

**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	For last forty Nine 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 nd 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.
Address	At- Olatpur, P.O.- Bairoi, Dist.- Cuttack, Odisha- 754010
Contact	Tel. No.- 0671-2805552 (Director Office) FAX – 0671-2805862
Website	https://svnirtar.nic.in , e-mail: nirtar@nic.in , svnirtar@gmail.com

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.

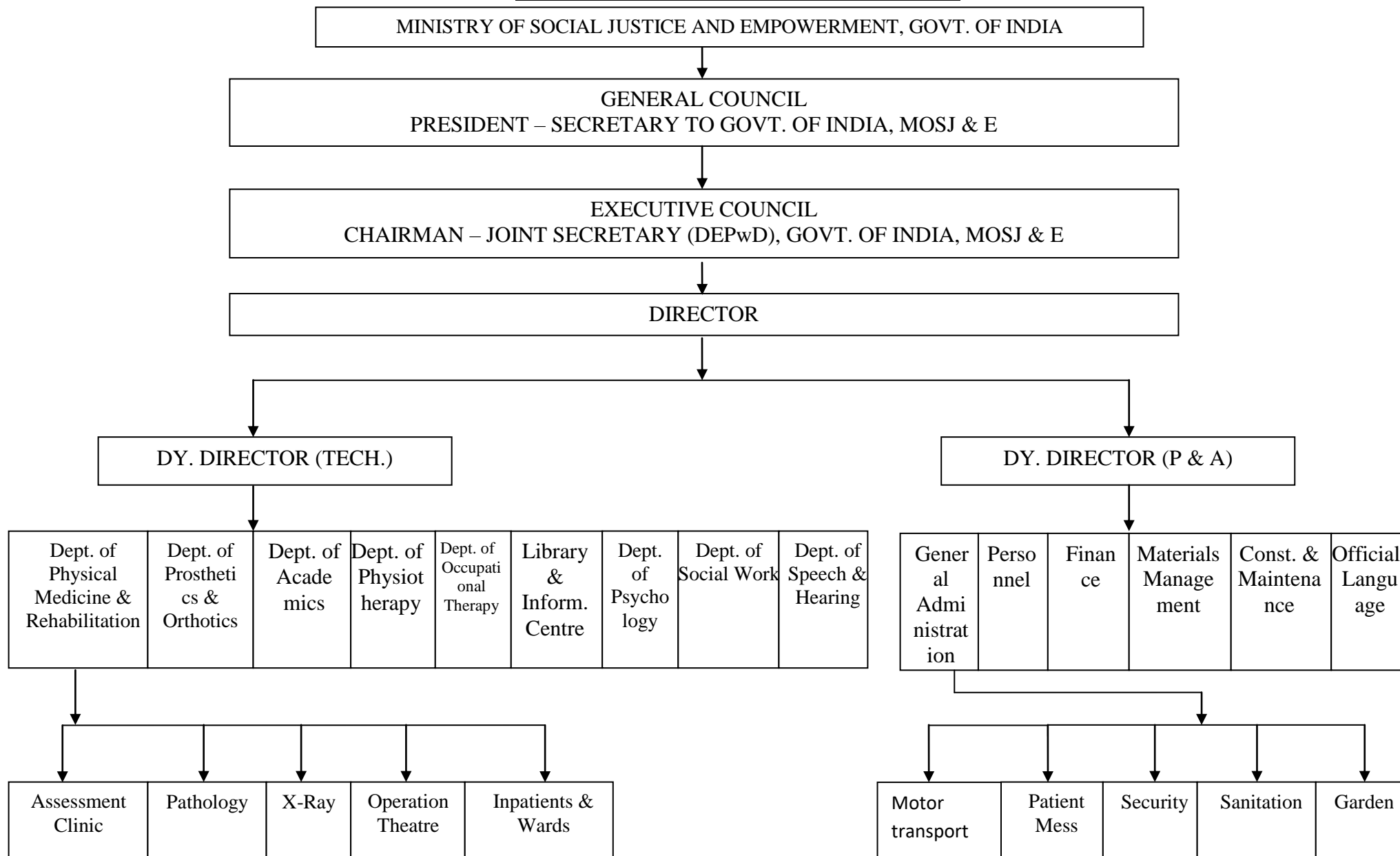
MANAGEMENT

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,

Address-Shastri Nagar, Near Kendriya Vidyalaya, No-2, Balangir, Odisha-767001

CRC-IMPHAL (MANIPUR)

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

Address-Juvenile Justice Board Campus, Takelpat, Imphal west, Manipur-795001

CRC-SHILLONG (MEGHALAYA)

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

Address-Ground Floor, Montfort Building, Dhankheti, Malki, Shillong, Meghalaya-793001

WORKING HOURS OF SVNIRTAR

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

OUT PATIENTS 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 & fro' 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 Deptts./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 refecton 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) Handing 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 collection 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 equipments 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 equipments.
- l) Maintenance of Electrical energy meters and record of power consumption.
- m) Maintenance of proper record of equipments 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 and 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) Erection 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) Erection 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 O/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 CUTTING 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 & ORTHOTTICS)**

- 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 lectures 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 programe.
- 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 fourth 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 :

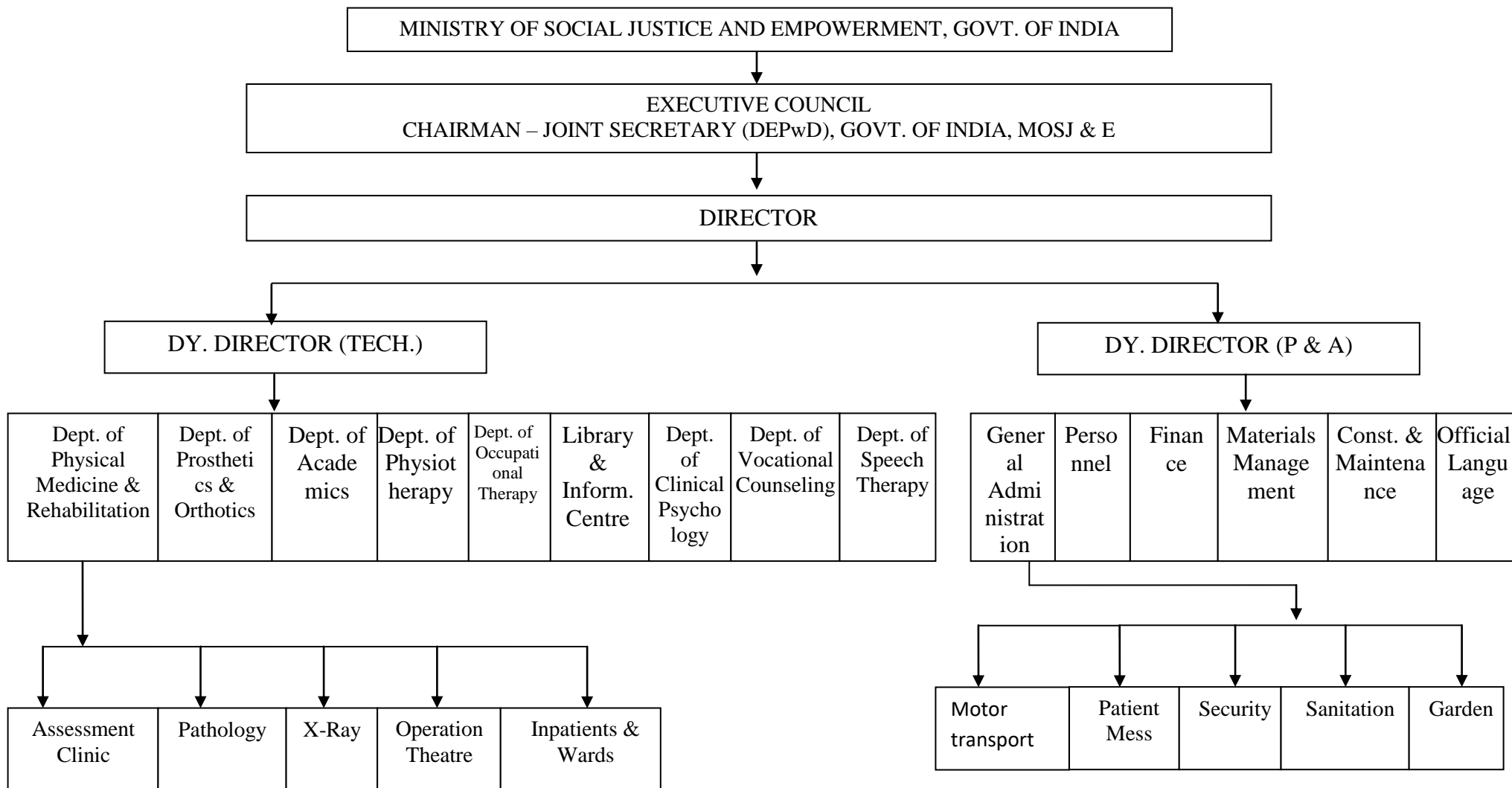
- a. Working as a Rehabilitation team member for assessing and evaluating and evaluating mental and psychological problems of the physically handicapped and mentally retarded children.
- b. Administration variety of psychological tests and test of aptitudes and interests to Assess the patients intellectual 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;

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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.

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

Sl. No.	P. No	Name	Designation	Dept.	Mobile No.	E-mail id
DR-1 (Director's Secretariat)						
1	1014	Dr. P.P. Mohanty	Director	DR-1	9437487139	ppmphysio@gmail.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
AD-2 (General Administration)						
4	946	Shri J.N. Sinku	Senior Assistant	AD-2	9437227186	jitendra.sinku@rediffmail.com
5	1135	Shri Dinesh Kumar Meena	Junior Assistant	AD-2	9928772790	guddu.dinesh.alwar@gmail.com
6	882	Shri Bhagaban Behera	MTS (Admin)	AD-8	9178537934	
7	950	Shri Gunanidhi Sahu	MTS (Admin)	AD-2	9668671988	-
8	960	Shri Sadakar Nayak	MTS (Hospital)	AD-2	9937176835	nsadakar@gmail.com
9	1037	Shri Chitrasen Bhoi	MTS (Admin)	AD-2	8908183929	-

AD-3 (Accounts Department)						
10	1118	Shri Swagat Mishra	Audit Officer	AD-3	8895234045	swagatbbsr1989@gmail.com
11	1127	Shri Pintu Sabat	Accountant	AD-3	9040131105	sabat.pintu@gmail.com
12	1083	Shri K.C. Mohanty	Senior Assistant	AD-2	9437313996	keshab-Mohanty@rediffmail.com
13	1126	Shri Chintamani Swain	Cashier	AD-3	9439710820	chintamaniswain4@gmail.com
14	1112	Shri Soumyangshu Palit	Typist/Clerk (H/E)	AD-3	7980222896	soumyangshupalit@gmail.com

AD-4 and 5 (Purchase and Stores Department)						
15	979	Shri P.K. Rout	Senior Assistant	AD-5	9692727666	prashant.k.rout@gmail.com
16	1105	Shri Manoranjan Sahoo	Assistant Stores Officer	AD-4	9439440967	bapul.manoranjan@gmail.com
17	1129	Shri Kranti Kumar Mallick	Junior Assistant	AD-5	9040518088	92kranti@gmail.com
18	1128	Shri Debadutta Mishra	Store Keeper	AD-4	8328812746	debaduttamishra27@gmail.com
19	884	Shri Umesh Kumar Das	Junior Store Keeper	AD-4	9776537309	umeshkumardas884@gmail.com
20	1009	Shri Dhadeswar Sahoo	MTS (Admin)	AD-4	9937081295	-
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AD-6 (Establishment Section)

21	942	Shri Niranjan Nanda	Senior Assistant	AD-6	9437538261	niranjannanda1966@gmail.com
22	1102	Shri Tapan Kumar Parida	Junior Assistant	AD-6	9938268497	tapan16parida@gmail.com
23	1104	Shri Somanath Moharana	Junior Assistant	AD-6	9583861694	somanathmoharana1994@gmail.com
24	1115	Shri Aruna Kumar Behera	Typist/Clerk (H/E)	AD-6	7377248973	aruna.cuo@gmail.com
25	961	Shri R.N. Swain	MTS (Admin)	AD-6	7873842799	rabinranath2799@gmail.com
26	1008	Shri Pitamber Besra	MTS (Admin)	AD-6	9777317877	pitambarbesra1008@gmail.com

AD-7 (Maintenance Department)

27	1064	Shri Satyajit Pattanaik	Asst. Engg. (Maint.) Civil	AD-7	9437183770	satyajit2kp@gmail.com
28	1029	Shri J.L. Naidu	Junior Engineer Civil	AD-7	9438741215	naidujamana@gmail.com
29	1133	Shri Sakti Prasad Dash	Junior Engineer (E&M)	AD-7	9439045177	saktiprasaddash45177@gmail.com
30	995	Shri Sanjay Nayak	Maintenance Fitter	AD-7	9438063922	nayaksanjay503@gmail.com
31	1010	Shri Bahura Oran	Plant Operator Grade-II	AD-7	8984434951	bahuraOran382@gmail.com
32	1068	Shri K.P. Hota	Electrician Grade-II	AD-7	9937808664	Kphota67@gmail.com
33	1109	Shri Narendra Kumar Sahoo	Electrician Grade-II	AD-7	9583819077	narendrasahoo02@gmail.com
34	1076	Shri P.K. Mahanta	Pipe Fitter Grade-I	AD-7	9439680947	Pradeepmohanta4311@gmail.com
35	1077	Shri Ranjit Kumar Swain	Plant Attendant	AD-7	9861718779	ranjitswain1682@mail.com
36	1108	Shri Sumansekhar Sahoo	Pipe Fitter Grade-II	AD-7	9861221921	s.s.sahoo1989@gmail.com
37	1137	Shri Ashish Panda	Electrician-cum-Plant Operator	AD-7	9668375006	ashishpanda1004@gmail.com
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AD-10 (Hindi Section)

38	1067	Dr. D.N.P. Das	Hindi Translator	AD-10	9437043003	03071975durgesh@gmail.com
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PMRD (Department of Physical Medicine and Rehabilitation)

39	1045	Dr. P.K. Sahoo	Asso. Professor (Ortho/PMR)	PMRD	9437081993	pabitra2406@gmail.com
40	1078	Dr. K.C. Mohapatra	Senior Anaesthetist	PMRD	9437169546	kcmohapatra67@gmail.com
41	1106	Dr. K. Satyanarayan Rao	Anaesthetist	PMRD	9438038619	satya_max@yahoo.com

42	1097	Dr. P.K. Parida	Asst. Prof. (PMR)	PMRD	9777142575	pramodsvnirtar@gmail.com
43	1057	Dr. Nibedita Das	GDMO	PMRD	9337742462	niveditadas.dr@gmail.com
44	1062	Dr. D.K. Singh	GDMO	PMRD	9437881255	dks.cuttack@gmail.com
45	1096	Dr. S. Pradhan	GDMO	PMRD	9437236780	Spradhan.ori@gmail.com
46	1098	Dr. N.K. Behera	GDMO	PMRD	9439630026	drnkbehera81@gmail.com
47	1139	Dr. Santhosh Pariyarath	GDMO	PMRD	9497270501	santhoshpariyarath1@gmail.com
48	1140	Dr. Vinoj V	GDMO	PMRD	8921335729	vinojv66@gmail.com
49	1092	Smt. Rashmita Behera	Assistant Matron	PMRD	7008654813	rb3518710@gmail.com
50	922	Smt. Arati Parida	Nursing Sister	PMRD	9437710694	paridaarati28@gmail.com
51	1005	Smt. Nirmala Kumari Dei	Nursing Sister	PMRD	8456919331	-
52	1053	Smt. Namita Dash	Nursing Sister	PMRD	9438615723	ndash452@gmail.com
53	1054	Smt. Emelda Ekka	Nursing Sister	PMRD	9178605347	emeldaekka95907@gmail.com
54	1091	Smt. Banalata Behera	Nursing Sister	PMRD	9861539243	banalatactcindia@gmail.com
55	1119	Shri Durga Ram	Staff Nurse	PMRD	9950769584	laxcompu@gmail.com
56	1120	Smt. Nibedita Rout	Staff Nurse	PMRD	9109141420	satyajitbiswal@rediffmail.com
57	1121	Ms. Srilekha Roul	Staff Nurse	PMRD	8270913206	srilekharoul92@gmail.com
58	1122	Smt. Itishree Samantaray	Staff Nurse	PMRD	6370624807	itishreesamantaray123@gmail.com
59	1123	Ms. Ashalata Jena	Staff Nurse	PMRD	8117090437	jenaasha18@gmail.com
60	1132	Shri Manish Kumar Gupta	Staff Nurse	PMRD	9887796531	gmanish63@gmail.com
61	1089	Shri Sanjaya Ku. Sahoo	O.T. Technician Grade-I	PMRD	9437088213	sanjayasvnirtar@rediffmail.com
62	1039	Shri H.P. Pattanaik	Laboratory Technician Gde- I	PMRD	8763111800	hpatnaik13@gmail.com
63	1125	Shri Sambit Kumar Lenka	Registration Clerk	PMRD	8280662931	sambitkumarlenka82@gmail.com
64	1111	Ms. Rashmi Rekha Bastia	Typist/Clerk (H/E)	PMRD	7008080748	rashmirekhabastia@gmail.com
65	1113	Shri Sandeep Chandra	Typist/Clerk (H/E)	PMRD	8083610463	sandeepchandra578@gmail.com
66	1090	Shri B.R. Parida	Technician	PMRD	9437528700	paridabiswaranjan375@gmail.com
67	1038	Smt. Manjula Nayak	Plaster Technician	PMRD	8763833212	manjulanayak566@gmail.com
68	1003	Smt. Mukta Swain	MTS (Hospital)	PMRD	9668652452	-

DPT (Department of Physiotherapy)

69	1016	Smt. Monalisha Pattanaik	Asst. Prof. Physiotherapy	DPT	8763187030	monalishapattnaik8@gmail.com
70	1017	Shri Basanta Ku. Nanda	Lecturer Physiotherapy	DPT	9668497240	nanda.basantakumar@gmail.com
71	1024	Shri C.R. Mishra	Senior PT-cum-Jr. Lecturer	DPT	7008536967	chittaranjanmishradpt@gmail.com
72	1025	Shri Pramod Tigga	Senior PT-cum-Jr. Lecturer	DPT	9437717343	pramod.tigga@gmail.com
73	1065	Smt. Mamata Manjari Sahu	Senior PT-cum-Jr. Lecturer	DPT	9439870601	mamata1803@gmail.com
74	1080	Smt. Sujata Maharathi	Demonstrator (PT)	DPT	9437282687	sujataphysio74@gmail.com
75	1084	Shri Vinay Kumar	Demonstrator (PT)	DPT	9437067033	vinaypt2000@yahoo.com

DOT (Department of Occupational Therapy)

76	1058	Mrs. Anurupa Senapati	Asst. Prof. -O.T.	DOT	9437631491	anurupasenapati@gmail.com
77	1055	Smt Pragya Singh	Lecturer Occupational Therapy	DOT	9861039434	Pragyan26121972@gmail.com
78	1041	Shri Ram Ku. Sahu	Senior OT-cum-Jr. Lecturer	DOT	9437900627	ramakumarsahu@gmail.com
79	1044	Shri S.K. Halder	Senior OT-cum-Jr. Lecturer	DOT	9861325185	subratakhalder1967@gmail.com
80	1061	Shri Sanjib Ku. Sethy	Senior OT-cum-Jr. Lecturer	DOT	9937306448	sanjib.dot@gmail.com
81	1056	Shri Amit Ku. Mandal	Demonstrator (OT)	DOT	9437191126	subratakhalder1967@gmail.com
82	1099	Smt. K. Mahakud	Occupational Therapist	DOT	9437311347	kshanapravamohakud@gmail.com
83	1034	Smt. Savitri Hembram	Senior Assistant	DOT	9437442690	savitrihembram1968@gmail.com

DPO (Department of Prosthetics and Orthotics)

84	984	Shri Srinkanta Maharana	Lecturer (P&O)	DPO	9238596939	srikantmoharana2012@gmail.com
85	1088	Shri R.R. Swain	Lecturer in Computer Engineering	DPO	9438568953	rrswain.nirtar@gmail.com
86	969	Shri Ranjan Das	Lecturer (Mec. Eng.) Grade-II	DPO	9439492151	ranjandas1967@gmail.com
87	985	Shri M.R. Satpathy	Junior Lecturer P&O	DPO	9438126549	msatpathy549@gmail.com
88	1000	Shri Bhabesh Karmakar	Junior Lecturer P&O	DPO	9937997204	bkarmakar19851965@gmail.com
89	1018	Shri A.K. Behera	Asst. Manager Workshop P&O	DPO	9438509965	ashokpobehera@gmail.com

			Lab.			
90	1079	Shri Rama Ch. Acharya	Demonstrator - Mechanical	DPO	9937755426	rca81a@gmail.com
91	944	Ms. Latamani Bhoi	Senior Assistant	DPO	7008396772	latamani1966@gmail.com
92	1095	Shri Gouranga Ch. Patra	Demonstrator P&O	DPO	9437385097	gourav_patra@yahoo.co.in
93	1138	Shri Bapina Kumar Rout	Prosthetist & Orthotist Grade-I	DPO	7008368635	bapinakumarrou.91@gmail.com
94	1011	Shri B. Janarthanan	Prosthetist/Orthotist Grade-II	DPO	9437922170	bjanarthabnan27@gmail.com
95	1136	Shri Ullas Chandra Sahoo	Prosthetist & Orthotist Grade-II	DPO	9124080192	ullas.gap@gmail.com
96	938	Shri Bansidhar Mahali	Surgical Boot Maker Grade-I	DPO	7848036916	
97	981	Shri Gopal Ch. Mallick	Surgical Boot Maker Grade-II	DPO	9556199930	-
98	1051	Shri K. Moharana	Surgical Boot Maker-II	DPO	9439265978	-
99	902	Shri Rabindra Nath Jena	MTS (Admin)	DPO	9040436188	-
100	1075	Smt. Renu Bhoi	MTS (Hospital)	DPO	6370678107	-

DA (Department of Academics)

101	1069	Smt. J.R. Patra	Senior Stenographer	DA	9861411286	nirtarjyotsna1990@gmail.com
102	1117	Smt. Madhusmita Sharma	Hostel Warden (Ladies)	DA	7008096509	sharmamadhusmitasvnirtar@gmail.com
103	1124	Shri Gopi Chand Sahu	Warden (Male)	DA	6264558366	gopichand.sonber@gmail.com
104	1130	Shri Anikesh Kumar Jha	Junior Assistant	DA	7547078515	anikeshjha@outlook.com
105	1134	Shri Sidhartha Sankar Mahapatra	Junior Assistant	DA	8826364116	mahapatrasidhartha@gmail.com

DSW (Department of Social Work)

106	940	Miss Sasmita Samal	Social Worker cum V.C	DSW	9437482342	msswsasmita@gmail.com
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DSH (Department of Speech and Hearing)

107	1019	Shri Jayasankar Panda	Speech Therapist	DSH	9437308666	pandajayasankar@gmail.com
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LIC (Department of Library and Information Centre)

108	1036	Mrs. Aparna Das	Asst. Library & Information Officer	LIC	9437866554	aparnadas_alio@rediffmail.com
108	1093	Shri Debasis Mahapatra	Library & Information	LIC	7504278035	debasismohspatra@gmail.com

10. 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:

**Monthly Remuneration received by officers & employees including system of
Compensations**

Sl. No.	P. No	Name	Designation		Gross Salary	System of Compensation as provided in its Regulation
DR-1 (Director's Secretariat)						
1	1014	Dr. P.P. Mohanty	Director	DR-1	2,47,640	As per Govt. of India Norm
2	1027	Shri K.S. Sethi	P.A. to Director	DR-1	1,28,780	As per Govt. of India Norm
3	943	Shri R.C. Behera	Senior Assistant	DR-1	88,460	As per Govt. of India Norm
AD-2 (General Administration)						
4	946	Shri J.N. Sinku	Senior Assistant	AD-2	96,460	As per Govt. of India Norm
5	1135	Shri Dinesh Kumar Meena	Junior Assistant	AD-2	36,890	As per Govt. of India Norm
6	882	Shri Bhagaban Behera	MTS (Admin)	AD-8	68,300	As per Govt. of India Norm
7	950	Shri Gunanidhi Sahu	MTS (Admin)	AD-2	68,300	As per Govt. of India Norm
8	960	Shri Sadakar Nayak	MTS (Hospital)	AD-2	73,725	As per Govt. of India Norm
9	1037	Shri Chitrasen Bhoi	MTS (Admin)	AD-2	62,220	As per Govt. of India Norm

AD-3 (Accounts Department)

10	1118	Shri Swagat Mishra	Audit Officer	AD-3	78,860	As per Govt. of India Norm
11	1127	Shri Pintu Sabat	Accountant	AD-3	58,550	As per Govt. of India Norm
12	1083	Shri K.C. Mohanty	Senior Assistant	AD-2	72,460	As per Govt. of India Norm
13	1126	Shri Chintamani Swain	Cashier	AD-3	58,550	As per Govt. of India Norm
14	1112	Shri Soumyangshu Palit	Typist/Clerk (H/E)	AD-3	35,550	As per Govt. of India Norm

AD-4 and 5 (Purchase and Stores Department)

15	979	Shri P.K. Rout	Senior Assistant	AD-5	1,28,780	As per Govt. of India Norm
16	1105	Shri Manoranjan Sahoo	Assistant Stores Officer	AD-4	74,380	As per Govt. of India Norm
17	1129	Shri Kranti Kumar Mallick	Junior Assistant	AD-5	46,580	As per Govt. of India Norm
18	1128	Shri Debadutta Mishra	Store Keeper	AD-4	45,580	As per Govt. of India Norm
19	884	Shri Umesh Kumar Das	Junior Store Keeper	AD-4	66,000	As per Govt. of India Norm
20	1009	Shri Dhadeswar Sahoo	MTS (Admin)	AD-4	70,220	As per Govt. of India Norm

AD-6 (Establishment Section)						
21	942	Shri Niranjana Nanda	Senior Assistant	AD-6	1,62,260	As per Govt. of India Norm
22	1102	Shri Tapan Kumar Parida	Junior Assistant	AD-6	49,800	As per Govt. of India Norm
23	1104	Shri Somanath Moharana	Junior Assistant	AD-6	43,650	As per Govt. of India Norm
24	1115	Shri Aruna Kumar Behera	Typist/Clerk (H/E)	AD-6	35,550	As per Govt. of India Norm
25	961	Shri R.N. Swain	MTS (Admin)	AD-6	68,800	As per Govt. of India Norm
26	1008	Shri Pitamber Besra	MTS (Admin)	AD-6	66,500	As per Govt. of India Norm

AD-7 (Maintenance Department)						
27	1064	Shri Satyajit Pattanaik	Asst. Engg. (Maint.) Civil	AD-7	1,57,980	As per Govt. of India Norm
28	1029	Shri J.L. Naidu	Junior Engineer Civil	AD-7	1,24,500	As per Govt. of India Norm
29	1133	Shri Sakti Prasad Dash	Junior Engineer (E&M)	AD-7	61,100	As per Govt. of India Norm
30	995	Shri Sanjay Nayak	Maintenance Fitter	AD-7	82,060	As per Govt. of India Norm
31	1010	Shri Bahura Oran	Plant Operator Grade-II	AD-7	66,000	As per Govt. of India Norm
32	1068	Shri K.P. Hota	Electrician Grade-II	AD-7	58,500	As per Govt. of India Norm
33	1109	Shri Narendra Kumar Sahoo	Electrician Grade-II	AD-7	35,650	As per Govt. of India Norm
34	1076	Shri P.K. Mahanta	Pipe Fitter Grade-I	AD-7	52,200	As per Govt. of India Norm
35	1077	Shri Ranjit Kumar Swain	Plant Attendant	AD-7	52,200	As per Govt. of India Norm
36	1108	Shri Sumansekhar Sahoo	Pipe Fitter Grade-II	AD-7	34,430	As per Govt. of India Norm
37	1137	Shri Ashish Panda	Electrician-cum-Plant Operator	AD-7	34,150	As per Govt. of India Norm
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AD-10 (Hindi Section)						
38	1067	Dr. D.N.P. Das	Hindi Translator	AD-10	1,18,060	As per Govt. of India Norm

PMRD (Department of Physical Medicine and Rehabilitation)						
39	1045	Dr. P.K. Sahoo	Asso. Professor (Ortho/PMR)	PMRD	3,84,710	As per Govt. of India Norm
40	1078	Dr. K.C. Mohapatra	Senior Anaesthetist	PMRD	3,82,210	As per Govt. of India Norm
41	1106	Dr. K.	Anaesthetist	PMRD	1,71,590	As per Govt. of India Norm

		Satyanarayan Rao				
42	1097	Dr. P.K. Parida	Asst. Prof. (PMR)	PMRD	2,57,440	As per Govt. of India Norm
43	1057	Dr. Nibedita Das	GDMO	PMRD	2,84,700	As per Govt. of India Norm
44	1062	Dr. D.K. Singh	GDMO	PMRD	2,84,700	As per Govt. of India Norm
45	1096	Dr. S. Pradhan	GDMO	PMRD	2,40,480	As per Govt. of India Norm
46	1098	Dr. N.K. Behera	GDMO	PMRD	2,53,540	As per Govt. of India Norm
47	1139	Dr. Santhosh Pariyarath	GDMO	PMRD	1,11,990	As per Govt. of India Norm
48	1140	Dr. Vinoj V	GDMO	PMRD	1,11,990	As per Govt. of India Norm
49	1092	Smt. Rashmita Behera	Assistant Matron	PMRD	1,28,990	As per Govt. of India Norm
50	922	Smt. Arati Parida	Nursing Sister	PMRD	1,55,250	As per Govt. of India Norm
51	1005	Smt. Nirmala Kumari Dei	Nursing Sister	PMRD	1,64,520	As per Govt. of India Norm
52	1053	Smt. Namita Dash	Nursing Sister	PMRD	1,37,160	As per Govt. of India Norm
53	1054	Smt. Emelda Ekka	Nursing Sister	PMRD	1,29,600	As per Govt. of India Norm
54	1091	Smt. Banalata Behera	Nursing Sister	PMRD	1,24,960	As per Govt. of India Norm
55	1119	Shri Durga Ram	Staff Nurse	PMRD	89,660	As per Govt. of India Norm
56	1120	Smt. Nibedita Rout	Staff Nurse	PMRD	84,900	As per Govt. of India Norm
57	1121	Ms. Srilekha Roul	Staff Nurse	PMRD	87,420	As per Govt. of India Norm
58	1122	Smt. Itishree Samantaray	Staff Nurse	PMRD	84,900	As per Govt. of India Norm
59	1123	Ms. Ashalata Jena	Staff Nurse	PMRD	84,900	As per Govt. of India Norm
60	1132	Shri Manish Kumar Gupta	Staff Nurse	PMRD	87,420	As per Govt. of India Norm
61	1089	Shri Sanjaya Ku. Sahoo	O.T. Technician Grade-I	PMRD	78,385	As per Govt. of India Norm
62	1039	Shri H.P. Pattanaik	Laboratory Technician Gde-I	PMRD	93,175	As per Govt. of India Norm
63	1125	Shri Sambit Kumar Lenka	Registration Clerk	PMRD	53,560	As per Govt. of India Norm
64	1111	Ms. Rashmi Rekha Bastia	Typist/Clerk (H/E)	PMRD	34,700	As per Govt. of India Norm
65	1113	Shri Sandeep Chandra	Typist/Clerk (H/E)	PMRD	34,950	As per Govt. of India Norm
66	1090	Shri B.R. Parida	Technician	PMRD	67,345	As per Govt. of India Norm
67	1038	Smt. Manjula Nayak	Plaster Technician	PMRD	67,345	As per Govt. of India Norm
68	1003	Smt. Mukta	MTS (Hospital)	PMRD	48,443	As per Govt. of India Norm

		Swain				
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69	1016	Smt. Monalisha Pattanaik	Asst. Prof. Physiotherapy	DPT	1,74,840	As per Govt. of India Norm
70	1017	Shri Basanta Ku. Nanda	Lecturer Physiotherapy	DPT	1,48,340	As per Govt. of India Norm
71	1024	Shri C.R. Mishra	Senior PT-cum-Jr. Lecturer	DPT	1,47,320	As per Govt. of India Norm
72	1025	Shri Pramod Tigga	Senior PT-cum-Jr. Lecturer	DPT	1,45,720	As per Govt. of India Norm
73	1065	Smt. Mamata Manjari Sahu	Senior PT-cum-Jr. Lecturer	DPT	1,21,580	As per Govt. of India Norm
74	1080	Smt. Sujata Maharathi	Demonstrator (PT)	DPT	1,02,220	As per Govt. of India Norm
75	1084	Shri Vinay Kumar	Demonstrator (PT)	DPT	1,16,200	As per Govt. of India Norm

76	1058	Mrs. Anurupa Senapati	Asst. Prof. -O.T.	DOT	1,79,960	As per Govt. of India Norm
77	1055	Smt Pragya Singh	Lecturer Occupational Therapy	DOT	1,52,660	As per Govt. of India Norm
78	1041	Shri Ram Ku. Sahu	Senior OT-cum-Jr. Lecturer	DOT	1,49,880	As per Govt. of India Norm
79	1044	Shri S.K. Halder	Senior OT-cum-Jr. Lecturer	DOT	1,58,680	As per Govt. of India Norm
80	1061	Shri Sanjib Ku. Sethy	Senior OT-cum-Jr. Lecturer	DOT	1,26,600	As per Govt. of India Norm
81	1056	Shri Amit Ku. Mandal	Demonstrator (OT)	DOT	1,21,580	As per Govt. of India Norm
82	1099	Smt. K. Mahakud	Occupational Therapist	DOT	85,900	As per Govt. of India Norm
83	1034	Smt. Savitri Hembram	Senior Assistant	DOT	70,050	As per Govt. of India Norm

84	984	Shri Srinkanta Maharana	Lecturer (P&O)	DPO	1,26,040	As per Govt. of India Norm
85	1088	Shri R.R. Swain	Lecturer in Computer Engineering	DPO	1,51,160	As per Govt. of India Norm
86	969	Shri Ranjan Das	Lecturer (Mec. Eng.) Grade-II	DPO	1,93,880	As per Govt. of India Norm
87	985	Shri M.R. Satpathy	Junior Lecturer P&O	DPO	1,20,900	As per Govt. of India Norm
88	1000	Shri Bhabesh Karmakar	Junior Lecturer P&O	DPO	1,28,780	As per Govt. of India Norm

89	1018	Shri A.K. Behera	Asst. Manager Workshop P&O Lab.	DPO	1,18,060	As per Govt. of India Norm
90	1079	Shri Rama Ch. Acharya	Demonstrator - Mechanical	DPO	1,03,720	As per Govt. of India Norm
91	944	Ms. Latamani Bhoi	Senior Assistant	DPO	1,06,260	As per Govt. of India Norm
92	1095	Shri Gouranga Ch. Patra	Demonstrator P&O	DPO	86,200	As per Govt. of India Norm
93	1138	Shri Bapina Kumar Rout	Prosthetist & Orthotist Grade-I	DPO	59,340	As per Govt. of India Norm
94	1011	Shri B. Janarthanan	Prosthetist/Orthotist Grade-II	DPO	1,30,225	As per Govt. of India Norm
95	1136	Shri Ullas Chandra Sahoo	Prosthetist & Orthotist Grade-II	DPO	55,985	As per Govt. of India Norm
96	938	Shri Bansidhar Mahali	Surgical Boot Maker Grade-I	DPO	88,225	As per Govt. of India Norm
97	981	Shri Gopal Ch. Mallick	Surgical Boot Maker Grade-II	DPO	87,185	As per Govt. of India Norm
98	1051	Shri K. Moharana	Surgical Boot Maker-II	DPO	73,425	As per Govt. of India Norm
99	902	Shri Rabindra Nath Jena	MTS (Admin)	DPO	68,000	As per Govt. of India Norm
100	1075	Smt. Renu Bhoi	MTS (Hospital)	DPO	57,585	As per Govt. of India Norm

DA (Department of Academics)

101	1069	Smt. J.R. Patra	Senior Stenographer	DA	1,18,060	As per Govt. of India Norm
102	1117	Smt. Madhusmita Sharma	Hostel Warden (Ladies)	DA	61,950	As per Govt. of India Norm
103	1124	Shri Gopi Chand Sahu	Warden (Male)	DA	57,450	As per Govt. of India Norm
104	1130	Shri Anikesh Kumar Jha	Junior Assistant	DA	44,780	As per Govt. of India Norm
105	1134	Shri Sidhartha Sankar Mahapatra	Junior Assistant	DA	44,780	As per Govt. of India Norm

DSW (Department of Social Work)

106	940	Miss Sasmita Samal	Social Worker cum V.C	DSW	1,41,560	
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DSH (Department of Speech and Hearing)

107	1019	Shri Jayasankar Panda	Speech Therapist	DSH	1,25,100	As per Govt. of India Norm
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LIC (Department of Library and Information Centre)						
108	1036	Mrs. Aparna Das	Asst. Library & Information Officer	LIC	1,28,780	As per Govt. of India Norm
108	1093	Shri Debasis Mahapatra	Library & Information Assistant	LIC	96,460	As per Govt. of India Norm

11. 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

12. 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.

13. 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 , under ADIP scheme.

14. 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) 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.

15. 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

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

a. NODAL OFFICER

Dr. Promad Kumar Parida
Central Public Information Officer
GDMO/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:cpio.svnirtar@gmail.com

b. CENTRAL PUBLIC INFORMATION OFFICER (CPIO)

Dr. Pramod Kumar Parida
Central Public Information Officer
GDMO/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:cpio.svnirtar@gmail.com

c. 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

d. 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

**17. 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

MEMBERS OF GENERAL COUNCIL	
Name and Address	Designation
Shri Rajesh Aggarwal, IAS 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	President General Council SVNIRTAR, cuttack
Shri Rajeev Sharma 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	Member

Shri Sanjay Pandey Joint Secy. & Financial Adviser Govt. of India Ministry of Social Justice and Empowerment Integrated Finance Division A wing, 3 rd Floor, Room No-321-A Shastri Bhawan New Delhi-110001	Member
The Chairman Artificial Limb Manufacturing Copratiom of Indai ALIMCO GT Road, Kanpur Uttar Pradesh-209217	Member
The Secretary Health & Family Welfare Govt. of Odisha Bhubaneswar-751001	Member
The Secretary Department of Empowerment of Persons with Disabilities (DEPwD), SIDR Building Capital Hospital Campus, Unit-6 Bhubaneswar-751001	Member
Shri Venuprasad AR Arakkai house , S.N.R.A-07 Sakthan Nagar, Erumelikkara Kumarapuram, PO-Kochi Kerala-683565	Member
Shri Aman Kumar sahu 38/29B, somasundar Nagar 03 rd Street, Thiruvottiyur Chennai-600019, Tamilnadu	Member
Shri Sohan Pal C-3, Tower-15, Type-IV Kidwai Nagar, East, New Delhi-110 023	Member
Shri Pushendra Pratap Singh Pratap Bhawan, Choube Colony Ward No-23, Chhatarpur Maadhya Pradesh-471001	Member
The Managing Director Artificial Limb Manufacturing Copratiom of Indai ALIMCO GT Road, Kanpur Uttar Pradesh-209217	Member
A representative from Ministry of Social Welfare Govt. of India	Member
Director SVNIRTAR	Member Secretary
MEMBERS OF EXECUTIVE COUNCIL	
Name and Address	Designation
Shri Rajeev Sharma 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	Chairman

<p>Shri Sanjay Pandey Joint Secy. & Financial Adviser Govt. of India Ministry of Social Justice and Empowerment Integrated Finance Division A wing, 3rd Floor, Room No-321-A Shastri Bhawan New Delhi-110001</p>	Member
<p>Shri Vineet Singh Director(NI) DEPWD (Dealing with National Institute) Pt. Deen dayal Antodaya Bhawan CGO Complex, Lodhi Road, New delhi-110003</p>	Member
<p>The Secretary Dept. of Health & Family Welfare Govt. of Odisha Bhubaneswar</p>	Member
<p>Dr. Veda Prakash Gowda Villa 59 Plam Breeze Villas Hanuman Nagar Manikonda Hyderabad-500089</p>	Member
<p>Shri Saroj Kumar Sahoo At/Po-Dhenkikote, Ps-Ghatagaon Dist-Keonjhar-758001</p>	Member
<p>Smt. Meena Kumari Sharma Director (Offg.) PDUNIPPD 4 Vishnu Digamber Marg New Delhi-110002</p>	Spl. Invitee
<p>Dr. P.P. Mohanty Director (Offg.) SVNIRTAR Cuttack-754010</p>	Member Secretary

MEMORANDUM OF ASSOCIATION

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

(GOVERNMENT OF INDIA)
MINISTRY OF SOCIAL WELFARE
NEW DELHI

CERTIFICATE OF REGISTRATION
OF SOCIETY ACT XXI 1860

No.S/14278

of 1984

I, hereby certify that "NATIONAL INSTITUTE OF REHABILITATION TRAINING
AND RESEARCH (NIRTAR)

has this day been registered under the Societies Registration Act, XXI of 1860.

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

REGISTRATION FEE OF Rs.50/- PAID.

Sd/-
REGISTRAR OF SOCIETIES
DELHI ADMINISTRATION, DELHI

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

MEMORANDUM OF ASSOCIATION

1. Name of the Society:
 - 1.1 The name of the Society shall be National Institute of Rehabilitation Training and Research (NIRTAR).
2. The registered office of the Society shall be situated at Room No.623, 'A' Wing, Shastri Bhawan, New Delhi-110001.
3. The aims and objectives of the Society are as under:-
 - (i) To promote the use of products of Artificial Limbs Manufacturing Corporation of India (A Government of India Undertaking).
 - (ii) To undertake, sponsor or coordinate the training of personnel such as Doctors, Engineers, Prosthetists, Orthotists, Prosthetic and Orthotic Technicians, Physiotherapists, Occupational Therapists, Multipurpose Rehabilitation Therapists and such other personnel deemed necessary for the rehabilitation of physically handicapped.
 - (iii) To conduct, sponsor, coordinate or subsidize research into biomedical engineering, both fundamental and applied, leading to the effective evaluation of mobility aids for the 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:-

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

5. Signatories of the Memorandum of Association:

We, the 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	Occupation and Address	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-	Sd/-

		208016.	
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.

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

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 contest.

- a). The 'Institute' means the National Institute of Rehabilitation Training and Research.
- b). The 'President' means the President of General Council.
- c). The 'General Council' means the General Council of the Institute
- d). The 'Chairperson' means the Chairperson of Executive Council.
- e). The 'Executive Council' means the Executive Council of the Institute
- f). The 'Member' means a member of General Council/Executive Council.
- g). The 'Director' means the Director of the Institute.
- h). 'Government' means the Government of India
- i). 'Year' means financial year from 1st April to 31st March.
- j). 'Society' means a society registered under Societies Registration 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 the 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 authorised 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	-	(from SC/ ST/ Minority Communities depending on the requirement)
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 authorise Vigilance Commission of Govt. of India to exercise jurisdiction over the affairs of the Institute.
- ii). The Director shall exercise financial powers as per the schedule of powers delegated by the Executive Council. The Director may further re-delegate powers to subordinate officers with the approval of the Executive Council.
- iii). The Ministry is required to submit the Budget Estimate, plan as well as Non-Plan to the Planning Commission/Ministry of Finance in October. The Ministry would therefore expect these estimates to be submitted by NIRTAR by 30th September therefore, this Institute should prepare the budget and submit it to the Chairperson, Executive Council by 15th Sept. Later this will be put up to the General Council at its annual meeting for approval. The observations of 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 previous year expenditure current years 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 31st December of the succeeding year along Annual Report, therefore, the CAG shall be requested every year in time to audit the accounts of the Institute and to submit a report by October, 31st. Simultaneously if required, internal audit may be done by a Chartered Accountant at the discretion of the Executive Council.

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

- xiv). The Institute would make available the books of accounts, register, vouchers and other documents and papers together with one copy of final sanctioned budget to the Auditor who will also have the right to inspect the office of the Institute or any work under construction.

- xv). The audited statement of accounts of the previous year shall be submitted to Govt. within six months after the close of financial year. If the submission is delayed beyond 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 authorised 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 authorised on this behalf.
- xxiii). The funds will be drawn from the Bank by cheque to meet the expenditure.
- xxiv). The cheque books will remain in 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 authorised 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 a 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 authorised by the Executive Council. All money to be drawn by cheques as authorised by the Executive Council;
3. Register of assets shall be maintained;
4. Register of outstanding dues recoverable from parties other than employees of the Institute shall be maintained.
5. Register of loans and advances given to employees with recovery position;
6. Register of rents;
7. Register of fees recovered;
8. Register of cheque books;
9. Register of receipt books;
10. Register of sanctioned post with authority of sanction;
11. General Provident Fund Accounts, ledger and balance sheets;
12. Service books;
13. Register of Selection Committee's proceedings Academic Committees proceedings etc;
14. Register of Library books;
15. Acquittance rolls and register of periodical increments;
16. Cash books and Imprest cash books;

17. Bank reconciliation register (if possible to be maintained with the cash book).
18. Bill Control Register;
19. Ledger for control of expenditure;
20. TA/DA Register;
21. Pay Bill Register;
22. Contingent Bill Register;
23. Fuel Account Register;
24. Stamp Account Register;
25. R.A. Bill Register;
26. Stock register;
27. Stationery Register;
28. Miscellaneous Expenditure Register;

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

9. FINANCIAL POWER OF AUTONOMOUS BODIES-RESTRICTION REGARDING

- i). Proposals relating to the emoluments structure i.e. adoption of pay-scales, allowances and revision thereof and creation of posts, a specified pay level would need the prior approval of the govt. of India in consultation with the Ministry of Finance, Department of Expenditure.
- ii). A representative of the Ministry of Finance/Integrated Finance/ Division of the Ministry concerned should be nominated to the Executive Council of the autonomous 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.

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