-	0.80	0.80
	<b>Sub-Total</b>	<b>-</b>	<b>0.80</b>	<b>0.80</b>
<b>G</b>	<b>Dept. of Physiotherapy (DPT)</b>			
1	Consumable	2.50	-	2.50
2	Accessories for Electrotherapy	-	2.00	2.00
3	Accessories for Exercise Therapy	-	1.00	1.00
4	Accessories for Hydrotherapy	-	1.00	1.00
5	Repair/Replace parts of Non-Functional of Equipments	-	10.00	10.00
6	AMC of Isokinetic System (HUMAC NORM)	-	2.08	2.08
7	AMC of Virtual Rehab System (Kinapsys)	-	0.44	0.44
8	AMC of Balance System (Humac Balance)	-	0.26	0.26
9	AMC of 3D Motion Analysis	-	8.20	8.20
	<b>Sub-Total</b>	<b>2.50</b>	<b>24.98</b>	<b>27.48</b>
<b>H</b>	<b>Dept. of PMRD</b>			
1	AMC - C-Arm	-	1.00	1.00
2	AMC - Erba Machine	-	0.96	0.96
3	AMC - Ultrasound Machine	-	0.50	0.50
4	AMC - Urodynamics Machine	-	0.52	0.52
5	AMC - Autoclave	-	1.00	1.00
6	AMC - Mico Audio Meter, Tympanometer, BERA & OAE	-	0.50	0.50
	<b>New 100 Bedded Hospital Furniture Machine &amp; Equipments</b>			
1	Steel Tray for Ward	-	0.80	0.80
2	Blanket	-	2.00	2.00
3	Window Screen	-	0.50	0.50
4	Plastic Bed Name Plates	-	0.20	0.20
5	Plastic Folder File (For Patients)	-	2.00	2.00
6	Wall Hanger (Bed Side) Steel	-	0.50	0.50
	<b>Sub-Total</b>	<b>-</b>	<b>10.48</b>	<b>10.48</b>

Sl No	Heads of Expenditure	Ongoing Programme	New Programme	Total
<b>I</b>	<b>Dept. of Academics (DA)</b>			
1	Stipend to Internee Students (1 <sup>st</sup> & 2 <sup>nd</sup> Year): Total: 170 students @Rs.12000/- per month = Rs.20,40,000/- × 6 months = Rs.1,22,40,000/-	122.40	-	122.40
2	Stipend to PG Students (1 <sup>st</sup> Year): Total: 40 students @ Rs.16000/- per month = Rs.6,40,000/- × 12 months = Rs.76,80,000/-	76.80	-	76.80
3	Stipend to PG Students (2 <sup>nd</sup> Year): Total: 40 students @ Rs.20,000/- per month = Rs.8,00,000/- × 12 months = Rs.96,00,000/-	96.00	-	96.00
4	DNB Students: Total: 7 Students @ Rs.1,00,000/- per month × 12 months = Rs.84,00,000/-	84.00	-	84.00
	<b>Sub – Total</b>	<b>379.20</b>	<b>-</b>	<b>379.20</b>
	<b>Remuneration for arrangement of Classes at SCB Medical College, Cuttack</b>			
	<b>A. Theory</b>			
	BPO (Anatomy, Physiology, Pathology)	1.74	-	1.74
6	BPT (Anatomy, Physiology, Biochemistry, Pathology & Pharmacology, Community Medicine, Medicine – I, Medicine – II (Pediatric & Cardiology), Medicine – III (Neurology), Medicine – IV (Psychiatric), Surgery – I, Surgery II (Ortho), Surgery – III (Neurosurgery), Cardiothoracy, Gynecology, Plastic Surgery	7.89	-	7.89
	BOT (Anatomy, Physiology, Biochemistry, Pathology & Pharmacology, Community Medicine, Medicine – I, Medicine – II (Pediatric & Cardiology), Medicine – III (Neurology), Medicine – IV (Psychiatric), Surgery – I, Surgery II (Ortho), Surgery – III (Neurosurgery), Cardiothoracy, Gynecology, Plastic Surgery	7.89	-	7.89
	MPT (Neurology & Plastic Surgery)	0.60	-	0.60
	MOT (Neurology & Pediatric)	0.60	-	0.60
	<b>B. Practical</b>			
	BPO (Anatomy, Physiology, Pathology)	0.54	-	0.54
	BPT (Anatomy, Physiology, Medicine – I, Medicine – III (Neurology), Surgery – I, Surgery II (Ortho)	3.18	-	3.18
	BOT (Anatomy, Physiology, Medicine – I, Medicine – III (Neurology), Surgery – I, Surgery II (Ortho)	3.18	-	3.18
7	Remuneration for Arrangement of CTTC Classes	1.80	-	1.80
8	Remuneration for Arrangement of CIPET Classes	0.36	-	0.36
9	Remuneration for Outside Faculty taking classes at SVNIRTAR	5.04	-	5.04
10	Remuneration for Outside Faculty taking classes for SOC, Workshop, Conference	1.80	-	1.80

SI No	Heads of Expenditure	Ongoing Programme	New Programme	Total
<b>I</b>	<b>Dept. of Academics (DA)</b>			
	<b>Web Applications of the Institute hosted in NIC Domain as per Govt. of India Guidelines</b>			
	Hosting Cost in Paid Server of NIC	10.00	-	10.00
	Maintenance Cost of the Application	8.00	-	8.00
11	Cyber Security Audit	4.00	-	4.00
	SSL Compliance for HTTPS Certification	1.00	-	1.00
	STQC Certification	5.00	-	5.00
	<b>Various Students Activities Cultural Program</b>			
	Sports Cultural & Annual Function	7.00	-	7.00
	Annual Magazine	1.50	-	1.50
	Various Puja Expenses	1.00	-	1.00
	<b>Sub-Total</b>	<b>72.12</b>	<b>-</b>	<b>72.12</b>
	<b>Grand Total</b>	<b>451.32</b>	<b>-</b>	<b>451.32</b>
<b>J</b>	<b>Maintenance Division (AD-7)</b>			
1	Electrical items like Switches, Sockets, Bulbs & Tubes, Cables etc. for day-to-day Maintenance Works	6.00	-	6.00
2	Civil/Mechanical items like Pipes, Sanitary Fittings, Carpentry Fittings, Mirrors, Toilet Pans, Filter Sand etc. for day-to-day Maintenance Works	9.00	-	9.00
3	Consumables and Spare Parts for Cooling Equipment's	2.50	-	2.50
4	Repairing & painting for Guest house, Office buildings, Academic Building, Rehabilitation services building, hostels etc.	20.00	-	20.00
5	Cleaning of Over-head Tanks, Sumps & Bore Wells etc.	7.00	-	7.00
6	Maintenance of Lifts	9.00	-	9.00
7	Maintenance of Computers, Peripherals & CCTV Cameras	7.00	-	7.00
8	Maintenance of Cooling Equipments	6.00	-	6.00
9	Leased Internet Expenses	10.00	-	10.00
	<b>Sub - Total</b>	<b>76.50</b>	<b>-</b>	<b>76.50</b>
<b>K</b>	<b>Department of Social Work (DSW)</b>			
1	Raw Materials for DSW	-	3.00	3.00
	<b>Sub-Total</b>	<b>-</b>	<b>3.00</b>	<b>3.00</b>
	<b>GRAND TOTAL (A to M)</b>	<b>2,037.72</b>	<b>39.26</b>	<b>2,076.98</b>

(Total Ongoing & New Activities for GIA General Rs. 2,037.72 lakhs + Rs.39.26 lakhs = Rs.2,076.98 lakhs)  
General Council therefore may please approve the proposed budget of Rs.2,076.98 lakhs under the "General Head" for the FY 2024-25.

### E. PROPOSAL FOR GIA- CAPITAL FOR THE FINANCIAL YEAR 2024-25

It may please be noted that an amount of **Rs.1,138.94 lakhs** has been proposed for the **Financial Year 2024-25** under "Capital Head" of the Institute. The departmental bifurcation of the same is placed below for your kind perusal:

(Figures in Lakhs)

Sl No	Concerned Department	Amount	Remarks
1	Dept. of Prosthetics & Orthotics (DPO)	145.11	The details of the Proposed Budget have been arrived based on the requirements placed by various Departmental Heads of the Institute with Indication of new proposals as well as for the expenditure to be incurred for ongoing schemes/ projects.
2	Dept. of Library (LIC)	65.53	
3	Dept. of Physiotherapy (DPT)	20.50	
4	Dept. of PMRD (PMRD)	403.84	
5	Dept. of Occupational Therapy (DOT)	355.00	
6	Dept. of Academics (DA)	41.84	
7	Maintenance Division (AD - 7)	80.00	
8	Establishment Section (AD - 6)	1.96	
9	Accounts Department (AD - 3)	1.86	
10	Dept. of General Administration (AD - 2)	23.30	
	<b>Total</b>	<b>1,138.94</b>	

### F. DEPARTMENT WISE DETAILS OF GIA-CAPITAL

The department wise details of GIA-Capital are given below for your kind perusal.

(Figures in Lakhs)

Sl No	Particulars of Capital Items	UOM	Qty	Rate	Total
<b>A</b>	<b>Dept. of Prosthetics &amp; Orthotics (DPO)</b>				
<b>I</b>	<b>Machinery &amp; Equipments</b>				
1	WOOD WORKER VICE	Nos.	06	0.03	0.18
2	HEAVY DUTY BENCH VICE	Nos.	10	0.04	0.42
3	DEBURRING BURR BLADE SCRAPER	Nos.	03	0.04	0.13
4	APPARATUS BENDING BRACE	Nos.	05	0.04	0.20
5	METAL CLAMP CLIP	Nos.	20	0.00	0.08
6	SELF-LEVELING LASER LEVEL, CROSS LINE LASER LEVEL	Nos.	02	0.19	0.37
7	BPL SMART OXY PULSE OXIMETER	Nos.	01	0.02	0.02
8	BOSCH GBL 82-270 16000 RPM BLOWER	Nos.	03	0.05	0.15
9	BOSCH GSR 120 LJ CORDLESS DRILL	Nos.	01	0.07	0.07
10	OSCILLATING SAW (BOSCH/ DEAWLT)	Nos.	03	0.16	0.48
11	SCOLIOMETER FOR SCOLIOSIS	Nos.	03	0.02	0.05
12	HAND METAL CUTTER	Nos.	01	0.10	0.10
13	HEAVY DUTY BLOWING MACHINE (BOSCH/ DEAWAD)	Nos.	02	0.06	0.12
14	DEWALT 254MM TABLE SHAW WITH STAND	Nos.	01	0.14	0.14
15	HAND SHEARING CUTTER	Nos.	01	0.02	0.02
16	JIG SAW BOSCH	Nos.	08	0.09	0.72
17	HEAT GUN	Nos.	08	0.04	0.32
18	BOSCH GSA - 1100 E-PROFESSIONAL SABRE SAW	Nos.	02	0.16	0.32
19	DRAPING SQUARE SIZE B.K	Nos.	06	0.10	0.60
20	DRAPING SQUARE SIZE A.K	Nos.	6	0.12	0.72
21	VACCUUM STATION	Nos.	2	3.50	7.00
22	VACCUUM WITH OUTLET SUCTION	Nos.	1	0.50	0.50
23	INFARED OVEN	Nos.	1	12.00	12.00
24	STANDING MIRROR	Nos.	2	0.05	0.09
25	CODELESS SCREWDRIVER	Nos.	1	0.03	0.03
26	FOOT SIZE MEASURING STATION	Nos.	3	0.01	0.03
27	STAPLER GUN	Nos.	6	0.01	0.06

Sl No	Particulars of Capital Items	UOM	Qty	Rate	Total
28	INVERTER & BATTERY COMBO WITH TROLLEY (ZOLT 1100 PURE SINE WAVE 900VA/12V INVERTER, RED CHARGE RC 25000 TALL TUBULAR 200AH BATTERY WITH TROLLEY)	Nos.	2	0.50	1.00
29	BENCH DRILL 2 HP	Nos.	1	0.25	0.25
30	METAL GRINDER	Nos.	1	0.25	0.25
31	ANGLE GRINDER	Nos.	3	0.04	0.12
32	DRAW KNIFE	Nos.	15	0.01	0.12
33	SPATULA	Nos.	100	0.00	0.05
34	RUBBER BOWL	Nos.	50	0.00	0.03
35	WOODEN MALLET	Nos.	20	0.00	0.03
36	S.S KNIFE	Nos.	20	0.00	0.01
37	BENDING BAR	Nos.	10	0.00	0.02
38	RESETTING BAR	Nos.	6	0.01	0.03
39	ALLEN KEY SET (8 PARTS)	Nos.	10	0.01	0.05
40	REVOLVING HOLE PUNCH	Nos.	3	0.03	0.09
41	TORQUE WRENCH SET	Nos.	1	0.02	0.02
42	DIGITAL VERNIER CALIPER	Nos.	3	0.01	0.03
43	DIGITAL GONIO METER	Nos.	3	0.01	0.03
44	OSCILLATING PLASTER CUTTER	Nos.	3	0.02	0.06
45	DST 800 TRIPLE PRO INCLUDING INFRASTRUCTURE DEVELOPMENT	Nos.	01	50.00	50.00
46	COMPUTERIZED STANDING BALANCE UNIT	Nos.	01	10.00	10.00
47	DEVELOPMENT OF MYCLAB	Nos.	01	14.00	14.00
48	MODERNIZATION OF DPO/ACADEMIC LABORATORY INCLUDING LATERAL EXPANSION & EQUIPMENTS	Nos.	01	30.00	30.00
49	SURGICAL BOOT MAKER TABLES	Nos.	06	0.40	2.40
	<b>SUB-TOTAL</b>				<b>133.49</b>
<b>II</b>	<b>Office Equipments, Furniture &amp; Fixtures</b>				
1	DESKTOP COMPUTER, LCD MONITOR, PRINTER, UPS & OTHER ACCESSORIES	Nos.	3	0.90	2.70
2	LAPTOP HP WITH INBUILT ALL ACCESSORIES (LATEST VERSION)	Nos.	3	0.80	2.40
3	CABINET FOR FILES AND FOLDERS (GODREJ OR EQUIVALENT)	Nos.	2	0.10	0.20
4	STEEL STOOL	Nos.	10	0.05	2.40
5	EXECUTIVE TABLE	Nos.	3	0.10	0.30
6	SS CHAIR	Nos.	4	0.05	0.20
7	OFFICERS CHAIR	Nos.	2	0.08	0.16
8	COMPUTER TABLE	Nos.	2	0.10	0.20
9	COMPUTER CHAIR	Nos.	2	0.05	0.10
10	SS 304 LONG BENCHES FOR WAITING AREA	Nos.	7	0.10	0.70
11	STEEL ALMIRAH WITH LOCKER	Nos.	5	0.10	0.50
12	STEEL RACK 5 CELL	Nos.	2	0.05	0.10
13	CASTING CHAIR WITH HEIGHT ADJUST	Nos.	3	0.03	0.09
14	HD LCD TV (DISPLAY-52")	Nos.	1	0.50	0.50
15	HD LCD SMART DISPLAY WITH TOUCH SCREEN FOR VC (70" X 41")	Nos.	1	0.10	0.10
16	USB CAMERA	Nos.	4	0.03	0.12
17	BARCODE READER/ GUN	Nos.	3	0.02	0.05
18	HP LASERJET P1108	Nos.	2	0.10	0.20
19	IPAD	Nos.	1	0.30	0.30
20	OPTICAL MOUSE	Nos.	2	0.01	0.02
21	OPTICAL KEYBOARD	Nos.	2	0.02	0.03
22	AIRTEL HOTSPOT DEVICE	Nos.	1	0.03	0.03
23	LUGGAGE SUITCASE	Nos.	2	0.03	0.06
24	TROLLEY BAG (LARGE)	Nos.	2	0.05	0.10
25	TROLLEY BAG (MEDIUM)	Nos.	2	0.03	0.06
	<b>SUB-TOTAL</b>				<b>11.62</b>
	<b>GRAND TOTAL</b>				<b>145.11</b>
<b>B</b>	<b>Dept. of Library (LIC)</b>				
1	ALMIRAH		2	0.50	1.00
2	OFFICE FILING CABINET		2	0.50	1.00
3	BOOKCASE		4	0.38	1.52
4	BAR CODE SCANNER		2	0.08	0.16
5	PROJECTOR		1	0.65	0.65
6	INVERTER		1	5.20	5.20
7	BOOKS & JOURNALS	Lump			20.00
8	E-JOURNALS	Lump			24.00
9	TURNITIN (PLAGIARISM CHECK SERVICE)				12.00
	<b>SUB-TOTAL</b>				<b>65.53</b>

Sl No	Particulars of Capital Items	UOM	Qty	Rate	Total
<b>D</b>	<b>Dept. of PMRD (PMRD)</b>				
	<b>PMRD - OT</b>				
35	WASHING MACHINE- (INDUSTRIAL)	Nos	1	4.00	4.00
36	STANDING FAN	Nos	3	0.05	0.15
37	TORCH- BIG	Nos	2	0.01	0.02
38	VEIN LOCATER	Nos	2	0.70	1.40
39	GENERATOR FOR OT (AUTOMATIC)	Nos	1	24.00	24.00
40	OT ANESTHESIA WORKSTATION	Nos	1	25.00	25.00
41	OT STETHOSCOPE	Nos	1	0.03	0.03
42	INFUSION PUMP	Nos	1	0.00	0.00
43	GAS PIPELINE (ONLY OT)	Nos	1	10.00	10.00
44	LEAD APRON WITH NECK SHIELD WITH STAND	Nos	15	0.70	10.50
45	AC COMPRESSOR	Nos	2	0.40	0.80
46	REFRIGERATOR 300 LTR. (OT-2, LAB-1)	Nos	3	0.40	1.20
47	OTHER SURGICAL EQUIPMENTS OF OT	Nos	1	5.00	5.00
48	CAUTERY MACHINE	Nos	1	8.00	8.00
	<b>PMRD - Ward</b>				
49	FOLWERS BED	Nos	30	0.50	15.00
50	BP INSTRUMENT- DIGITAL	Nos	5	0.04	0.20
51	BP INSTRUMENT- MANUAL	Nos	5	0.02	0.10
52	STETHOSCOPE	Nos	5	0.02	0.10
53	GLUCOMETER	Nos	5	0.01	0.05
54	GLUCOMETER STRIPS	Nos	100	0.01	0.10
55	OXYGEN STAND WITH CYLINDER	Nos	6	0.12	0.72
56	STRETCHER WITH MATTRESS	Nos	6	0.10	0.60
57	STRETCHER (POST OPERATIVE CASES TRANSFER)	Nos	2	0.10	0.20
58	DRESSING TROLLEY	Nos	4	0.08	0.32
59	PATIENT TROLLEY - USG ROOM	Nos	2	0.08	0.16
60	INDUCTION	Nos	5	0.04	0.20
61	COMPUTER TABLE	Nos	5	0.10	0.50
62	LOCKER 10X10	Nos	10	0.20	2.00
63	ALMIRAH- 3X5FT (FOR CABIN) NEW & OLD	Nos	25	0.15	3.75
64	STEEL TOOL (OLD BUILDING)	Nos	100	0.05	5.00
65	WEIGHT MACHINE	Nos	5	0.02	0.10
66	MOBILE PHONE WITH SIM (DUTY ROOM FOR EMERGENCY)	Nos	1	0.10	0.10
67	DESKTOP SET WITH PRINTER	Nos	2	0.70	1.40
68	DRUM (DIFFERENT SIZES)	Nos	20	0.08	1.60
	<b>PMRD - Speech &amp; Hearing</b>				
	COMPUTERIZED SPEECH LAB WITH VISI PITCH	Nos	1	24.00	24.00
	HEARING AID REPAIR KIT	Nos	1	0.10	0.10
	DIGITAL VOICE RECORDER	Nos	1	0.10	0.10
	OPM KIT (TONGUE DEPRESSORS, ENT HEAD LIGHTS, LARYNGEAL MIRRORS)	Nos	1	0.20	0.20
	SPEECH & LANGUAGE TESTS & SOFTWARE	Nos	1	2.00	2.00
	PEDIATRIC AUDIOMETER	Nos	1	1.00	1.00
	ODOMETER EXAMINATION & THERAPY KIT	Nos	1	0.50	0.50
	OAE WITH SCREENING BERA	Nos	1	6.00	6.00
	COMPUTERIZED SPEECH THERAPY	Nos	1	10.00	10.00
	<b>Grand Total</b>				<b>403.84</b>

Sl No	Particulars of Capital Items	UOM	Qty	Rate	Total
<b>E</b>	<b>Department of Occupational Therapy (DOT)</b>				
1	WORKSTATION/SIMULATOR	No.	1	90.00	90.00
2	DRIVING SIMULATOR	No.	1	15.00	15.00
3	3D PRINTING SOLUTION	No.	1	30.00	30.00
4	SMART BOARD FOR SEMINAR ROOM	No.	1	1.50	1.50
5	PRINTER WITH XEROX AND SCANNER	No.	1	0.50	0.50
6	TILT TABLE: HIGH, LOW TILT TABLE WITH REMOTE CONTROL, ACTIVITY	No.	1	0.60	0.60
7	PEDIATRIC TILT TABLE, ELECTRIC	No.	1	0.60	0.60
8	FINGER EXERCISER: SOFT, MEDIUM, FIRM ELASTIC BANDS	No.	5	0.01	0.05
9	FOREARM EXERCISER: WRIST BAND WITH RESISTIVE RUBBER BANDS FOR	No.	5	0.06	0.30
10	FINGER EXERCISER WITH TABLE: RESISTIVE HAND EXERCISER ATTACHED	No.	1	0.20	0.20
11	HORIZONTAL SANDING FRAME: SANDING FRAME WITH THREE DIFFERENT	No.	2	0.40	0.80
12	HAND FUNCTION COMBINED TRAINER	No.	1	0.18	0.18
13	WRIST ROTATION EXERCISER	No.	2	0.20	0.40
14	DIGITAL BOARD (ARC)	No.	5	0.10	0.50
15	MANUAL ERGO METER HAND & FOOT	No.	2	0.15	0.30
16	SHOULDER WHEEL 3 IN 2 DIRECTION MOVEMENT WITH LCD COMPUTER	No.	1	0.45	0.45
17	THERABAND PROFESSIONAL EXERCISE STATION	No.	1	0.80	0.80
18	HAND TRAINER	No.	2	0.20	0.40
19	DIGI FLEX	No.	5	0.04	0.20
20	UPPER LIMB HARMONY EXERCISER	No.	2	0.02	0.03
21	CYLINDER LADDER	No.	4	0.07	0.28
22	GEOMETRY LADDER	No.	4	0.03	0.12
23	SCREW BOARD	No.	3	0.05	0.15
24	PEG BOARD	No.	5	0.12	0.60
25	FINGER LADDER	No.	2	0.02	0.04
26	DEVELOPMENT OF A SMART LECTURE THEATRE ALONG WITH ACCESSORIES	Lump	1	30.00	30.00
27	ADDITIONAL EQUIPMENT, ASSESSMENT TOOLS, TEACHING AIDS TOWARDS	Lump	1	181.00	181.00
	<b>SUB-TOTAL</b>				<b>355.00</b>
<b>F</b>	<b>Dept. of Academics (DA)</b>				
1	INVERTER	Nos	1	4.00	4.00
2	STUDENT LIFE CYCLE MANGEMENT	Nos	1	20.00	20.00
3	COMPUTER WITH PRINTER	Nos	5	1.00	5.00
	<b>For Boy's Hostel</b>				
4	COMPUTER SYSTEM WITH PRINTER & UPS	Nos	1	1.10	1.10
5	AC WITH STABILIZER	Nos	1	0.48	0.48
6	REVOLVING HIGHBACK OFFICE CHAIR	Nos	2	0.18	0.36
7	NON-REVOLVING HIGH BACK-OFFICE CHAIR	Nos	5	0.05	0.25
8	IRON ALMIRAH	Nos	50	0.06	3.00
9	IRON STUDY TABLE	Nos	50	0.02	1.00
10	IRON BED WITH MOSQUITO STICK HOLE	Nos	50	0.04	2.00
11	CEILING FAN	Nos	50	0.02	1.00
12	WEIGHT MACHINE	Nos	1	0.10	0.10
13	WI-FI	Nos	1	0.05	0.05
14	WATER COOLER	Nos	2	0.80	1.60
15	WATER PURIFIER	Nos	2	0.25	0.50
	<b>For Girl's Hostel</b>				
16	TELEVISION SET LCD/LED 55 INCH	Nos	1	0.60	0.60
17	WASHING MACHINE	Nos	2	0.40	0.80
	<b>SUB-TOTAL</b>				<b>41.84</b>
<b>G</b>	<b>Dept. of Maintenance (AD 7)</b>				
1	INSTALLATION OF APFC PANEL FOR EXISTING 2 NOS. 500 KVA TRANSFORMER				10.00
2	IMPROVEMENT IN WATER SUPPLY & FILTRATION PLANT				30.00
3	INTERNET DISTRIBUTION TO NEW BUILDINGS (100 BEDDED ANNEX & VOCATIONAL TRAINING BUILDING) & IMPROVEMENT IN EXISTING LAN SET UP ETC.				20.00
4	PURCHASE OF TOOLS & EQUIPMENTS, FURNITURE & FIXTURES VIZ., PUMPS, STARTERS, LADDERS, ELECTRICAL SAFETY ITEMS, CUPBOARDS, TRAFFIC LIGHTS, FIREFIGHTING EQUIPMENTS, NETWORKING DEVICES, LAN & SURVEILLANCE EQUIPMENTS & ACCESSORIES, UPS ETC.				20.00
	<b>SUB-TOTAL</b>				<b>80.00</b>

Sl No	Particulars of Capital Items	UOM	Qty	Rate	Total
<b>H</b>	<b>Department of Establishment (AD 6)</b>				
1	LAPTOP (15 MODEL)	Nos	1	0.60	0.60
2	OCR SCANNER	Nos	2	0.30	0.60
3	HP LASER JET PRO M202DW PRINTER	Nos	2	0.25	0.50
4	VISITORS CHAIR	Nos	3	0.06	0.18
5	OFFICE CHAIR	Nos	2	0.04	0.08
	<b>SUB-TOTAL</b>				<b>1.96</b>
<b>I</b>	<b>Department of Accounts (AD 3)</b>				
1	AIR CONDITIONER AND STABILIZER	Nos.	2	0.75	1.50
2	CEILING FAN	Nos.	5	0.03	0.15
3	WALL FAN	Nos.	5	0.03	0.15
4	FILE RACK	Nos.	2	0.03	0.06
	<b>SUB-TOTAL</b>				<b>1.86</b>
<b>J</b>	<b>Department of General Administration (AD 2)</b>				
1	GRASS CUTTER MACHINE	Nos.	2	0.25	0.50
2	COMMERCIAL COOL VEGETABLE STORAGE	Nos.	2	2.00	4.00
3	COFFEE MAKING MACHINE	Nos.	1	0.15	0.15
4	MODERNIZATION OF CANTEEN	Lump		10.00	10.00
5	MODERNIZATION OF GUEST HOUSE	Lump		5.00	5.00
6	DIGITAL PODIUM	Nos.	1	2.50	2.50
7	COMPUTER	Nos.	1	0.65	0.65
8	SCANNER	Nos.	2	0.25	0.50
	<b>SUB-TOTAL</b>				<b>23.30</b>
	<b>GRAND TOTAL</b>				<b>1,138.94</b>

(Total New Activities for GIA Capital = Rs.1,138.94 lakhs)

General Council therefore may please approve the proposed budget of Rs.1,138.94 lakhs under the "GIA-Capital" for the FY 2024-25.

### G. PROPOSAL FOR GIA-SALARY

It may please be noted that an amount of **Rs.2,940.57 lakhs** has been proposed for the **Financial Year 2024-25** under "**GIA-Salary**" of the Institute. The details of the same are furnished below for your kind perusal:

(Figures in Lakhs)

Sl No	Description	Basis of Calculation	Amount
01	Salary for Existing Staffs etc. including Annual Increment	The Salary for the existing staffs has been calculated taking into consideration salary of 117 nos. of regular employees including one additional increment, DPC, DACP, MACP etc.	1,500.00
02	Pension of Retired Employees	Pension for the 209 nos. of retired employees including 6 Nos. Employees who are going to be retired in the Financial Year 2024-25 & their Commuted Value has been taken into consideration for computation of Annual Pension.	960.00
03	Anticipating Increase in DA	Anticipating Increase in DA @4% for two time increase during the Financial Year 2024-25.	30.00
04	Appointment of New Staffs	The amount for appointment of new staffs has been arrived by assuming twenty-two nos. of new appointments shall be made during the Financial Year 2024-25 considering the revalidation of the lapsed posts.	147.57
05	LTC	The amount of LTC has been calculated considering the average expenses incurred during the last three Financial Years.	24.00
06	Medical Expenses	The amount of Medical Expenses has been calculated considering the average expenses incurred during the last three Financial Years.	15.00
07	Children Education Allowance	Children Education Allowance has been computed based on the payment made during the Financial Year 2023-24.	14.00
08	Gratuity and Leave Encashment including Pension of Retd. Employees etc.	Gratuity and Leave Encashment including Pension of Retd. Employees etc. has been computed taking into consideration six nos. of employees who are going to retire in the Financial Year 2024-25.	250.00
<b>Total under the head GIA-Salary</b>			<b>2,940.57</b>

General Council therefore may please approve the proposed budget of **Rs.2,940.57 lakhs** under the "**GIA-Salary**" for the **FY 2024-25**.

#### H. PROPOSAL FOR NORTH EAST REGION

It may please be noted that an amount of **Rs. 100.00** has been proposed for the **Financial Year 2024-25** under "**North East Head**" of the Institute. The details of the same are placed below for your kind perusal:

(Figures in Lakhs)

SI No	Particulars	Amount
a.	To accelerate activities in North East Region in Imphal, Churachandpur & other parts of Manipur	40.00
b.	To accelerate activities in North East Region in Itanagar, Jorahat, Dhubri, Karim Garj, Majuli, Shillong, Kohima, Agartala etc.	60.00
	<b>Total</b>	<b>100.00</b>

General Council therefore may please approve the proposed budget of **Rs.100.00 lakhs** under the "**North East Head**" for the **FY 2024-25**.

#### I. PROPOSAL FOR SC/ST GENERAL & CAPITAL

It may please be noted that an amount of **Rs.57.34 lakhs each** has been proposed for the **Financial Year 2024-25** under "**SC-General & ST-General Head**" respectively & an amount of **Rs.557.50 lakhs each** has been proposed for the **Financial Year 2024-25** under "**SC-Capital & ST-Capital Head respectively**" of the Institute.

A summary of the same is placed below for your kind perusal:

(Figures in Lakhs)

Head of Expenditure	SI No	Particulars	Amount
SC General	a.	Remuneration	18.26
	b.	Other Recurring Expenses	39.08
		<b>Sub-Total</b>	<b>57.34</b>
ST General	a.	Remuneration	18.26
	b.	Other Recurring Expenses	39.08
		<b>Sub-Total</b>	<b>57.34</b>
SC Capital	a.	Non-Recurring Expenses	5.00
	b.	Construction of Girl's Hostel	552.50
		<b>Sub-Total</b>	<b>557.50</b>
ST Capital	a.	Non-Recurring Expenses	5.00
	b.	Construction of Girl's Hostel	552.50
		<b>Sub-Total</b>	<b>557.50</b>

**Note:** It may be noted that at present 995 nos. of students are admitted in the Institute undertaking various courses. Further it may be noted that out of 995 nos. of students, 538 Nos. of Students are residing in Boy's Hostel & Girl's Hostel. It may be noted that the against the total strength of present three nos. of Girl's Hostel is 288, 357 nos. of Girl students are residing in the Girl's Hostel belonging from the State of Odisha and from other States also which is making the Hostel over crowded. Further, out of the total of 995 no. of students, 610 are Girl Students. And out of 610, 135 nos. belong to SC/ST Category. Remaining 253 Nos. of Girl's Students are residing outside the Hostel in a very difficult and unhygienic conditions. Therefore, it is proposed to construct a Girl's Hostel exclusively for SC/ST Students at the adjacent area of the Institute Campus which will be beneficial for them. The total estimated cost for construction of Girl's Hostel arrives at **Rs. 1,614.41 lakhs (as per estimate submitted by CPWD)**. Since a sum of **Rs.509 lakhs** has already been received during the **Financial Year 2022-23**, a sum of **Rs.557.50 lakhs** has been demanded under **SC & ST Capital** each to undertake the **Construction Work of Girl's Hostel** exclusively for **SC/ST students**.

General Council therefore may please approve the proposed budget of **Rs.57.34 lakhs each** for the **Financial Year 2024-25** under "**SC-General & ST-General Head**" respectively & an amount of **Rs.557.50.00 lakhs each** proposed for the **Financial Year 2024-25** under "**SC-Capital & ST-Capital Head**" respectively of the Institute.

**REVISED BUDGET ESTIMATE FOR THE FINANCIAL YEAR 2024-25  
AND  
BUDGET ESTIMATE FOR THE FINANCIAL YEAR 2025-26 OF SVNIRTAR**

The Revised Budget Estimate for the Financial Year 2024-25 and Budget Estimate for the Financial Year 2025-26 of the Institute are tabled below with detailed justification for consideration and approval of The General Council.

(Figures in Lakhs)

Sl No.	Head of Grant	Actual Budget for FY 2024-25	Notional Allocation for FY 2024-25	Revised Budget for FY 2024-25	Funds Received for FY 2024-25 till 30.09.2024	Additional Fund Needed for FY 2024-25	Justification for Seeking Additional Demand	Proposed Budget for FY - 2025-26
A	B	C	D	E	F	G	H	I
1	General	2,076.98	875.00	1,300.00	600.00	700.00	There is an increase of Rs.425.00 lakhs in the Revised Budget of Financial Year 2024-25 over and above the Notional Allocation of Financial Year 2024-25 due to the fact that the existing facility of 150 Bedded Capacity has already been increased to 200 Bedded Hospital. Additional Rs.700.00 lakhs has been demanded for the remaining period of Financial Year 2024-25 towards various expenses to be met from GIA General like Conservation Charges and Wages of Outsourced/Contractual & Consultant Staffs, Stipend of Students (PG, UG & DNB), Security Expenses, Patient Maintenance Expenses, Electricity, Generator and Solar Energy Charges, Hiring Charges of Vehicles, Repair and Maintenance & various recurring expenses.	1,882.67
2	Capital	1,138.94	1,250.00	500.00	0.00	500.00	NA	2,036.11
3	Salary	2,940.57	2,650.00	2,600.00	1,200.00	1,400.00	NA	3,230.72
4	SC General	57.34	0.00	57.34	0.00	57.34	Since there is no Notional Allocation under the head SC General, however expenditure is incurred under the said head towards expenses like Stipend to PG & Internee Students, Security & Wages to Outsourced Employees, expenses of Sub-Centre Nuapada etc. Therefore, a sum of Rs.57.34 lakhs has been projected to be incurred during the Financial Year 2024-25.	52.40
5	SC Capital	557.50	0.00	250.00	0.00	250.00	Since there is no Notional Allocation under the head SC Capital, however a sum of Rs.250.00 lakhs has been projected to be paid to CPWD towards construction of SC/ST Girls' Hostel. Therefore, a sum of Rs.250.00 lakhs has been projected to be incurred during the Financial Year 2024-25.	281.25
6	ST General	57.34	0.00	35.00	0.00	35.00	Since there is no Notional Allocation under the head ST General, however expenditure is incurred under the said head towards expenses like Stipend to PG & Internee Students, Security & Wages to Outsourced Employees, expenses of Sub-Centre Nuapada etc. Therefore, a sum of Rs.35.00 lakhs has been projected to be incurred during the Financial Year 2024-25.	52.40
7	ST Capital	557.50	0.00	250.00	0.00	250.00	Since there is no Notional Allocation under the head ST Capital, however a sum of Rs.250.00 lakhs has been projected to be paid to CPWD towards construction of SC/ST Girls' Hostel. Therefore, a sum of Rs.250.00 lakhs has been projected to be incurred during the Financial Year 2024-25.	281.25
8	NE	100.00	0.00	0.00	0.00	0.00	NA	100.00
	<b>Total</b>	<b>7,486.17</b>	<b>4,775.00</b>	<b>4,992.34</b>	<b>1,800.00</b>	<b>3,192.34</b>		<b>7,906.80</b>

**Note:** The above Revised Budget is put forward for approval of The General Council. It is also to be stated that the expenditure under General and Salary Head in excess of actual receipt of Grant-in-Aid under the respective head shall be meet from the Institute's Own Generation Fund.

(Figures in Lakhs)

Particulars	General	Capital	Salary	SC General	SC Capital	ST General	ST Capital	NE	Total
Budget for the FY 2024-25	2,076.98	1,138.94	2,940.57	57.34	557.50	57.34	557.50	100.00	7,486.17
Notional Allocation for the FY 2024-25	875.00	1,250.00	2,650.00	0.00	0.00	0.00	0.00	0.00	4,775.00
Revised Budget for the FY 2024-25	1,300.00	500.00	2,600.00	57.34	250.00	35.00	250.00	0.00	4,992.34
Proposed Budget for the FY 2025-26	1,882.67	2,036.11	3,220.72	52.40	281.25	32.40	281.25	100.00	7,906.80

Therefore, General Council kindly requested to approve the Revised Budget for Rs.4,992.34 lakhs for the Financial Year 2024-25 & Proposed Budget of Rs.7,906.80 lakhs for the Financial Year 2025-26.

**REVISED BUDGET ESTIMATE FOR THE FINANCIAL YEAR 2024-25  
AND  
BUDGET ESTIMATE FOR THE FINANCIAL YEAR 2025-26 OF CRC-RANCHI**

(Figures in Lakhs)

Sl No.	Head of Grant	Actual Budget for FY 2024-25	Notional Allocation for FY 2024-25	Revised Budget for FY 2024-25	Funds Received for FY 2024-25 till 30/09/2024	Additional Fund Needed for FY 2024-25	Justification for Seeking Additional Demand	Proposed Budget for FY-2025-26
A	B	C	D	E	F	G	H	I
1	General	195.05	100.00	92.00	12.00	80.00	NA	151.20
2	Capital	2,580.05	0.00	0.00	0.00	0.00	NA	80.11
	<b>Total</b>	<b>2,775.10</b>	<b>100.00</b>	<b>92.00</b>	<b>12.00</b>	<b>80.00</b>		<b>231.31</b>

(Figures in Lakhs)

Particulars	General	Capital	Total
Budget for the FY 2024-25	195.05	2,580.05	2,775.10
Notional Allocation for the FY 2024-25	100.00	0.00	100.00
Revised Budget for the FY 2024-25	92.00	0.00	92.00
Proposed Budget for the FY 2025-26	151.20	80.11	231.31

**REVISED BUDGET ESTIMATE FOR THE FINANCIAL YEAR 2024-25  
AND  
BUDGET ESTIMATE FOR THE FINANCIAL YEAR 2025-26 OF CRC-IMPHAL**

(Figures in Lakhs)

Sl No.	Head of Grant	Actual Budget for FY 2024-25	Notional Allocation for FY 2024-25	Revised Budget for FY 2024-25	Funds Received for FY 2024-25 till 30.09.2024	Additional Fund Needed for FY 2024-25	Justification for Seeking Additional Demand	Proposed Budget for FY - 2025-26
A	B	C	D	E	F	G	H	I
1	General	164.87	80.00	80.00	30.00	50.00	NA	158.01
2	Capital	34.92	0.00	10.00	0.00	10.00	No funds have been received under the head GIA Capital during the Financial Year 2024-25. Considering the fund position and the probable expenditure to be incurred in the remaining period of Financial Year 2024-25 a sum of Rs.10.00 lakhs has been projected to be incurred under the head GIA Capital for the Financial Year 2024-25	48.47
<b>Total</b>		<b>199.79</b>	<b>80.00</b>	<b>90.00</b>	<b>30.00</b>	<b>60.00</b>		<b>206.48</b>

(Figures in Lakhs)

Particulars	General	Capital	Total
Budget for the FY 2024-25	164.87	34.92	199.79
Notional Allocation for the FY 2024-25	80.00	0.00	80.00
Revised Budget for the FY 2024-25	80.00	10.00	90.00
Proposed Budget for the FY 2025-26	158.01	48.47	206.48

**REVISED BUDGET ESTIMATE FOR THE FINANCIAL YEAR 2024-25  
AND  
BUDGET ESTIMATE FOR THE FINANCIAL YEAR 2025-26 OF CRC-SHILLONG**

(Figures in Lakhs)

Sl No.	Head of Grant	Actual Budget for FY 2024-25	National Allocation for FY 2024-25	Revised Budget for FY 2024-25	Funds Received for FY 2024-25 till 30.09.2024	Additional Fund Needed for FY 2024-25	Justification for Seeking Additional Demand	Proposed Budget for FY - 2025-26
A	B	C	D	E	F	G	H	I
1	General	Not Available (Since taken over w.e.f 01.04.2024)	90.00	90.00	53.00	37.00	NA	208.60
2	Capital		80.00	80.00	0.00	80.00	NA	16.99
<b>Total</b>			<b>170.00</b>	<b>170.00</b>	<b>53.00</b>	<b>117.00</b>		<b>225.59</b>

(Figures in Lakhs)

Particulars	General	Capital	Total
Budget for the FY 2024-25	Not Available		
National Allocation for the FY 2024-25	90.00	80.00	170.00
Revised Budget for the FY 2024-25	90.00	80.00	170.00
Proposed Budget for the FY 2025-26	208.60	16.99	225.59

**REVISED BUDGET ESTIMATE FOR THE FINANCIAL YEAR 2024-25  
AND  
BUDGET ESTIMATE FOR THE FINANCIAL YEAR 2025-26 OF CRC-GUWAHATI**

(Figures in Lakhs)

Sl No.	Head of Grant	Actual Budget for FY 2024-25	National Allocation for FY 2024-25	Revised Budget for FY 2024-25	Funds Received for FY 2024-25 (III 30.09.2024)	Additional Fund Needed for FY 2024-25	Justification for Seeking Additional Demand	Proposed Budget for FY - 2025-26
A	B	C	D	E	F	G	H	I
1	General	149.00	170.00	170.00	76.00	94.00	NA	268.00
2	Capital	110.40	20.00	20.00	0.00	20.00	NA	197.27
3	Salary	125.00	275.00	275.00	170.00	105.00	NA	317.00
<b>Total</b>		<b>384.40</b>	<b>465.00</b>	<b>465.00</b>	<b>246.00</b>	<b>219.00</b>		<b>782.27</b>

(Figures in Lakhs)

Particulars	General	Capital	Salary	Total
Budget for the FY 2024-25	149.00	110.40	125.00	384.40
National Allocation for the FY 2024-25	170.00	20.00	275.00	465.00
Revised Budget for the FY 2024-25	170.00	20.00	275.00	465.00
Proposed Budget for the FY 2025-26	268.00	197.27	317.00	782.27

**REVISED BUDGET ESTIMATE FOR THE FINANCIAL YEAR 2024-25  
AND  
BUDGET ESTIMATE FOR THE FINANCIAL YEAR 2025-26 OF CRC-BOLANGIR**

(Figures in Lakhs)

Sl. No.	Head of Grant	Actual Budget for FY 2024-25	Notional Allocation for FY 2024-25	Revised Budget for FY 2024-25	Funds Received for FY 2024-25 till 30.09.2024	Additional Fund Needed for FY 2024-25	Justification for Seeking Additional Demand	Proposed Budget for FY - 2025-26
A	B	C	D	E	F	G	H	I
1	General	171.60	90.00	50.00	0.00	50.00	No funds have been received under the head GIA General during the Financial Year 2024-25. Considering the fund position and the probable expenditure to be incurred in the remaining period of Financial Year 2024-25 a sum of Rs.50.00 lakhs has been projected to be incurred under the head GIA General for the Financial Year 2024-25.	135.60
2	Capital	53.05	0.00	16.00	0.00	16.00	No funds have been received under the head GIA Capital during the Financial Year 2024-25. Considering the fund position and the probable expenditure to be incurred in the remaining period of Financial Year 2024-25 a sum of Rs.16.00 lakhs has been projected to be incurred under the head GIA Capital for the Financial Year 2024-25.	1,045.32
<b>Total</b>		<b>224.65</b>	<b>90.00</b>	<b>66.00</b>	<b>0.00</b>	<b>66.00</b>		<b>1,180.92</b>

(Figures in Lakhs)

Particulars	General	Capital	Total
Budget for the FY 2024-25	171.60	53.05	224.65
Notional Allocation for the FY 2024-25	90.00	0.00	90.00
Revised Budget for the FY 2024-25	50.00	16.00	66.00
Proposed Budget for the FY 2025-26	135.60	1,045.32	1,180.92

E	CBID	5.20	-	-	5.20	-	-	5.20
Sl	Head of A/c	OB as on 01.04.24	Receipts of Grants during the FY - 2024-25	Interest on GIA FY - 2024-25	Total	Grants Utilized 2024-25	Interest refunded for the FY - 24-25	Closing Balance as on 31.03.25
F	Central Sector Scholarship	-	4.94	-	4.94	-	-	4.94
G	SVNIRTAR AGP Scheme	-	3.45	-	3.45	-	-	3.45
H	SVNIRTAR CCCGP	-	17.70	-	17.70	2.52	-	15.18
I	ADIP							
i)	ADIP CNA SVNIRTAR	-	141.28	-	141.28	141.28	-	-
ii)	ADIP CNA CRC-RANCHI	-	10.00	-	10.00	10.00	-	-
iii)	ADIP CNA CRC-IMPHAL	-	9.01	-	9.01	9.01	-	-
iv)	ADIP CNA CRC-BALANGIR	-	9.07	-	9.07	9.07	-	-
	Total (I)	-	169.36	-	169.36	169.36	-	-
Sl	Head of A/c	OB as on 01.04.24	Receipts of Grants during the FY - 2024-25	Interest on GIA FY - 2024-25	Total	Grants Utilized 2024-25	Interest refunded for the FY - 24-25	Closing Balance as on 31.03.25
J	DISU							
i)	DISU SVNIRTAR	-	19.00	-	19.00	5.83	-	13.07
ii)	DISU CRC-RANCHI	-	21.00	-	21.00	4.85	-	16.25
iii)	DISU CRC-IMPHAL	-	21.00	-	21.00	5.19	-	15.81
iv)	DISU CRC-BOLANGIR	-	21.00	-	21.00	2.90	-	18.10
v)	DISU CRC-SHILLONG	-	21.00	-	21.00	5.55	-	15.45
	Total (J)	-	103.00	-	103.00	24.22	-	78.78
K	CRC-Ranchi							
Sl	Head of A/c	(Rs. in Lakh)						
Sl	Head of A/c	OB as on 01.04.24	Receipts of Grants during the FY - 2024-25	Interest on GIA FY - 2024-25	Total	Grants Utilized 2024-25	Interest refunded for the FY - 24-25	Closing Balance as on 31.03.25
i)	Salary	-	-	-	-	-	-	-
ii)	Recurring other than Salary	89.19	50.00	0.89	139.88	119.19	0.89	(0.00)
iii)	Non-Recurring	54.30	-	2.03	56.33	8.55	2.03	57.75
	Total (K)	133.49	50.00	2.72	186.21	127.74	2.72	57.75

Head of A/c  
Head of Acad. Dept.

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Dr. P. P. Mahanta  
Principal / Director

L CRC-Bolangir								
Sl.	Head of Ac.	(Rs. in Lakh)						
		OB as on 01.04.24	Receipts of Grants during the	Interest on GIA FY - 2024-25	Total	Grants Utilized 2024-25	Interest refunded for the FY - 24-25	Closing Balance as on 31.03.25
i)	Salary	-	-	-	-	-	-	-
ii)	Recurring other than Salary	77.05	50.00	1.06	128.11	127.05	1.06	(0.00)
iii)	Non-Recurring	44.16	-	1.81	46.97	18.00	1.81	28.16
Total (L)		121.21	50.00	2.87	174.08	145.05	2.87	28.16
M CRC-Imphal								
Sl.	Head of Ac.	(Rs. in Lakh)						
		OB as on 01.04.24	Receipts of Grants during the FY - 2024-25	Interest on GIA FY - 2024-25	Total	Grants Utilized 2024-25	Interest refunded for the FY - 24-25	Closing Balance as on 31.03.25
i)	Salary	-	-	-	-	-	-	-
ii)	Recurring other than Salary	39.62	85.00	0.63	125.25	122.23	0.63	2.98
iii)	Non-Recurring	34.23	-	0.64	34.87	28.58	0.64	7.67
iv)	SIPDA	52.46	-	-	52.46	-	-	52.46
Total (M)		126.31	85.00	1.27	212.58	148.73	1.27	63.57
N CRC-Shillong								
Sl.	Head of Ac.	(Rs. in Lakh)						
		OB as on 01.04.24	Receipts of Grants during the FY - 2024-25	Interest on GIA FY - 2024-25	Total	Grants Utilized 2024-25	Interest refunded for the FY - 24-25	Closing Balance as on 31.03.25
i)	Salary	-	-	-	-	-	-	-
ii)	Recurring other than Salary	-	135.00	0.25	135.25	84.82	0.25	28.88
iii)	Non-Recurring	-	59.07	0.36	59.43	34.58	0.36	24.51
Total (N)		-	194.07	0.61	194.68	119.40	0.61	45.49

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Head of Accts. Dept.  
NIRTAR

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 Director  
 Director  
 Director

Sl.	Head of A/c	OB as on 31.03.24	Receipts of Grants during the FY - 2024-25	Interest on GIA FY - 2024-25	Total	Grants Utilized 2024-25	Interest refunded for the FY - 24-25	Closing Balance as on 31.03.25
<b>D</b>	<b>Skill Development Training Programme</b>							
i)	SKILL SWARTAR	-	19.50	-	19.50	-	-	19.50
ii)	SKILL CRC-RANCHI	-	1.98	-	1.98	-	-	1.98
iii)	SKILL CRC-IMPHAL	-	5.17	-	5.17	-	-	5.17
iv)	SKILL CRC-BOLANGIR	-	-	-	-	-	-	-
v)	SKILL CRC-SHILDONG	-	-	-	-	-	-	-
	<b>Total (D)</b>	-	<b>26.65</b>	-	<b>26.65</b>	-	-	<b>26.65</b>
<b>P</b>	<b>CRC-Guwahati</b>							
		(Rs. in Lakh)						
Sl.	Head of A/c	OB as on 31.03.24	Receipts of Grants during the FY - 2024-25	Interest on GIA FY - 2024-25	Total	Grants Utilized 2024-25	Interest refunded for the FY - 24-25	Closing Balance as on 31.03.25
1	CRC-Guwahati							
i)	Salary	12.90	275.00	1.42	289.32	251.45	1.42	36.45
ii)	Recurring Other Than Salary	10.53	168.00	-	178.53	173.53	-	-
iii)	Non-recurring	153.13	28.00	0.36	173.49	73.24	0.36	99.89
2	HRD							
i)	Salary	-	-	-	-	-	-	-
ii)	Recurring Other Than Salary	-	-	-	-	-	-	-
iii)	Non-recurring	3.64	-	-	3.64	-	-	3.64
3	SIPGA							
i)	Skill Development Training Programme	-	-	-	-	-	-	-
4	North East Activities	188.58	-	5.86	174.44	3.92	5.86	185.58
5	CDEIC							
i)	Remuneration	7.90	16.47	-	24.37	23.78	-	3.81
ii)	Contingencies	3.00	-	-	3.00	2.92	-	0.98
iii)	Non-recurring	6.00	-	-	6.00	1.41	-	4.59
6	AGP	-	0.68	-	0.68	-	-	0.68
7	DISU	-	21.00	-	21.00	4.91	-	16.09
	<b>Total</b>	<b>385.63</b>	<b>483.13</b>	<b>7.64</b>	<b>166.45</b>	<b>527.34</b>	<b>7.64</b>	<b>331.47</b>
	<b>Total (A to P)</b>	<b>3,352.87</b>	<b>5,972.66</b>	<b>49.17</b>	<b>9,374.70</b>	<b>7,180.01</b>	<b>49.17</b>	<b>2,145.52</b>

u/c (A)

*[Signature]*

Dr. P.P. Mahanta  
Director

Head of Accts Dept.  
Head of Accts Dept.

Q	CSR Grant							
i)	RECL- CSR Grant	4.70	-	0.15	4.85	-	-	4.85
ii)	NALCO- CSR Grant	3.55	598.00	0.69	602.24	-	-	602.24
iii)	MCL CSR	0.99	-	0.01	0.10	-	-	0.10
iv)	OSL CSR	3.90	-	-	3.90	-	-	3.90
v)	Falcon Marine CSR	16.20	-	-	16.20	-	-	16.20
vi)	Silverm Condos CSR	5.00	-	-	5.00	-	-	5.00
vii)	RSP CSR	2.23	-	-	2.23	-	-	2.23
viii)	AUMCO CSR	-	29.91	-	29.91	-	-	29.91
ix)	Bowajit Minerals (P) Ltd.	-	4.50	-	4.50	-	-	4.50
x)	HUCCO CSR	-	90.00	-	90.00	90.00	-	-
xi)	Jaydeo International CSR	-	4.00	-	4.00	-	-	4.00
xii)	NTPC Ltd. CSR	-	22.82	-	22.82	-	-	22.82
xiii)	IRFC CSR (NDFDC)	-	0.33	-	0.33	-	-	0.33
Total		35.78	749.64	0.85	786.19	90.00	-	696.19
R	Public Donation	3.58	-	1.74	5.32	-	-	5.32
GRAND TOTAL:		3,392.23	6,722.22	51.76	10,662.1	7,270.01	49.17	2,847.03

  
 Head of Accounts Dept.  
 S.V. MISHRA

u/cb)

  
 Director  
 S.V. MISHRA

**Compliance Inspection Report on the audit of office of the Swami Vivekananda  
National Institute of Rehabilitation Training and Research (SVNIRTAR), Cuttack**

**PART-I- (Introduction)**

**FV No. 153766**

The audit of office of the Swami Vivekananda National Institute of Rehabilitation Training and Research (SVNIRTAR), Cuttack was conducted from 24/11/2025 to 12/12/2025 by the following members of field audit party of office of the Branch: PDA (Central), Hyderabad at Bhubaneswar.

Name	Designation	Member from	Member till
ASIS KUMAR MOHANTY	Senior Audit Officer	24/11/2025	12/12/2025
Rabindra Narayan Mahapatra	Assistant Audit Officer	24/11/2025	12/12/2025
Sachin Madhukar	Assistant Audit Officer	24/11/2025	12/12/2025

1.1 The audit was supervised by the following officer.

1.2

Name	Designation	Effective from	Effective to
ASIS KUMAR MOHANTY	Senior Audit Officer	24/11/2025	12/12/2025

Name of the Office audited with address.	Swami Vivekananda National Institute of Rehabilitation Training and Research (SVNIRTAR), Olatpur, Cuttack. At: Olatpur, PO: Bairoi, Cuttack, Odisha PIN: 754010 Phone No.0671-2805552, 2805856 E-mail: svnirtar@gmail.com
Period of accounts audited	2024-25 (Transaction)
Time taken for Transaction Audit	24-11-2025 to 12-12-2025 (15 working days)
Name & Designation of Head of the Institute	Dr. Patitapaban Mohanty, Director, from 1.04.2024 to date.
Name of the officer in-charge of accounts	Shri Swagat Mishra, Head of Acts. Deptt (I/c)
Name and Designation of the DDO in charge of accounts from last audit to till date.	Shri Swagat Mishra, Audit Officer & Head of Accts. Deptt (I/c)
Name & Designation of the next higher authority	Executive Council, SVNIRTAR

Name and Designation of appropriate authority at the Ministry.	Joint Secretary Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities (Divyangjan), Government of India.
Complete Postal Address, Contact No. and Mail-id of appropriate authority at Ministry.	Shri Rajeev Sharma, Joint Secretary, Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities (Divyangjan), Room No.530, B-III Wing, 5 <sup>th</sup> Floor, Pt.DeendayalAntyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi-110003, Mail Id: wb113@ifs.nic.in
Name of the officers who audited the accounts	Sri Rabindra Narayan Mahapatra, AAO Sri Asis Kumar Mohanty, Sr. Audit Officer
Scope of audit	A test check and general examination of accounts records pertaining to the period covered under audit u/s.20(2) of the C&AG's (DPC Act) 1971.

**1.2 Introduction:** The National Institute for Prosthetic and Orthotic Training (NIPOT), Olatpur an Adjunct unit of Artificial Limbs Manufacturing Corporation of India (ALIMCO), Kanpur was established in the year 1975 and it was made an Autonomous Institute under the Societies Registration Act, 1860. This unit was brought under the Ministry of Social Justice and Empowerment, Govt. of India on 22nd February 1984 to give a thrust to Community Based Rehabilitation and Human Resource Development. The name NIPOT was changed to NIRTAR in 1984 and subsequently to Swami Vivekananda National Institute of Rehabilitation Training and Research (SVNIRTAR) in the year 2004 and is located at Olatpur in the district of Cuttack, Odisha. Since last forty years this Institute has been serving the Persons with Disabilities. Presently, it is one of the premier Institutes in the Country for providing comprehensive rehabilitation services to the Persons with Locomotors and Disabilities. The main objectives of the Institute are Manpower Development i.e. Long term, short term courses, training for rehabilitation personnel such as Doctors, Engineers, Prosthetists, Orthotists, Pysiotherapists, Occupational Therapists, Multipurpose Rehabilitation Therapists and other personnel for the rehabilitation of the physically handicapped. It promotes, distributes and subsidize the manufacture of prototype designed aids and appliances and Development of models of service delivery programmes in the field of locomotors and coordinated disability. It provides vocational training, placement and rehabilitation of the physically handicapped. Moreover, it conducts and coordinate research activities on biomedical engineering leading to the effective evaluation of the mobility aids for the orthopedically disabled persons or suitable surgical or medical procedures or development of new aids and appliances along with Extension and Outreach services.

**PART-II-(B)**  
**(Other incidental Audit Findings)**

**2. Non-establishment of the 50 KLD STP as estimated by the CPWD and excess payment of Rs.20.57 lakh to the CPWD towards 100 KLD STP(Reference Number: OBS-2257941)**

On the basis of the requisition of the Director of SVNIRTAR Olatpur dated 16.6.2017, the Executive

Engineer (BCD-I) CPWD Bhubaneswar submitted (No23/285)/BCD-1/2018/489/16.5.18 estimate for installation of sewage treatment plant ( 100 KLD for the main hospital building and 50 KLD for Annex 100 bedded hospital building) at SVNIRTAR Olatpur, Cuttack as detailed below.

Sl. No.	Estimate for sewage treatment plant		
	Detail	Amount (in Rs.)	
1	For 100 KLD for main hospital building	4485000	Annex-A
2	For 50 KLD for Anx hospital building	2975000	Annex-B
	Total	7460000	
	Add ESI &EPF of labour Component @2.95%	220070	
	Total	7680070	
	Add Contingencies@5%	384003.5	
	Total	8064073	
	Say	8064073	

The Executive Council in its 101<sup>st</sup> meeting, approved the execution of the work of establishment of sewage treatment facilities for Institute with an approximate cost of Rs.8064073/- through CPWD. Funds were advanced to the CPWD for establishment of sewage treatment facilities for the Hospital as per norms of Pollution Control Board vide Ref No: AD7A86 dt 28.03.2019 and thereafter on different dates.

Besides, on the basis of the request of the SVNIRTAR, the CPWD prepared one estimate of Rs.982983/- for establishment of one Effluent Treatment plant of 10 KLD which was mandatory as per the norms of Pollution Control Board.

Thus, the total estimated and approved cost for STP and ETP was Rs.9047056/- (Rs.8064073/- for two STPs of 100 KLD and 50 KLD + Rs.982983/- for 10 KLD ETP).

However, on scrutiny of records it was revealed that on April 2024, one 100 KLD STP Plant and one 10 KLD ETP Plant was handed over by the CPWD to the Director SVNIRTAR and the 50 KLD STP for the 100-seater hospital building was not handed over to SVNIRTAR. As per letter No.1009 dated 10.9.2024 of CPWD, so far Rs.8364073/- has been paid to the CPWD against the establishment of sewerage treatment facility for the Hospitals as per the norms of Pollution Control board for SVNIRTAR and the CPWD has demanded Rs.910687/- from SVNIRTAR.

As per the above letter actual expenditure on the Sewerage Treatment Facility was Rs.6905213/-. However actual cost of the 100 KLD sewage treatment plant for the main hospital handed over was estimated to be Rs.4848172.87 as per the estimate submitted by the CPWD.

Thus, the CPWD has been paid an amount of Rs.2057040/- in excess of the estimated amount as the CPWD has not constructed the 50 KLD sewage plant.

Reasons for non-establishment of the 50 KLD STP as estimated by the CPWD and payment of excess amount of Rs.20.57 lakh to the CPWD against the 100 KLD STP estimated to be Rs.4848172/- may be stated.

In reply, the Director confirmed the facts and figures and stated that the initial estimate prepared by CPWD was later revised as per Pollution Control Board provisions. Since, 100 KLD was calculated to be sufficient for both the old, bedded hospital and the new 100 bedded annexe building. The sewers from both the hospitals had to be connected to the single 10 KLD STP. Further, the planned site of STP had to be shifted due to land dispute, which resulted in increase in quantity of sewer lines. Funds for both the projects (STP & ETP) were released as per demand letter and UC submitted by CPWD. The reply furnished by Maintenance Department along with necessary documents is attached for kind reference and perusal.

The reply furnished by the Director is not tenable as the estimate was prepared for (100 KLD + 50 KLD) STP. But the unit had not consulted with Pollution Control Board before preparation of estimate. The fund had utilized for only one 100 KLD STP for which an amount of Rs.20.57 lakh excess payment to CPWD.

### **3. Unfruitful Expenditure of Rs. 14.24 lakh due to Idling of Research Equipment procured for material testing laboratory(Reference Number: OBS-2261201)**

The SVNIRTAR is conducting both Bachelor in Prosthetics and Orthotics (BPO) and Master in Prosthetics and Orthotics (MPO) under the recognition of RCI and affiliation from Utkal University. The courses included subject of applied mechanics and biomechanics in their syllabus. Therefore, material testing is one of the essential requirements for study of both applied mechanics and biomechanics. A material testing laboratory had established for education, conduction of extensive research and clinical study in the SVNIRTAR campus. The proposal of establishment of material testing laboratory under the head of Research Equipment for the annual action plan 2023-24 and its approval for worth Rs.30.00 lakh was accorded.

During scrutiny of procurement file, it was revealed that five research equipment costing Rs.14.24 lakh was supplied and installed by the Vertex Scientific & Lab Instruments co. in material testing laboratory. The purchase order was placed on 11.06.2024 and installed on 10.01.2025. The details of equipment have given below.

Sl. No.	Research Equipment	Cost of Equipment (Rs. in lakh)
1	Computerised Universal Testing Machine 400 KN(Model-UTM-40)	4.84
2	Automatic Digital Rockwell Hardness Tester (Model-ISH-MRD200)	2.80
3	Digital Impact Testing Machine (Model-RI 300E)	1.00
4	Computerized Fatigue Testing Machine	1.00
5	Compression Moulding Machine (VSLI-CMM30)	4.60
	Total-	14.24

During joint physical verification of audit party and the unit personnel it was seen that all the five equipment are kept idle without using in research activity of the UG & PG students. After completion of 11 months from installation, the equipment is kept idle without using any research activities. Due to idling of equipment in the material testing laboratory the purpose of the students for study of both applied mechanics and bio-mechanic are hampered.

Thus, it is evident that the procurement of the laboratory equipment without using any activities of research oriented of PG & UG students resulted in idling of testing laboratory equipment worth Rs.14.24 lakh.

Idling of equipment resulted unfruitful expenditure of Rs.14.24 lakh is due to negligence of authority. The reasons of idling of equipment in testing laboratory may be stated with supporting documents.

In reply, the Director confirmed the facts and figures and stated that due to the fixtures not yet available, UG & PG students have not been permitted to conduct projects or theses using the laboratory to avoid any risk of equipment misuse or inaccurate results. The students will incorporate the laboratory into their research activities from the current year.

The reply is not tenable as the equipment were not used & kept idle till date of audit.

**4. Time 10 years and cost ₹5.55 crore was overrun including excess payment of ₹23.75 lakh in higher rate for construction of Social & Vocational Training Building(Reference Number: OBS-2253043).**

As per Para 15.1 of CPWD Works Manual, 2007 read with Section 95 of CPWD code, availability of clear site is desirable before approval of Notice Inviting Tender (NIT). Rule 139 (ii) & (iii) of General Financial Rules (GFR) stipulates that preparation of detailed design and estimates shall precede any sanction for works. No work shall be undertaken before issue of Administrative Approval and Expenditure Sanction by the competent Authority on the basis of estimates framed. As per Section 2.5.1 (a) of CPWD manual, DE supported by drawings and design are required to be prepared for TS. Further, for execution of any extra item not provided in the TS, approval of the competent authority needs to be obtained beforehand to ensure its appropriateness. Paras 3.6 of CPWD Works Manual 2012 provide that the scope of work should not be altered without written permission of the client.

For construction of Social & Vocational Training Building at Swami Vivekanand National Institute of Rehabilitation Training and Research (SVNIRTAR), Olatpur, Cuttack, Director, SVNIRTAR invited (28.02.2012) estimate from CPWD. The drawing & design was submitted (May 2012) by CPWD. Then, as per requirement of concerned Department (DoEPwD under MoSJ&E), Director, SVNIRTAR requested (28.01.2015) to CPWD to submit preliminary design. The Senior Architect, CPWD had submitted (4.6.2015) revised drawing and estimate amounting ₹15.95 crore. After 31 months, Screening Committee recommended (7.2.2018) that proposal subject to condition that the executive agency would not be allowed time and cost over-runs. That recommendation was accepted (10.4.2018) by the CPWD. The MoSJ&E released (26.7.2018) the fund ₹5.32 crore (1<sup>st</sup> instalment) and that was deposited (9.10.2018 & 15.10.2018) to CPWD to start the work. CPWD had awarded (01.11.2018) the work to one contractor at ₹8.88 crore (31% below the composite E.C.P.T of ₹12.87 crore). The Agreement No.23/CE/EZ-V/EE/BCD-I/2018-19 signed by the contractor with CPWD to complete the work by 8.1.2020 (14 months).

After, 20 months from stipulated date of completion as per agreement, CPWD submitted (26.11.2021) revised estimate amounting ₹21.50 crore on the ground of revision of plinth area as per drawing approved by client on 9.9.2018 and revision of height of the ground level and capacity of sump, enhanced of DPAR 2012 by cost index @ 26% and market rate. On test check of one item Audit noticed that RCC frame structure upto storeys, floor height 2.90 mtr rate ₹16500 per sqm was deleted in revised estimate and that was added in floor height 3.35 mtr at the rate of ₹19000 per sqm which resulted excess cost of ₹23.75 lakh for 950 sqm of 1<sup>st</sup> estimated quantity {950 sqm x (₹19000-₹16500)}.

MoSJ&E had accorded (13.01.2023) sanction of ₹21.50 crore based on revised estimate.

As per UC submitted (8.10.2024) by CPWD to Director, SVNIRTAR, ₹18.15 crore was deposited by the Director to CPWD out of ₹21.50 crore and balance ₹3.35 crore was due to be deposited. The work has been completed and handed over.

Audit noticed from the correspondence made by Director, SVNIRTAR and CPWD that 21 numbers civil work problem including wall crack and 13 numbers Electrical problem had been arisen in the completed construction of Vocational Training Centre Building at SVNIRTAR had not been set right by the contractor/CPWD as on dated 17.01.2025.

On the above Audit observed that three years (2012-2015) were delayed in finalisation of requirement for the propose Building by the MoSJ&E and SVNIRTAR and another three years (2015-2018) for recommendation of Screening Committee. The executive Agency (Contractor/CPWD) had delayed four years (2020-2024) from stipulated date of completion to hand over showing reason for Covid 19, change of design, etc. without any valid justification. Further, the CPWD could retender as no agreement signed with the contractor during revision of drawing and design by the client. Instead of that, despite assurance (10.4.2018) of CPWD to execute the work without cost and time overrun, revised (26.11.2021) the estimate after three and half years on the ground of revision of drawing and design by the client 9.9.2018 is seems doubtful and led to cost overrun ₹5.55 crore (₹21.50 crore-₹15.95 crore). Further, deletion of item of lower rate to include item of higher rate without any justification led to excess/irregular payment of ₹23.75 lakh is one of the reasons of cost overrun. Despite that Director, SVNIRTAR the following information were not obtained from CPWD and taken to consideration.

- (vi) Implication of deviations from original scope of work in terms of cost and delays,
  - (vi) The details of hindrances for time overrun to clarify the responsibility of the contractor and CPWD and to establish that delay was attributable neither to the contractor nor CPWD,
  - (vi) Item wise escalation statement with justification and detail payment to contractor,
  - (vi) Whether increase in the scope of work was duly and timely authorized by competent authority of CPWA.
  - (vi) Whether clause of liquidity damages was invoked by CPWD.
  - (vi) It was further revealed that details like date of award of the work, scheduled date of completion, EOT granted etc. were neither maintained nor called for from CPWD.
- Thus, due to improper monitoring, time (3+3+4=10 years) and cost ₹5.55 crore was overrun including excess payment of ₹23.75 lakh in higher rate for construction of Social & Vocational Training Building and defects were yet to be rectified.

In reply, the Director confirming the facts and figures stated that based upon the report of Director NI, DEPwD, Ministry of Social Justice & Empowerment, Govt. Of India vide their letter No.F No. N-1301/9/2017-NI dated 13.01.2023, Ministry finally approved the revised estimate of Rs.21.50 Crores submitted by CPWD to complete the project. The Executive council also in the 121<sup>st</sup> Executive Council Meeting held on 11.11.2022 had approved the revised estimate of Rs.21.50 Crores. Finally, the CPWD completed & handed over the project on 21.02.2024. A sum of Rs.21503000/- has been sanctioned as fifth & final instalment to SVNIRTAR for VTC under the SIPDA scheme during 2024-25 which is yet to be deposited with CPWD. After consultation with Chief Engineer, CPWD the pending repair works has taken up and the same is expected to be completed very soon.

The reply furnished by the Unit is not tenable as all the points detected by the audit is valid and as on date the repair pending works are not completed.

#### **5. Non achievement of target of Direct Service by SVNIRTAR during 2024-25 (Reference Number: OBS-2250580).**

As per Annual Action Plan- ADIP certain target has been setup by the institution for Direct service by the institution for the financial year 2024-25. Audit observed that, during 2024-25 the institution fallen short of achievement in target in respect of SVNIRTAR (Direct Service),

The reply submitted to audit is not tenable as the Annual Action Plan should be properly implemented through strict monitoring by competent authority. Short fall in achieving the target set in annual action plan may cause the shortfall of mission of the good office.

**6. Over-subscription of Rs. 2791000/- to General Provident Fund (GPF) exceeding the prescribed annual limit of five lakh(Reference Number: OBS-2250866).**

As per OM No. 3/6/2021-P&P(F) dated 02.05.2024 of Ministry of Personnel, P.G and Pension, Department of Pension and Pensioners' Welfare, the sum of the monthly subscription by a subscriber under the GPF during a financial year together with the amount of arrear subscriptions deposited in that financial year shall not exceed the threshold limit of Rs. 5.00 lakh.

During the audit of the GPF accounts of SVNIRTAR for the financial year 2024-25, it was observed that thirteen numbers of subscribers had total annual contributions exceeding the statutory limit of ₹5.00 lakh. Specifically, an aggregate excess amount of ₹ 2791000/- was subscribed beyond the threshold as detailed below.

Sl. No.	Persona l Number	Name of the Employees	Subscription during the year 2024-25	Excess amount over threshold limit
1	984	Srikanta Moharana	720000	220000
2	985	Manoranjan Satapathy	720000	220000
3	1005	Nirmala Icu. Dei	1080000	580000
4	1014	P.P.Mohanty	720000	220000
5	1016	M.Pattanaik	780000	280000
6	1018	A.K.Behera	891000	391000
7	1019	J.Sankar Panda	660000	160000
8	1024	C.R.Mishra	540000	40000
9	1025	Pramod Tigga	600000	100000
10	1041	Rama Kumar Sahu	660000	160000
11	1044	S.K.Halder	600000	100000
12	1045	Dr.P.K.Sahoo	720000	220000
13	1062	Deepak Kumar Singh	600000	100000
			Total	2791000/-

The action constitutes a non-compliance with the provisions of the General Provident Fund (Central Services) Rules, 1960 (amended vide Notification No. G.S.R. 96 dated 15.06.2022) and subsequent instructions issued by the [Name of Department/Ministry, e.g., Department of Pension & Pensioner's Welfare]. The rules mandate that the total GPF subscription during a financial year shall not exceed the threshold of ₹5.00 lakh. Interest on the excess subscription amount (above ₹5.00 lakh) is no longer tax-exempt and is required to be treated as "Income from Other Sources" for the purpose of Income Tax deduction (TDS) and reporting in Form 16. Accordingly, Income Tax has already been deducted from the employees subscribed excess

to the threshold limit. But the failure to regulate subscriptions indicates inadequate internal controls.

The Drawing and Disbursing Officer (DDO) should immediately stop further GPF deductions for the concerned employees in the current financial year once the limit is reached. The DDO must ensure strict adherence to the prescribed limit for all employees for the ongoing and future financial years.

In reply, the Director confirming the facts and figures stated that with reference to the audit observation cited above, the matter is currently being examined in light of the prevailing rules and regulations, necessary action in this regard shall be initiated under intimation to the audit.

The reply submitted to audit is not tenable as the provision contained in OM stated above in the para, strictly limited the contribution up to 5.00 lakh.

#### **7. Insufficient deployment of staff(Reference Number: OBS-2250942)**

Scrutiny of Staff Strength of SVNIRTAR in comparison to Sanction Strength for the financial year ending on March 2025 revealed that, even though the institution filling up some post on contractual basis, vacant post still remains at a high percentage in comparison to the Sanction Strength. Against regular post ranging from 19% to 53% laying vacant. Against sanction strength for contractual posts, vacant laying ranging from 21% to 44% as on 31.3.2025. The details are as follows.

Grade	Name of the Institution	Sanction Strength	Men in Position	Vacant	Percentage of Vacancy against Sanctioned Strength
Regular posts					
A	SVNIRTAR	35	19	16	46
B	SVNIRTAR	68	55	13	19
C	SVNIRTAR	94	44	50	53
Contractual posts	SVNIRTAR	101	65	36	36
	CRC, Ranchi	34	22	12	35
	CRC, Imphal	34	27	7	21
	CRC, Shillong	34	19	15	44
	CRC, Bolangir	34	23	11	32
	CRC, Guwahati	26	20	6	23
	Total	460	294	166	36

Huge vacancy may cause difficulties in smooth functioning of the daily function of the organisation. Steps may be taken to filling the vacant posts.

In reply, the Director confirming the facts and figures stated that fresh requisitions for filling regular vacancies have been submitted to the Ministry and approval for recruitment has been sought. Advertisements for priority posts have already been issued, and recruitment is in progress. Engagement of contractual staff is being expedited to ensure continuity of essential

services. A manpower rationalization exercise is being undertaken to identify critical posts requiring urgent filling to avoid any disruption in daily functioning.

The reply submitted to audit is not tenable. The daily business of an infrastructure depends on the manpower which is evaluated earlier. Inadequate staff may cause shortfall to achieve the real mission of an infrastructure. Steps may be taken to fill up the vacant posts.

**8. Grant of MACP without review of APAR during 2024-25 and irregular grant of Arrear of Rs. 739453/- in this regard(Reference Number: OBS-2251012).**

As per Paragraph 2.1 and 3.1 of the O.M. No.51/5/72-Estt(A) dated 20.05.1972 inter alia, stipulate that since Government have accepted the principle that confirmation, crossing of efficiency bar, promotion, etc. should be based on the assessment of the confidential dossiers, the matter is of the greatest importance for the efficiency and the morale of the service and in respect of responsibility of maintenance of the confidential report the Head of every Department/Office should regard it as his personal and special responsibility to ensure that Annual Confidential Reports are properly maintained in respect of all persons working under his direct or ultimate control.

Further Paragraph 7 of C.S. O.M. No.51/5/72-Estt(A) dated 20.05.1972, in order to minimize the operation of the subjective human element and of conscious or unconscious bias, the confidential report of every employee should contain the assessment of more than one officer (reporting officer & reviewing officer) except in cases where there is only one supervisory level above the officer reported upon.

Scrutiny of records revealed that nine officials were granted MACP vide Ref. No. AD 6A 30 (MACP) dated 18-6-2024. The said MACP panel included nine officials whose APAR were not reviewed by the reviewing officer and thus marked as "Not reviewed" while verifying eligibility criteria. Thus, grant of financial upgradation without proper assessment of APAR vis-à-vis extension of financial benefit under the MACP was irregular. Further, an amount of Rs. 739453.00 also given to the employees towards grant of MACP. The list of officials granted MACP along with arrear sanctioned is listed below.

Sl. No.	Name and Designation	Period of APAR Not Reviewed	Date of effect of MACP	Arrear Granted in Rs.
1	Ranjan Das, Lecturer	2014-15, 2015-16, 2016-17, 2017-18	16.11.2020	532313.00
2	Gopal Chandra Mallick, Surgical Boot Macker	2017-18, 2018-19	4.4.2021	89990.00
3	Jayashankar Panda, Speech Therapist	2018-19, 2019-20, 2020-21	19.1.2024	13440.00
4	Durgesh Nandini Pratima Das, Hindi Translatce	2017-18	2.1.2023	62700.00

5	Kurshna Prasad Hota, Elect Gr-II	2017-18, 2018-19, 2019-20, 2020-21, 2021-22	30.1.2023	38220.00
6	Bishnupriya Das, MTS	2018-19, 2020-21	29.10.2023	2790.00
7	Renu Bhoi, MTS	2027-18, 202=18-19, 2029-20, 2020-21	29.10.2023	Nil
8	Prudip Kumar Mohant, Pipe Fitter	2019-20, 2020-21	6.11.2023	Nil
9	Ranjit Kumar Swain, Plant Attendant	2017-18, 2028-19, 2019-20, 2020-21	7.11.2023	Nil
			Total	739453/-

Non-review of APAR and grant of financial upgradation without proper assessment of APAR may be stated to audit.

In reply, the Director confirming the facts and figures stated that non-reviewing of some APARs of Group B & C employees were placed before the MACP screening committee. The Committee has gone through the ACR/APARs of listed officials. The Committee has considered the grading of the reporting officer for grant of MACP. Further, as the Director of the Institute is appointing /disciplinary authority of all Group-B & C employees and also the Chairman of the MACP screening committee. He has also approved the MACP proposal, as no vigilance or disciplinary or contemplated case is pending against the said officials.

The reply submitted to audit is not tenable. Provisions for MACP doesn't permit to grant MACP without taking in account of Appraisal Report.

Grant of MACP to the above person are irregular. Vigilant procedure may be taken in this regard.

**9. Non disposal of unserviceable articles of Rs. 154194/-(Reference Number: OBS-2251164).**

During scrutiny of stock register of SVNIRTAR, Olatpur, it is seen that the following items were shown damaged in verification report, but no steps has been taken to disposed off such items during 2024-25. The details are as follows.

Sl No	Nomenclature	Quantity damages	Rate per Unit in Rs.	Total amount in Rs.
1	Cosmetic Gloves Adult Rt.	8	187	1496
2	Cosmetic Gloves Adult Rt.	13	187	2431
3	D.B.Splint S-I	8	1055	8440
4	D.B.Splint S-II	4	1055	4220
5	D.B.Splint S-III	51	1055	53805

6	HKAFO LM Extra Small Rt. Size-I	1	1256	1256
7	Surgical Shoe Child S-IV	18	698.21	12568
8	Surgical Shoe Child S-V	4	698.21	2793
9	Surgical Shoe Child S-VI	22	698.21	15361
10	Surgical Shoe Child S-VII	8	800.89	6407
11	Surgical Shoe Child S-VIII	4	800.89	3204
12	Surgical Shoe Child S-IX	3	897	2691
13	Surgical Shoe Child S-X	7	800.89	5606
14	Surgical Shoe Adult S-I	17	1072	18224
15	Surgical Shoe Adult S-II	4	1072	4288
16	Surgical Shoe Adult S-III	2	1072	2144
17	Surgical Shoe Adult S-IV	4	1072	4288
18	Surgical Shoe Adult S-V	1	1038	1038
19	Surgical Shoe Adult S-VI	2	1194	2388
20	Cervical Collar	4	152.50	610
21	Elbow Crutch Child S-I	1	936	936
			Total	154194/-

Steps may please be taken to dispose all the above-mentioned items under intimation to audit.

In reply, the Director confirming the facts and figures stated that in this regard as recommended by Purchase Department the same has been denoted as consumed and reversed from the Closing Stock of components and Aids & Appliances vide JV No.308 dated 11.12.2025.

The reply submitted to audit is not tenable as the correction measure taken by the unit is not acceptable since hand articles amounting to Rs.154194/- has been discarded due to procurement without requirement. Purchase should have been made as per actual requirement.

#### 10. Non GEM purchase of articles during financial year 2024-25(Reference Number: OBS-2251239).

Rule 149 of the General Financial Rules (GFR) of 2017 mandates government ministries and departments to use the Government e-Marketplace (GeM) for procurement of common use goods and services.

It is seen during check of purchase files of SVNIRTAR for the year 2024-25 that in the following purchases the above said rule was not adhered to. The details are as follows.

Details of Non-GeM Items for the Fy-2025-26						
PO No	Date	Supplier	Material Description	Qty	Rate in Rs.	Amount in Rs.
5624-25	30-Apr-24	SUSHRUTA HOSPITAL SOLUTION	Semi-Fowler Bed with Deluxe cutting mattress (SURGEN: ASI-119)	20	15635.00	312700.00
38424-25	18-Dec-24	Ganpatraji Balubax	BLANKET	50	477.74	23887.00

53624-25	21-Mar-25	Senapati Agency	Wheelchair	15	5900.00	88500.00
13324-25	23-Jul-24	SANDY ENTERPRISES	Mastra Biometric-Audhar Based	1	3500.00	3500.00
			Eyebiz Camera for CCTV	1	6000.00	6000.00
13424-25	23-Jul-24	SANDY ENTERPRISES	TP Link Router	2	3000.00	6000.00
			D Link CAT 6 LAN Cable	150	30.00	4500.00
50324-25	4-Mar-25	Indian Export & Import Co.	Tally Prime Silver	1	25886.00	25886.00
47124-25	12-Feb-25	Man Jashobanti Furniture & Workshop	Wooden Chair	12	4000.00	48000.00
23824-25	30-Sep-24	Ayaka Steel	Chair with Writing Pad	50	3638.00	181900.00
33224-25	26-Nov-24	Keshav Steel Industries	IRONING TABLE	1	2050.00	2050.00
33324-25	26-Nov-24	Bikram Steel Furniture	CLOTH CUTTING TABLE	1	2500.00	2500.00
35024-25	2-Dec-24	Neelkanth Stores	White Board	2	2650.00	5300.00
35124-25	2-Dec-24	BALAJI ELECTRICAL	Swift Ceiling Fan	1	1850.00	1850.00
45724-25	31-Jan-25	PIXEL BEYOND IMAGINATION	Fencing of Transformer	1	92370.40	92370.40
18724-25	5-Aug-24	KRISHIAK SATHI	Brank Cutter with Craiss Machine	1	30470.00	30470.00
45324-25	29-Jan-25	Manik Aluminium Store	IDLI MAKING MACHINE (Including All Accessories)	2	6066.81	12133.62
46324-25	4-Feb-25	F.A Trading Co.	Wet Glider	1	48000.00	48000.00
			60" Top-1 No	23.455	336.00	7880.88
			Top Cover-3 Nos	30	336.00	6720.00
			Birch Tub-2 Nos	20	336.00	6720.00
50424-25	4-Mar-25	Man Narayani Steel Workshop	Rice Jul-2 Nos	5	336.00	1680.00
			Dining Table	3	9000.00	27000.00
43724-25	21-Mar-25	Anjantaya Traders	Exhaust Fan	2	4656.40	9312.80
52724-25	29-Mar-25	P&O International Pvt. Ltd.	3D SCANNER	1	140420.00	140420.00
13224-25	18-Jul-24	SHREE HARI ENTERPRISES	Beauty Facial Trolley	3	2500.00	7500.00
			Facial Bed	1	9000.00	9000.00
			Sterilizer	1	3500.00	3500.00
			Facial Steamer	3	4000.00	12000.00
			Wax Heater	3	250.00	750.00
			Recliner Chair	3	9500.00	28500.00
			Foot Spa Machine	2	2200.00	4400.00
			Hair Drier	3	3525.00	10575.00
			Curling Iron Rod	2	3100.00	6200.00
			Crimping Machine	1	4600.00	4600.00
18924-25	3-Sep-24	Mahalaxmi Fashion	Sampoo Station	1	15000.00	15000.00
			Hair cutting chair	2	3000.00	6000.00
			POWDER PACK OF MULTANI MITTI	2	60.00	120.00
			POWDER PACK OF SANDALE WOOD	2	30.00	60.00
19024-25	3-Sep-24	Deepak Bhai Dress Store	Section Pin for hair cutting	1	400.00	400.00
			Hair Spray	1	200.00	200.00

40924-25	3-Jan-25	SABNAM PUSTAK MAHAL PUBLISHERS & DISTRIBUTORS	3D Printing : An Introduction	1	3259.00	3259.00
			Clinical Disorders of Balance, Posture and Gait	1	14028.75	14028.75
41724-25	15-Jan-25	ADWELL BOOK COMPANY	As Per List Attached Total 40 Nos of Books	40	229592.00	229592.00
41824-25	15-Jan-25	APA BOOK COMPANY	Muscles, Nerves and Movement in Human Occupation, 4th Edition.	1	4300.00	4300.00
			Cognitive Rehabilitation for Pediatric Neurological Disorders, 1st Edition.	1	5186.26	5186.26
			Nelson Textbook of paediatric, 22nd Edition	1	4569.40	4569.40
			Occupational Therapy and Mental Health, 1st Edition	1	581.25	581.25
			Foundation for practice in occupational therapy, 6th Edition.	1	2967.44	2967.44
			Current management in children Neurology, 4th Edition.	1	1875.00	1875.00
41924-25	15-Jan-25	AHUJA BOOK COMPANY PVT. LTD.	Adams and Victor's Principles of Neurology, 12th Edition.	1	8919.84	8919.84
			Documentation manual for occupational Therapy, 4th Edition.	1	4522.70	4522.70
			Pediatrics Occupational Therapy Practice Skills for Physical Dysfunction, 8th Edition.	1	6026.65	6026.65
			Visual Thinking	1	899.25	899.25
			Research Methods for Clinical Therapist, 5th Edition.	1	3861.20	3861.20
			Occupation Therapy with older adults, 5th edition.	1	4945.75	4945.75
			Neurophysiology for occupational therapist, 4th edition.	1	3531.46	3531.46
			Hand and Upper extremity Rehabilitation: A Practice Guide, 4th Edition	1	5442.15	5442.15
			Introduction to Occupational Therapy, 3rd Edition.	1	4209.07	4209.07
			Principles and Techniques of Patient Care, 7th Edition.	1	6261.25	6261.25
42024-25	15-Jan-25	AMIT BOOK DEPOT	Neuroscience-Fundamentals for Rehabilitation, 8th Edition.	1	5682.43	5682.43
			Willard and Spackmann Occupation Therapy, 14th Edition.	1	6824.35	6824.35
			Care-Smith's Occupational Therapy for Child and Adolescents, 8th Edition.	1	6459.47	6459.47
			Principles of assessment and outcome measurement for occupational and physical therapist, 1st Edition	1	5502.41	5502.41
			Rehabilitation Research: Principles and application, 6th Edition.	1	4221.37	4221.37
			Eight Pillars of Prosperity by James Alton	1	355.00	355.00
45424-25	29-Jan-25	Marisha Publications	Swami Vivekananda his teachings to all (Ram Nivas Kr.)	1	315.00	315.00
			A Tear and a Smile (Kahlil Gibran)	1	576.00	576.00
45524-25	29-Jan-25	AMIT BOOK DEPOT	AS Per List Attached	14	-	4444.65
54324-25	15-Mar-25	ADWELL BOOK COMPANY	AS Per List Attached	16	-	151837.00
			Neurology for the Speech-Language Pathologists, 7th Ed	1	5565.88	5565.88
			Language Disorders From Infancy Through Adolescents: Assessment & Intervention, 5th Ed	1	8870.97	8870.97
54424-25	25-Mar-25	AHUJA BOOK COMPANY PVT. LTD.	Handbook of Clinical Audiology, 3rd Ed	1	5500.52	5500.52
			Implantable Hearing Devices Other Than Cochlear Implants.	1	3219.16	3219.16
			Cochlear Implants: Principles & Practices, 2nd Ed	1	9628.80	9628.80

			Tyre Swing	1	6592.00	6592.00
			Foam Blocks (Pack of 5)	1	12376.00	12376.00
42724-25	20-Jan-25	SHANTI ENTERPRISES	Submersible Pump	1	20060.00	20060.00
54524-25	25-Mar-25	SRIBA ARTS	GLOW SIGN BOARD	1	30916.00	30916.00
05324-25	10-May-24	M/S Sai Rehabilitation Aids	Physiotherapy and Occupational Therapy equipments (Total 11 Nos of Items)	11	46485.00	46485.00
53025-26	20-Mar-25	Turnitin India Private Limited	Turnitin (Plagiarism Check Service Software)	1	522569.00	522569.00
12324-25	3-Oct-24	ADWELL BOOK COMPANY	As per list attached (Total 38 Nos of Books for LBC)	38	-	123065.00
14024-25	3-Oct-24	ADWELL BOOK COMPANY	As per list attached (Total 12 Nos of Books for DISLI)	12	-	76097.00
14124-25	3-Oct-24	VNTES BOOKS HOUSE	As per list attached (Total 1 No of Books for DISLI)	1	-	6007.00
			Physiotherapy in Cardio pulmonary condition	1	907.00	907.00
			Fundamentals of Electrombora & Biomedical Physics	1	403.00	403.00
			The Knee for Physiotherapists	1	525.00	525.00
19624-25	29-Oct-24	JAYPEE BROTHERS MEDICAL PUBLISHERS P. LTD.	Vascular Rehabilitation	1	557.00	557.00
			A Practical Guide to Hemiplegia Treatment)	1	977.00	977.00
			Essentials of Community based Rehabilitation	1	665.00	665.00
			Text Book of Physiotherapy	2	976.50	1953.00
			Clinical Approach in Pediatric Neurology	1	1257.00	1257.00
30324-25	1-Nov-24	ADWELL BOOK COMPANY	Electronics and Instrumentation for Audiologists	1	4152.00	4152.00
			Acoustics for Audiologists	1	6283.00	6283.00
			Introduction to Sound : Acoustics for the hearing and-Speech Science	1	10707.00	10707.00
			Biomechanics of Lower Limb Prosthesis	1	8684.00	8684.00
30624-25	5-Nov-24	ADWELL BOOK COMPANY	Principles of Mechanics and Biomechanics	1	216.00	216.00
			Advanced Robotics for Medical Rehabilitation	1	7237.00	7237.00
			Design and Optimization of Mechanical Engineering Products	1	16412.00	16412.00
30724-25	5-Nov-24	KITAB MAHAL	As Per List Attached	43	-	159801.00
34424-25	20-Nov-24	ADWELL BOOK COMPANY	As Per List Attached	23	227845.00	227845.00
37624-25	18-Dec-24	ADWELL BOOK COMPANY	As Per List Attached	20	-	81175.00
37724-25	18-Dec-24	APA BOOK COMPANY	Clinical Kinesiology Anatomy	1	6640.00	6640.00
			Electrotherapy explained principles and practice	1	1320.00	1320.00
			Principles of exercise therapy	1	663.00	663.00
37824-25	18-Dec-24	ABUJA BOOK COMPANY PVT. LTD.	As Per List Attached	20	-	53226.73
40224-25	31-Dec-24	ADWELL BOOK COMPANY	As Per List Attached	10	-	234565.00
40324-25	31-Dec-24	ABUJA BOOK COMPANY PVT. LTD.	As Per List Attached	8	-	80060.42
40424-25	31-Dec-24	AMIT BOOK DEPOT	As Per List Attached	12	-	123599.21
40724-25	3-Jan-25	ADWELL BOOK COMPANY	As Per List Attached	13	-	24894.00
40824-25	3-Jan-25	AMIT BOOK DEPOT	As Per List Attached	24	-	79620.35
			Joint Structure and Function	1	1596.00	1596.00

The reply submitted by Unit is not tenable. Advances outstanding for a period from one to nine years and no action was initiated in this regard shows poor internal control. More ever seven numbers of advances were adjusted after being pointed out by ongoing audit. The details of remain outstanding advances is as detailed below.

SL No	Name of the Contractor/ Supplier / Other Agency	Amount Paid (Rs.)	Date of Payment	Purpose of Payment	Balance Unadjusted as on 31.3.25 (Rs.)
2	National Informatics Centre Services Inc	14,02,137.00	18.03.2021	Develop E Store management system and online recruitment system through NIC	14,02,137.00
3	ALPS International	10,030.00	22.12.2017	Speech trainer machine	10,030.00
5	L2C2 Technologies	15,833.00	21.01.2025	Koha software	15,833.00
6	National Informatics Centre Services Inc	6,60,000.00	03.04.2023	Redevelopment of institute website	6,60,000.00
				Total	Rs. 2088000/-

Early steps may be taken for adjustment of remain outstanding advance of Rs. 2088000/- and preventive measure may be taken in this regard.

### **PART-III**

*(Follow up on findings outstanding of previous Inspection Reports)*

Sl No.	IR No./Year	Paras outstanding prior to audit.	Paras settled	Paras remained outstanding
1.	50/2015-16	2(a)	Nil	2(a)
2.	73/2018-19	19	19	Nil
3	57/2022-23	2, 6, 8	2,8	6
4	59/2023-24	2, 6, 7, 8, 9, 11	2,6	7, 8, 9, 11
5	58/2024-25	2, 3, 4, 5, 6, 7, 8	6	2, 3, 4, 5, 7, 8

### **PART-IV (Best Practice)**

NIL

37924-25	18-Dec-24	AMIT BOOK DEPOT	As Per List Attached Total 16 Nos of Books	26	-	188828.18
16204-25	14-Aug-24	The Computer Store	Finger Print Scanner	2	21959.00	43998.00
			CCTV Camera	2	24100.00	48200.00
			Steel Cupboards	3	10700.00	32100.00
			Table (Size 2' x 4')	4	4680.00	18760.00
23724-25	30-Sep-24	Meghalaya Trading Company	Chair with Writing Pad	20	3465.00	169950.00
			Revolving Chair	8	5875.00	47000.00
			White Board (2' x 3')	2	1190.00	2200.00
			Clinical Psychology Cabin	1	20460.00	20460.00
39724-25	30-Dec-24	Man Jakobanti Furniture & Workshop	Wooden Chair	1	8000.00	8000.00
					TOTAL	628620/-

Steps may please be taken to adhere the provisions of GFR. Comments if any on above may please be offered.

In reply, the Director stated that as per Rule 149(2) of the GFR, 2017, the competent authority may approve procurement outside GeM in exceptional cases where the required goods were not available on GeM, as per Rule 155 of GFR, purchase of goods by Purchase Committee. In case of certain item is not available on the GeM portal, purchase of goods costing above Rs.50000/- and upto Rs.500000/- on each occasion may be made on the recommendation of a duly constituted Local Purchase Committee consisting of three decided by the Head of the Department. In several cases, the specific items or technical specifications required were not available on the GeM platform at the time of procurement had to be carried out through other prevailing rules as per GFR. In cases of urgent and time-bound requirements certain purchases were made to meet urgent operational needs. Rule-154 & Rule-143 of GFR,2017 has followed to purchase of goods by the Unit.

The reply submitted to audit is not tenable as the provisions of GFR not been adhered.

#### 11. Outstanding Advances to supplier remain un-adjusted of Rs.43.33 lakh(Reference Number: OBS-2253357).

As per Rule 12 of GFR 2017, amounts due to Government shall not be left outstanding without sufficient reasons. Where such amounts appear to be irrecoverable, the orders of the competent authority shall be obtained for their adjustment.

During audit of SVNIRTRAR for the financial year 2024-25, it is seen that an amount of Rs. 4333282/- is outstanding against suppliers/organisations as detailed below.

In reply, the Director confirming the facts and figure stated that out of Rs.4333282/- total outstanding advances, an amount of Rs.2245282/ was adjusted. An amount of Rs.2088000/- is remaining for further settlement of outstanding advance. These advances required to be adjusted/settled by giving appropriate adjustment vouchers in form of journal entries after taking due approval from competent authority. Further, SVNIRTAR assures that all outstanding amounts will be reviewed, reconciled and settled at earliest and necessary approvals of the competent authority will be obtained wherever required and the same shall be intimated to the audit.

**PART-V (Acknowledgement)**

**Disclaimer Certificate:** The local audit report has been prepared based on the information furnished by O/o the The Office of the Director, Swami Vivekananda National Institute of Rehabilitation Training and Research (SVNIRTAR), Cuttack. The Director General of Audit (Central), Hyderabad, Branch Office- BHUBANESWAR disclaims any responsibility for any misinformation and/or non-information furnished by the auditee unit.



**Deputy Director /CRA**



# INDIAN RUBBER MATERIALS RESEARCH INSTITUTE (IRMRI)

Formerly known as IRMRA  
(Affiliated to DPIIT, Ministry of Commerce & Industry, Govt. of India) (ISO 9001:2015 Certified & NBQP  
Registered Training Institution)

## Third Party RTI Audit Summary Report of Swami Vivekanand National Institute of Rehabilitation Training and Research

In accordance with the directives of the Central Information Commissioner (CIC) and the Department of Personnel & Training (DoPT) outlined in OM No. 1/6/2011-IR dated 15.04.2013 and OM No. 1/34/2013-IR dated 30.06.2016, every Public Authority is required to conduct an annual third-party audit of its proactive disclosure package. This audit must be carried out by the designated training institutes associated with each Public Authority and subsequently submitted to the Central Information Commission.

The Indian Rubber Materials Research Institute conducted a Third-Party Audit of the Proactive Disclosure of Swami Vivekanand National Institute of Rehabilitation Training and Research under the RTI Act, 2005 from 05 to 07 July, 2025. This assessment followed the Guidelines on suo motu disclosure under Section 4 of the RTI Act issued by the Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training (DoPT). The audit adhered to the Standard Operating Procedure outlined for third-party audits on suo motu disclosures (Para 4.4 & 4.5 of DoPT's OM No. 1/6/2011-IR dated 15.04.2013 & Para 6 of DoPT's OM No. 1/34/2013-IR dated 30.06.2016).

### Objectives of the Audit:

The audit aimed to evaluate compliance with the Guidelines on suo motu disclosure under Section 4 of the RTI Act and assess the effectiveness of its implementation and control mechanisms. Specifically, the evaluation examined the Self-Appraisal Report of Swami Vivekanand National Institute of Rehabilitation Training and Research for 2024-25 and its official website (<https://www.svnirtar.nic.in/>) to ensure adherence to prescribed guidelines for Central Government Ministries & Departments, including:

- Expanding suo motu disclosure under Section 4.
- Guidelines for digital publication of proactive disclosures.
- Detailed disclosure compliance with Sections 4(1)(b)(iii), 4(1)(b)(iv), 4(1)(b)(xi), and 4(1)(b)(xiv).
- Establishment of a structured compliance mechanism for proactive disclosure under the RTI Act, 2005.

### Key Parameters Assessed During the Audit:

1. Organization and Functions
2. Budget and Programme
3. Publicity and Public Interface
4. E-Governance
5. Prescribed Information Disclosure
6. Proactive Information Disclosure (Self-Initiated)

This audit plays a crucial role in enhancing transparency, accountability, and public accessibility of information, ensuring that proactive disclosures align with government-mandated guidelines.

### Key Findings and Priority Recommendations

We commend the Swami Vivekanand National Institute of Rehabilitation Training and Research for its commitment to transparency by making essential information accessible on its website. However, the audit has highlighted areas that require greater clarity and comprehensive disclosure, including:

1. Enhancing the prominence of information under Section 4(b) of the RTI Act.
2. Providing detailed historical insights into the department's formation, leadership changes, and committees/commissions constituted over time. Additionally, information regarding the channels of supervision and accountability should be included.

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254/1 B, Rd Number 16U, Nehru Nagar, Wagle Industrial Estate, Thane West, Thane, Maharashtra 400604

3. Conducting regular programs to promote awareness and understanding of the RTI Act.
4. Expanding details under the Citizen's Charter, Result Framework Document (RFD), and six-monthly performance reports.
5. Adhering to the Guidelines for Indian Government Websites (Version 2.0) and ensuring STQC certification is obtained and displayed.
6. Ensuring transparency in tender bidding processes, disclosing details such as awarded contracts, suppliers, rates, total amounts, and GeM procurement updates.
7. Disclosing details of domestic and foreign official visits, categorized under the Public Authority's centers.
8. Making available RTI Manuals and Handbooks in Hindi, English, and regional languages and ensuring periodic updates.
9. Creating a Frequently Asked Questions (FAQs) section addressing common citizen queries related to Public Authority operations.
10. Clearly displaying the last update date for each webpage in DD/MM/YY format.

IRMRI would like to share positive feedback that in future all the required information/urls/links may be posted on website to meet the Transparency Audit Metrix.



Date: 07 July, 2025

Dr. Kasilingam Rajkumar  
(Director)



**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 22<sup>nd</sup> day of FEBRUARY One Thousand Nine Hundred and Eighty Four.

REGISTRATION FEE OF Rs.50/- PAID.

**Sd/-**

**REGISTRAR OF SOCIETIES**

**DELHI ADMINISTRATION, DELHI**

**\_\_\_\_(GOVERNMENT OF INDIA)**  
**MINISTRY OF SOCIAL WELFARE**  
**NEW DELHI**

**CERTIFICATE OF REGISTRATION**  
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**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 orthopaedically 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 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 the 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:-

<b>Sl. No.</b>	<b>Name</b>	<b><i>Designation &amp; Address</i></b>	<b>Description</b>
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

1. Signatories of the Memorandum of Association:

We, the persons 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	<b><i>Occupation and Address</i></b>	Signature
1	Shri R.P. Khosla	Secretary, Ministry of Social Welfare, Govt. of India, New Delhi	Sd/-
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/-
2	Shri R.L. Duggal	Desk Officer, Ministry of Social Welfare, Govt. of India, New Delhi	Sd/-

## **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.

**APPENDIX – C**

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

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In 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 1<sup>st</sup> April to 31<sup>st</sup> March.
- j). 'Society' means a society registered under Societies Registration on 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 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 organise the Institute on modern scientific lines with focus on education, training and rehabilitation research for Orthopaedically 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 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 to be brought to the notice of the Executive Council in 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 Organisations/ 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 in 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 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 and 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 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 of 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 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 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) advertisement 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 organisations likely to recommend suitable candidates for the posts in the above categories.

b). On receipt of the applications, the Director shall scrutinise 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 scrutinised should be put up before the Selection Committee. The Selection Committee may make selection on the basis of the applications and other relevant records. In case it is considered necessary the Selection Committee may also call candidate for 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 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	-	<b>(from SC/ ST/ Minority Communities depending on the requirement)</b>
Director of the Institute	-	Member Secretary

For the purpose of selecting experts a panel of 5 experts to be selected by the Executive Council at the beginning of each year in 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 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 of 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 organisation 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 organisation/government on the terms and conditions mutually acceptable between the Institute and the borrowing organisation. 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 organisation/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 also 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 of each employee, whose pay and allowances are drawn 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 30<sup>th</sup> September therefore, this Institute should prepare the budget and submit it to the Chairperson, Executive Council by 15<sup>th</sup> Sept. Later this will be put up to the General Council at its annual meeting for approval. The observations of 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 do 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 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 write-up giving following particulars:

- i). Requirements of funds for current programmes.
- ii). Requirements of funds for new programmes.
- iii). Physical targets achieved during the previous years, proposed to be achieved in current year, and in the next year.

- iv). The comparison of the past performance with the current performance, reasons for 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 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 nationalised 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 sanction 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 31<sup>st</sup> 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, 31<sup>st</sup>. 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 stipulated period, the reasons be communicated to 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 ratified 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 return if possible after keeping sufficient balance at the disposal of the Institute.
- xviii). In 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 dispute arising out of any contract.
- xxi). The Director shall have powers 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 authorized 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 the 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 a check of the nature of pre-audit to all payment 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 matter of 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 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 authorized by the Executive Council. All money to be drawn by cheques as authorized 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 organisation 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.

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Application Form for seeking Information Under the Right to Information Act, 2005

RTI Application No. ....

(To be filled by the office)

To

The Public Information Officer

SV NIRTAR

Olatpur Bairoi-754010

1. Name of the Applicant :

2. Postal Address :

3. Telephone No., Fax, E-mail etc.:

4. Particulars of information required (if space is not sufficient you can use a separate sheet):

a. Subject matter of information –

b. Period to which the information relates –

c. Specific details of information required –

5. Has the information been provided/denied earlier :

6. A fee of Rs. \_\_\_\_\_ deposited at the Accounts Office of the Institute vide Receipt No. \_\_\_\_\_ and date \_\_\_\_\_ or submitted by Bank Draft (No. \_\_\_\_\_ dt. \_\_\_\_\_) in favour of **SVNIRTAR** on

7. An amount of Rs. 2/- per page created/copied will be charged, do you agree to pay these charges: Yes/No

8. Whether you belong to BPL category to waive off the fees : Yes / No

If Yes, please enclose the proof issued by the Competent Authority:

Place :

Date :

Signature of the Applicant