

Information Handbook

Under Section 4(1)(b)

Right to Information Act, 2005



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

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

4- Vishnu Digamber Marg, New Delhi-110002

Ph.No. 011-23236207, 23234309, 23233672

1. Organization & Function

1.1 Section-4(1)(b)(i): The Particulars of its Organisation, functions and duties About the organization

(i) Name and address of the Organization

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

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

4- Vishnu Digamber Marg,

New Delhi-110002

• Brief History of the Institute (Genesis):

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

The institute, formerly known as Institute for the Physically Handicapped (IPH), was established as a non-governmental organization in the year 1960 by the Society for crippled and handicapped and came into being when the erstwhile Jawahar Lal Nehru Institute of Physical Medicine and Rehabilitation and other allied institution run by the council for the Aid of crippled & handicapped were taken over by the Govt. of India on 22nd May 1975 and converted into an autonomous body in the year 1976. It registered it as a society in the year 1976 under Societies Registration Act 1860.

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

Working Hours:

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

(ii) Head of the organization

Smt. Smita Jayavant, (Director, PDUNIPPD)

(iii) Vision, Mission & Key Objectives

VISION

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

MISSION

To optimally enable persons with Locomotor Disabilities by quality interventions that go beyond their medical needs and to provide him/her need based comprehensive rehabilitation through team approach facilitating inclusion, ensuring empowerment of their families and by substantiating field based research and development of human resources, so as to achieve their social and economic independence, train Rehabilitation Professionals and undertake Research.

Key Objectives

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

(iv) Function & Duties

1. Human Resource Development

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

- **Undergraduate Courses:**

There are three courses of four and a half years duration namely:

Bachelor of Physical Therapy (BPT) under Physical Therapy Department

Bachelor of Occupational Therapy (BOT) under Occupational Therapy Department

Bachelor of Prosthetics & Orthotics (BPO) under Prosthetics & Orthotics Department

All the three courses are affiliated with the Faculty of Science, University of Delhi.

Annual Intake capacity: 68 for BPT, BOT & 39 for BPO

- **Postgraduate Course:**

The Masters in Prosthetics & Orthotics course has been started from academics session 2017-18 recognized by Rehabilitation Council of India and University of Delhi. Intake capacity: 10

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

2. Rehabilitation Services:

- **Assessment Clinic**

The objective of the Assessment clinic is to evaluate and assess the patients for therapeutic, aids and appliances requirement of the patients and for referring them to appropriate departments for their treatment, therapy and rehabilitation. Registration of new patients is being done at the registration counter with registration charges of Rs. 25/-.

In the assessment clinic, the Orthopaedic Surgeons, pediatrician and other doctors are examining the patients for their rehabilitation needs.

After initial assessment, the patients are sent to various units such as Physical Therapy, Occupational Therapy, Speech Therapy and Workshop for providing therapeutic treatment and fitment of aids and appliances. The Institute has also arranged the services of a clinical psychologist on specific days for providing psychological counselling to the patients and persons with disabilities and their family members. A medical officer has been engaged to examine and provide general medical care to the employees of the Institute. An Ayurvedic Physician is also engaged to attend Assessment clinic twice in a week.

- **Physiotherapy:**

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

The physiotherapists including teaching faculty are posted in the physiotherapy OPD on the rotation basis. The physical therapists operate as an independent practitioner, as well as member of health service provider teams, and are able to act as first hand contact practitioners. The department runs 4 ^{1/2} years duration Bachelor of Physiotherapy (BPT) in affiliation with the Faculty of Science, University of Delhi. The annual intake capacity is 68. The department does have state of the art Physiotherapy outpatient department with various sub units, clinical labs and lecture theatres to cater the needs of the students of Bachelor of Physiotherapy course.

- **Occupational Therapy:**

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

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

- **Prosthetics & Orthotics:**

The Department of Prosthetics & Orthotics caters the need of persons with Physical disabilities by fabricating and fitting of various kinds of aid and appliances visiting to this Institute. The Department has well equipped workshop with tools and machineries. The Department has two separate units that is Prosthetics Units and Orthotics Units where person with Physical Disabilities are assessed, Prescribed and design to fabricate suitable appliances.

The department runs long-term training programs of 2 years Masters in P&O course & 4 ½ years BPO course, affiliated with University of Delhi. The Department of Prosthetics and Orthotics renders services apart from academic responsibility to outdoor patients by means of providing on the job training to the student of Bachelor in Prosthetics & Orthotics. Qualified Professionals are responsible for the treatment and fitment of the patient.

- **Speech therapy:**

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

- **Social and Vocational Counselling**

The Social Worker of the Institute provides social & Vocational counselling services to the patients for their rehabilitation. Various other services like job placement, Vocational training, Self-employment, placement in schools and old age home being arranged for the concerned persons with disabilities.

- **Psychological Counselling**

The Institute is providing Psychological Counselling services through a experienced Clinical Psychologist who evaluates the children having Cerebral Palsy, Mental Retardation, and Emotional and behavior problems using standardized batteries. Parents are counselled for home management and taught age appropriate learning techniques and behavior modification.

- **Assistance To Disabled Persons Scheme (ADIP):**

The main objective of the Scheme is to assist the needy disabled persons in procuring durable, sophisticated and scientifically manufactured, modern, standard aids and appliances that can promote their physical, social and psychological rehabilitation, by reducing the effects of disabilities and enhance their economic potential. The ADIP Scheme is being implemented through different implementing agencies including this Institute to provide financial assistance for purchase of fabrication and distribution of such standard aids and appliances that are in conformity with objective of the Scheme. The Institute is implementing the ADIP Scheme of Govt. of India Ministry of Social Justice & Empowerment as per prescribed guidelines of the Scheme.

Aids & Appliances: The tailor made aids and appliances required to rehabilitate the persons with disabilities are fabricated in the Prosthetics and Orthotics workshop of the Institute, according to the individual needs at the recommendation of the treating Doctors. Readymade appliances are also provided in order to improve mobility of the persons with locomotor impairments.

- **Outreach Services**

The Institute is an implementing agency of the ADIP Scheme of Government of India to provide the rehabilitation services to the Persons with Disabilities in rural, tribal, remote and interior areas. The Institute has been conducting rehabilitation camps in collaboration with District Authorities and NGOs to provide aids and appliances in different states of the country including Delhi.

- **Extension Services**

With the objective of reaching the un-reached and to promote accessibility of persons with Disabilities to rehabilitation services the Institute has decided to set up:

- One **Southern Composite Rehabilitation Centre (SRC)** at Secunderabad and two **Composite Regional Centres (CRC)** located in Lucknow (UP) & Srinagar (J&K) regions of the country under the “Persons with Disabilities (equal opportunity, protection of rights and full participation) Act 1995.
- The Ministry of Social Justice & Empowerment has also assigned operationalization of **four satellite centers** viz; Tonk (Rajasthan), Nilokheri (Karnal Haryana), Seemapuri & Narela (Delhi). These newly developed infrastructures are meant to provide services to the Divyangjan persons belonging to remote areas. These centers work as extended arms of the National and Apex level Institutes and provide comprehensive services to persons with different disabilities at one place. The basic objectives of these centers include manpower development, promotion of research and generation of awareness and to provide rehabilitation services including assistive devices to persons with disabilities near their home.

- **Model Integrated Primary School**

The Institute is running a model integrated primary school to impart quality education to the children with locomotor disabilities (Divyang) and children belonging to economically weaker section. This school is duly recognized by education department of North DMC up to primary level from 1982 and follows its norms from time to time. The Divyang students study together with normal children in this school.

The Divyang children are integrated with their normal peers in the school and are given opportunity to interact with children from other schools through participation in competitions, various programs, debates painting contests and sports meet. The school also has a separate library of its own.

- **Awareness Media**

To inform and educate public about the schemes and programmes of the Institute, a post of media assistant strengthens the system of information dissemination. Moreover, the Institute’s Public Information Officer is held responsible for supplying the information to the information seeker as per Right to Information Act guidelines. Technical queries by the Patients and Persons with disabilities and related with human resource development and dealt by the concerned Head of Department. The Institute from time to time uses following media for awareness generation.

- (a) Electronic media:
 - Television
 - Radio
 - Internet etc.
- (b) Print media
 - Newspapers
 - Booklets
 - Folders
- (c) Outdoor media
 - Exhibition
 - Animation Boards
 - Hoardings
 - Bus side / Back panels
 - Public utility services etc.

3. Administration Department

(a) Establishment & General Administration Division

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

(b) Accounts Division

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

4. Facilities

- **Library**

The Institute has a well-equipped Library to cater to the needs of Bachelor of Occupational Therapy, Bachelor of Physical Therapy, Bachelor of Prosthetics & Orthotics students and faculty. The library facilitates reading and borrowing facilities to the employees of the Institute. The library clientele avail the facility of Photocopy and internet. Students, professional and doctors of other Institutions can also avail the library facilities by becoming reference members. The Library is also subscribing to main professional foreign journals in the field

of OT, PT and P&O. The Library remains open from 9 A.M. to 5:30 P.M. on all working days and the timing are extended to 7:00 P.M. during annual examination.

- **Hostel**

The institute has a hostel for girls students pursuing their 4 ½ years degree courses of BPT/BOT/BPO & two years post graduate course of MPO, allocated in two floors (III & IV) of a common building inside the premises of the institute. There are 33 well furnished rooms for girls. Rooms are allotted on twin sharing basis only to the students belonging to the places outside the delhi. There is a mess for girls students in the ground floor of hostel block, which is managed by the students on co operative basis.

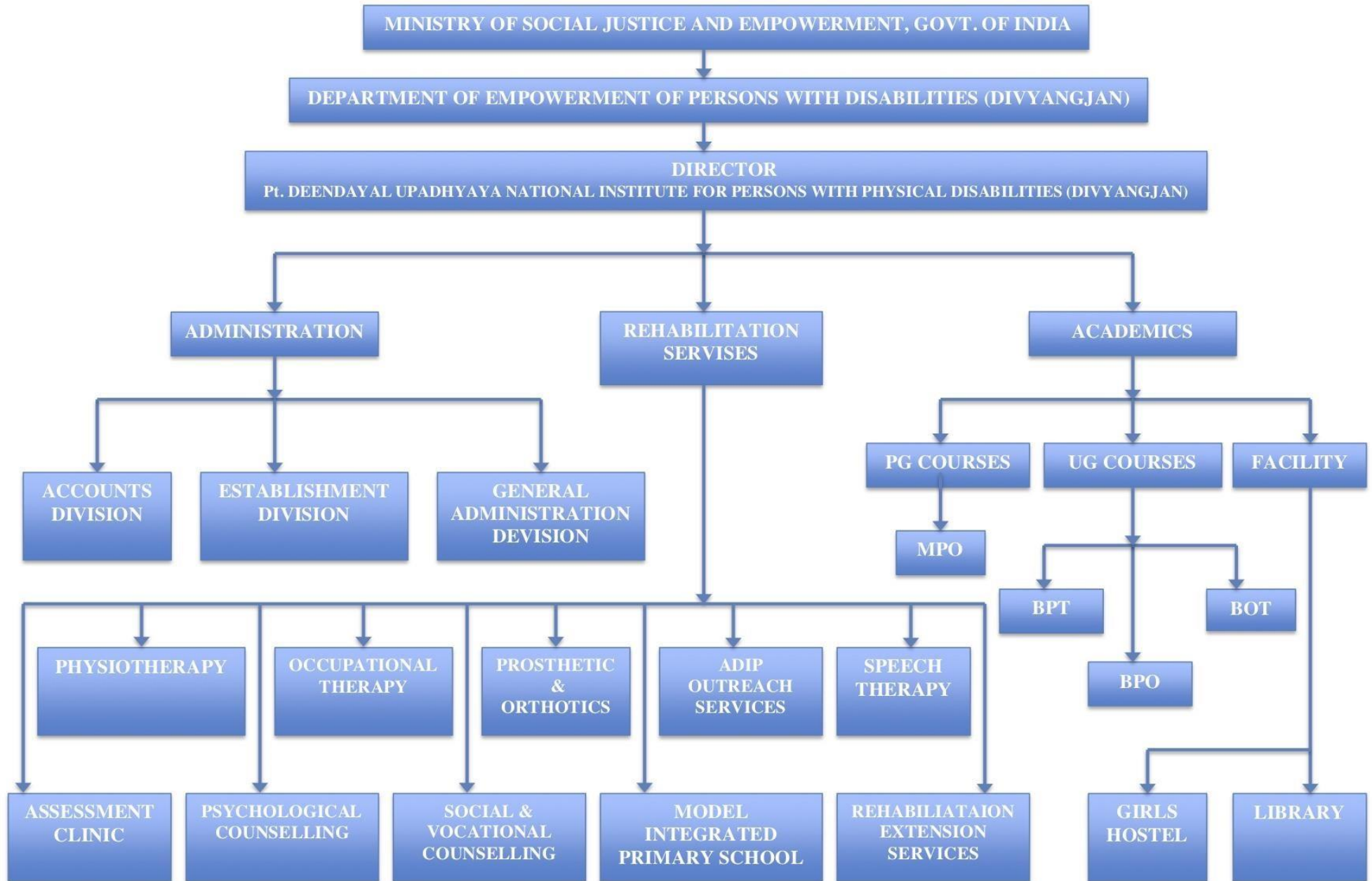
The institute provide subsidy in the form of manpower support, utensils, and other infrastructure like gas pipeline. The service of one cook and three service boys are provided by the institute for the hostel mess. For this, institute incurred an expenditure to the tune of rupees 17,500/- per month. Girls students have a television room on the 4th floor.

- **Guest House**

- **Closure of Printing Press***

Till August 2019, The Institute had a medium sized Printing Press to meet the printing and related needs of the Institute, its Administrative Ministry as well as other Government Departments. The Institute was informed vide Ministry's Letter No. 14-17/2019-NI dated 19th August, 2019 that the Competent Authority has decided to close the printing press of PDUNIPPD immediately and to dispose of the printing machines as per the rules. The Institute was requested to take appropriate action in this regard. Therefore, the employees of the Press Section were deputed/adjusted in various departments of the Institute vide office order no. 14-17/2019-NI/1116/19 dated 16.09.2019 and a condemnation committee was constituted to dispose of the printing machines and other items of PDUNIPPD vide office order no. 1417/2019/733/19 dated 30.08.2019 which recommended that the process of disposing off the machinery of Press Section (including DTP Systems, one A-3 size Risograph Digital Printer, an automatic single colour offset printing machine, one cutting machine, one stitching machine and Perforation Machine) may be initiated through M/s MSTC. Thereafter, the machinery was disposed off through e-auction.

ORGANIZATION CHART



Section -4(1)(b)(ii) :POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

(i) Powers and duties of officers

Director of the Institute: [PDF link](#)

(ii) Power and duties of other employees: Under Process

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

- The institute is adopting all procedures prescribed in the Manual of Office Procedure issued by Ministry of Personnel Public Grievances and Pensions.
- All the officers of the institute follow the manual of office Procedures published by Ministry of Personnel Public Grievances and Pensions. General Financial Rules, Delegation of Financial Power Rules published by the Ministry of Finance.
- For individual information in specific case the following method of communication are used to inform the decision: Letters, Orders, Office Memorandum, Notices , Websites, Email, Fax etc.
- The authorities are prescribed in various Govt. rules adopted by institute such as Fundamental Rules & Supplementary Rules, General Financial Rules, Delegation of Financial Power rules etc. depending upon the type of the decision required, officers of the rank of HOD & Deputy Director and Director of the institute might finally take a decision. However, the officers lower to that of the final decision making authority may convey a decision taken at higher level. For all general and policy matters, the Standing Committee or General Council is the competent authority in taking decision.

Subject ion which the decision is to be taken	Service matters of the employee of the institute as per the procedures laid down under the Govt. Rules and Regulations as adopted by the institute
Guidelines/ direction, if any	As given under the relevant rules and regulations as framed / adopted by the institute
Process of execution	Through the procedure as stated above
Designation of the officers involved in decision making (down to up)	<ul style="list-style-type: none">• Administrative Officer• Deputy Director (Administration)• Head of the Departments• Director

	<ul style="list-style-type: none"> Chairman Standing Committee President General Council Department of Empowerment of Persons with Disabilities (Divyangjan) Ministry of Social Justice and Empowerment 		
Contact information of above mentioned officers	Officer/ . department	Tel.	Fax.
	Administrative Officer	23236207	23239690
	Deputy Director (Administration)	23220120	23239690
	Head of the Departments		
	(I) PT	23236193	
	(II) OT	23232980	
	(III) PO	
	Director	23232403	23239690
	Chairman Standing Committee	24369056	24364392
	President General Council	24369055 24369067	24364392
If not satisfied by the decision, where and how to appeal	Appeal can be made to the Minister (SJ&E), Minister of State (SJ&E), Secretary(SJ&E), Joint Secretary (DEPwD)		

Section -4(1)(b)(iv): The norms set by it for discharge of its functions

Under process

1.5 Section-4 (1)(b)(v): The rules, regulations, instructions manual and records for discharging functions

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

S No.	Name of the document	Type of the document	Brief write up the document	Address	Tel./fax./email address
1	The Memorandum of Association	Memorandum	It provides information about aims and objectives of the Institute	Facilitation Centre 'The document can be obtained by way of an application addressed to the Director of the Institute on prescribed fees'	011-23232403 Fax 011- 23239690
2	Bye-Laws		It provides the information about the service matters of the employees and General rules, regulations on administrative matters.	Facilitation Centre 'The document can be obtained by way of an application addressed to the Director of the Institute on prescribed'	-Do-
3	Manual of Office Procedure	Manual	This is a standard manual prescribed by the Government of India and is issued by the Department of Personnel and Training. The manual describes in detail the procedure that is to be followed by the Central Govt. Ministries/Departments discharging the work allocated to them. it gives the detailed procedures of handling of cases/receipts till their final disposal and also describes the	Available at all the leading bookstores. Published by the Ministry of Personnel, Public Grievances and Pensions	-Do-

			duties of various authorities / channel of submission of cases/decision making levels etc.		
4	Delegation of Financial Powers	Rules	The rule book issued by Govt. of India describes in detail the rules relating to pay, Combination of appointments, Deputation, Foreign Service, Dismissal, removal and suspension, Retirement, Joining Time, Government Residences, etc.	-Do-	
5	General Financial Rules	Rules	The rule book issued by Govt. of India describes in detail the rules relating to pay, Combination appointments, Deputation, Foreign Service, Dismissal, removal and suspension, Retirement, Joining Time, Government Residences, etc.	-Do-	
6	Central Civil Services (CCA) Rules 1965	Rules	The rule book issued by Govt. of India describes in detail the rules relating to pay, Combination appointments, Deputation, Foreign Service, Dismissal, removal and suspension, Retirement, Joining Time, Government Residences, etc.	-Do-	
7	Central civil service conduct rules 2005	Rules	The rule book issued by Govt. of India describes in detail the rules relating to pay, Combination appointments, Deputation, Foreign Service, Dismissal, removal and suspension, Retirement, Joining Time, Government Residences, etc.	-Do-	
8	Central civil	Rules	The rule book issued by Govt. of	-Do-	

	service(pension) rules 1972		India describes in detail the rules relating to pay, Combination appointments, Deputation, Foreign Service, Dismissal, removal and suspension, Retirement, Joining Time, Government Residences, etc.		
9	Fundamental rules and Supplementary rules	Rules	The rule book issued by -do- Govt. of India describes in detail the rules relating to pay, Combination of appointments, Deputation, Foreign Service, Dismissal, removal and suspension, Retirement, Joining Time, Government Residences, etc.	-Do-	
10	Central civil service (conduct rules 1964) and general provident fund rules(GPF)	Rules	The rule book issued by Govt. of India describes in detail the rules relating to Services and General Provident Fund.	-Do-	
11	House building advance rules	Rules	The rule book issued by Govt. of India describes in detail the rules relating to house building advance	-Do-	
12	New pension scheme 2004	Rules	The rule book issued by Govt. of India describes in detail the rules relating to New Pension Scheme	-Do-	

1.6 Section-4 (1)(b)(vi): A Statement of the Categories of Documents That Are Held By It or Under Its Control

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

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

1.7 Section-4(1)(b)(viii): Boards, Councils, Committees and other Bodies constituted as part of the Public Authority

General Council

The composition of the General Council :-

1. The Secretary to the Government of India in charge of Department of

Empowerment of Persons with Disabilities shall be the President of the Council.

2. Two prominent social workers to be nominated by the Government of India.
3. One prominent medical practitioner to be nominated by the Government of India.
4. An officer designated by the Ministry of Finance, Government of India.
5. A representative of the Department of Empowerment of Persons with Disabilities.
6. Director of the Institute who shall be the Member-Secretary of the General Council.
7. Not more than ten persons who in the opinion of the Government of India are experienced or knowledgeable either in the field of social welfare or in management of public finance who shall be nominated by the government of India.

Term of Office of General Council

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

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

List of Members of the General Council 2020-21

Sr. No	Name	
1.	Smt. Anjali Bhawra Secretary, DEPwDs, Ministry of Social Justice & Empowerment, Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi	President/ Chairperson
2.	Dr. Prabodh Seth Joint Secretary (DEPwDs), Ministry of Social Justice & Empowerment, Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi	Member
3.	Sh. Chetan Prakash Jain JS & FA, DEPwDs,	Member
	Ministry of Social Justice & Empowerment, Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi	
4.	Shri Mool Chand Mittal, 897, Sector 17, Faridabad, Haryana – 121002	Member

5.	Shri Raju Rawal, A-41, Milap Nagar, Uttam Nagar, Delhi – 110059	Member
6.	Dr. Mahendra Kumar Agarwal, Nangalia Hospital, Normal School Road, Gorakhpur, U.P - 273001	Member
7.	Shri Bharat Bhushan Midha, 327/20, Palika Bazar, Char Marla Colony, Fatehabad, Haryana- 125050	Member
8.	Shri Iytha Mallikarjun, 103, Dwarkadeesh Apartment, Sector -12, Pocket-2, DDA Flats, Dwarka, New Delhi - 110078	Member
9.	Dr. P. Rathinavelu, 8/201 S.R.P. Colony, 2 nd street, Jawahar Nagar P.O, Chennai – 600082	Member
10.	Shri S.K.Meena, 9/199, Malviya Nagar, Jaipur – 302017	Member
11.	Shri S.S.Ramani, Mohalla Vinodpur, Ward No. 37, Post & District – Katihar, Bihar – 854105	Member
12.	Dr. Taral V. Nagda, 201/301, Krushna Castle, Fitwala Road, Elphinstone (W), Mumbai Maharashtra – 400013	Member
13.	Shri Neeraj Saxena, P&O Private Limited, 0-46, Lajpar Nagar-II, New Delhi – 110024	Member
14.	Shri Nitin Jani, 12, Meghdoot Society, Near Patel Society, Pijnandad Road, Gujrat -378002	Member
15.	Shri Jagdish Babu, Mangala Palem Kothavalasa, Vijaynagar, Andhra Pradesh -535183	Member

16.	Shri Sushanta Kumar Mallick Qrs. No. E-26/1, Unit-9, Bhoi Nagar, Bhubaneswar, Odisha – 751022	Member
17.	Shri Mrityunjay Jha DS (NI), DEPwDs, Ministry of Social Justice & Empowerment, Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi	Special Invitee
18.	Smt. Smita Jayavant Director, Pt. Deendayal Upadhyaya National Institute for Persons with Physical Disabilities (Divyangjan) 4- Vishnu Digamber Marg, New Delhi-110002	Member Secretary

Standing Committee

Subject to general control and directors of General Council, the Standing Committee is responsible for management and administration of the Institute.

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

S.No.	Details	Designation
(i)	The representative of the Department of Empowerment of Persons with Disabilities.	Chairman
(ii)	The officer designated by the Ministry of Finance	Member
(iii)	One non-official member of the General Council elected by the General Council	Member
(iv)	One non-official member of the General Council to be nominated by the President of the General Council	Member
(v)	Secretary to the General Council, i.e. the Director of the Institute	Member Secretary & Treasurer

Term of Office of the Standing Committee

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

List of Members of the Standing Committee 2019-20

Sr. No	Name	
1.	Dr. Prabodh Seth Joint Secretary (DEPwDs), Ministry of Social Justice & Empowerment, Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi	Chairperson
2.	Sh. Sanjay Pandey JS & FA, DEPwDs, Ministry of Social Justice & Empowerment, Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi	Member
3.	Shri Mrityunjay Jha DS (NI), DEPwDs, Ministry of Social Justice & Empowerment, Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi	Special Invitee
4.	Shri Ashok Kumar Vill & Post Kahuwa(Inayat Nagar) District Faizabad, Library Bar Association, Faizabad, Civil Court Camp, Faziabad – 224001	Member
5.	Shri Jally Madhusudhan, 18-1,-5B1, Ramachandra Nagar, KT Road, Tirupati, Andhra Pradesh.	Member
6.	Smt. Smita Jayavant Director, PDUNIPPD	Member Secretary & Treasurer

Research Committee

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

S no	Details	Designation
1	Mrs Smita Jayavant Director ,PDUNIPPD(D)	Chairperson
2	Mrs. Manda Chauhan Associate. Prof. & HOD, Department of Physiotherapy, PDUNIPPD(D)	Co-Chairperson
3	Shri Anoop Kr. Agarwal Asst. Prof. & HOD, Department of Occupational Therapy, PDUNIPPD(D)	Member
4	Manager (W) Department of Prosthetic & Orthotics, PDUNIPPD(D)	Member
5	Shri G. Pandian Asst. Prof. (PO) Department of Prosthetic & Orthotics, PDUNIPPD(D)	Member
6	Shri Akhilesh Shukla Asst. Prof.(OT) Department of Occupational Therapy, PDUNIPPD(D)	Member
7	Smt. Rajni Kalra Asst. Prof.(PT) Department of Physiotherapy, PDUNIPPD(D)	Member
8	Shri Rohit Upadhyaya ACO,PDUNIPPD(D)	Member
9	Dr. Kamal Narayan Arya Lecturer (OT) Department of Occupational Therapy,PDUNIPPD(D)	Member-Convener

Institutional Ethics Committee (IEC)

S.No.	Name / Designation	
1.	Prof. M. Ejaz Husain Professor& Director, Centre for Physiotherapy & Rehabilitation Sciences, Jamia Millia Islamia, New Delhi	Chairperson
2.	Mrs. Smita Jayavant, Director, PDUNIPPD, New Delhi	Member
3.	Mrs. Manda Chauhan Associate Prof. & HOD, Department of Physiotherapy, PDUNIPPD, New Delhi	Member
4.	Shri Anoop Kr. Agarwal Associate Prof. & HOD, Department of Occupational Therapy, PDUNIPPD, New Delhi	Member
5.	Professor Krishna Garg Former-Professor &Head, Department of Anatomy, Lady Hardinge Medical College, New Delhi.	Member
6.	Professor Vandana Roy Director-Professor, HOD, Department of Pharmacology, MAMC, New Delhi	Member
7.	Shri Sunil Sharma Add. Standing Counsel, Govt. of India, New Delhi	Member
8.	Mrs. Nidhi Jalan Project Manager, School of Rehabilitation Sciences (University of Delhi), AADI, New Delhi	Member
9.	Shri Sopan Joshi Gandhi Samarak Samiti New Delhi	Member

10.	Dr. Abhishek Sharma Consultant Orthopedic Surgeon PDUNIPPD, New Delhi	Member
11.	Dr. Kamal Narayan Arya Lecturer (OT) Department of Occupational Therapy, PDUNIPPD, New Delhi	Member-Secretary
12.	<i>A lay person to be appointed from time to time</i>	

- [Sports Committee : PDF LINK](#)
- [Anti ragging committee: PDF LINK](#)

1.8 Section-4(1)(b)(ix) : Directory of Officers and Employees

S.N.	Name	Designation	Intercom No.	Landline Telephone No. (Office)	Room No.
Director's Secretariat					
1.	SMITA JAYAVANT	Director	322	23232403	107
2	RAJNEESH KUMAR	LDC	323		108
3.	GARIMA GUPTA	Stenographer			108
4.	MUKESH CHAND PARCHA	MTS			108
5.	SARLA	MTS			107
Establishment Section (Administartion Department)					
6.	LALIT NARAYAN	Dy. Director (Admin)	333	23220120	120
7.	B. M. TIWARI	Administrative Officer	334	23236207	121
8.	LAHAREE RAM MEENA	Assistant	305		119
9.	SUNITA	Assistant	336		119
10.	HEMANT KULSHRESHTHA	Jr. Hindi Translator	337		117
11	MADHU MONGA	Stenographer	327		120
12	TUSHAR KUMAR	Stenographer	327		120
13	HARIOM SINGH	UDC	336		119
14	KHANISH ARORA	UDC	336		119
15	BARKHA KACHHAP	LDC	336		119
16	KAPIL KHERA	LDC	336		119
17	JAGBIR SINGH	MTS	336		119
18	PREM SINGH	MTS	327		120
19	SAJAN KUMAR	MTS	336		119
20	RAHUL SINGH	MTS	336		119
21	ASHISH KUMAR SINGH	MTS	336		119
General Section (Administartion Department)					
22	NARESH KUMAR	UDC	340		Basement (Genl.Section)
23	SANJAY BABU	Electrician			Basement(Genl.Section)
24	VIRENDER KUMAR	LDC			Basement (Genl.Section)
25	KRISHAN PAL SINGH	Plumber			Basement (Genl.Section)
26	TEJ NARAYAN	MTS			Basement (Genl.Section)

27	GHANSHYAM MEENA	Assistant			Basement (Genl.Section)
28	SUDHAKAR MISHRA	Asstt. Manager (Tech.)		23235692	Basement (Genl.Section)

39	SURESH KUMAR SINGH	Offset Operator			Basement (Genl.Section)
30	DALJEET SINGH BAWA	General Foreman			Basement (Genl.Section)
31	MUNNA RAM	Bus Driver	362		Driving Room
32	KAPTAN SINGH	Bus Driver			Driving Room
33	SUNNY CHOPRA	Staff Car Driver			Driving Room

Physiotherapy Department

34	MANDA CHAUHAN	Associate Professor & Head of Deptt. (Physiotherapy)	355	23236193	209
35	RAJNI KALRA	Asstt. Professor PT	339		20
36	K. RAMPRABHU	Asstt. Professor (P.T.)	344		306
37	ROSHAN LAL MEENA	Lecturer (PT)	308	306	21 (PT OPD)
38	PRACHI RAJ MEENA	Lecturer (P.T.)			
39	ANJU AGGARWAL	Lecturer (P.T.)			
40	MANJU VATS	Lecturer (P.T.)			07 (PT Staff Room)
41	PRADEEP MARANDI	Supdt. (PT)			
42	A.M.R.SURESH	Senior Physiotherapist	335		Therapeutic Gymnasium (PT OPD)
43	ANOOP AGGARWAL	Senior Physiotherapist			
44	ANOOP KUMAR TARSOLIA	DEMO-PT			
45	SHEELU SHARMA	DEMO-PT			
46	SOBHA NAIR	Assistant	332		211
47	ARVIND KUMAR	Assistant	332		211

Occupational Therapy Department

48	ANOOP KUMAR AGARWAL	Associate Professor & Head of Deptt. Occupational Therapy	324	23232980	210
49	AKHILESH KUMAR SHUKLA	Asstt. Professor (OT)	360		303
50	MADHUCHHANDA MOHANTY	Lecturer (OT)	341		24
51	SHANTA PANDIAN	Lecturer OT	329		Hostel II nd Fl.
52	Dr. KAMAL NARAYAN ARYA	Lecturer OT	366		Hostel II nd Fl.
53	Dr. MEENAKSHI BATRA	Lecturer (OT)	329		Hostel II nd Fl.
54	GUNJAN WADHWA	Supdt. (OT)	364		SI Unit

55	ARUN KISHOR	Supdt. (OT)	326		03
56	MITA SINGHAL	Senior OT	326		03
57	DEBASIS SAHA	Senior OT	303		02
58	E. WILSON RAJKUMAR.D	Demonstrator (OT)	309		23
59	ARCHNA KAUSHIK	Occupational Therapist	309		23
60	BALWANT KUMAR MEENA	Occupational Therapist	326		03
61	UMA SHANKAR SINGH	UDC	332		211
62	VIKAS	LDC	322		211
63	HARGOVIND SINGH	MTS	332		College Division

64	BHUPENDRA SINGH	MTS	366		Hostel II nd Floor
Prosthetic & Orthotic Department					
65	G.PANDIAN	Assistant Professor (P&O)	357	23235863	203
66	RAJNISH KUMAR SHARMA	Asstt. Professor (P&O)	352	23236902	212
67	RAKESH RAWAT	Lecturer (P&O)	361		202
68	INDER VIJAY SINGH	Lecturer (P&O)	361		202
69	SHIVANI SHARMA	Demonstrator (P&O)	312		113
70	AMIT KUMAR VIMAL	Demonstrator (P&O)	312		113
71	SMITA NAYAK	Demonstrator (P&O)	312		113
72	KSHITIZ CHANDRA VISHAL	Prosthetist & Orthotist	349		04
73	TARUN KUMAR VERMA	Prosthetist & Orthotist	315		Basement (W)
74	VIVEK KUMAR	Prosthetist & Orthotist	315		Basement (W)
75	TAPAS P. BEHERA	P&O	313	23235863	04
76	RAJBIR SINGH	MTS	367		203
Workshop Division (Prosthetic & Orthotic Department)					
77	MUKESH Kr. DHIMAN	Carpenter	315		Basement (W)
78	LAXMAN SINGH	Ortho Shoe Maker	349		04
79	HARI PRASAD	Ortho. Shoe Maker	315		Basement (W)
80	NITIN KAMAL	Ortho. Shoe Maker	349		04
81	NAND KISHORE	Ortho. Shoe Maker	349		04
82	MANAS RANJAN BEHERA	Limb Maker	349		04
83	AARTI MISHRA	Limb Maker	315		Basement (W)
84	BHOOPENDRA SINGH	Limb Maker	315		Basement (W)

85	DAVINDER KR. GAUTAM	Caliper Maker	349		04
86	VIKAS KUMAR	Caliper Maker	349		04
87	RADHEY SHAM	Jr. Caliper Maker	349		04
88	GANESH RAM	Jr. Limb Maker	315		Basement (W)
89	HIMANSHU BHUSHAN	Jr. Limb Maker	315		Basement (W)
90	MOHIT MUDGAL	Jr. Limb Maker	315		Basement (W)
91	NARENDER KUMAR	Rubber Maker	315		Basement (W)
92	KAPIL GAUTAM	Leather Worker	315		Basement (W)
93	BHAGYASHRI	Primary Assistant	349		04
94	SANJEEV DOGRA	UDC	316		Basement
95	SUNITA	MTS	313		04
96	GYANESHWAR	MTS	316		Basement
97	SHYAM LAL	Binder	349		04
98.	SUNIL KUMAR	Compositor Gr. I			
Accounts Department					
99	ROHIT KUMAR UPADHYAY	Accounts Officer	345	23236207	115
100	SANJAY	Assistant	338		123
101	KUSUM SHARMA	Assistant	338		123
102	NISHI DOGRA	UDC	328		123
103	PUNEET KUMAR	UDC	328		123
104	JOGINDER	UDC	328		123
105	KARAN KAPOOR	LDC	328		123
106	ANKIT KUMAR	MTS	325		123
107	VIRENDRA KUMAR	MTS	328		123
Model Intergrated Primary School					
108	RAJENDRA KUMAR	Principal (MIPS)	-		Hostel
109	VIPIN KUMAR	Primary Teacher	-		Hostel
110	APEKSHA SHARMA	Primary Teacher	-		Hostel
111	REENA KUMARI	Primary Teacher	-		Hostel
112	RATAN BALA	UDC	-		Hostel
113	NEHA MEENA	MTS	328		123
Hostel					
114	ROSHAN LAL BHADULA	Hostel Warden	346		116

115	VARSHA	Assistant Hostel Warden	330		Hostel
116	VED SINGH	Lift Operator	331	23236378	Hostel
Library					
117	MUNESH KUMAR	UDC	318		library
118	RAJANI SHARMA	UDC	318		Library
119	KARAMBIR	MTS	316		Library
Assessment Clinic & Reception					
120	MAHESH SHARMA	Asst. Social Service Officer	304		17
121	LAJJWATI	LDC	300		Reception
122	NIRANJAN SINGH	Darkroom Assistant	300		Reception
Posted in Ministry of SJ&E					
123	KSHITIJ SHARMA	UDC		On Ministry posting	
124	PRAKASH DOBHAL	UDC		On Ministry posting	
125	YESHPAL SINGH RAWAT	Assistant	-	On Ministry posting	

1.9 Section-4(1)(b)(x): monthly remuneration received by officers and employees including system of compensation

The Monthly Remuneration Received By Each of The Officers and Employees Including The System of Compensation As Provided In the Regulations (As on January 2021)

S.NO.	Name	Desig.	Pay matrix	Pay
1	Smt. Smita Jayavant	Director	13	134500
2	Sh. Lalit Narayan	Deputy Director (Admn.)	11	88400
3	Sh.B.M.Tiwari	Administrative Officer	7	52000

4	Sh.D.S Bawa	Gen.Foreman	8	74300
5	Sh. Sudhakar Mishra	Assistant Manager (Technical)	8	66000
6	Sh. Suresh Kr. Singh	Offset Machine Operator	7	64100
7	Smt. Sunita	Assitant	6	53600
8	Smt. Madhu Monga	Stenographer Gr.D	6	52000
9	Sh. Sanjay Babu	Electrician	5	51100
10	Sh. Yashpal singh rawat	Assistant	6	38700
11	Sh. Kshitiz Sharma	Upper Division Clerk	4	36400
12	Sh. Prakash Dobhal	Upper Division Clerk	6	49000
13	Sh. Naresh Kumar	Upper Division Clerk	4	42200
14	Sh. Munna Ram	Bus Driver	6	52000
15	Sh. Kaptan Singh	Bus Driver	4	30500
16	Sh. Sunny Chopra	Staff Car driver	2	22400
17	Sh.Hemant Kulshrestha	Junior Hindi Traslator	6	46200
18	Sh. L.R.Meena	Assistant	7	60400

19	Sh.Ghanshyam Meena	Assistant	6	44900
20	Sh. Virender Kumar	Lower Division Clerk	3	33000
21	Sh. Khanish Arora	Upper Division Clerk	4	27100
22	Sh. Hari om singh	Upper Division Clerk	4	27100
23	Smt. Barkha Kachhap	Lower Division Clerk	2	23100
24	Smt. Lajjawati	Lower Division Clerk	3	35000
25	Sh. Prem Singh	Multi Tasking Staff	3	35000

26	Sh. Rajbir Singh	Multi Tasking Staff	3	35000
27	Sh. SaJan Kr.	Multi Tasking Staff	3	35000
28	Sh. Jagbir Singh	Multi Tasking Staff	4	39800
29	Sh. Mukesh Chand	Multi Tasking Staff	4	37500
30	Smt. Sarla Devi	Multi Tasking Staff	4	37500
31	Sh. Tej Narayan	Mali	3	35000
32	Sh. Krishan Pal	Plumber	4	36400
33	Sh. Rajneesh Kumar	Lower Division Clerk	2	23100
34	Ms.Garima Gupta	Stenographer	4	27100
35	Sh.Kapil Khera	Lower Division Clerk	2	21100
36	Sh.Rahul Singh	Multi Tasking Staff	1	18500
37	Sh.Ashish kuma Singh	Multi Tasking Staff	1	18500
38	Sh.Tushar Kumar	Stenographer	4	27100
39	Sh.Rohit Kumar Upadhyay	Accounts Officer	7	58600
40	Sh.Sanjay	Assistant	6	44900
41	Smt. Kusum Sharma	Assistant	6	49000
42	Smt. Nishi Dogra	Upper Division Clerk	5	42800

43	Sh. Joginder	Upper Division Clerk	4	27100
44	Sh. Puneet Kumar	Upper Division Clerk	4	27100
45	Sh. Karan Kapoor	Lower Division Clerk	2	23100
46	Sh.Ankit Kumar	Multi Tasking Staff	1	18500
47	Sh.Virendra Kumar	Multi Tasking Staff	1	18500
48	Smt. Sobha Nair	Assistant	7	62200
49	Sh. Arvind Kumar	Assistant	6	39900
50	Sh. Uma Shankar singh	Upper Division Clerk	4	27100

51	Sh. Vikas	Lower Division Clerk	2	23100
52	Smt.M. Chauhan	Associate.Professor.(PT)	13	109100
53	Smt. Rajni Kalra	Assistant. Professor.(PT)	11	93800
54	Sh.Roshan Lal Meena	Lecturer P.T.	10	73200
55	Sh. Ram Phrabhu	Assistant. Professor.(PT)	11	80900
56	Smt. Prachi Raj	Lecturer. P.T.	10	73200
57	Mrs. Anju Aggarwal	Lecturer. P.T.	10	73200
58	Mrs. Manju Vats	Lecturer. P.T.	10	67000
59	Sh. Pradeep Marandi	Supritendent PT	7	66000
60	Sh. Anoop Aggarwal	Senior Physiotherapist	7	50500
61	Sh. A.M.R. Suresh	Senior Physiotherapist	7	50500
62	Sh.A.K.Tarsolia	Demonostrator P.T	6	37600
63	Ms.Sheelu sharma	Demonostrator P.T	6	37600
64	Sh. Mahesh Sharma	Assistant Social Service Officer	8	70000
65	Sh.Niranjan Singh	Dark Room Assistant	7	62200
66	Sh.A.K.Aggarwal	Associate. Professor. OT	12	105900

67	Sh. A.K. Shukla	Assistant. Professor.OT	11	99500
68	Smt. Shanta Pandian	Lecturer. O.T.	10	82400
69	Smt. Madhu Chanda	Lecturer. O.T.	11	91100
70	Dr. Meenakshi Batra	Lecturer. O.T.	10	75400
71	Smt. Gunjan Wadhwa	Supritendent.O.T.(Clg)	7	70000
72	Dr. Kamal Narayan Arya	Lecturer. O.T.	10	75400
73	Sh.Debasis Saha	Senior O.T	7	66000
74	Mr. Ebenezer Wilson Rajkumar	Senior O.T	7	56900
75	Sh. Arun Kishor	Supritendent.OT	7	56900

76	Smt. Mita Singhal	Senior. O.T.	7	53600
77	Smt. Archna Kaushik	Demonstrator O.T	7	52000
78	Sh. Hargovind Singh	Multi Tasking Staff	3	35000
79	Sh. Balvant Kumar Meena	Occupational Therapist	6	38700
80	Sh.Bhupendra Singh	Multi Tasking Staff	1	18500
81	Sh. Sunil Kumar	Compositor	5	45400
82	Sh. G.Pandian	Assistant. Professor. (P&O)	11	91100
83	Sh. Rajnish Kr. Sharma	Assistant Professor. (P&O)	11	93800
84	Sh. Indra Vijay Singh	Lecturer (P&O)	10	63100
85	Ms. Shivani Sharma	Demonstrator (P&O)	6	39900
86	Sh. Amit Kumar Vimal	Demonstrator (P&O)	6	39900
87	Smt. Smita Nayak	Demonstrator (P&O)	6	39900
88	Sh. Tapas Priyaranjan Behra	P&O	6	39900
89	Sh. Kshitiz Chandra Vishal	P&O	6	39900
90	Sh. Vivek Kumar	P&O	6	39900

91	Sh.Tarun Kumar Verma	P&O	6	42300
92	Sh.Rajender Kr.	Teacher	7	62200
93	Mr. Vipin Kumar	Primary Teacher	6	43600
94	Ms. Apeksha Sharma	Primary Teacher	6	41100
95	Ms.Reena Kumari	Primary Teacher	6	38700
96	Smt. Ratan Bala	Upper Division Clerk	4	36400
97	Ms.Neha	Multi Tasking Staff	1	18500
98	Sh. Munish Kumar	Upper Division Clerk	4	37500
99	Sh.Karmavir Singh	Multi Tasking Staff	2	32000
100	Smt.Rajni Sharma	Upper Division Clerk	6	49000

101	Sh. R.L. Bhadula	Hostel Wardern	6	55200
102	Sh. Ved Singh	Lift Operator	4	36400
103	Ms. Varsha Paliwal	Assistant Hostel Warden (fem.)	4	31400
104	Sh. Rakesh Rawat	Lecturer.(P&O)	10	87400
105	Sh. Laxman Singh	Shoe Maker	7	64100
106	Sh.Mukesh Kr.	Carpenter	6	49000
107	Sh. Hari Prasad	Shoe Maker	7	62200
108	Sh Sanjeev Dogra	Upper Division Clerk	5	42800
109	Sh. Radhey shyam	Caliper Maker	2	35000
110	Sh. Nitin Kamal	Ortho.Shoe.Maker	4	39200
111	Sh.Bhoopendra Singh	Limb Maker	4	31400
112	Smt Aarti Mishra	Senior Limb Maker	5	31900
113	Sh. Davinder Kumar Gautam	Caliper Maker	5	33900
114	Sh. Nand Kishore	Ortho.Shoe.Maker	4	34300
115	Sh. Narender Kumar	Rubber Maker	4	30500
116	Smt. Bhagyashree	Primary Assistant	1	20900
117	Sh. Ganesh Ram	Junior Limb Maker	2	22400
118	Sh. Himanshu	Junior Limb Maker	2	21700
119	Sh. Manas Rajan Behera	Senior Limb Maker	5	31900
<u>120</u>	<u>Sh. A.S. Rana</u>	<u>Assistant</u>	<u>6</u>	<u>52000</u>
121	Smt. Sunita	Multi Tasking Staff	3	30200
122	Sh.Gyneshwer	Multi Tasking Staff	3	35000
123	Sh.Vikas Kumar	Caliper Maker	4	27900
124	Sh.Kapil Gautam	Caliper Maker	4	27900
125	Sh.Mohit Mudgal	Junior Limb Maker	2	21700

126	Sh Shyam Lal	Binder	5	49000
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1.10 section -4(1)(b)(xvi): name, designation and other particulars of public information officers

S.No	Designation of the Officer Designated as PIO	Postal Address	Telephone No.	e-mail address
1	Mrs. Prachi Raj Meena Lecturer PT	PDUNIPPD (D) 4, Vishnu Digamber Marg, New Delhi 110091	011-23233672	piopdunippd@gmail.com

FIRST APPELLATE AUTHORITY WITH IN THE DEPARTMENT

S.No	Designation of the Officer Designated as first appellate authority	Postal Address	Telephone No.	E-mail address
1	Shri. Lalit Narayan Deputy Director (Administration)	PDUNIPPD(D) 4, Vishnu Digamber Marg, New Delhi 110091	011-23220120	lalitot1966@gmail.com

1.11 section -4(2): No. of employees against whom disciplinary action has been proposed / taken : 01(one)

1.13(F.No.1/6/2011-IR dt. 15.04.2013): transfer policy and transfer order: NA

2. Budget & Programme

2.1 Section-4(1)(b)(xi): The budget allocated to each agency including all plans, proposed expenditures and reports on disbursement made etc.

A) Support to National Institutes Scheme (Rs. In lakh)

Year	Notional Allocation	GIA received	Expenditure
2019-20	2510	2695.00	2458.38
2020-21 (upto 31.01.2021)	2665	1907.18	2122.13

B) ADIP Scheme (Rs. In lakh)

Year	Notional Allocation	GIA received	Expenditure
2019-20	-	220.00	68.85
2020-21 (upto 31.01.2021)	-	100.00	135.66

2.3 Section- 4(1)(xii): The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes (F.No. 1/6/2011) : NA

2.4 dt. 15.4.2013): Discretionary and non- discretionary grants: NA

2.5 Section-4(1)(b)(xiii): Particulars of recipients of concessions, permits of authorizations granted by the public authority: NA

2.6 [F No. 1/6/2011-IR dt 15.4.2013]: CAG & PAC paras

The Inspection Report on Accounts of PDUNIPPD has been done up to 2017-18. As per the audit report, 5 paras and 4 TAN are outstanding up to 2017-18. The audit for the period 2018-19 onwards is to be conducted. The SAR audit up to the year 2019-20 has been completed and certified by C&AG.

3. Publicity Band Public Interface

3.1 Section-4(1)(b)(vii): particulars for 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.

○ Involvement of the Non Government Organizations and other public representatives is done in the Institute policy formulation, wherever consultation/participation is warranted. The following are some of the important existing mechanisms.

General council and standing committee

○ The representatives of NGOs and renowned social workers are appointed to the General Council and Standing Committee of the Institute. In cases of formulation of new policy, a draft policy is circulated amongst the representative of general public inviting their invaluable comments for consideration.

○ Advisory committee constituted from time to time by Standing Committee also includes social workers and representative from Voluntary organization working in the field.

3.3 Section -4(3): Dissemination of information widely and in such form and manner which is easily accessible to the public:

Through website , Social Media &Newspaper

3.4 Section 4(1)(b): form of accessibility of information manual / handbook:

E- Book and print form brochures

3.5 Section 4(1)(b): whether information manual/ handbook available free of cost or not

Information manual/ handbook available free of cost.

4. E- Governance

4.4 Section-4(1)(b)(xv) : 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

- Reception Counter of the Institute
- Library and Information Center

4.6 F No. 1/6/2011-IR dt 15.4.2013]: receipt & disposal of RTI applications & appeals:

PDF LINK (QUARTERLY REPORTS YEAR 2020-21)

[1st Quarter \(April-June\)2020-2021](#)

[2nd Quarter \(July-Sept\)2020-2021](#)

[3rd Quarter \(Oct-Dec\)2020-2021](#)

[4th Quarter \(Jan-Mar\)2020-2021](#)

4.7 Section -4(1)(d)(2): replies of questions asked in the parliament:

[PDF LINK](#)

