

**MINUTES OF 28<sup>TH</sup> MEETING OF THE EXECUTIVE COUNCIL OF NIEPMD,  
CHENNAI HELD ON 23<sup>RD</sup> JUNE 2017 AT NIEPID (NIMH), SECUNDERABAD**

**MEMBERS PRESENT:-**

1. Smt. Dolly Chakraborty  
Joint Secretary & Chairperson EC, NIEPMD - Chairperson  
Dept. of Empowerment of Persons  
With Disabilities (DIVYANGJAN),  
MSJ&E, Govt. of India
2. Joint Secretary & Financial Advisor  
MSJ & E, Govt. of India, - Member  
Shastri Bhawan, New Delhi – 110 001.  
(Represented by Shri Kshitij Mohan,  
Director, IFD, MSJ&E)
3. Dr Pradeep Dubey - Member  
Aadiguru Neuropediatric Centre & Children  
Rehabilitation Centre, Jabalpur (MP)
4. Shri Suresh M. Patil - Member  
Sanvedana Vikasan Kendra, Latur (MH)
5. Dr. Himangshu Das - Member Secretary  
Director, NIEPMD, Chennai

**SPECIAL INVITEE:-**

Shri K K Jhell  
Deputy Secretary  
DEPwD, MSJ&E, New Delhi

Dr Roshan Bijlee  
Director, CRC Kozhikode

Shri Gurbuksh Chand  
Director, CRC Nagpur

**Other NIEPMD Staff Present:-**

Accounts Officer  
Asst. Admin. Officer  
Asst. Accounts Officer  
Asst. Stores & Purchase Officer

**Agenda Item No.: 28.01:-Confirmation of minutes of previous meeting (27<sup>th</sup> Meeting) of the Executive Council held at NIEPMD, Chennai on 06<sup>th</sup> February 2017.**

The minutes of the previous meeting of the Executive Council held on 23<sup>rd</sup> June 2017 were confirmed by the Council.

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**Agenda Item No. 28.02:-Action taken report on the resolutions of the 27<sup>th</sup> meeting of the Executive**

**Council held on 06<sup>th</sup> February 2017.**

The Executive Council noted the action taken by the Institute on the resolutions of the 27<sup>th</sup> meeting of the EC held on 06<sup>th</sup> February 2017.

On the Action Taken Report (ATR); the Council directed the following:-

- Henceforth, the action taken report should be comprehensive and should contain the details of the agenda item proposed; resolution of the Council and the action taken on each resolution, in detail.
- On the ATR of 27.14: Setting up of skill building centre for PwDs at NIEPMD : the Council noted that NIEPMD has invited EOI for setting up of skill building centre for PwDs at NIEPMD. The Council suggested that before finalizing the process; the details should be put up to the Council for its approval. The draft of the MOU to be executed in this regard should also be submitted to the EC.
- On the ATR of 27.15 : Setting up for National Centre for research for disability in homeopathy proposed by Ministry of AUYSH, CCRH :- the Council directed that, before executing the MOU should be submitted to the EC for its approval.
- On the ATR of 27.17 & 27.18: Creation of capital assets under SC & ST head: the Council advised to follow the GFR and follow the E-procurement process.

The EC observed that the action taken details of the following resolutions taken by the EC during the previous meeting (27<sup>th</sup> meeting) were not reported/mentioned in the ATR submitted. The EC while instructing that the henceforth the ATRs should be submitted for all the resolutions taken by the EC and to submit the ATR on the resolutions which were not reported.

According, the following resolutions of the 27<sup>th</sup> EC and the action taken details are mentioned against each resolution:-

On the ATR of 27.28: Other matters discussed during 27<sup>th</sup> meeting:-

- (a) Pending Audit Objections of CAG :Latest position is updated in the monthly reports submitted to DEPwD. Replies to 09 objections out of 14 have been sent to CAG for settlement of the Audit objection. However, 04 objections involves Vigilance angle and pending with DEPwD.
- (b) Transfer and taking over of land allotted by Salt Department:- A detailed request letter / proposal to be sent to the Salt Department has been submitted to the DEPwD for further action.
- (c) Construction of ATR for Department of Speech & Hearing, NIEPMD:- CPWD, Chennai has already floated tender in this regard.



- (d) Following strictly the GFR for tenders/Contracts on purchases and obtaining various services at NIEPMD:- Noted for strict compliance and implemented.
- (e) Savings of Internal Accruals / Reserve Fund available with NIEPMD:- As per the instructions of the EC for using the internal accruals for creation of capital assets; Rs.1.00 crore has been planned for utilization during the 2<sup>nd</sup> quarter of f/year 2017-18 and the remaining funds in the subsequent quarters.

**Agenda Item No. 28.03 :- Establishment of CRC at Manipur**

The Council approved that the detailed proposal to establish a CRC at Manipur shall be submitted to DEPwD for its consideration.

(Action: Director; AAO (E); AO)

**Agenda Item No. 28.04:- Grant of financial upgradation under MACP to eligible staff of NIEPMD**

The Council made MACP applicable to NIEPMD and to be granted to eligible employees; following due procedures as laid down by the Govt. of India.

(Action: Director; AAO (E); AO)

**Agenda Item No.28.05:- Statutory Obligation: Consolidated pay enhancement to the Staff engaged on contract/through outsourcing agency**

The Council directed that remuneration of daily wage personnel; on contract appointment engaged on contract/through manpower agency should be strictly regulated as per the concerned State Government wages order in vogue.

(Action: Director; AAO (E); AO)

**Agenda Item No. 28.06:- Taking up of matter on creation of posts for the Department of Social Work, NIEPMD**

The Council in principle approved to submit the detailed proposal to DEPwD along with the justification; proposed recruitment rule etc., for sanction and creation of the regular posts for the Dept of Social Work at NIEPMD.

(Action: Director; AAO (E); AO)

**Agenda Item No. 28.07 : - Provision of NE Quota of seats in HRD programmes of NIEPMD:**

The Council deferred the proposal and suggested to find out from other NIs regarding allotment of seats and provision of Quota in their seat allotment.

(Action: Director; AAO (E); AO)

**Agenda Item No. 28.08:- NE Scholarship for all HRD programs of NIEPMD:-**

The Council noted that NIEPMD has been offering full fee waiver/scholarship with mess fee and stipend of Rs.200/-per month to all the HRD students of NIEPMD from NE region pursuing D.Ed. courses.

In the same line; the Council approved to provide scholarship to NE students perusing the following courses at NIEPMD:-

- (a) BPT
- (b) BOT
- (c) BASLP
- (d) B.Ed., in special education
- (e) M.Ed.,in special education
- (f) Any other courses conducted by NIEPMD

(Action: Director; DR (A))

**Agenda Item No. 28.09:- MOU with Northampton University (NU), UK for research and HRD Activities:-**

On the subject matter; the Council suggested to submit a detailed proposal to the DEPwD indicating the financial implication; bilateral exchange of human resources etc., and after the concurrence/clearance; execute the MOU; as proposed.

(Action: Director; DR (A); RO (S&P))

**Agenda Item No. 28.10:- Conduct of International Conference in collaboration with Northampton University (NU), UK:-**

On the subject matter; the Council suggested to submit a detailed proposal to the DEPwD and after the concurrence execute the conference.

(Action: Director; DR (A); RO(S&P))

**Agenda Item No. 28.11:- Development of training and research manual in association with NU, UK:-**

The Council approved the proposal.

(Action: Director; DR (A); RO(S&P))

**Agenda Item No. 28.12:- Submission of case for creation of Group B & C posts for NIEPMD:-**

The Council approved in principle the proposal and suggested to submit to DEPwD/MSJ&E the detailed proposal with proper justification for creation of essential posts in Group B & C category for clinical and supportive services at NIEPMD.



(Action: Director; AAO (E);

**Agenda Item No. 28.13:- Engagement of Hindi translator-cum-typist on contract basis at NIEPMD:-**

The Council approved engagement of one Hindi translator-cum-typist through manpower agency at a consolidated pay @Rs.20,000/- per month. The council also suggested to ensure that the person to be engaged should be able to translate matters into Hindi as well as be doing Hindi and English Typewriting.

(Action: Director; AAO (E); Hindi Offr I/c)

**Agenda Item No. 28.14:- Implementation of Hindi in official usage: preparation of Calendar of events and activities in Hindi; fixing/re-installation of trilingual signage boards and displays at NIEPMD:-**

The Council noted the instruction has been received from MSJE, Dept. of SJ&E, New Delhi dated 26<sup>th</sup> Apr 2017 regarding implementation of decision taken by Hindi Salahkar Samiti, at ministry on 30<sup>th</sup> Sep 2016.

Accordingly; the Council approved the preparation of calendar of events and carry out the following activities for implementation of Hindi in official usage at NIEPMD:-

- (a) Official Hindi Training (Staff) Programme 10 days (Saturdays)
- (b) HRD Students 05 Programme, 05 days (Sundays)
- (c) Hindi debate competition
- (d) Extempore competition
- (e) Poetry competition
- (f) Caption writing competition
- (g) Essay writing competition
- (h) Poster competition
- (i) Hindi Week celebration
- (j) Hindi Pakhwada Celebration
- (k) Hindi use award ceremony.

The EC also approved the approximate expenditure of Rs.1.80 lakhs to carry out the above said activities from the budget allocation under GIA.

(Action: Director; Hindi Offr I/c, RO (S&P)

**Fixing/re-installation of trilingual signage boards and Displays at NIEPMD.**

The Council noted that as per the orders of Min. of Home affairs letter no. I/14013/07/2010-OL (Policy-I) dated 07<sup>th</sup> Apr 2011, Govt. of India, Home Ministry Letter No. 14013/07/2010-OL (Policy-I) dated 04<sup>th</sup> May 2017 and MSJE, Dept. of SJ&E letter No. 11014/04/2015-OL dated 16<sup>th</sup> May 2017; all the Boards, Sign Boards, Name Plates, directional boards etc. should be written/printed/painted/ inscribed/embossed in Hindi, English and local language.

It is also noted that at NIEPMD most of the board/ sign board etc. are in English and very few are in bilingual (Tamil & English). Accordingly, as per the proposal, the Council approved to convert; fix/re-install the signage boards and displays at NIEPMD in trilingual (Tamil, English & Hindi)

- (a) Signage & Out Door
- (b) Signage & In Door

- (c) Room name Plates
- (d) Big Steel Framed Boards
- (e) Pamphlet / Brochure (Hindi) 10 Types x 5,000 Nos.
- (f) Poster Printing for awareness 10 types x 20 Nos

(Action: Director; AAO (E); Hindi Offr I/c; AEMO)

**Agenda Item No.28.15 :- Creation of capital assets/infrastructure facilities:**

- i. Vertical expansion of rear side of NIEPMD main building – provision of 3<sup>rd</sup> floor above the library/academic block; and
- ii. 3<sup>rd</sup> floor of Men's Hostel (vertical expansion):-

The Council approved to obtain project estimates from CPWD, Chennai to undertake the creation of proposed capital assets and submit the same to DEPwD for release of funds, subject to the availability of funds.

(Action: Director; AEMO)

**Agenda Item No. 28.16:- Creation of capital assets/infrastructure facility: Construction of Skill Training Centre, Adult Training Unit, P&O, P&O Stores, ADIP, ADIP Stores and Research Block.**

The Council approved to obtain project estimates from CPWD, Chennai to undertake the creation of proposed capital assets and submit the same to DEPwD for release of funds,

(Action: Director; AEMO)

**Agenda Item No. 28.17:- Creation of capital assets/infrastructure facility: Mini sports Complex and Amphitheatre:-**

The Council did not approve the proposal in view of the initiatives already taken up by the DEPwD in association with the Sports Authority of India (SAI) to establish sports complex for sports activities of PwDs.

**Agenda Item No. 28.18:- Setting up of temporary toilets and changing rooms on the adjoining to play Ground area:-**

The Council approved to obtain project estimates from CPWD, Chennai to undertake the creation of proposed capital assets and submit the same to DEPwD for release of funds.

(Action: Director; AEMO)

**Agenda Item No. 28.19:- Setting up of temporary structure for parking facility of vehicles at NIEPMD**

The Council approved the proposal to set up temporary structure for providing parking facility of vehicles of the Institute to park around 40 four wheelers; 100 two wheelers of staff; visitors and beneficiaries of the Institute and to execute the same through CPWD. Once the proposal is approved by EC, the CPWD will be requested for preparation of estimate for taking up the said work. Once APE is received from CPWD, the EC will be requested for

approval of expenditure and DEPwD will be requested for allocation of funds will be incurred under creation of capital assets.

(Action: Director; AEMO)

**Agenda Item No. 28.20: Reconstitution of the Purchase Committee:-**

The Council approved the proposal for reconstitution of the purchase committee.

(Action: Director; AAOE; ASPO)

**Agenda Item No. 28.21: Permission to submit the annual accounts of NIEPMD & CRC Kozhikode for the year 2016-17 for taking up of audit by CAG:-**

The Council approved the annual accounts statement for the year 2016-17 of NIEPMD and CRC Kozhikode and directed that the same shall be submitted to the C & AG for taking up of audit.

(Action: Director; AO)

**Agenda Item No. 28.22: Utilization of internal accruals for creation of capital assets for the Institute: Establishment of Speech & Science Lab:-**

The Council noted that the BASLP course is getting started from the AY 2017-18 at NIEPMD. Being a part of imparting practical knowledge as per the curriculum, it has been proposed to establish a speech science lab with special reference to assessment and management of adults and children with Multiple Disabilities having language, speech and feeding disorders.

**PROPOSED EQUIPMENTS**

Sl.No.	Details	Amount (Rs.)
1	Wall absorptive panel - Fabric panel of 40mm thick	504900
2	Corner bass traps	30000
3	Absorptive ceiling treatment - above seating area	60750
4	Window and vision glasses	94800
5	Window curtains	25600
6	Doors	520000
7	False flooring	218700
8	Brick wall	9405
9	Electrical	220000
10	AC	120000
11	Touch screen display	100000
12	Modular Furniture	300000
13	Miscellaneous (10% of the above total cost)	220416
	<b>TOTAL</b>	<b>2424571</b>

Accordingly; the Council approved the proposal. The Construction works should be taken up by CPWD. Purchase of materials and equipment should be carried out following the GFR.

The entire expenditure should be met out from the internal accruals of NIEPMD.

(Action: Director; HOD S&H; AO; AEMO)

**Agenda Item No. 28.23: Approval to start HRD programme academic year 2018-19  
Onwards: Bachelors in Prosthetics & Orthotics (BPO)  
4 ½ years degree course with the approval of RCI:-**

The Council approved commencement of Bachelor's Degree programme in P & O at NIEPMD w.e.f. the academic year 2018-19 onwards.

The council suggested that due recognition of RCI and affiliation with Tamilnadu Dr MGR Medical University/Madras University should be obtained to start the Course at NIEPMD.

The recurring expenses for running the course will be derived from fee (internal accounts) of the students (self-finance basis)

Further, the requirement of manpower as per RCI/University norms; equipment requirement and proposed course fee will be submitted in the ensuing meeting of the EC.

(Action: Director; DR(A); RO(MD))

**Agenda Item No. 28.24: Conduct of Flagship events at NIEPMD: National meet for Parents On "Best Practices in Multiple Disabilities":-**

The Council approved the proposal of the Institute to organize a National Meet for Parents on "Best Practices in Multiple Disabilities" with the projected total estimated expenditure of Rs.17, 27,600/-; out of which the collection through sponsorship will be 50% i.e., Rs.8,63,800/- and the Contribution from the institute (NIEPMD) will be 50% i.e., Rs.8,63,800/-

(Action: Director; Lect DAIL)

**Agenda Item No. 28.25: Entering MOU with Motivation India. Bangalore for providing Seating Devises for persons with disabilities:-**

**(a) Procurement of seating devises for persons with disabilities under PPP mode :-**

The Council deferred the proposal and suggested to resubmit the case alongwith the feedback obtained from the beneficiaries to whom the wheel chair/seating devises/other mobility devises manufactured by Motivation India has been issued through NIEPMD.

(Action: Director; Lect PT)

**(b) Establishment of wheel chair service cum-training centre :-**

The Council approved the proposal to set up a wheel chair service cum training centre to provide specialized training cum services to the needy PWDs at NIEPMD.

The approved financial implication is as under :-