

Right to Information Act

1. About the Organization

1.1 Name:

National Institute for Empowerment of Persons with Multiple Disabilities (Department of Disability Affairs, Ministry of Social Justice & Empowerment, Govt.of India).

1.2 Particulars of Organization:

a. Objective

- To undertake development of human resource for management, training, rehabilitation, education, employment and social development of persons with Multiple Disabilities.
- To promote and conduct research in all areas relating to Multiple Disabilities.
- To develop Trans-disciplinary models and strategies for social rehabilitation and to meet the needs of diverse groups of people with Multiple Disabilities.
- To undertake services and outreach programs for the persons with Multiple Disabilities.

b. Brief History of the Institute:

National Institute for Empowerment of Persons with Multiple Disabilities under the Ministry of Social Justice & Empowerment was established in the year 2005 at Muttukadu, Kancheepuram District, Tamil Nadu, to fulfill the objective of serving as a national resource centre for empowerment of persons with Multiple Disabilities such as those with two or more disabilities in one person as per PWD Act 1995. Low vision, Blindness, Locomotor disability, Hearing Impairment, Mental Retardation, Mental Illness, Leprosy Cured persons, and as per National Trust Act 1999, Cerebral Palsy and Autism.

c. Vision, Mission and Value Statement:

VISION

The persons with Multiple Disabilities have equal rights to lead a better quality of life. This may be enabled with committed professionalism, accessible environment, equal opportunities, positive attitudes and appropriate, affordable, acceptable and available technological interventions.

MISSION

To provide need based comprehensive rehabilitation through team approach facilitating inclusion, ensuring empowerment of persons with Multiple Disabilities and their families and by substantiating field based research and development of human resources.

VALUE STATEMENT

Promoting quality of life for persons with Multiple Disabilities, through equal participation of clients, families, professionals and community agencies.

2. Organizational Structure:

National Institute for Empowerment of Persons with Multiple Disabilities is an Autonomous body under the Ministry of Social Justice & Empowerment(MSJ&E), Govt. of India registered under The Tamil Nadu Society Registration Act 1975(Tamil Nadu Act 27 of 1975) bearing Registration No: 59/2006 dated 23rd October 2006.

The Secretary, MSJ&E, is the President of General Council (GC) and Joint Secretary (Disability Division) is the Chairperson of the Executive Council (EC). The Director, NIEPMD carries out the activities of the Institute under the guidance of the GC and EC.

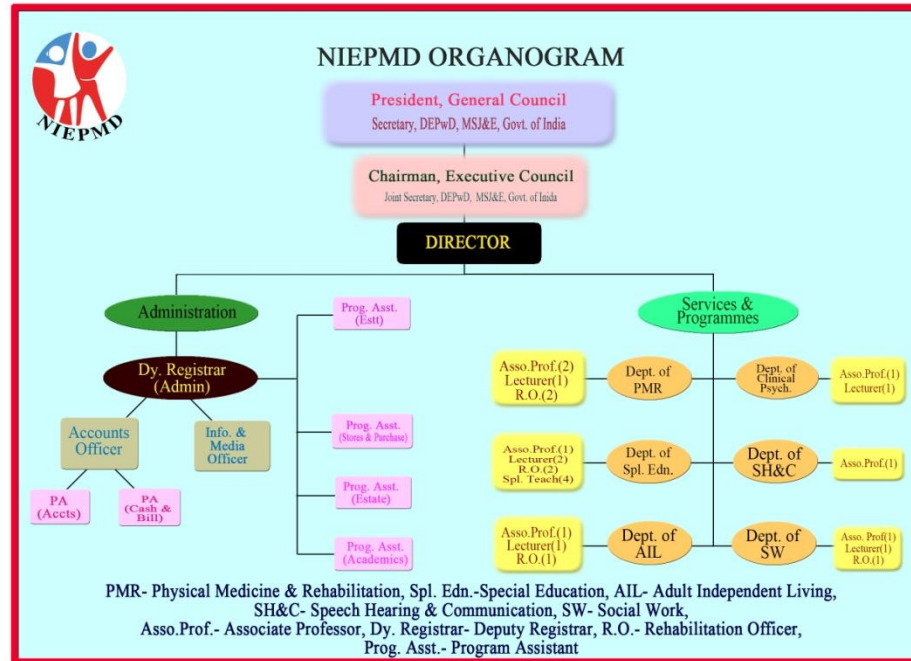
2.1 The General Council: This Council guides and monitors the overall functions of the Institute. The details of members are appended below

2.2 The Executive council: This Council Executes and directs all activities of the Institute under the control and direction of the General Council. The details of members are appended below.

The Director as the Head of the Institution heads the Administration and Technical wings. The Administrative wing comprises of the following posts viz, Deputy Registrar, Accounts Officer, Information & Media Officer and Program Assistants. The Technical Wing comprises 6 departments, namely

1. Department of Physical Medicine and Rehabilitation
2. Department of Special Education
3. Department of Clinical Psychology
4. Department of Adult Independent Living
5. Department of Speech, Hearing & Communication and
6. Department of Social Work

Each department comprises an Associate Professor, Lecturer, Rehabilitation Officer and Department of Special Education along with the above mentioned post has Special Teachers to run the model special school called 'Thiramai'.



3. Services:

The following services are being offered to persons with Multiple Disabilities:

1. Physical Medicine & Rehabilitation
2. Rehabilitation Psychology
3. Vocational Training
4. Speech, Hearing & Communication
5. Special Education
6. Deafblind
7. Physiotherapy and Occupational Therapy
8. Early Intervention
9. Prosthetics & Orthotics
10. Sensory Integration

11. Community Based Rehabilitation and
12. Mobile services and
13. Dissemination of Information

4.Human Resource Development:

NIEPMD being the national resource centre for persons with multiple disabilities, which focuses more on development for curriculum on long term and short term courses to generate more manpower for the empowerment of persons with multiple disabilities. NIEPMD started Human Resource Development (HRD) programs to stimulate the growth of services for these marginalized groups. In the year 2006, two HRD programs Viz. Diploma in Special education (Cerebral Palsy) and Diploma in Special Education (Deafblind) were launched with ten seats in each course. These courses are recognized by Rehabilitation Council of India, New Delhi. The Diploma in Special Education (Autism Spectrum Disorder) was started in the year 2008, and a certificate course in Prosthetics and orthotics was added in the year 2009-10. During the academic year 2010-11 curriculum on B.Ed- Spl.Edn(Multiple Disabilities) was framed by faculty of NIEPMD. The curriculum was approved by Rehabilitation Council of India, New Delhi and accepted by the Tamil Nadu Teachers Education University (TNTEU), Chennai in their Board of Studies and Senate. The Degree is being awarded by the Tamil Nadu Teachers Education University. Accordingly the first batch of B.Ed- Special Education (Multiple Disabilities) course offered at NIEPMD from the academic year 2010-11. In addition, NIEPMD has been chosen as one of the study centre for Distance education of IGNOU. Subsequently, the certificate course on Early Childhood Special Education Enabling Inclusion (Cerebral Palsy) through Distance Education has been started from the year January 2009. NIEPMD offered the following courses during the year 2017- 18 as follows:

- Certificate Course in Care Giving (A LEVEL)
- Certificate Course in Care Giving (B LEVEL)
- Certificate Course in Care Giving (Senior)

- D.Ed.Special Education (Autism Spectrum Disorder (ASD), Cerebral Palsy (CP), Multiple Disabilities (MD) & Deafblindness (Db)
- BPT
- BOT*
- BASLP*
- B.Ed.Special Education (MD, ASD and DB)
- M.Ed.Special Education (MD & ASD)
- M.Phil (Clinical Psychology)
- Post Graduate Diploma in Developmental Therapy (MD: P & N)
- Post Graduate Diploma in Early Intervention
- M.A. Social work (Disability studies)*

* Awaiting affiliation

5. Address of the Institute:

National Institute for Empowerment of Persons with Multiple Disabilities
(Ministry of Social Justice & Empowerment, Govt.of India)
East Coast Road, Muttukadu,
Kovalam (PO),
Chennai – 603 103. Tamil Nadu

6. Working Hours:

Monday – Friday : 9.00 am – 5.30 pm (Lunch break: 1.00 pm – 2.00 pm)

Holiday: Saturday, Sunday and All central Govt. Holidays

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

Powers and duties of officers and staff

S.No.	Designation of Post	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
1.	DIRECTOR	All Administrative & Financial powers as specified in Schedule-I of the Delegation of Financial Powers 1978 and any other authority declared as such under any general or special orders of the competent authority.				
2.	All other Faculty & Non-Faculty Staff members	Duties & responsibilities, as assigned by the Director from time to time.	-	-	-	As per Column-3

RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS FOR DISCHARGING FUNCTIONS

Prepare a list of rules, regulations, instructions, manuals and records for discharging functions available with the public authority for the smooth discharge of its functions.

List of regulations, instructions, manual and records

S. No	Name of the act, rules, regulations etc	Brief gist of the contents	Reference No if any	Price in case of priced publications
1.	As per the bye-laws of the Institute, it shall follow the Govt. of India CCS Rules mutates-mutandis for its smooth functioning and the discharge of the assigned responsibilities.			

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT FOR UNDER ITS CONTROL

Details of the records available may be made in a statement form, wing wise, unit wise branch wise and it may be got tabulated, indexed and catalogued.

A statement of the categories of documents held

S. No.	Nature of Record	Details of information available	Unit/section where available	Retention period, Where available
1.	Service Books of all staff members in regular establishment	All service matters	Admin – Estt.	To be retained even after superannuation / death / insanity etc.,
2.	Personal Files of all staff members in regular establishment	- Do -	- Do -	- Do -
3.	ACR/APAR Dossiers & Confidential reports	Performance appraisal – maintained every calendar year wise.	- - do -	- - do -
4.	Grant of advances, all personal claims and advances of short & long durations - files and registers.	Nature of advance, term of advance sanctioned, documents in support of the advance claimed	- Do -	- - do -

		/ passed etc.,		
5.	Leave Accounts of regular and casual leave and its sanction orders.	Nature of leave availed, its recovery details etc.,	- Do -	Regular leave attached with SR and for CL 05 years.
6.	Cash Book of NIEPMD Main account	All financial transactions of the Institute	Accounts	As specified under GFR.
7.	Cash Book of NIEPMD ADIP Accounts	All financial transactions pertaining to ADIP	- Do -	- Do -
8.	Cash Books on GPF, NPS etc.,	All transactions pertaining to such funds.	- - do -	- Do -
9.	Register on GIA received	Details showing the amount, date of GIA received etc.,	- - do -	- Do -
10.	Pay Bill register (PBR)	All details of entitlements & deductions of regular employees	- Do -	- Do -
11.	Central Assets Register	All assets held with the Institute with details of date of purchase, amount of purchase, present value of the item etc.	- Do -	- Do-
12.	Central Stock Register	Details of all non-consumable, consumable items & perishable items etc., procured, issued, held in stock etc.,	Stores & Purchase	- Do -
13.	Inventory registers	Details of inventories issued / held in the name of staffs in regular establishment.	- Do -	- Do -
14.	Central Plant & Building Register of Fixtures and equipments in the NIEPMD Buildings.	Details of fixtures held with NIEPMD buildings	Estates & Maintenance	- Do -

**A STATEMENT OF BOARDS, COUNCIL, COMMITTEES AND OTHER BODIES
CONSTITUTED**

List of boards, councils, committees etc.

GENERAL COUNCIL

S. No.	Name and address of the body	Main functions of the body	Constitution of the body
1	2	3	4
2	The Secretary to Govt. of India, Ministry of Social Justice & Empowerment Govt. of India Shastri Bhawan, 6 th Floor, 'A' Wing, New Delhi – 110 001.	As defined in the Bye-Laws	President
3	The Chairperson, National Trust, Prakash Building, 9 th Floor Kasturba Gandhi Marg, New Delhi -110 001.	-Do -	Member
4	The Chairperson Rehabilitation Council of India B-22, Qutab Institutional Area New Delhi-110 016.	-Do -	Member
5	JS & FA Ministry of Social Justice & Empowerment Govt. of India Room No.637, Shastri Bhawan New Delhi – 110 001.	-Do -	Member
6	Director General of Employment & Training Ministry of Labour, Government of India New Delhi.	-Do -	Member
7	Shri Amitabh Mehrotra Gurudaya Niwas, 26, Sachivalaya Colony Mausambagh, Sitapur Road, Lucknow (U.P) – 226 020.	-Do -	Member
8	Dr. S. S. Badrinath Sankara Netralaya 18, College Road, Chennai (T.N.)	-Do -	Member
9	Shri. A. Balraj New No.12 (Old NO.76) J-Block, 1 st Main Road, Behind 14 shops, Anna Nagar Chennai - 600 102. (TN)	-Do -	Member
10	Ms. Nandita Gurjar BPO Division, Infosys Bangalore.	-Do -	Member
11	Shri. N. Thomas Ngullie	-Do -	Member

	CATZW Lake View, Kher Mohal Dimapur, Nagaland.		
12	Dr. Kalyana Krishnan Indian Institute of Technology I.I.T. Post Office, Chennai (T.N.)	-Do -	Member
13	The Director General of Health Services Ministry of Health Government of India, New Delhi.	-Do -	Member
14	The Secretary Dept of Welfare of Diferently abled persons Government of Tamil Nadu. St. George Fort Chennai.	-Do -	Member
15	The Joint Secretary Ministry of Education Government of India	-Do -	Member
16	The Joint Secretary to GOI Disability Division Ministry of Social Justice & Empowerment Govt. of India, Room No. 610, 'A' Wing Shastri Bhawan, 6 th Floor, New Delhi – 110 001.	-Do -	Member
17	The Director Aliyavar Jung National Institute of Speech and Hearing Disabilities (AYNISPD) (Ministry of Social Justice & Empowerment, GOI) K.C. Marg, Bandra Reclamation, Bandra (West) Mumbai-400 050.	-Do -	Member
18	The Director, National Institute for Persons with Intellectual Disabilities (NIEPID) (Ministry of Social Justice & Empowerment, GOI) Manovikas Nagar (PO) Secunderabad – 500 009.	Do -	Member
19	The Director, National Institute for the Empowerment for Persons Visual Disabilities (Ministry of Social Justice & Empowerment, GOI) 116, Rajpur Road Dehradun-248 001.	-Do -	Member
20	The Director National Institute for Locomotor Disabilities (Ministry of Social Justice & Empowerment, GOI) B.T. Road, Bon-Hoogly Kolkata -700 090.	-Do -	Member
21	The Assistant Director AIIPMR, Mumbai.	-Do -	Member

22	The Principal Secretary, Department of Social Welfare Govt. of Tamil Nadu Chennai.	-Do-	Member
23	The Director National Institute for Empowerment of Persons with Multiple Disabilities East Coast Road, Muttukadu Chennai, Tamil Nadu.	-Do-	Member - Secretary
Executive Council			
1	The Joint Secretary Dept.of Empowerment of Persons with Disabilities, Ministry of Social Justice & Empowerment Govt. of India Shastri Bhawan, Room No.610, "A" Wing New Delhi -110 001.	-Do-	Chair Person
2	The Joint Secretary & Financial Advisor Ministry of Social Justice & Empowerment, Govt. of India Room No.637 Shastri Bhawan, New Delhi-110 001.	-Do-	Member
3	The Deputy Secretary (NI & DD-I) Ministry of Social Justice & Empowerment Govt. of India Room No.635 Shastri Bhawan, New Delhi-110 001.	-Do-	Member
4	The Director National Institute of Mental Health & Neurosciences (NIMHANS) P.O. Box No.2900 Hosur Road, Bangalore	-Do-	Member
5	Shri C Arunkumar No.33/34, Veeraswamy Street Seven Wells Chennai – 600 001 (Phone: 044 – 25280932.	-Do-	Member
6	Dr. Mrs Neeradha Chandramohan Director NIEPMD, Govt. of India, ECR, Muttukadu, Kovalam Post, Chennai - 603 112	-Do-	Member Secretary

Academic Committee

S.No	Name	Designation	Category
1.	Prof. Amitav Misra	Prof. In Special Education IGNOU, New Delhi.	Chairman
2.	Prof. Jeyachandran	Director VHS, Chennai.	Member
3.	Prof. Karunanidhi	Dept. Of Psychology, UNOM, Chennai.	Member
4.	Prof. Roopa Nagarajan	HOD, Dept of SHC, SRMC&RI University, Chennai.	Member
5.	Prof. Suman	Professor Dept. Of Clinical Psychology, NIMHANS, Bengaluru.	Member
6.	Prof. Supriya	Mother Theresa P G Institute, Pudhucherry.	Member
7.	Prof. Vasanthi	Principal NKT college of Education, Chennai	Member
8.	Member	Secretary/Representative RCI, New Delhi.	Member
9.	Shri. Akhil Paul	Director Sense International, Ahmedabad.	Member
10.	Dr. Ratna	Former Director AIISH, Mysuru.	Member
11.	Dr. Anbudurai	Consultant Psychiatrist Chennai.	Member
12.	Dr. Thomas Kishore	Asso. Professor NIMHANS, Bengaluru.	Member
13.	Dr. Viswanath Reddy	Asso. Professor SVIMS University, Tirupathi.	Member
14.	Shri. Pankaj Bajpai	Asst. Prof, OT NIOH, Kolkatta.	Member
15.	Shri. S.N. Rout	Asst. Prof, O&P S V NIRTAR, Cuttuck.	Member
16.	Prof. M.N.G Mani	CEO, ICEVI, Coimbatore.	Member
17.	Prof. S. R. Mittal	Professor CIE, New Delhi.	Member
18.	Ms. Euphrates Gobina	Chief Education UNICEF.	Member
19.	Dr. Jayanthi Narayanan	Former Deputy Director.	Member
20.	Dr. Himangshu Das	Director NIEPMD, Chennai.	Member Secretary

The Academic Committee shall advise the Institute in the matters of Scientific Research and establishing Institutional, Non-Institutional programs for the education and training of personnel in the field of Multiple Disabilities.

DIRECTORY OF OFFICERS AND EMPLOYEES

Directory

S.No.	Name & Designation	Office Phone No	Email Address
1	Dr.Himangshu Das, Director	27472113	
2	Dr.(Mrs.) Neeradha ChandraMohan, Associate Professor (Clinical Psychology)	27472113	c.neeradha@gmail.com
3	Shri. Nachiketha Raut Asso. Professor (Speech & Hearing)	27472113	nachiketa_raut@yahoo.com
4	Dr. Vijayalakshmi Lecturer (Medical Science)	27472113	vijydbf@yahoo.com
5	Shri.S.Sankara Narayanan Deputy Registrar (Admin)	27472113	s_snarayanan@rediffmail.com
6	Dr. K.Balabaskar Lecturer (AIL)	27472113	baskarcherry@gmail.com
7	Shri. A.Amarnath Lecturer (CBR) (On study leave)	27472113	amarniepmd@gmail.com
8	Shri. P.Kamaraj Lecturer (Special Education)	27472113	kamaraj_nimh@yahoo.com
9	Shri. B.S.Santhosh Kanna Lecturer (Physiotherapy)	27472113	b2skanna@gmail.com
10	Shri. S. Karthikeyan Lecturer (Rehab. Psychology)	27472113	Karthikeyan.clinpsy@gmail.com
11	Smt. B.Leelavathi Lecturer (Special Education – DB) (On study leave)	27472113	leelavathibaskar@gmail.com
12	Shri. J.V. Subbaraman Rehab. Officer(AIL)	27472113	
13	Shri. Rajesh Ramchandran Rehab. Officer (Service & Programme)	27472113	rajram42004@gmail.com
14	Shri. Dewendra Prasad Rehab. Officer (Material Development)	27472113	dewendra_prasad@rediffmail.com
15	Shri. S.Gurumoorthy Rehab. Officer(Physiotherapy)	27472113	s_gurumoorthy@hotmail.com

16	Smt. I. G.Anusuya Rehab. Officer(Spl.Edn) (On study leave)	27472113	iganusuya@yahoo.co.in
17	Shri. K.Dhanavendan Special Teacher(CP)	27472113	dhanavendan@yahoo.co.in
18	Shri. M.Kathiravan Special Teacher(ASD)	27472113	
19	Shri. D.Stalin Arul Regan Special Teacher(DB)	27472113	stalinarulregan@yahoo.co.in
20	Smt. S.Sobiya Vani Special Teacher(ECSE)	27472113	svani_bot@yahoo.co.in
21	Shri. M. Rajesh, Information & Media officer	27472113	Km_rajesh2002@yahoo.co.in
22	Shri.S.Vijayaraghavan Accounts Officer	27472113	
23	Shri.S.Venkateswaran Assistant Administrative Officer	27472113	
24	Shri. S. K. Samy, Asst.Esst. & Maint. Officer	27472113	sksamy69@yahoo.com
25	Shri. J. Mohamed Ibrahim, Asst. Accounts Officer	27472113	ibmarif@yahoo.co.in
26	Smt. P. Angelin Golda, Asst. Training Programme & Academics Officer (on Deputation)	27472113	solomon5266@yahoo.com
27	Smt. J.Kanchana Asst. Claims & Bills Officer (On Deputation)	27472113	kanchana70_ravi@yahoo.co.in
28	Shri.Prabhakant Tripathi Assitant Stores & Purchase officer	27472113	
29	Shri. S.Krishnamurthy Peon	27472113	

**THE MONTHLY REMUNERATION RECEIVED BY EACH OF THE OFFICERS AND
EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN
THE REGULATIONS (As on April 2017)**

S.No.	Name & Designation	Remuneration (Net)
1	Dr.Himangshu Das Director	Rs.1,01,920
2	Dr. NeeradhaChandramohan Asso.Prof,(Clinical Psychology)	Rs.93695
3	Shri.S.Sankara Narayanan Deputy Registrar	Rs.61,674
4	Shri. Nachiketa Rout Asso. Professor (Speech & Hearing)	Rs.35,205
5	Dr. Vijayalakshmi Lecturer (Medical Science)	Rs.98,284
6	Dr. K.Balabaskar Lecturer (AIL)	Rs.53,091
7	Dr. A.Amarnath Lecturer (Social Work)	Rs.64,728
8	Shri. P.Kamaraj Lecturer (Special Education)	Rs.60,096
9	Shri. B.S.SanthoshKanna Lecturer (Physiotherapy)	Rs.77,702
10	Shri. S. Karthikeyan Lecturer (Clinical Psychology)	Rs.69,946
11	smt.B.Leelavathi Lecturer (Deafblind)	Rs.49,818
12	Shri.J.V. Subbaraman Rehab. Officer (AIL)	Rs.41,710
13	Shri. Rajesh Ramchandran Rehab. Officer (Service& Program)	Rs.55,695
14	Shri. Dewendra Prasad Rehab. Officer (Material Development)	Rs.56,039
15	Shri. S.Gurumoorthy Rehab. Officer (Therapeutics)	Rs.64,606
16	Smt. I. G.Anusuya Rehab. Officer (Spl.Edn)	Rs.59,044
17	Shri.K.Dhanavendan Special Teacher (CP)	Rs.38,529
18	Shri.M.Kathiravan Special Teacher (ASD)	Rs.39,626

19	Shri. D.Stalin Arul Regan Special Teacher(DB)	Rs.50,002
20	Smt. S.Sobiya Vani Special Teacher(ECSE)	Rs.47,129
21	Shri.S.Vijayaraghavan Accounts Officer	Rs.59,638
22	Shri. M. Rajesh, Information & Media Officer	Rs.73,665
23	Shri. S. K. Samy, Asst.Esst. & Maint. Officer	Rs.64,606
24	Shri. S. Venkateswaran, AAO (Estt)	Rs.66,865
25	Shri. J. Mohamed Ibrahim, Asst. Accounts Officer	Rs.62,723
26	smt. P. Angelin Golda, Asst. Training Programme & Academics Officer (on deputation)	--
27	Smt.J.Kanchana Asst. Claims & Bills Officer (on deputation)	---
28	Shri.PrabhakantTripathi Asst.Stores & purchase Officer	Rs.44,051
29	Shri.S.Krishnamurthy Peon	Rs.43,905

Note: Details about system of compensation provided in regulations may be given.

THE BUDGET ALLOCATED TO EACH AGENCY
Non-Plan budget

(for details kindly visit / refer our ANNUAL REPORT published in our Web site)

Major head	Activities to be performed	Sanctioned budget	Budget estimate	Revised estimate	Expenditure for the last year

Plan budget

Name of the plan scheme	Activities to be undertaken	Date of commencement	Expected date for completion	Amount sanctioned	Amount disbursed/spent

NAME, DESIGNATION AND OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS
List of Public Information Officer

S.No	Designation of the Officer Designated as PIO	Postal Address	Telephone No.	e-mail address
1	M.Rajesh, Information & Media Officer	East Coast Road, Muttukadu, Kovalam (PO), Chennai – 603 112	044 – 27472113, 27472046	niepmd@gmail.com

FIRST APPELLATE AUTHORITY WITH IN THE DEPARTMENT

S.No	Designation of the Officer Designated as first appellate authority	Postal Address	Telephone No.	E-mail address
1	Dr.Himangshu Das Director	East Coast Road, Muttukadu, Kovalam (PO), Chennai – 603 112	044 – 27472113, 27472046	niepmd@gmail.com

**NATIONAL INSTITUTE FOR EMPOWERMENT OF PERSONS WITH
MULTIPLE DISABILITIES
MEMORANDUM OF ASSOCIATION**

1. Name of the Society: **National Institute for the Empowerment of Persons with Multiple Disabilities**
2. Address: The Registered Office of the Society shall be at Door No:97/4, East Coast Road, Village Muttukadu, Post: Kovalam, Dist. Kancheepuram – 603 112.
3. Date of Commence of the Society:28th September 2006
4. Registration District of the Office of the Society: Chengalpattu Dist (Tamil Nadu)
5. Timings of the Society: 9.00 am to 5.30 am on all working days except Saturdays, Sundays & Central Government Holidays.

6. Objectives of the study:

6.1 The aims and objectives for which this society is established are as under:-

- ii. To undertake human resource development in various functional areas covering inter-disciplinary, multi-disciplinary and trans-disciplinary activities for empowerment of persons with Multiple Disabilities through the state of the art rehabilitation intervention viz., educational, therapeutic, vocational, employment, leisure and social activities, sports, cultural programs and full participation as also through developing various approaches including community rehabilitation, project management and capacity building of Non-Government Organizations (NGOs).
- iii. To promote and conduct research in all areas relating to Multiple Disabilities and to develop trans-disciplinary models and strategies for social rehabilitation to meet the needs of diverse groups of people with Multiple Disabilities, by the society hereinafter referred to as “the Institute” or through NGOs.
- iv. To conduct, sponsor, coordinate or subsidize research into all aspects of the education, rehabilitation, capacity building, and independent living of persons with Multiple Disabilities by the Institute or through NGOs.
- v. To undertake and /or sponsor the training of trainers and professionals in the areas of early intervention, early childhood education, special education, vocational training & employment, independent living, community rehabilitation and project

management, therapists and such other personnel as may be deemed necessary by the Institute in empowering the persons with Multiple Disabilities.

- vi. To manufacture, fabricate, adapt or promote or subsidize the manufacture of prototypes and distribution of any or all aids designed to promote any aspects of the education, therapy and rehabilitation of the persons with Multiple Disabilities.

6.2 For the realization of its objectives, the institute will undertake:

- i. To prepare and develop human resource development programs and activities in the areas of multiple disabilities.

- ii. To develop appropriate service models of care for empowering the persons with multiple disabilities in the Indian setting, which will have special emphasis on domiciliary care both in rural and urban areas.

- iii. To acquire relevant data as to the nature of the problems and on the felt needs of the community in the care and empowerment of persons with multiple disabilities and to identify, conduct and coordinate research in these areas.

- iv. To develop material for education, training, and rehabilitation and impart training to the key professionals and personnel involved in the care and training of persons with multiple disabilities which will include rehabilitation therapists, parents, teachers and all levels of health, education and welfare personnel and others who work with persons with multiple disabilities.

- v. To develop extension programs and conduct monitor and evaluate them, with the view to maintain quality, provide need based training and to have a data base for further research.

- vi. To develop appropriate education materials and carry out programmes of public education and mass communication.

- vii. To provide technical guidance to voluntary agencies in various programmes including initiating and coordinating activities in the community.

viii. To develop appropriate outreach programmes for rehabilitation of persons with multiple disabilities including institutional programmes and services in linkage with existing, medical, educational, social, legal and welfare services, and

ix. To promote in service and pre-service programmes through distance mode and through the use of ICT (Information Communication Technology) with the view to update professionals and others concerned.

7. Executive Council:

The Names, address, occupations and designations of the present members of the Executive Council to whom the management of the affairs of the Institute is entrusted as required under section 15(1) of the Tamil Nadu Societies Registration Act, 1975(Act No:27/75) are as follows:

S.No	Name Description	Designation & Address
1	Shri.G.N.Pegu Chairperson (Government Service)	Joint Secretary(DD), Ministry of Social Justice & Empowerment, (Ex-officio) Govt.of India, Room No:601, A wing Shashtri Bhavan, New Delhi – 110 001. E-mail: gn.pegu@nic.in Phone:011-23381643.
2	Shri.Mrityunjay Sahoo (Government Service)	Financial Adviser, Ministry of Member Social Justice & Empowerment, (Ex-officio) Govt.of India, Room No:405, Sharma Shakthi Bhawan, Rafi Marg, New Delhi – 110 001. E-mail: msahoo@nic.in Phone:011-23716792.
3	Dr.L.Govinda Rao (Government Service)	Director Member Secretary National Institute for the Mentally Handicapped Manovikasnagar, Secunderabad – 500 009. E-mail: hyd2_dirnimh@sanchernet.in Phone:040-27759267. Director, National Institute for the Empowerment of Persons with Multiple Disabilites (NIEPMD),

Chennai.
Phone:044-27472113, 27472046,27472104
Email: niepmd@gmail.com

8. Signatures to the Memorandum of Association

We, the persons whose names and addresses are given below, have associated ourselves for the purposes described in the Memorandum, do hereby subscribe our names to this memorandum and set our hands hereunto and form ourselves into a society under the Tamil Nadu Societies Registration Act, 1975 (Act No.27/75)

S.No	Name	Occupation & Address	Signature
1	Dr.Sundeep Khanna	Additional Secretary, Ministry of Social Justice & Empowerment, Govt.of India, Room No:616, A wing, Shashtri Bhavan, New Delhi – 110 001. Phone:011- 23384259	
2	Shri.Mrityunjay Sahoo	Financial Adviser, Ministry of Social Justice & empowerment, Govt. of India, Room No:405, Sharma Shakthi Bhawan, Rafi Marg, New Delhi – 110 001. E-mail: : msahoo@nic.in Phone:011-23716792	
3	Shri.G.N Pegu	Joint Secretary(DD), Ministry of Social Justice & Empowerment, Govt.of India, Room No:601, A wing, Shashtri Bhavan, New Delhi – 110 001. E-mail: gn.pegu@nic.in Phone:011-23381643.	
4	Shri.P.N.Murthy	Joint Secretary, Ministry of Social Justice & Empowerment, Govt.of India, Room No:613, A wing, Shashtri Bhavan, New Delhi – 110 001. Phone:011-23384284.	
5.	Dr.Arbind Prasad	Joint Secretary, Ministry of Social Justice & Empowerment, Govt.of India, Room No:612, A wing, Shashtri Bhavan, New Delhi – 110 001. Phone:011-23384284.	
6	Col.Sanjay Sharan	Director, Ministry of Social Justice & Empowerment, Govt.of India, Room No:635, Shashtri Bhavan, New Delhi – 110 001. Phone:011-23382774.	
7	Dr.L.Govinda Rao	Director, National Institute for the Mentally Handicapped, Manovikasnagar, Secunderabad – 500 009.	

		E-mail: hyd2_dirnimh@sanchernet.in Phone:040-27759267. Director, National Institute for the Empowerment of Persons with Multiple Disabilites (NIEPMD), Chennai. Phone:044-27472389 Email: niepmd@gmail.com	
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Witnesses to the above signatures

S.No	Name	Occupation & Address	Signature
1.	Shri.A.K.Sachdeva	Under Secretary to the Govt. of India, Ministry of Social Justice & Empowerment, Govt. of India, Room No:622, Shastri Bhavan, New Delhi – 110 001. Phone: 011-23386314	
2	Shri.P.A Raghawan	Under Secretary to the Govt. of India, Ministry of Social Justice & Empowerment, Govt. of India, Room No:622, Shastri Bhavan, New Delhi – 110 001. Phone: 011-23386314	

**BYE-LAWS IN ACCORDANCE WITH THE PROVISIONS OF ACT – XXVII, OF 1975 OF
THE TAMILNADU SOCIETIES REGISTRATION ACT, 1975.**

1. The name of the society shall be National Institute for Empowerment of Persons with Multiple Disabilities.
2. The address of the Registered office is at D.No:97/4, East Coast Road, Village: Muttukadu, Post: Kovalam, District: Kancheepuram – 603 112.
3. The society was formed on 28th September, 2006.
4. The Society is within the jurisdiction of the Registrar of Societies, Changalpattu District, Tamil Nadu.
5. The business hours of the society shall be between 9.00 am to 5.30 am on all working days except Saturdays, Sundays & Central Government Holidays.

6. Aims and objectives of the Society:

6.1 The aims and objectives for which this society is established are as under:-

- i. To undertake human resource development in various functional areas covering inter-disciplinary, multi-disciplinary and trans-disciplinary activities for empowerment of persons with Multiple Disabilities through the state of the art rehabilitation intervention viz., educational, therapeutic, vocational, employment, leisure and social activities, sports, cultural programs and full participation as also through developing various approaches including community rehabilitation, project management and capacity building of Non-Government Organizations (NGOs).
- ii. To promote and conduct research in all areas relating to Multiple Disabilities and to develop trans-disciplinary models and strategies for social rehabilitation to meet the needs of diverse groups of people with Multiple Disabilities, by the society hereinafter referred to as “the Institute” or through NGOs.
- iii. To conduct, sponsor, coordinate or subsidize research into all aspects of the education, rehabilitation, capacity building, and independent living of persons with Multiple Disabilities by the Institute or through NGOs.
- iv. To undertake and /or sponsor the training of trainers and professionals in the areas of early intervention, early childhood education, special education, vocational training & employment, independent living, community rehabilitation and project management, therapists and such other personnel as may be deemed necessary by the Institute in empowering the persons with Multiple Disabilities.

- v. To manufacture, fabricate, adapt or promote or subsidize the manufacture of prototypes and distribution of any or all aids designed to promote any aspects of the education, therapy and rehabilitation of the persons with Multiple Disabilities.

6.2 For the realization of its objectives, the institute will undertake:

- i. To prepare and develop human resource development programs and activities in the areas of multiple disabilities.

- ii. To develop appropriate service models of care for empowering the persons with multiple disabilities in the Indian setting, which will have special emphasis on domiciliary care both in rural and urban areas.

- iii. To acquire relevant data as to the nature of the problems and on the felt needs of the community in the care and empowerment of persons with multiple disabilities and to identify, conduct and coordinate research in these areas.

- iv. To develop material for education, training, and rehabilitation and impart training to the key professionals and personnel involved in the care and training of persons with multiple disabilities which will include rehabilitation therapists, parents, teachers and all levels of health, education and welfare personnel and others who work with persons with multiple disabilities.

- v. To develop extension programs and conduct monitor and evaluate them, with the view to maintain quality, provide need based training and to have a data base for further research.

- vi. To develop appropriate education materials and carry out programmes of public education and mass communication.

- vii. To provide technical guidance to voluntary agencies in various programmes including initiating and coordinating activities in the community.

- viii. To develop appropriate outreach programmes for rehabilitation of persons with multiple disabilities including institutional programmes and services in linkage with existing, medical, educational, social, legal and welfare services, and

ix. To promote in service and pre-service programmes through distance mode and through the use of ICT (Information Communication Technology) with the view to update professionals and others concerned.

7. Definitions:

7.1. In these Bye-laws unless there is anything repugnant to the subject or context:

- a. The 'Institute' means the National Institute for Empowerment of Persons with Multiple Disabilities.
- b. The 'President' means the President of the General Council.
- c. The 'General Council' means the General Council of the Institute.
- d. The 'Executive Council' means the Executive Council of the Institute
- e. The 'Chairperson' means the Chairperson of the Executive Council.
- f. 'Memorandum' means the Registered Memorandum of the National Institute for Empowerment of Persons with Multiple Disabilities as may be amended from time to time by the society.
- g. The 'Bye-law' means bye-law registered along with Memorandum and as may be amended by the society from time to time.
- h. 'Society' means the society forming the institute.
- i. 'Office Bearers' means the President or Chairperson, Member- secretary or any other who may be designated by the President or the Chairperson.
- j. 'Government' means the Central Government dealing with subject matters pertaining to or allocated to the Ministry of Social Justice & Empowerment.
- k. 'Year' means the financial year of the Central Government.

8. Authorities of the Institute:

- 8.1 The following shall be the authorities of the Institute;
- 8.2 General Council;
- 8.3. Executive Council;
- 8.4 Such other Authorities as may be prescribed from time to time by the General Council.

9. General Council:

9.1 The Composition of the General Council Shall be:

- | | |
|--|-----------------------------|
| a. Secretary,
Ministry of Social Justice & Empowerment,
Govt. of India. | - President
(Ex-officio) |
| b. Joint Secretary dealing with the subject in the
Ministry of Social Justice & Empowerment,
Govt. of India | - Member
(Ex-officio) |
| c. Financial Adviser to the
Ministry of Social Justice & Empowerment,
Govt. of India. | -Member
(Ex-officio) |
| d. Director General of Employment & Training
Govt. of India, Ministry of Labour. | -Member
(Ex-officio) |
| e. Six Specialists/representatives of voluntary organization/
Parent Association/social workers in the field(to be nominated
By the Govt. of India) of Autism/Cerebral Palsy/Multiple Disabilities | -Member
(Ex-officio) |
| f. Director General of Health services, Ministry of Health,
Govt. of India. | -Member
(Ex-officio) |
| g. Two nominees from the Govt. of Tamil Naud (Principal Secretary
Dept. of Social Welfare & Principal Secretary & Director,
Govt. of Tamil Nadu | - Member
(Ex-officio) |
| h. Joint Secretary to the Govt. of India, Dept. of Education
Ministry of Human Resource Development, Govt. of India | -Member
Ex-officio |
| i. Chairperson of the National Trust | -Member
Ex-officio |
| j. Chairperson of the Rehabilitation Council of India | -Member
Ex-officio |
| k. (a) Director, Ali Yavar Jung National Institute for the Hearing
Handicapped (AYJNIHH) | -Member
Ex-officio |
| (b) Director, National Institute for the Mentally
Handicapped (NIMH) | -Member
Ex-officio |
| (c) Director, National Institute for the Visually
Handicapped (NIVH) | -Member
Ex-officio |
| (d) Director, National Institute for the Orthopedically
Handicapped (NIOH) | -Member
Ex-officio |

I. Director of the Institute

Member Secretary.

9.2. The General Council will have the power to co-opt from time to time for such period as they deem fit, representative or representatives of such other organizations or institutions and individuals as they deem desirable in the interests of the Institute. The co-opted member shall have the right to participate in the discussion, but not to vote.

10. Term of Office:

10.1 The tenure of office of the Members and Office Bearers of the General Council except

that of president shall be two years or until their successors are nominated, whichever is later, and they shall be eligible for renomination.

10.2 The tenure of office of the member of the General Council shall be at the pleasure of the

Central Government. It can be reduced or extended at the pleasure of the Central Government

10.3 An ex-officio member shall automatically cease to be a member of General Council on

vacating office.

11. Meeting of the General Council:

11.1 Annual General Meeting of the General Council shall be called by the President every

year, after giving at least 21 days written notice of the date, time, place and agenda and

at such meeting it shall transact the following business.

- a. Consideration of the Annual Report
- b. Consideration of the Balance Sheet and the Audited accounts for the previous year.
- c. Receipt and consideration of budget proposals for the following year and
- d. Such other matter or matters as the President may direct.

11.2 The President may convene a special meeting of the General Council whenever he/she

thinks it necessary to do so by giving not less than 7 days notice and indicated the purpose of the meeting.

11.3 At such special meeting of the General Council convened by the President no business other than the business included in the notice of the meeting shall be conducted.

11.4 Power and duties of the President of the General Council shall include:-

- a. To supervise and guide the overall activities of the society;
- b. To be responsible for working of the society and the Executive Council;
- c. Moving the Executive Council to take into consideration his/her views in regard to any matter which is required to be considered by it.

- d. Calling and presiding over all the meetings of the General Council and see that the meeting is conducted properly.

12. The Executive Council:

The Executive Council shall consist of not less than five members and not more than eleven members.

12.1. The Composition of the Executive Council shall be:

- a. Joint Secretary concerned dealing with the subject in the Ministry of Social Justice & Empowerment, Govt. of India - Chairperson (Ex-officio)
- b. Financial Adviser, Ministry of Social Justice & Empowerment, Govt. of India -Member (Ex-officio)
- c. Director concerned dealing with the subject in the Ministry of Social Justice & Empowerment, Govt. of India -Member (Ex-officio)
- d. Two Specialists/representatives of voluntary organization/Parent Associations/Social Workers in the field/ other Government nominees- Member (to be nominated by the Govt. of India)
- e. Director of the Institute Member Secretary (Ex-officio)

12.3. Powers and duties of the Chairperson of the Executive Council:

- I. To preside over the meetings of the Executive Council and to see and the meeting is conducting properly;
- II. To be responsible for working of the Institute/Executive Council with all members;
- III. To supervise and guide the overall activities of the Institute;
- IV. To take emergent action whenever exigencies of the situation demand it in the interests of the Institute and to have the same ratified by the Executive Council at its next meeting.

12.4. Powers and duties of the Director of the Institute:

- I. To call meetings of the General Council/Executive Council with the consent of the Chairman.
- II. To keep accounts of all financial transaction by the Institute and of all the sum of money received and spent by the Institute and maintain records of receipts and expenses relating to such matters, and of assets, credits and liabilities. Provided that the accounts shall be kept separately of all foreign donations/grants/contribution if any.
- III. To get the accounts audited by the Comptroller and Auditor General of India (C&AG).
- IV. To keep minutes of all the meeting of General Council/Executive Council
- V. To keep and preserve the records of the Institute.
- VI. To submit to the General Council and Executive Council the annual accounts and budget by the Institute.

- VII. To carry on correspondence on behalf by the Institute.
- VIII. He/She will be overall incharge of the administration and execution of all the programmes by the Institute including financial affairs on behalf of the Executive Council including creation of posts, fixation of salaries/remuneration/allowances etc., appointments, engagements of staff on work charge or daily basis, make purchase and do all other such things as may be necessary in the furtherance of the objects by the Institute. However, creation of plan and non-plan posts including Group A, B, C and D posts shall be done with prior approval of Government.
- IX. He/She will function as Head of Department as per Delegation of Financial Power Rules (DFPR).

13. Tenure of Office:

13.1 Member nominated under clause 9.1(e) and under clause 12.1 (c) shall hold office for a period of two years from the date of nomination. The members shall be eligible for re-nomination.

13.2 Where a member of General Council/Executive Council becomes such member by reason of the office he holds, his membership shall be terminated when he ceases to hold that office.

13.3. If a member of the General Council/Executive Council changes his address, he will notify to the Member Secretary his new address; but if he fails to notify such address, his address as recorded on the rolls of the members shall be deemed to be his address.

14. Cessation or termination of Membership:

14.1 A Member of the General Council or Executive Council shall cease to be such a member if he (a) dies or (b) resigns his membership, or (c) become of unsound mind, or (d) becomes insolvent or (e) is convicted of a criminal offence involving moral turpitude or (f) is removed by the Central Government from the membership or (g) except in the case of Director of the Institute, accepts a full-time appointment in the Institute or (h) fails to attend three consecutive meetings, without the leave of the President of the General Council or Chairperson of the Executive Council as the case may be or (i) is hindrance to the achievements of the aims and objectives of the society, as reasonably determine by the President of General Council or Chairperson of Executive Council, as the case may be.

14.2 A member of the General Council or Executive Council (other than ex-officio member or a member representing the Central Government) may resign office by a letter addressed to the President of General Council or Chairman of Executive Council whatever the case may be and such resignation shall take effect from the date it is accepted by the concerned president/Chairperson.

15. Casual Vacancy:

15.1 Any casual vacancy in the General Council or in the Executive Council shall be filled by the appointment or nomination of a member by the appropriate authority entitled to make such appointment or nomination and the member appointed or nominated

to fill such casual vacancy shall hold office for the remainder of the term, if any, of the member in whose place he has been appointed or nominated.

15.2 The General Council or the Executive Council shall function notwithstanding any vacancy there in and notwithstanding any defect in the appointment or nomination of any of its members, and no act or proceedings of the General Council or Executive Council shall be called in question merely by reason of the existence of any vacancy therein or of any defect in the appointment or nomination of any of its members.

16. Meeting of the Executive Council:

16.1 The Executive Council of the Institute shall meet at least once in every three months

16.2 The meeting of the Executive Council may be convened by the Chairperson of the Executive Council or any other member of the Executive Council who may be authorized by him or his behalf.

16.3 The meetings of the Executive Council shall be prescribed over by the Chairperson of the Executive Council and in his absence a member elected by the members present, shall function as Chairman for the particular meeting.

17. Powers and functions of the Executive Council:

17.1 Subject to general control and directives of the General Council, the Executive Council shall be responsible for the management and administration of the affairs of the Institute in accordance with the Memorandum and Bye-laws made thereunder for the furtherance of the subjects and shall have all powers which may be necessary or expedient for the purpose including:-

- a. To lay down board policy to carry out the purposes of the Institute.
- b. To review and approve budget estimates.
- c. To sanction expenditure as defined in Bye-laws
- d. To invest the funds of the Institute in accordance with the Memorandum and Bye-laws.
- e. To create Posts and recruit and appoint staff. However, creation of plan and non-plan posts including Group A, B, C and D posts shall be done with prior approval of Government.

17.2 The appointment of the Director shall be made by the Executive Council with the prior approval of the Government.

- a. Creation and appointment to all such posts as carry an initial monthly pay of Rs.14,300/- or above shall be done with prior approval of the Government.

17.3 Creation and appointment of other posts in Group 'A' shall be made by the Executive Council and for Group 'B', 'C' & 'D' by the Director of Institute. However, creation of plan and non-plan posts including Group A, B, C and D posts shall be done with prior approval of Government.

17.4 The Director of the Institute shall be in-charge of the management of the Institute and shall exercise such powers in respect of the affairs of the Institute as may be delegated to him by the Executive Council from time to time.

17.5 The Executive Council may by resolution appoint one or more committees or sub-committees for such purposes and with such powers as may be specified by it.

17.6 The Executive Council of the Institute may, by resolution, delegate separately to the Chairperson or the Director or jointly to both of them such of its powers as it may deem fit for the conduct of business.

18. Funds for the Institute, Accounts and Audit:

18.1 The funds of the Institute shall consist the following:-

- a. Grants made by or through the Government of India or any State Government;
- b. Donations and contributions from other sources; and
- c. Other income and receipts of the Institute.

18.2 The funds of the Institute shall be deposited in a Nationalized/Scheduled Bank to be named by the Executive Council and funds received shall be paid into the Institute's account maintained in such a bank and shall not be withdrawn except on cheque signed and/or jointly operated by two persons designated by the Executive Council and authorized to function on their behalf.

18.3 The Institute shall maintain proper accounts including a balance sheet in such form as may be prescribed under the Bye-laws.

18.4 The accounts of the Institute shall be audited annually in such manner as provided in section 16 of Tamil Nadu Societies Registration Act, 1975 and the Central Government may direct any expenditure incurred in connection with the audit of the accounts of the Institute shall be payable by the Institute. The auditors shall have the right to demand production of books, accounts, vouchers and other documents and papers and to inspect the office of the Institute.

18.5 Within six months after the close of every financial year, the Institute shall submit to the Central Government the audited statement of accounts of the previous year.

19. The Institute shall invest and deal with funds and moneys of the society and shall have the right:

- a) To issue appeals and applications for money and funds in furtherance of the said objectives and to raise or collect funds by gifts, donations, subscriptions, securities and any property either movable or immovable and to grant such rights and privileges to the donors, subscribers and other benefactors as the society may consider proper;
- b) To acquire, purchase or otherwise own or take on lease or hire temporarily or permanently buy any movable or immovable property necessary or convenient for the furtherance of the objectives of the society;

- c) To borrow and raise money with or without security or on the security of mortgage charge or on the security hypothecation or pledge of all or any of the moveable or immovable properties belonging to the society or in any other manner whatsoever, provided that prior approval in writing of the Government of India is obtained in that behalf;
- d) To sell, assign, mortgage, lease exchange and otherwise transfer or dispose of any property movable or immovable of the society for the furtherance of the objects of the society provided prior approval of the Government of India is obtained (in writing) for the transfer of the immovable property;
- e) To enter into any agreement with any government or authority, municipal, local or otherwise to obtain from such Government or authority any rights, privileges, concessions, fiduciary or otherwise that the society may deem desirable to obtain and carry out, exercise and comply with such arrangements and rights, privileges and concessions;
- f) To draw, make, accept, endorse, discount, execute, sign, issue and otherwise deal with cheques, hundis, certificates, receipts, Government securities, promissory notes, bills of exchange or other instruments and securities whether negotiable or transferable or not;
- g) To build, construct, maintain, repair, alter, improve or develop or furnish any buildings or works necessary or convenient for the purpose of the society;
- h) To undertake and accept management of any endowment or trust fund or donation to further the objectives of the society.
- i) To appoint, or employ temporarily or permanently any persons or persons that may be required for purposes for the society and to pay them or other persons in return for services rendered to the society, salaries, wages, honoraria, fees, gratuities, provident funds and pensions;
- j) To mobilize available expertise in the field of the Multiple Disabilities and to offer technical and consultancy services with or without payment of remuneration as considered necessary.
- k) To establish a provident fund and other benefits for its employees of the society;
- l) To institute, offer, or grant, prizes, awards, scholarships and stipends in furtherance of the objectives of the society; and
- m) To receive and accept grants/donations and other contributions.

20. Government of India may appoint one or more persons to review the work and progress of the Institute and to hold enquires into the affairs thereof and to report thereon in such manner as the Government of India may stipulate, and upon receipt of any such report, the Government of India may take such action and issue such directions, as it may consider necessary in respect of any of the matters dealt with in the report and the Institute shall be bound to comply with such directions.

21. The Government of India may give from time to time directives to the Institute as it deems fit and these shall be binding on the Institute.

22. The institute shall be open to persons of either sex, and of whatever race, creed, caste or class, and no test or conditions shall be imposed as to religious belief or profession in

admitting trainees/students or appointing members, teachers and other technical and non-technical staff of the Institute.

23. No benefaction shall be accepted by the society which in its opinion involves condition or obligations opposed to the spirit and objectives of the society.

24. In case the Government of India is satisfied that the Institute is not functioning properly, the Government of India shall have the power to take over the administration of the Institute and to appoint an administrator for this purpose. During the period such an order is subsisting, the General Council and the Executive Council shall remain suspended and all the powers of the General Council and Executive Council shall vest in the administrator.

25. With the previous approval of the Government of India, the society shall have power to frame and amend bye-laws not consistent with the memorandum and the bye-laws, for the administration and management of its affairs.

26. Without prejudice to the generality of the foregoing provisions such regulations may Provide for the following matters:-

- i. The preparation and sanction of budget estimates, the sanctioning of expenditure, making and execution of contracts, the investment of the funds of the society and the sale or alteration of such investment and accounts and audit.
- ii. Powers, functions and conduct of business of such committees or advisory panels as may be constituted from time to time;
- iii. The procedure, terms and tenure of appointments, emoluments, allowances, rules of discipline and other conditions of service of the officers and staff of the society.
- iv. Terms and conditions governing scholarships. Fellowships, deputations, grant-in-aid; research schemes and projects;
- v. Such other matters as may be necessary for the furtherance of the objectives and proper administration of the affairs of the Society.

27. Quorum:

27.1 1/3 members of the General Council shall constitute a quorum at a General Council meeting or a special meeting of the General Council.

27.2 1/3 members of the Executive Council shall form the quorum at any meeting of the Executive Council.

27.3 A written notice shall be sent to every member of the General Council or Executive Council, as the case may be, either personally or through registered/speed post at address mentioned in the latest roll of members.

27.4 Any notice so sent by registered/speed post shall be deemed to have been duly served and in providing such services, it shall be sufficient to show that cover containing such notice was properly addressed and put into the Post Office under registered/speed post.

27.5 Non-receipt of the notice of any meeting of the General Council or Executive Council by any member shall not invalidate the proceeding of the meetings.

27.6 The minimum period of notice for meeting of the General Council/Executive Council shall be as follows:-

- a) For the Annual General Meeting of the General Council-21 days.
- b) For special meeting of the General Council 7days.
- c) For ordinary meeting of the Executive Council 14 days; and
- d) For extraordinary meetings of the Executive Council 7 days.

27.7 In case of difference of opinion among the members of the General Council or the Executive Council at any meetings, the opinion of the majority shall prevail. Each member other than co-opted members of the General Council or of the Executive Council, as the case may be, including the President shall have one vote and if there be equality of votes on any questions, the Presiding Officer shall in addition have a casting or second vote.

28. Supply of copies of bye-laws etc., to members:

Every registered society shall supply to any member, on application and on payment of such fee as may be prescribed, a copy of:-

- i. Its bye-laws;
- ii. The receipts and expenditure account; and
- iii. The balance sheet.

29. Property of registered society, how vested:

All Property, moveable and immovable, belonging to a registered society, whether acquired before or after its registration, if not vested in trustees, shall vest in the committee; and any such property may be in any legal proceeding, be referred to as the property of the committee.

30. Members guilty of offences punishable as strangers:

Any member of a registered society who steals, purloins or embezzles any money or other property, or wilfully and maliciously destroy or injures any property of the registered society or forges any deed, bond, security for money, receipt or other instrument whereby the funds of the registered society may be exposed to loss, shall be subject to the same prosecution, and, if convicted, shall be liable to be punished in like manner as any person who is not a member would be subject and liable to in respect of the like offence.

31. Roll of Members:

The institute shall keep a roll of members and their addresses and occupations.

32. Resolution by circulation:

Any business in respect of which the Chairperson is satisfied that the matter is urgent and that it is not possible to hold a meeting of the Executive Council in the near future may be carried out by circulation among all its members of the Executive Council and shall be effective and binding as if such resolution has been passed at a meeting of the Executive Council.

33. General:

33.1 All contracts shall be executed on behalf of the Institute by the Director in consultation with the Chairperson, as per rules defined in the financial bye-laws to be framed by the society.

33.2 For the purpose of Section 20 of the Tamil Nadu Societies Registration Act, 1975 the Director of the Institute shall sue or be sued in all matters of dispute arising out of contract.

34. Income and Property:

34.1 The income and property of the society, howsoever derived, shall be applied towards the promotion of the objectives thereof as set forth in the Memorandum subject nevertheless to the conditions the Government of India may, from time to time, impose in respect of expenditure or grants made by them. No portion of the income and property of the society shall be paid or transferred directly or indirectly by way of dividends, bonus, or otherwise, howsoever by way of profit to the persons who at any time are or have been members of the society or to any of them or to any person claiming through them or any of them provided that nothing therein contained shall prevent the payment in good faith of honoraria to any members thereof or remuneration to any officer in the Institute in return for any service rendered to the society or for travelling allowance halting allowance or other similar charges. If, however, a member of the society is a Member of Parliament, he shall be paid only the compensatory allowance as provided under the Parliament (prevention of disqualification) Act, 1959 until he ceases to be a Member of Parliament.

35. Amendment of Memorandum & Bye- Laws.

35.1. Whenever it shall appear to the General Council of the Institute that it is advisable to alter, extend or abridge such purpose or for other purposes specified in Section 12 of Tamil Nadu Societies Registered Act, 1975 the General Council with the prior approval of Central Government, may submit the proposition to the members of the Society in a written or printed report and may convene a special general meeting for the consideration thereof according to the Bye-laws. No such proposition shall be deemed to have been approved unless such report has been delivered or sent by registered post to every member of the Society 7 days prior to the date of the special general meeting convened by the General Council for the consideration thereof and unless such proposition shall have been agreed to by the votes cast in favour of the proposition by member who being entitled to do so and such votes are not less than three-fifths of the members delivered in person or by proxy so entitled and voting and confirmed by similar

majority of votes at a second special general meeting convened by the General Council after an interval of one month after the former meeting.

35.2 Whenever it shall appear to the General Council of the Institute to alter, extend or abridge such purpose or for other purpose within the meaning of the Act to amalgamate such society either wholly or partially with any other society the General Council may submit the proposition to the members of the Society either in written or printed report and may convene a special meeting for the consideration thereof according to the rules and Bye-laws. But no such propositions shall be carried into effect unless such report shall have been delivered or sent by Post to every member of the society seven days prior to the special meeting convened by the governing body for the consideration thereof, nor unless such proposition shall have been agreed to by the votes of three-fifths of the members delivered in person or by proxy and confirmed by the votes of three-fifths of the members present at a second special meeting convened by the governing body at an interval of one month after the former meeting.

36. Once in every year a list of the office bearers and members of the General Council / Executive Council shall be filed with the Registrar of Societies Changalpattu, as required under section 6 of the Tamil Nadu Societies Regulation Act of 1975.

37. Application of Government of India Rules in regard to Service matters:

The Financial Rules, Service Rules, General Financial Rules, Central Civil Services (Leave) Rules, Delegation of Financial Powers Rules, the Central Civil Services (Conduct) Rules and the Central Civil Services (CCA) Rules, etc. of the Government of India shall *mutatis mutandis* apply to all the employees of the Institute.

38. Maintenance of Accounts and Audit of Accounts, etc.:

38.1 The Director shall be the Head of the Department for exercising the powers under the Delegation of Financial Powers Rules 1978 of the Government of India in the financial matters pertaining to the Institute.

38.2 An officer of the Institute shall be nominated by the Director as the Drawing & Disbursing Officer for the Institute.

38.3 The Officer entrusted with discharging the Administrative functions shall be nominated by the Director as Head of the Office.

38.4 The Director shall exercise financial power as per the schedule of powers delegated by Executive Council. The Director may further re delegate powers to subordinate officers except the powers for a) Certain of posts, b) write off of losses and c) appointment, termination of appointment.

38.5 The budgetary proposals shall be submitted for consideration of the General Council. Therefore the Institute shall prepare the budget for the following year and submit the same to the Chairperson of the Executive Council by 15th September and to

the Executive Council by 30th September for its consideration, prior to its submission to the General Council.

- i. The Institute shall give the plan and non-plan estimates separately.
- ii. It shall give Capital and Revenue estimates separately.
- iii. The Institute shall give previous year's expenditure current year's budget and the next year's estimates in the budget proposals.
- iv. 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 equipments, 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 fund for Capital equipments, consumable stores and non-consumable stores, stipend, etc.

38.7 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 and achievements if any, ultimately action taken or proposed to be taken.

38.8 The schemes which have not been administratively approved by the competent authority shall not be included in the budget estimates.

38.9 For 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 with financial implication be made to the Executive Council for financing it by means of supplementary grant or by reappropriation within the sanctioned estimates.

38.10 The grants received from Government 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.

38.11 The proper books of accounts will be maintained by the Institute to show receipt and its source as well as expenditure and sanction accorded therefor.

38.12 At the close of the financial year, a balance sheet covering assets and liabilities with due considerations of receipts and expenditure will be prepared.

38.13 The Institute would make available the books of Accounts, registres, vouchers and other documents and papers together with one copy of final sanction budget to the Auditor who will also have right to inspect the office of the Institute.

38.14 The Director of the Institute shall have the power to appropriate and/or reappropriate, 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.

38.15 The funds of the Institute may be invested in short term fixed deposit to yield better return is feasible after keeping sufficient balance at the disposal of the Institute.

38.16 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 leagal adviser appointed by the Institute.

38.17 No contact shall be made by the subordinate authority which has not been directed or authorized by competent authority.

38.18 The Director shall sue or be sued in all matters of dispute arising out of contracts.

38.19 The Director shall have powers to dispose of unserviceable and obsolete articles.

38.20 The Director shall keep a watch over expenditure and accord sanction to the payments not exceeding the grants sanctioned. He will be assisted by officers authorized in this behalf.

38.21 The funds will be drawn from bank by cheque to meet the expenditure.

38.22 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.

38.23 The Director will be assisted by the Accounts officer in respect of receipt and expenditure, in maintaining proforma accounts, submission of all claims in respect of pay and allowances, travelling allowances etc. and contingent bills in the prescribed forms which will be counter-signed by the Director or by the Officer authorized on his behalf, before these 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.

38.24 The Director shall have powers to acquire hired accommodation for office, hostel premises with the approval of the Executive Council, whenever necessary at rates not exceeding those prescribed by the Government for similar purpose and/or in the absence of such prescribed entry of Annexure to schedule V of the Delegation of Financial Powers Rules 1978. In the matter of construction works of Institute's own building, the Director will be assisted by the Engineer of the Institute supervising the works on the site and report progress from time to time.

38.25 The balance sheet and the audited accounts together with annual report shall be submitted to the General Council for consideration.

38.26 The results of the audit together with the Auditors' Report shall be communicated to the Ministry of Social Justice & Empowerment, New Delhi.

39. Maintenance of Registrars:

The following books and registers shall be maintained:

- a) Register of grants;
- b) Funds shall be kept in banks authorized by the Executive Council. All money to be drawn to be cheques as authorized by the Executive Council;
- c) Register of assets shall be maintained;
- d) Register of outstanding dues recoverable from parties other than employees of the Institute shall be maintained;
- e) Register of loans and advances given to employees with recovery position;
- f) Register of rents;
- g) Register of fees recovered;
- h) Register of cheque books;
- i) Register of receipt books;
- j) Register of sanctioned posts with authority of sanction;
- k) Service Books;
- l) Register of Selection Committees proceedings, Academic Committee proceedings, etc;
- m) Register of library books;
- n) Acquittance rolls and register of periodical increments;
- o) Cash books and Imprest cash books; and
- p) Bank reconciliation register(If possible to be maintained with the cash book)

40. In the event of disagreement between the representatives of the Ministry of Finance and the Chairperson of the Executive Council of the National Institute for Empowerment of Persons with Multiple Disabilities, Muttukadu(Tamil Nadu) on the financial matters beyond the delegated powers of the Ministry/Department of the Government of India, the matter shall be referred to the Minister of the Administrative Ministry concerned and the Finance Minister for a decision.

41. Any alteration in the Bye-Laws or addition to, shall require prior approval of the General Council of the National Institute for Empowerment of Persons with Multiple Disabilities, Muttukadu(Tamil Nadu) and Government of India.

42. If any doubt arises about the interpretation of these Bye-laws, the mater will be referred to Government of India whose decision shall be final.

43. If any Society needs to be dissolved, it shall be dissolved as per the provisions laid down under Section 41 of the Tamil Nadu Societies Registration Act of 1975.

44. Winding up. (1) Where the registration of the society is cancelled, the Registrar may appoint a liquidator to wind up the society if the society has not, within such period as may be

prescribed from the date of the other of cancellation, taken any action under section 39 of the Tamil Nadu Societies Registration Act, 1975.

(2) A liquidator shall have power subject to the control of the Registrar-

- a) To institute or defend any action or other legal proceedings on behalf of the society by his name of office,
- b) To determine, from time to time, the contribution to be made or remaining to be made by the members of the society, respectively, to the assets of the society;
- c) To investigate all claims against the society and subject to the provisions of the Tamil Nadu Societies Regulation Act, 1975, to decide questions of priority arising between claimants;
- d) To determine by what persons and in what proportions the costs of the liquidation are to be borne; and
- e) To give such direction in regard to the collection and distribution of the assets of the society as may appear to him to be necessary for winding up the affairs of the society

(3) Subject to any rules of procedure made under the Tamil Nadu Societies Regulation Act, 1975 a liquidator shall, in so far as such powers are necessary to carry out the purposes of the Section 40 of the Tamil Nadu Societies Regulation Act, 1975, have power to summon and enforce the attendance of witnesses and to compel the production of documents, as far as may be, by the same means and in the same manner as is provided in the case of Civil Court by the Code of Civil Procedure, 1908(Central Act, V1908)

(4) An order made under this section shall, on application, be enforced by a Civil Court having local jurisdiction in the same manner as a decree of such court.

All the provisions of the Tamil Nadu Societies Regulation Act 1975 and the Tamil Nadu Societies Registration Rules, 1978 will apply to this Society.

Signatories to the Bye-Laws

We, the persons whose names and addresses are given below, have associated ourselves for the purposes described in the Bye-Laws, do hereby subscribe our names to this Bye-Laws and set our hands hereunto and form ourselves into a Society under the Tamil Nadu Societies Registration Act, 1975(Act No.27/75)

S.No.	Name	Occupation & Address	Signature
01.	Dr. Sundeep Khanna	Additional Secretary, Ministry of Social Justice & Empowerment, Government of India, Room No.616, 'A' Wing, Shashtri Bhavan New Delhi-110 001. Phone: (011) 23384259.	
02	Shri Mrityunjay Sahoo	Financial Adviser, Ministry of Social Justice & Empowerment,	

- Government of India, Room No.405,
Sharma Shakthi Bhawan,
Rafi Marg, New Delhi-110 001.
E-mail: msahoo@nic.in
Phone: (011) 23716792
- 03 Shri G.N. Pegu
Joint Secretary, Ministry of
Social Justice & Empowerment,
Government of India, Room No.611,
'A' Wing, Shashtri Bhavan
New Delhi -110 001
E-mail: gn.pegu@nic.in
Phone: (011) 23381643
- 04 Shri P.N. Murthy
Joint Secretary, Ministry of
Social Justice & Empowerment,
Government of India, Room No.613,
'A' Wing, Shashtri Bhavan, New Delhi-110001
Phone: (011) 23387924
- 05 Dr. Arbind Prasad
Joint Secretary, Ministry of
Social Justice & Empowerment,
Government of India, Room No.612,
'A' Wing, Shashtri Bhavan, New Delhi-1100001
Phone: (011) 23384284
- 06 Col.Sanjay Sharan
Director, Ministry of Social
Justice & Empowerment,
Government of India, Room No. 635,
Shashtri Bhavan, New Delhi-110 001.
Phone: (011) 23382774
- 07 Dr. L.Govinda Rao
Director,
National Institute for the Mentally Handicapped
Manovikasnagar,
Secunderabad-500 009.
Phone: (040) 27759267
E-mail: hyd2_dirnimh@sanchernet.in
Director, National Institute for the Empowerment of
Persons with Multiple Disabilities, Chennai
Phone: (044) 27472389
Email: niepmd@gmail.com

Witnesses to the above signatures

S.No.	Name	Occupation & Address	Signature
01.	Shri A.K. Sachdeva	Under Secretary to the Government Of India, Ministry of Social Justice & Empowerment, Government of India, Room. No.622 Shashtri Bhavan, New Delhi-110 001. Phone: (011) 23386314	
02.	Shri P.A. Raghwan	Under Secretary to the Government of India, Ministry of Social Justice & Empowerment, Government of India, Room No.622 Shashtri Bhavan, New Delhi-110 001. Phone: (011)23386314	

FORM NO – V

(See rule 15 of the Tamil Nadu Societies Registration rules, 19/8)

Notice of situation/ change of situation of the Registration office of the society under sub section (1) of section 13 of the Tamil Nadu Societies Act 1975 (Tamil Nadu Act 27 of 1975).

1. Name of the Society: **National Institute for the Empowerment of Persons with Multiple Disabilities.**
2. Address : 97/4 East Cost Raod, Muttukadu, Kovalam(Post),
Dist – Kancheepuram -603 112.
3. Date of the Registration:
4. Presented by : Dr. L. Govinda Rao
Director

To,

The Registrar of Societies,
Chengalpatu,
Kancheepuram Distict.

Sir,

National Institute for the Empowerment of Persons with Multiple Disabilities hereby gives you notice under sub section (1) of section 13 of the Tamil Nadu Societies Act 1975 (Tamil Nadu Act 27 of 1975) that the registered office of the society is situated at East Coast Road, Muttukadu, Kovalam (Post), Dist Kancheepuram – 603112.

Signature
Designation of Position in
relation
to the society

Dated

FORM VI

(See rule 16 of the Tamil Nadu Societies Registration rules, 1978)

Register of Members to be maintained under sub-section (I) of section 14 of the Tamil Nadu societies Registration Act 1975 (Tamil Nadu Act 27 of 1975).

1. Name and address of the Society : National Institute for the Empowerment of Persons with Multiple Disabilities, East Coast Road, Muttukadu, Kovalam (Post), Dist: Kancheepuram -603112.
2. Date of registration :
3. The Registration number and year Registration :

S.No	Name of the Member	Full Address of the member	Occupation	Date of enrolment	Date of registration or removal	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Dr. Sundee p Khanna	Additional Secretary, Ministry of Social Justice & Empowerment, Government of India, Room No.616, 'A' Wing, Shashtri Bhavan New Delhi-110 001. Phone:(011) 23384259. E-mail: secywel@sb.nic.in	Secretary	Ex-Officio	28 th September, 2006	
2.	Shri Mrityunj ay Sahoo	Financial Adviser, Ministry of Social Justice & Empowerment, Government of India, Room. No.405, Sharma Bhawan, Rafi Marg, New	Financial Adviser	Ex-Officio	28 th September, 2006	

		Delhi-110 001 E- mail msahoo@nic.in Phone: 011- 23716792				
3.	Shri G.N. Pegu	Joint Secretary, Ministry of Social Justice & Empowerment, Government of India, Room No.611, 'A' Wing, Shashtri Bhavan, New Delhi - 110 001 E-mail: gn.pegu@nic.in Phone: (011) 23381643	Joint Secretary	Ex- Officio	28 th Septe mber, 2006	
4.	Shri P.N. Murthy	Joint Secretary, Ministry of Social Justice & Empowerment, Government of India, Room No.613, 'A' Wing, Shashtri Bhavan, New Delhi- 110001 Phone: (011) 23387924	Joint Secretary	Ex- Officio	28 th Septe mber, 2006	
5.	Dr. Arbind Prasad	Joint Secretary, Ministry of Social Justice & Empowerment, Government of India, Room No.612, 'A' Wing, Shashtri Bhavan, New Delhi- 1100001 Phone: (011) 23384284	Joint Secretary	Ex- Officio	28 th Septe mber, 2006	
6.	Col.Sanj ay Sharan	Director, Ministry of Social Justice & Empowerment, Government of India, Room No. 635, Shashtri Bhavan, New Delhi-110 001.	Director	Ex- Officio	28 th Septe mber, 2006	

7.	Dr. L. Govinda Rao	Director, NIMH, Secunderabad Phone: 040 - 27759267 Director, NIEPMD, Muttukadu, Chennai. Phone: 044-27472389 Email:niepmd@gmail.com	Director, NIHM	Ex-Officio	28 th September, 2006	
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FORM No. VII

FORM OF NOTICE OF CHANGE AMONG THE MEMBERS OF THE SOCIETY OR OF THE COMMITTEE TO BE FILED WITH THE REGISTRAR UNDER SUB-SECTIONS (1) AND (2) OF SECTION 15 OF THE TAMIL NADU SOCIETIES REGISTRATION ACT, 1975 (TAMIL NADU ACT 27 OF 1975).

1.	Name of the Society	National Institute for the Empowerment of Persons with Multiple Disabilities		
2.	Date of registration			
3.	The registration number and year of registration			
4.	Details of change			
Serial Number	Name of the member of the Society or the committee affected by the change	Nature of Change (resignation, removal, death or otherwise and new appointment, etc)	Date of Change	Remark
(1)	(2)	(3)	(4)	(5)
1.	Shri G.N. Pegu Joint Secretary, Ministry of Social Justice & Empowerment, Government of India, Room No.611, 'A' Wing, Shashtri Bhavan, New Delhi -110 001 E-mail: gn.pegu@nic.in Phone: (011) 23381643	Nominated	28 th September, 2006	
2.	Shri. Mrityunjay Sahoo Financial Adviser, Ministry of Social Justice & Empowerment, Government of India, Room. No.405, Sharma Bhawan, Rafi Marg, New Delhi-110 001 E- mail msahoo@nic.in Phone: 011-23716792	Nominated	28 th September, 2006	
3.	Col.Sanjay Sharan Director, Ministry of Social Justice & Empowerment, Government of India, Room No. 635, Shashtri Bhavan, New Delhi-110 001.	Nominated	28 th September, 2006	
4.	Two specialists/ representative of voluntary organization/ Parent Associations/ Social workers in the field / other Government nominees (to be nominated by the	Nominated	28 th September, 2006	

	Government of India)			
5.	Dr. Govinda Rao Director, NIMH, Secunderabad Phone :040-27759267 Director, NIEPMD Muttukadu, Chennai. Email:niepmd@gmail.com Phone:044-27472389	Nominated	28 th September, 2006	

Presented by:

Signature

Dated the _____ day of _____

Designation of position in
relation to the society

NATIONAL INSTITUTE FOR EMPOWERMENT OF PERSONS WITH MULTIPLE DISABILITIES

Delegation of Administrative and Financial Powers to the Director, NIEPMD as approved by the Executive Council Vide Resoultion No:1.3 in its meeting held on 28th August 2007 at New Delhi.

S.No	Powers	Extent
I. GENERAL		
1	Re-delegation of Powers to subordinate authorities DFPR, 13(3)	To re-delegate to subordinated authorities the power upto the limit of those vested in Director in all matters, except the following:- i. Write-off the losses ii. Creating of Posts iii. Appointment, termination of appointment
2	Powers to incur capital expenditure	As per DFPRs 1978 and GFRs, the capital expenditure on new work (land, buildings, machinery) is Rs.10.00 lakhs but not exceeding Rs.50.00 lakhs subject to approvals(GID(1) of Rule 10 of DFPR)
3	Declaring a Group – A/B officer as Head of Office as per DFPR -14	Full Powers
4	Declaring an officer as Controlling Officer, GFR 2(x)	Full Powers
5	Declaring an officer as Disbursing Officer, GFR 2(xii)	Full Powers in respect of any Group – A & Group B Officer
II. BUDGET AND CONTROL OF EXPENDITURE		
6	Appropriation and Reappropriation DFPRs – Schedule IV (Rule 13)	Full Powers subject to Rule 10 of DFPR
III. CREATION OF POSTS & OTHER ESTABLISHMENT MATTER		
7	Creation of Temporary posts DFPR-Schedule 3(Rule 11)	Posts in Group B, Group C and Group D services Remarks: These powers (Srl.No:7) are subject to the following restrictions:- i. The posts should not be created in excess of standard scales where laid down by the Institute ii. Posts cannot be created retrospectively. But this does not apply to the continuance of existing posts iii. Posts required in connection with schemes can be sanctioned by the authority concerned only after the scheme as a whole has been approved by the Competent Authority. iv. A Temporary post cannot be sanctioned beyond the financial year in which it is created.
8	Conversion of temporary posts into permanent posts DFPRs	Full powers in respect of such posts which he has powers to create provided conversion is in accordance with the general percentage and

		principles as may laid down by the standing committee. Remarks: This power is subject to general restrictions as per Sl.No:7.
9	Investigation of arrear claims of employees of the Institute as well as persons not in institute service, GFR 264(3)	As per Rule 264 of GFR, a claim which has been allowed to remain in abeyance for a period exceeding 2 years should be investigated and made to be paid by DDO/AO after usual check, if he is satisfied about the genuineness of the claim on the basis of supporting documents and valid reasons for the delay in preferring the claim. Even a time barring claim shall be entertained and paid after pre-check if the conditions mentioned above are available for non-submission in time. When relevant records are not available prior approval of Executive Council is necessary.
10	Delegation of powers to order investigation of arrear claims GFR 264	To delegate the powers at S.No:9 to the subordinate authority competent to appoints the institute employee by whom the claim is made.
IV. CONTINGENT AND MISCELLANEOUS EXPENDITURE		
11	Authorising a class I officer, subordinate to a Head of Office, to incur contingent and miscellaneous expenditure on behalf of the Head of Office DFPR 16.	Full Powers Remarks: 1. The Head of Office will continue to be responsible for the correctness, regularity and propriety of expenditure incurred by the officer authorized.
12	Miscellaneous expenditure DFPRS – Schedule – VI	Maximum amount that can be sanctioned on each individual item is a. Recurring – Rs.5,000/per year b. Non-recurring – Rs.20000/- per year
13	Sanctioning legal and financial assistance to employees of the Institute involved in legal proceedings of the following types:- 1. Proceedings initiated by the Institute in respect of matters connected with the official duties or position of the Instt. Employees. 2. Proceedings initiated by a private party against an employee of the Institute in respect of matters connected with the official's duties or position. 3. Proceedings instituted by an employee of the Institute on his being required by the Institute to indicate his official conduct. 4. On the Institute being impleaded on grounds of vicarious liability in a civil suit where an employee of the	Full Powers

	institute is sought to be made liable for damages for acts or negligence in the discharge of his duties of a civil nature. GFR's – GID below Rule 95	
V. EXECUTION OF WORKS		
14	Petty works and repairs GFRs 125	Upto Rs.10.00 lakhs after following due procedure indicated in GFR 132.
15	WRITE OFF OF LOSSESS To write-off irrecoverable losses of stores:- a. Not due to theft, fraud or negligence. DFPR-Schedule VII b. Other cases DFPR-Schedule VII	Upto Rs.50000/- Upto Rs.20000/-
16	To write-off loss of revenue of irrecoverable loans and advances DFPRs-Schedule VII	Upto Rs.10000/-
VI INSURANCE OF INSTITUTE'S PROPERTIES:		
17	Insuring materials and equipments received on loans or as aid from International or other organizations DFPR 15(a)	Full powers, if insurance is necessary under the terms of the relevant contracts or agreement otherwise Rs.20000/- in each case.
18	Incurring expenditure on insurance by booking goods at Rly, Risk, where an alternation railway risk rate is provided DFPR 15(b)	To incur additional expenditure upto Rs.1000/- each case over and above the charges for booking goods at owner's risk.
VII EXPENDITURE ON SCHEMES		
19	Sanctioning expenditure on scheme DFPR 18	Major work costing up to Rs.5.00 lakhs without consulting Ministry of Finance.
Remarks: - A Quarterly report in all such cases be made to the Executive Committee		
VIII INVESTMENT GRANTS AND LOANS		
20	Sanctioning grants-in-aid for the provision of amenities or recreational or welfare facilities to the staff in the institute. GFRs-GID(1) Below Rule 153.	Full powers (subject to the conditions laid down by the Ministry of Home Affairs in this regard from time to time)
IX INDENTS, CONTRACTS AND PURCHASES		
21	Purchase of stores including office furniture/office equipment/other equipment and execution of contracts, including agreements or contracts for the technical collaboration on consultancy services	Full powers subject to following the procedures and limits laid in GFRs
X ADVANCES TO INSTITUTE'S EMPLOYEES		
22	Sanctioning an advance for the purchase of a conveyance to an employee of the Institute (Part II of GFR – Compendium of Rules on	Full Powers

	advances Rule 30, 31	
23	Grants of advance for the purchase of table fan 38-A of compendium of advances.	Class IV(Group D) employees of the Institute.
24	Extending the time limit within a table fan should be purchased GFRs – GID(2) Below Rule 38 of Compendium Advances	To extend, in exceptional cases, the prescribed time limit of one month to two months from the date of drawl of advance.
25	Sanctioning pay and T.A: Advances to a employee of the Institute who while on duty or on leave is required to proceed on: i. Transfer to foreign service ii. Transfer excluding transfer to foreign service	Full Powers Full Powers
26	Sanctioning T.A. Advance to a retiring employee of the Institute. To enable him, during leave preparatory to retirement or refused leave to the place where he intends to reside permanently	Full Powers
27	Fixing the rate at which advance of pay should be recovered from subsistence allowance.	Full Powers
28	Sanctioning advance of pay to an employee of the institute who is required to proceed on deputation outside India GFR 227	Full Powers
29	Sanctioning advance to an employee of the Institute to cover T.A and contingent expenditure in connection with tours (including official journeys performed in response to summons from a court of law)	1. T.A. advance to cover expenses for a period not exceeding 6 weeks. 2. Contingent advance Full powers.
30	Sanctioning advance in connection with leave travel concession. Rule 52 of compendium of advance.	Controlling officers, for travelling allowances purpose can sanction such advances. Those who are their own controlling officers can sanction advances to themselves.
31	Sanctioning festival advances Rule 53 of compendium of advance	Full powers
32	Fixing festival occasions on which festival advances will be allowed. Rule 53 of compendium of advances	Full Powers.
33	Sanctioning advances in connection with natural calamities Rule 63 of Compendium of advances	Full Powers. Remark: The Institute employees property should have been substantially affected or damaged in area declared by Government as

		affected by a natural calamity.
34	Sanctioning an advance in connection with a law suit to which the institute is a party	Full Powers.
35	Sanctioning a special advance for payment to a security deposit by a State Govt. or a statutory organization like a State Electricity Board, Corporation, etc. as a safeguard against delay/default in payment of its dues	Full Powers. Remarks: Before Sanctioning, the Director should satisfy that letter of guarantee in lieu of the deposit will not be acceptable to the authority concerned.
36	Sanctioning an advance in lieu of leave salary to an employee of the Institute. Rule 76 of Compendium on advance	Full Powers subject to condition that an employer will proceed on leave for a period not less than one month/30 days.
37	Sanctioning an advance to the family of an employee of the Institute who dies while in service. Rule 79 of compendium of advances	Full Powers. Remarks: Director should be of the opinion that the family of the deceased employee has been left in indigent circumstances upon the death of the employee on whom it was dependent and is in immediate need of financial assistance.
38	Sanctioning an advance to the family of an employee of the institute who dies while in service to meet the travel expenses admissible under the rules Rule 82 of Compendium of advances	Full powers
39	Sanctioning an advance to an employee of the Institute involved in legal proceedings to meet the expenses of his defence in the following circumstances: - Rule 84 of compendium in advance. i. Proceedings instituted by a private party against an employee of the institute in respect of matters connected with his official duties or position when the employee proposes to conduct his defence himself. ii. Proceedings instituted by an employee of the Institute on his being required by the institute to vindicate his official conduct. iii. In deserving cases where proceedings are instituted by an employee of the Institute suo moto, with the previous sanction of the institute to vindicate his conduct arising out of or connected with his official duties or position	Full powers subject to regulate as per orders issued by Government from Time to time.

40	Sanctioning advance of TA to Non-official members of committees/commissions, Rule 85 of compendium on advance.	Full Powers
41	Sanctioning advance for Building Houses etc, Rule 86 of Compendium in Advance	Full Powers subject to regulations as per the orders issued by Government of India for time to time. Remarks: Advance should be sanctioned where it is considered that it will be difficult for the members to meet the cost of long and expensive journey.
XI OTHER PROVISION		
42	Prescribing the amount of security deposit to be furnished by an employee of the Institute entrusted with the custody of cash or stores GFR 275	Full powers to prescribe according to circumstances and local conditions in each case.
43	Exempting an employee of the Institute appointed to officials in a short term, vacancy from furnishing security deposit. GFR 276	Full Powers. Remarks: a. The exempting authority should satisfy itself that there is no risk involved. b. No such exemption should be granted except in the case of permanent or quasi-permanent institute employee. c. The period of officiating arrangement should not exceed four months.
44	Determining the quantum of security deposit from contractions	Full Power subject to minimum 5% or maximum 10% of the amount of the contract. Remarks: In case other than on relating to works a security deposit demanded only if required under the relevant contract.
45	Authorising an institute authority to accept security deposit	Full powers to authorise the institute authority not lower than that of Head of Office to accept Security Deposit.
46	Determining the form of the security bond to be executed at the time of furnishing security.	Full Powers.
XII CONTINGENT EXPENDITURE		
47	Bicycle DFPRS – Schedule V	Full powers
48	Conveyance Hire: i. Reimbursement of taxi or other conveyance charges to Group A officers ii. Hiring of taxis for inter-state/international conference iii. Other items (e.g Conveyance hire for Group A, B, C & D employees, casual departmental use. Etc.) DFPRS-Schedule V.	Full Powers Full Powers Full Powers Remarks: This is power is subject to the condition that the total amount of conveyance reimbursed to an employee in any month should not exceed Rs.150/- or otherwise as

		decided by Executive Council from time to time.
49	Electric, gas and water charges	Full powers.
50	Fixtures and furniture purchase and repairs	Full Powers. Remarks: The exercise of this power shall be subject to such conditions and restrictions as may be prescribed by the Ministry of Works and Housing.
51	Freight and Demurrage/Wherfage Charges: i. Airlifting of stores ii. Other freight charges iii. Demurrage/Wherfage charges. DFPRs-Schedule V	Full Powers Full Powers Full Powers
52	Hire of office furniture, electric fans, heaters, coolers, clocks and call bells	Full powers
53	Motor Vehicles: Maintenance, upkeep and repairs	Full Powers
54	Municipal rates and taxes DFPRs-Schedule V	Full powers
55	Original works and Special Repairs i. Non-Recurring ii. Recurring	Rs.20000/- Per annum Rs.5000/- per annum
56	Postal and telegraphs charges: i. Charges for the issue of letters, telegrams, etc ii. Commission of money orders. a. Remittance of stipend/scholarship b. Remittance of money due to contractors, suppliers etc., c. Other-remittances DFPRs-Schedule V.	Full powers Full Powers Full Powers Full Powers Full Powers
57	Printing & Binding	Full Powers
58	Purchase of Publications, DFPRs-Schedule V	Full Powers
59	Ordinary repairs to institutes own building	Full Powers
60	Repairs to and removal of machinery (where the expenditure is not of a capital nature)	Full Powers
61	Staff paid from contingencies	Full Powers
62	a. Purchase of stationary b. Local purchase of rubber stamps and office seals	Full Powers Full Powers
63	Supply of Uniforms, badges and other articles clothing etc, and washing allowance . DFPRs Schedule – V	Full Powers
64	Telephone charges DFPRs-	Full Powers

	Schedule V	
65	All Office equipment including Typewriters, Personal Computer, Computer printers, calculating machines, intercom equipment, electronic stencil cutter, photocopies filling and indexing systems etc	Full Powers. Remarks: The expenditure on these items shall be incurred subject to general or special orders issued on this behalf.
B. UNDER FUNDAMENTAL RULES & SUPPLEMENTARY RULES XIII – GENERAL		
66	Allowing an officer to make over or resume charge of office elsewhere than at Headquarters. GID below FR 17	Full Powers
67	Treating a period of training or instruction in India of an employee of the Institute as “duty” GID(10) below FR 9(6)	Full Powers
68	Treating as “duty” a period of enforced halt occurring enroute on a journey connected with a temporary transfer or training. GID(28) below FR 9(6)	Full Powers
69	Declaration as to relative degree of responsibility of two posts. GID (5) below FR 22.	Full powers
XIV APPOINTMENT, TERMINATION OF APPOINTMENT (FRs)		
70	Making appointments to posts under the institute	Group B, C and D Full Powers
71	Dispensing with a medical certificate of fitness before appointment to institute service in individual cases. (FR.14)	Full Powers.
72	Suspending a lien. (FR14-B)	Full Powers. Provided he is authorised to make appointments to the post in question.
73	Transferring a lien (FR 14-B)	Full Powers. Provided he is authorised to make appointments to the post in question.
74	Transferring an Institute employee from one post to another.	Full Powers
75	i. Accepting the resignation of a Institute employee ii. Permitting withdrawal of resignation GID (1) & (4) below FR17	Full powers in respect of posts for which he is the appointing authority. Full powers in respect of posts for which he is the appointing authority.
76	Sanctioning an officiating promotion in a short term vacancy. GID(3) Below FR31 & OM.No:F.10(20) – E(Coord)/71 dated 18.11.1971.	Full powers to fill a vacancy, the duration of which exceeds 45 days.
77	Appointing the institute employee to officiate in more than one post and fixing (a) his pay in subsidiary posts and (b) the amount of compensatory	Full powers provided he has power to make appointment of each post.

	allowance to be drawn by him. FR49	
78	To declare a institute employee to be a ministerial employee	Full Powers
79	To relax the normal procedure of recruitment through the Employment Exchange for direct appointment to posts and service. (GID (1) & (2) below SR 2(6))	To dispense with the procedure of recruitment to Grade III and IV posts through the employment exchange where. i. A near relation of deceased employee is to be employed, as a measure of immediate assistance to the family or ii. A temporary employee is to be reappointed to a post as he hailed to resume duty at the end of the maximum period of extraordinary leave admissible to him and hence ceased to be in advise. iii. A retrenched employee of the institute is to be appointed.
XV PAY, HONORORIUM FEE AND SUBSTANCE ALLOWANCE		
80	Granting special pay to cashiers in accordance with the conditions prescribed from time to time. GID (2) FR.(25)	Full Powers
81	Fixing the pay and allowance of the institute employee treated as on duty. FR 20	Authority competent to make appointment to which pay allowances are to be fixed is empowered.
82	i. Fixation of pay on a. Promotion/transfer from one officiating post to a other. b. Reappointment after retrenchment and c. On transfer from one post to another of a temporary institute employees. ii. Protection of special pay drawn in one post on promotion to another. iii. Grant of benefit under the "next below rule". GID (40) below FR 22	Full powers, subject to the observance of the principles as may be laid down by the Standing Committee.
83	Fixing of pay of retired institute employee re-employed in a post carrying a sanctioned scale of pay. GID (1) & (2) FR 22	Full powers to fix the pay in accordance with the principles as may be laid down by the institute.
84	Sanctioning the fitness to the efficiency bar prescribed in a time scale. GID(3) below FR 25	Full Powers
85	Allowing a Institute employee to count for increments a period of extra ordinary leave take other wise than on medical certificate FR 26 (SI.No.8-A)	Full Powers
86	Issuing a Certificate of continued officiation in post during a period of	

	<p>i. Leave</p> <p>ii. Deputation out of India</p> <p>iii. Officiation in a higher post. GIDs (2)&(3) FR 26</p>	<p>a. If no officiating arrangements are made in the leave vacancy and the employee returns to the same post after the expiry of the leave, the leave sanctioning authority may issue the certificate.</p> <p>b. In other cases, the authority competent to make a substantive appointment to the post can issue the certificate. The authority competent to make an appointment to the post, - do -</p>
87	Granting premature increment in the time scale FR.27	Full powers
88	<p>(a) Granting premature increments in the time scale on initial appointment except for retrenched employees of the Institute</p> <p>(b). Granting premature increments in the time scale in case of employment of retrenched employees of the institute.</p>	<p>a. Full Powers, Provided;</p> <p>i. Not more than five states/increments are granted.</p> <p>ii. The candidate's previous experience, qualifications, emoluments last drawn, etc are taken into account and</p> <p>iii. If the appointment is made in consultation with duly constituted selection committee the grant of higher initial pay should be based on its recommendation.</p> <p>Full Powers.</p> <p>Remarks:</p> <p>i. This power is not applicable to the case of re-employed pensioners.</p> <p>ii. Reasons for the grant of higher initial pay should be recorded on the file.</p>
89	<p>i. To fix, in respect of a combatant clerk who is appointed as LDC or Junior Clerk officer after his release/retirement from the Armed Forces, his pay at a higher initial stage.</p> <p>ii. To ignore an amount Rs.50/- P.M. or a smaller amount out of his pay in the scale of LD/Junior Clerk.</p>	<p>To fix the pay at a stage above the minimum equal to the number of completed years of services as combatant clerk.</p> <p>Full Powers</p>
90	To fix the pay of an ex-combatant storeman on appointment as a storeman in the Institute	Full Power
91	Restricting the pay of an officiating employee of the Institute, Fr 35(SL No:12)	Full Powers in respect of employees whom they can appoint.
92	Sanctioning the undertaking of work for which an honorarium is offered and the grant of acceptance of an honorarium. Fr-46 (b) (Sl.No:19-B) – Appendix 3 of GOI OM No: 17011/9/85 – Estt.(AL) dt	Full powers up to a maximum of Rs.2500/- in each case.

	23.12.1985	
93	Fixing the amount of substance allowance for the period beyond the first 6 months of suspension, FR.53	The authority which made it is deemed to have made the order of suspension under the bye-laws/relevant rules.
94	Determining in the case of an employee of the Institute. Who has been dismissed, removed or compulsorily retired and is reinstated on appeal or review. a. What pay and allowance should be paid to him during his absence from duty including the period of suspension? b. Whether the said period should be treated as duty, leave or other wise FR-54.	Full Powers
95	Determining the matters referred to (a) and (b) above in respect of an employee of the Institute. Reinstated at the end of a period of suspension FR 54 B	Full Powers
96	Counting any past period of officiation in service towards the prescribed period to be undergone on promotion to the service. GID (1) (vii) below SR 2(15)	Full Powers.
97	Sanctioning the undertaking of work for which a fee is offered and the acceptance of a fee S.R.11	Full Powers upto a maximum of Rs.1500/0 in each case. Remarks: In the case of recurring fees these limits apply to the total of the recurring payments made to an individual in a year.
98	Exempting from the purview of SR.12 allowance like travelling conveyance like travelling conveyance, daily and subsistence allowance received as "fees" GID (6) below SR.12.	Full Powers Remarks: The allowance should not be a source of profit to the institute employee.
XVI LEAVE		
99	Requiring a Medical Certificate of fitness before return from leave. Rule 19 of CCS(L) Rules 1972	Full Powers in respect of employee whom he can grant leave.
100	Extending Leave	Full powers in respect of employees whom he can grant leave.
101	Permitting an employee of the Institute on leave to return duty before the expiry of the leave. Rule 23.	Full powers in respect of employees whom he can grant leave.
102	Granting Special Disability leave. Rule 44&45.	Full Powers.

103	Sanctioning study leave to an employee of the Institute. Rule 50 of CCS(L) Rules 1972	Full Powers
104	Granting Compensatory leave after one month of its becoming due. Appendix – III of CCS(L) Rule 72	To grant two days of compensatory leave at a time after one month of its becoming due provided serious dislocation of work is apprehended if granted within a month.
105	Granting Special Casual Leave to an employee of Institute. Appendix – III of CCS (L) Rule 1972	To grant Special Casual Leave for: i. Participation (in a representative and not in his personal capacity) in sporting events of national or international importance. ii. Participation in cultural activities. iii. Participation in a mountaineering expedition which has the approval of the Indian Mountaineering Foundation. iv. For family planning. v. Attending a Court of law as Juror or Assessor vi. Union/Association activities. vii. Participating in cultural activities of an all India or Interstate character organized by the Central Secretariat Sports Council Board or on its behalf. viii. Natural Calamities/Bundh ix. Appearing at a departmental promotion examination. x. During election xi. Attending scientific conferences xii. Other purposes as in CCS(L) Rules.
106	Refusing leave preparatory to retirement applied for by an employee of the Institute	Full powers in respect of Class II, III and IV employees subject to such restriction as may be imposed by the Govt. of India in this regard.
107	Granting leave to Institute employee who is not in foreign services	Full powers
108	Allowing an employee to prefix/affix holidays, days to his leave, provided his transfer of assumption of charge does not involve the handling/taking over or security or of moneys excluding a permanent services	Full Powers
109	Authorised departures where holidays are prefixed or affixed to leave, leave takes effect from the first day after the holidays prefixed and ends on the day proceeding the holidays affixed?	Full Powers
110	Accepting a certificate to signed by any registered medical practitioner as evidence of the fitness of a Group, B, C & D employee of the Institute to return to duty	Full Powers

111	Waiving production of medical certificate if an employee of the Institute takes leave on medical grounds for a period not exceeding 3 days	Full powers in respect of employees when he can grant leave.
112	Dispensing with the condition that a class I officer requiring leave or extension of leave should obtain the prescribed certificate from a medical committee	The authority competent to sanction leave may dispense with the procedure if, i. The leave recommended does not exceed 2 months and according to the medical certificate, appearance before a medical committee is unnecessary or ii. The officer of appropriate rank incharge of the hospital where the applicant is an indoor patient recommends leave for hospitalization/convalescence.
113	To secure a second medical opinion from a civil surgeon the case of an employee of the Institute who has applied for leave on medical certificate Rule 19(3)	Full Powers in respect of employees whom he can grant leave.
114	To prescribe the type of medical certificate to be produced and the authority from whom it should be obtained by a Class IV employee of the Instt. Applying for leave or extension of leave on medical grounds	Full Powers.
115	Granting leave to an employee of the instt. In respect of whom a medical committee has reported that there is no reasonable, prospect that he will	Full Powers in respect of Group B, C & D
116	Granting maternity leave and paternity leave Rule 43 & 43A	Full Powers
117	Granting hospital leave to Class C and D Employees Rule 46	Full Powers
118	Allowing an employee of Instt. On appointment to carry forward the leave previously earned after rendering temporary service under as per Annexure – III of CCS (L) Rule i. Institute ii. Central Government iii. A body corporate owned or controlled by Government. iv. A state Government	Full powers provided the employees did not resign his former employment and the break in service does not exceed 30 days. Full Powers provided: a. The employee did not resign his former employment and there is no break in his service. b. The Central Govt. the body corporate or the state Govt. agrees to bear the leave salary charges in respect of the leave carried forward.

XVII JOINING TIME		
119	Treating as "duty" the period of taking over charge of a new post by relieving officer as in JT Rules 1979	Full Powers
120	Condonation of the period between the date of discharge of a temporary employee of an institute or the date of expiry of his terminal leave and the date of re-appointment in another office of the Institute as in JT Rule 1979.	Full Powers to condone the break by converting it into joining time without pay, provide; i. The Instt. Employees joins the new post with out delay. ii. He/She rendered not less than 3 years continuous service on the duty of discharge and iii. The period of break does not exceed 30 days.
121	Reducing the period of joining time admissible under JT Rule	The authority sanctioning the transfer is empowered.
122	Permitting the calculation of joining time by a route other than that which travellers ordinarily use	Full Powers
123	Extending the joining time admissible under the rules beyond the maximum of 30 days	Full powers
124	Extending joining time on certain conditions within a maximum of 30 days	Full Powers
XVII FOREIGN SERVICE		
125	Sanctioning transfer to foreign service in India. FR 110(b)	Full Powers
126	Fixing pay in foreign service FR 114	Full Powers
127	Deciding the date of reversion of an employee of the institute rejoining after leave from foreign service. FR 125	Full Powers
128	Permitting an employee of the Instt. To proceed on duty to any part of India	Full Powers
XIX TRAVELLING ALLOWANCE		
129	Declaring the grade/status of a person who is remunerated wholly or partly by fees/honorarium SR.20	Full Powers
130	Granting a conveyance allowances	Full Powers
131	Sanctioning motor car/conveyance allowances. GID (i) below SR.25 & note there under	Full Powers
132	Sanctioning cycle allowance GID (4) Below SR 25	Full Powers
133	Deciding the shortest of two or more routes. SR 30(b)	Full Powers
134	Allowing mileage allowance to be calculated by a route other than the	Full Powers provided selection of the route is in the Instt's interest.

	shortest or cheapest SR 31	
135	To permit an employee of the Instt. Accompanying a foreign delegations/VII as liaison officer to avail of the same mode of travel and/or the same arrangement at outstations for boarding/lodging as provided to the delegation/VIP.GID(3) below SR.36	Full Powers
136	Reimbursing an employee of the Instt. accompanying a foreign delegations/VII as liaison officer to avail of the same mode of travel and/or the same arrangement at outstations for boarding/lodging as provided to the delegation/VIP.GIDbelow SR.36	Full Powers
137	Allowng an employee of the Instt. To travel by a higher class than the one in which he is entitled SR.37	Full Powers
138	Sanctioning travel by air in machines of public air transport companies regularly playing for hire. SR 48-B(ii) (SI.No.17-A)	Full Powers
139	Permitting an employee of the Institute who is not ordinarily entitled to travel by air SR.48& GID(10) thereunder.	Full Powers
140	Refunding of cancellation charges paid an employee of the Institute on air ticket on account of the relevant journey being cancelled for unavoidable reasons below SR.36	Full Powers
141	Reimbursement of actual cost of travel by special means of conveyance in lieu of payment of daily allowance or mileage allowance.	Full powers as controlling officer is empowered to pass the claims, provided a superior authority of the Instt.employee concerned certifies that the special means of conveyance was absolutely necessary and specified the circumstances rendering it necessary.
142	Prescribing an employee's headquarters SR.59	Full Powers
143	Defining the limits of an employee sphere of duty. SR.60	Full Powers
144	Deciding whether/particular absence is absence on duty	Full Powers
145	Restricting the frequency and duration of journey. SR.63	Full Powers
146	Declaring that the pay of a particular employee of the Institute has been so fixed as to compensate for all journeys by roads within his sphere	Full Powers

	of duty SR.64	
147	Sanctioning daily allowance for a Sunday or holiday when an employee is forced to stay while on tour at a place other than the place of duty. GID(3) below SR.72	Full Powers
148	Permitting an Institute employee thrown out of employment owing to reduction of establishment or abolition of post to draw T.A. to join post on reappointment SR.107	Full powers
149	Extending the time limits of six months and one month within which the members of the family of an employee of the Institute may be treated as accompanying him in individual cases attendant with special circumstances. SR.116(b) (iii)	Full Powers
150	Deciding whether in respect of a post to which an Institute employee is transferred the possession of a conveyance is advantageous from the point of view of his efficiency	Full powers
151	Disallowing travelling allowance for a journey to attend to obligatory examination if the authority exercising the power considers that the candidate has culpably neglected the duty of preparing for it. Provision (2) below S.R.130	Full Powers
152	Granting TA to an employee of the Institute for a journey to attend an examination and if the examination is cancelled at the last moment and intimation regarding cancellation does not reach him in time. GID(2) below S.R.130	Full Powers subject to due verification of facts
153	Permitting recovery of travelling allowance for a journey attend and examination other than those mentioned in SR 130	Full Powers
154	Sanction travelling allowance for journey on tour to institute employee who is required while on leave in India to perform any public duty at a place other than one where he is spending his leave SR.135	Full powers TA may not be granted for a journey while proceeding on leave or while returning from leave.
155	To permit an employee of the Institute to undertake journey(s) for obtaining a medical certificate of	Full Powers

	further opinion there on such permission entitling him to draw T.A. for the Journey(s) S.R.158	
156	Allowing the actual cost of journey to appear before a medical board preliminary to voluntary retirement on invalid pension. SR.160(b)	Full Powers
157	Deciding the rates of travelling allowance admissible to an employee of the Institute deputed to undergo a course of training SR.164	Full powers provided that daily allowance for hat at training headquarters is regulated as follows. a. Full powers if the period of training does not exceed on month. b. In other cases full powers provided daily allowances on the usual sliding seals. c. Group B, C & D employees: Full Powers to grant daily allowance in case of those officers whose pay or allowances have not been increased to meet expense of training.
158	Fixing amount of hire or charges when an employee of the Institute is provided with means of locomotion at the expenses of state etc. But pays all the cost of its use or propulsion SR.183	Full Powers
159	To allow actual expenses for carriage or personal effects by road between stations connected by rail	Full Powers
160	Granting travelling allowance to a person not in service of the Institute attending commission of enquiry etc. or performing public duties in an honorary capacity and to declare the grade to which such persons shall be considered to belong SR.190(a)& (b)	Full Powers
161	Allowing a non official other than a member of a parliament or State Legislature of High Court or Supreme Court judges appointed to a committee or commission of Enquiry: i. Acc travel by rails ii. Full Road Mileage, when a journey between two places connected by rail is performed by Road. iii. Travel by Air iv. Daily allowance at a rate exceeding the highest rate admissible to an employee of the	Full Powers Full Powers Full Powers Full Powers to grant DA upto a maximum limit to be prescribed by the Institute.

	Institute. v. Daily allowance to be drawn for a continuous halt or more than 30 days as in Appendix 2 below SR.190	
162	Countersigned TA bill of non-official members (including Members of Parliament, and State Legislature) of Committees of Commissions of Enquiry as in Appendix – 2 below SR 190	Full Powers
163	Declaring who shall be controlling officer SR.191	Full Powers
164	Making Rules for the guidance of controlling officer SR.195	Full Powers
XX MISCELLANEOUS		
165	Powers to countersign his own travelling allowance bill	Full Powers
166	Authorising drawl of pay and allowance for a period not exceeding two months for a fresh recruit to Instt. Service without medical certificate of health. GID below FR10	Full Powers
167	Sanctioning provisional payment of an Institute employee pending receipt of his last pay certificate. GID (2) below FR.10	Full Powers to sanction provisional payment of pay for a period for a period of 6 months.
168	Authorising provisional payment to a re-employed pensioner pending final fixation of pay (19) & (59) below FR.22	Full Powers
169	Powers to order destruction of records	Full Powers
170	Delegating to a subordinate officer the duty of examining and attesting entries in the service book of staff. GID(1) below SR.199	Full Powers
171	To order sale, by auction or otherwise, in the interest of the Institute of unserviceable stores or perishable articles.	Full powers
172	Powers to employ outsiders in an officiating capacity in vacancies caused by the grant of leave to incumbents of Grade II, III or IV posts for which there is no leave reserve	Full Powers
173	Power to insure vehicles of the Institute	Full Powers.