



**NATIONAL INSTITUTE FOR EMPOWERMENT OF PERSONS WITH
MULTIPLE DISABILITIES (NIEPMD)**

(Dept. of Empowerment of Persons with Disabilities (Divyangjan), MSJ & E, GOI)
ECR, Muttukadu, Kovalam Post, Chennai 603 112, Tamil Nadu

**MINUTES OF 25th MEETING OF THE EXECUTIVE COUNCIL HELD
ON 31st AUGUST 2016 at DEPwD, MSJ&E, Paryavaran Bhawan, New Delhi.**

MEMBERS PRESENT :-

1. Shri Awanish K Awasthi, - Chairperson
Joint Secretary,
DEPwD (Divyangjan), MSJ&E.
2. Shri M L Meena - Member
Deputy Secretary,
DEPwD (Divyangjan), MSJ&E.
3. Shri Pradeep Dubey - Member
Jabalpur (MP)
4. Shri Suresh M Patil - Member
Lattur (MH)
5. Dr Himangshu Das - Member Secretary
Director, NIEPMD.

JS & FA, Member of the Executive Council could not attend the meeting due to urgent official duties; *but she had seen the agenda items before the mtg.* the same has been noted by the Chair.

The following agenda were taken up in the meeting :-

Agenda Item No. 25.01 :- Confirmation of minutes of 24th meeting of EC held on 09th March 2016 :-

The minutes of the previous meeting of the Executive Council held on 09th March 2016 were confirmed by the Council.

Agenda Item No. 25.02 : Action taken report :-

The Executive Council noted the action taken by the Institute on the resolutions of the 24th meeting of the EC held on 09th March 2016.

Agenda Item No. 25.03 : Delegation of Financial and Administrative Powers of Director, NIEPMD :-

The Executive Council suggested to re-submit the detailed proposal alongwith the approved copy of the delegation of financial and administrative powers of the Director, NIVH for the perusal of the Council and consideration. The council also suggested to submit the copies of relevant rule(s) available in the GFR, DFPR, FR & SR etc., along-with the detailed proposal in the next Executive Council.

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Agenda Item No. 25.04 : Submission of draft of Annual Report of NIEPMD for the year 2015-16 :-

The Executive Council after detailed discussions approved the draft of annual report of the Institute for the year 2015-16. The EC directed to submit the same alongwith the CAG audited statement of annual accounts of the Institute for the financial year 2015-16 to the General Council during its forthcoming annual GC meeting.

Agenda Item No. 25.05 : Submission of Annual Statement of Accounts for the Financial Year 2015-16 :-

The Executive Council noted that the Annual Statement of Accounts of NIEPMD for the financial year 2015-16 which was submitted through circulation has been concurred by the JS FA and approved the same. The Council further directed to submit the same to the CAG for taking up of annual audit of NIEPMD accounts for the FY 2015-16.

Agenda Item No. 25.06 : Re-constitution of purchase committee of NIEPMD :-

The Executive Council approved the re-constitution of the purchase committee constituted in accordance with GFR Rule 146. The purchase committee will function with immediate effect and will be valid for a period of 01 (one) year or until further orders. The Constitution of the Purchase Committee will be as under :-

S/ No	Name of the Official and designation	Responsibility in the Purchase committee	Remarks
1.	Dr. J VIJAYALAKSHMY, Lecturer, Med Sciences.	Chairperson	-
2.	Shri. S VENKATESWARAN, Asst Admin Officer	Member	The official will be responsible for vetting, certifying the procedures, method of tendering, correctness of Advt; NIT; tender documents; its clauses, conditions and pre-audit of purchase proposals. Will be the member secretary in case of tenders for services (tenders for all service contracts at NIEPMD) strictly as per GFR norms.
3.	Shri S GURUMOORTHY, Rehab Officer	Member	-
4.	Shri K K DHANAVENDAN, Spl Teacher	Member	-
5.	Shri P K TRIPATHI, ASPO	Member Secretary	Member Secretary for purchase of goods.

The Council instructed that the HOD of concerned/indenting department will invariably be a member of the purchase committee whenever any item(s)/services of the particular department is taken up for consideration by the purchase committee.

Agenda Item No. 25.07 : Recruitment & Promotion Rules of NIEPMD :-

The Council suggested to re-examine the proposal and submit along-with detailed justification, existing RRs, proposed RRs (Post-wise), DoP&T's orders in the next Executive Council meeting.

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Agenda Item No. 25.08 : Engagement of consultants & staff on contract basis to carry out specific tasks at NIEPMD :-

The Council approved the proposal to engage consultants and staff purely on contract basis as per the details below :-

(1) CONSULTANT (Internal Audit) :-

Consultant (Internal Audit) will be engaged to function as internal auditor (Concurrent Audit) initially for a period of six months. The performance review of consultant would be reviewed on six monthly basis by the Director. The consultant will not claim for the regular appointment in the Institute.

Qualification and Experience of Consultant (Internal Audit) :-

- (a) Retired Persons with at-least 5 years of experience in the post of Audit Officer/Accounts Officer/Assistant Audit/Accounts Officer/equivalent in an Organized Accounts & Audit department/Central Government/Central Autonomous Bodies/Centrally funded Technical Institutions/Central Universities/IIMs etc.
- (b) Should have retired with the last pay drawn in the Grade Pay of Rs.4600/4800/5400.
- (c) Age Limit: The maximum age limit will be 65 years.
- (d) Monthly consolidated Fee: Rs.35,000/-(per month) for fixed engagement on full time basis.

(2) CONSULTANT (Civil Works / Infrastructure development) :-

- (i). Consultant (Civil works / Infrastructure development) will be responsible for vetting all the works and maintenance proposals; estimates and forwarding the same for approval. He will maintain constant liasoning with the officials of CPWD/related organizations and to complete all the ongoing and proposed civil/infrastructure development works of NIEPMD and CRCs under NIEPMD entrusted to the CPWD.
The consultant will be responsible to process the acquiring of vacant land from DIPP and for its further development. The engagement will be initially for a period of six months. The performance of consultant would be reviewed on six monthly basis by the Director.

- (ii). GFR Norms are to be strictly followed.

Qualification and Experience of Consultant (Civil Works / Infrastructure Development):-

- (a) Should have retired from the post of Assistant Engineer/Assistant Executive Engineer or its Equivalent from CPWD/ State PWD/Central Government Departments/Central Autonomous bodies/ centrally funded Technical Institutions/Central Universities/IIMs etc
- (b) Age Limit: The maximum age limit will be 65 years.
- (c) Monthly consolidated Fee: Rs.42,000/-(per month) fixed for engagement on full time basis. If on part time basis the consolidated salary will be proportionately calculated on number of day basis/hourly basis @ Rs.500/- per hour of engagement.

Note : The expenditure involved to pay the consolidated pay of the consultant will be met out from the projects cost (contingencies).

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(3) Contract Staff(Accountant) for SIPDA, SC/ST programmes & North East Programme :-

(i). Contract Staff (Accountant) (03 Nos.) to be engaged through manpower agency at a fixed monthly consolidated pay of Rs.18,000/- per month fixed.

(ii). The EQ and the experience for Contract Staff (Accountant):- Commerce Graduate from a recognized university. Two years' experience in dealing with maintenance of cash book and maintenance of accounts, companies and organizations of repute, preferably in a central/state Govt dept/Autonomous organization/PSUs etc., Working knowledge of TALLY accounting package.

Note: The expenditure on fee will be met out from the concerned project/respective GIA i.e., SIPDA/ GIA SC/GIA ST/GIA NER.

All the procedures, terms and conditions for engagement of consultants will be strictly adhered to as defined in the Guidelines of MSJ&E and GFR.

Agenda Item No. 25.09 : Grant of the revised pay structure of grade pay of Rs.4600/- in the pay band PB-2 in respect of Special Teachers of NIEPMD :-

The Executive Council directed to submit the detailed proposal along-with justification to the DEPwD/MSJ&E for consideration.

Agenda Item No.25.10 : Mentioning the Scale of pay and Grade Pay for the post of Director, NIEPMD :-

The Executive Council directed to submit the detailed proposal along-with justification to the DEPwD/MSJ&E for consideration.

Agenda Item No.25.11 : Purchase of audiometry and speech therapy equipment for NIEPMD. :-

The Executive Council noted that the NIEPMD is starting BASLP a 4 ½ year degree programme with effect from September 2016 with an intake capacity of 25 seats per year. Accordingly, the Council approved the following equipment for procurement and installation which are essentially required to conduct the said course adhering to the norms of RCI and Dr Tamilnadu MGR Medical University (T.N.,).

S/No.	Details of equipment	Qty	Approximate rate	Total amount (approx.)
1.	Computerized clinical audiometer with free fixed, VRA testing	1	Rs.6.00 lakhs	Rs.6.00 lakhs
2.	Software for complete acoustic analysis of speech	1	Rs.16.00 lakhs	Rs.16.00 lakhs
3.	Diagnostic impedance	1	Rs.6.00 lakhs	Rs.6.00 lakhs.
	Total	3		Rs.28.00 lakhs

(i). NIEPMD will ensure to follow the laid down procedures as per the GFR in procurement of above said equipment. The Council also noted that this requirement of equipment mandated under statutory requirement for starting new courses has been included in the release proposal submitted to the Ministry.

(ii). E-procurement and GFR Norms are strictly to be complied with.

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Agenda Item No. 25.12 : Purchase of books for HRD courses: approval of "Procurement Manual of Library books and Journals including e-journals for NIEPMD" :-

(i). The Executive Council approved the procurement manual of library books and journals including e-journals for NIEPMD. The Council instructed to follow all the relevant procedures and guidelines mentioned in the manual and strictly follow the Govt. of India rules in this regard.

(ii). E-procurement and GFR Norms are strictly to be complied with.

Agenda Item No.25.13 : Deputation Abroad under Faculty Exchange Programme with AHI Japan for 2016 International Course on Leadership for Community Health and Development :-

The Executive Council directed to submit the detailed proposal along-with justification to the DEPwD/MSJ&E for consideration.

Agenda Item No. 25.14 : Grant of study leave to pursue diploma level programme under Perkins Scholarship at Perkins School for the Blind, USA :-

The Executive Council directed to submit the detailed proposal along-with justification to the DEPwD/MSJ&E for consideration.

Agenda Item No.25.15 : Generation of Solar Power : Installation of Solar Panels at NIEPMD :-

(i). The Executive Council approved the proposal of the Institute to submit the required details to the Solar Energy Corporation of India Limited and also for entering into a MOU for installation of required infrastructure to generate solar power under RESCCO model.

(ii). Director, NIEPMD may also take up the matter with AGM, SECI.

Agenda Item No.25.16 : Approval for taking up of recruitment of contractual posts sanctioned for CRC Nagpur :-

(i). The Council noted that DEPwD, MSJ&E vide its letter No.22-108/2014 NI dated 24th August 2016 had instructed NIEPMD to take over the space allotted by State Govt. of Maharashtra for running of CRC at Nagpur and fill up the 19 posts for initially 6 months on contractual basis under the provisions of GFR 2005 norms.

(ii). Accordingly, as proposed by NIEPMD, the Executive Council approved to notify the 19 posts sanctioned for the CRC, Nagpur initially for a period of 6 months on contractual basis adhering to the GFR 2005 norms.

(iii). Due approval of DEPwD will be obtained by submitting a detailed proposal, before the notification is released.

Agenda Item No.25.17 : Digital teaching and learning resources for persons with disabilities :-

(i). The Executive Council after detailed discussions approved the proposal of the Institute to submit to DEPwD/MSJ&E the project on digital teaching and learning resources for persons with disabilities with focus on NE Region. The estimated cost of the project is

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Rs.20,07,000/- which includes human resources required for carrying out the project; equipment and publication costs.

(ii). The expenditure for this project will be met out from the NE grants. This digital teaching learning resources package is proposed to be an effective tool for delivering the services to the unreached areas of the eight states in the North Eastern region. Subsequently, the digital teaching learning resources package will be uploaded in the website and supplied in CD formats to rest of the Country.

(iii). Director, NIEPMD may submit the detailed proposal to the Ministry urgently.

Agenda Item No.25.18 : Temporary designation to the faculty of NIEPMD being engaged as per RCI and University norms for conduct of long term HRD programmes :-

The Executive Council directed to submit the detailed proposal along-with justifications to the DEPwD/MSJ&E for consideration.

Agenda Item No.25.19 : Creation of infrastructure facilities for conduct of HRD Programmes at NIEPMD :-

The Executive Council considered the requirement of the Institute to create the following infrastructure facilities to conduct the courses with effective this academic year 2016-17 onwards and approved the same :-

(a) Equipment : Computers & Peripherals for HRD Courses:

Approved Intake capacity of students	Courses	Computers & Peripherals	Cost	Amount
15	BOT	2	90,000/-	1,80,000/-
15	BPT	2	90,000/-	1,80,000/-
15	BASLP	2	90,000/-	1,80,000/-
5	PGDDT	1	90,000/-	90,000/-
5	PGDEI	1	90,000/-	90,000/-
10	M.Phil (Cli. Psy.)	1	90,000/-	90,000/-
5	M.Ed - ASD	1	90,000/-	90,000/-
5	M.Ed - MD	1	90,000/-	90,000/-
20	B.Ed - MD	1	90,000/-	90,000/-
10	B.Ed - ASD	1	90,000/-	90,000/-
10	B.Ed - DB	1	90,000/-	90,000/-
20	D.Ed - MD	1	90,000/-	90,000/-
20	D.Ed - ASD	1	90,000/-	90,000/-
20	D.Ed - CP	1	90,000/-	90,000/-
	Ph.D	2	90,000/-	1,80,000/-

(B). Essential Technical Class Room Equipment:

Smart Classes

Course	Interactive Board		Projector	Laptop	Cost	Unit Total cost
	Quantity	Per Unit Cost				
BOT	2	50,000/-	2	50,000/-	45	2,90,000/-

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BPT	2	50,000/-	2	50,000/-	45	2,90,000/-
BASLP	2	50,000/-	2	50,000/-	45	2,90,000/-
PGDDT	1	50,000/-	1	50,000/-	45	1,45,000/-
PGDEI	1	50,000/-	1	50,000/-	45	1,45,000/-
M.Phil - Cli. Psy.	2	50,000/-	2	50,000/-	45	2,90,000/-
M.Ed - ASD	2	50,000/-	2	50,000/-	45	2,90,000/-
M.Ed - MD	2	50,000/-	2	50,000/-	45	2,90,000/-
B.Ed - MD	2	50,000/-	2	50,000/-	45	2,90,000/-
B.Ed - ASD	2	50,000/-	2	50,000/-	45	2,90,000/-
B.Ed -DB	2	50,000/-	2	50,000/-	45	2,90,000/-
D.Ed - DB	2	50,000/-	2	50,000/-	45	2,90,000/-
D.Ed - MD	2	50,000/-	2	50,000/-	45	2,90,000/-
D.Ed - ASD	2	50,000/-	2	50,000/-	45	2,90,000/-
D.Ed - CP	2	50,000/-	2	50,000/-	45	2,90,000/-
Ph.D	1	50,000/-	1	50,000/-	45	1,45,000/-

(C) Furniture for Class Rooms :-

Course	Furniture & Furniture unit cost	No. of Unit	Total Amount
BOT	4000/-	50	2,00,000/-
BPT	4000/-	50	2,00,000/-
BASLP	4000/-	50	2,00,000/-
PGDDT	4000/-	15	60,000/-
PGDEI	4000/-	15	60,000/-
M.Phil - Cli. Psy.	4000/-	18	72,000/-
B.Ed - ASD	4000/-	60	2,40,000/-
B.Ed - DB	4000/-	60	2,40,000/-
D.Ed - MD	4000/-	25	2,00,000/-

* Unit - Chair with writing pad + class room material storing cabinet.

(D) Furniture and fixtures for Hostels due to increase in student's intake :-

Hostels:-

	Cot/ Bed	Bedding	Wardrobe	Study Unit	Total Electrical calls	Per Unit	Total
Girls	30 @ Rs.3,500/-	30 @ Rs.3500/-	30 @ 6,000/-	30 @ 8,000/-	2	23,000/-	6,90,000/-
Boys	20 @ Rs.3500/-	20 @ Rs.3500/-	20 @ 6,000/-	20 @ 8,000/-	2	23,000/-	4,60,000/-
							11,50,000/-

While approving the above; the Executive Council instructed the following :-

- The items are required to be procured direct from the DGS&D/ e-procurement.
- All relevant rules and procedures as per the GFR should be followed
- The items will be purchased in a phased manner.
- The Institute should mobilize funds under CSR to create its additional infrastructure facilities.
- Budgetary provision for this shall be projected in the RE.

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Agenda Item No.25.20 : Commencement of Certificate Course on Care Giving :-

(i). The Executive Council considered and approved the proposal of the Institute to offer Certificate Course in Care Giving (CCCG) of different duration commencing from the academic year 2016-17

Sl.No	Duration of the course	No of batches	Intake in each batch	Course Recognised by
1	CCCG - 10 months	02	40 x 2 batches	RCI
2	CCCG - 06 months (Advance)	02	40 X 2 batches	National Trust / NIEPMD
3	CCCG - 03 months (Primary)	02	40 x 2 batches	National Trust / NIEPMD

(ii). The Executive Council approved the estimated budget to offer one batch of ten month duration Certificate Course on Care Giving at Coimbatore, as under :-

Sl.No	Particulars	Expenditure
1	Required Faculties for one batch - Honorarium a. Two Core faculty @ Rs.20,000/- per month for 10 months b. Five guest faculty @ Rs.5000/- per month for 10 months	4,00,000.00 2,50,000.00
2	Miscellaneous Expenses	1,00,000.00
	Total	7,50,000.00

(Rupees seven lakhs and fifty thousand only)

(iii). The Executive Council noted that the courses at NIEPMD will be run through the existing faculty and resources of NIEPMD. Minimal expenses may be incurred from NIEPMD GIA.

(iv). For the CCCG programme at Coimbatore ; the expenses shall be met from SC Gen/ ST Gen and GIA proportionally ; depending on the category of candidates admitted.

Agenda Item No.25.21 : CRC KOZHICODE : Permission to procure furniture, fixtures, creation of provisions for class room set up; computers and peripherals :-

The Executive Council considered and approved the following requirement of CRC Kozhikode to procure furniture, fixtures and creation of provisions for class room set up; computers and peripherals for the Centre due to commencement of 2 diploma level courses.

Furniture & Fixtures, Computer peripherals & Class room set up (Partition) :-

Sl no.	Description	Quantity approved (in Nos.)	APPROXIMATE per Unit Rate including VAT @ 14.5 %	Approx Total Amount in Rupees
1	Class room furniture : Chair Cushion seat and & back with wooden writing pad	50	4150.00	2,07,500.00
2	Hard Wood Desk - Size - 180x30x45 cm (to be used in the library and dining area for students)	10	5100.00	51,000.00
3	White Board - Size - 180x120 cm	2	5354.00	10,708.00
4	Plastic Chairs (to be used in the library and dining area for students)	60	802.00	48,120.00

Total

5	Steel Table with one cupboard and one drawer 18mm Laminated Top (for faculty in the class room)	2	6258.50	12,517.00
6	Steel chair with cushion seat and back (for faculty in the class room)	2	3586.00	7,172.00
7.	Desk Top Computers with printers	3	50,000.00	1,50,000.00
8.	Class Room set up : Partition works :- For converting the waiting cubicle into a class room by making a temporary partition wall made of Gyproc boards with a door and providing another waiting area in the corridor for the clients.	Lump sum	20,000.00	20,000.00
Total =				Grand Rs.5,07,017.00 (approx.)

Note : (1) The expenditure being arising out for the above said works will be met out from the Capital Grants (Non-recurring Grants) allotted to the Centre.

(2) NIEPMD/CRC Kozhikode will ensure to follow the GFR, 2005 and the purchase procedures in procurement of the above items/carrying out the said works at CRC Kozhikode.

Agenda Item No.25.22 : CRC KOZHICODE : Appointing core faculty for diploma courses ASD & CP at CRC K :-

(i) The Executive Council approved the proposal of the Institute to engage staff & faculty required at CRC Kozhikode to run the diploma courses as per the RCI mandatory norms. The engagement should be carried out strictly as per the need based requirement and in a phased manner.

Course	No. of faculty to be outsourced / engaged	Period of engagement	Remarks
D.Ed., ASD	02 (two)	01 in the A/yr. 2016-17 and 01 in the A/yr. 2017-18.	Approved norms of RCI and NIEPMD should be followed.
D.Ed., CP	02 (two)	01 in the A/yr. 2016-17 and 01 in the A/yr. 2017-18.	Approved norms of RCI and NIEPMD should be followed
D.Ed., ASD and D Ed., CP	Non-teaching staff :- 01 Librarian (Full time)	w.e.f. A/year 2016-17	- do -

(ii). The consolidated pay of the faculties being engaged should be as per the NIEPMD norms. Director, NIEPMD will fix the consolidated emoluments pay based on the existing GFR norms.

Agenda Item No.25.23 : Implementation of the recommendations of the 7th Central Pay Commission: CCS Revised Pay Rules, 2016 at NIEPMD :-

The Executive Council rejected and asked to submit the same after orders of Govt. of India for Autonomous Bodies.

Agenda Item No.25.24 : Permission to submit proposal under AGP Grants for developing manuals on various topics of Multiple Disabilities :-

The Executive Council approved the proposal of NIEPMD to develop manuals on various topics of Multiple Disabilities and to seek grants under AGP scheme with an estimate of

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Rs.3,50,000/- per manual and with the total budget proposal of Rs.52,50,000/- for developing 15 manuals.

Agenda Item No.25.25 : Ratification of engagement of Contractual staff at NIEPMD extension Centre, Bhubaneswar, Odhissa :-

(i). The Exécutive Council instructed to resubmit the detailed proposal along-with justifications of the same with details of category of staff/therapists required ; client load ; details of new cases registered ; follow up cases details etc., during the past 6 months.

(ii). The Executive Council instructed that in future any engagement/recruitment at NIEPMD and its Centres/CRCs under NIEPMD should not be carried out without the approval of the EC.

Agenda Item No.25.26 : Scheme for promotion of self employment (entrepreneurship) development programme for persons with disabilities (PWDs) :-

The Executive Council did not approve the proposal. The consumables/items required by the Institute should be procured following the GFR norms only.

The meeting ended with the vote of thanks to the Chair.

Approved
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24/9/2016. J. S. S.

