

# **Information Handbook**

Under Section 4 (1) (b)

## **Right to Information Act, 2005**

**Pt.Deendayal Upadhyaya  
Institute for the Physically Handicapped  
(Under Ministry of Social Justice and Empowerment)  
4,Vishnu Digamber Marg, New Delhi-110002.**

# THE INFORMATION HANDBOOK

*(Under Section 4 (l) (b) of the Right to Information Act, 2005)*

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## **Disclaimer**

**While all efforts have been made to make this information Handbook containing Seventeen Manuals prepared under the provisions of the 'Right To Information Act, 2005', as authentic as possible, Pt. Deendayal Upadhyaya Institute for the Physically Handicapped will not be responsible for any loss to any person caused by the shortcoming, defect or inaccuracy in the information made available in this 'Handbook". Any discrepancy found may be brought To the notice of the Institute for rectification.**

## Chapter – 1

### Introduction to the Handbook

#### Background

Democracy requires an informed citizenry and transparency of information which are vital to its functioning and also to contain corruption and to hold the Institute and their instrumentalities accountable to the Governed. The revelation of information in actual practice is likely to conflict with other public interests including efficient operation of the Institute, optimum use of limited fiscal resources and the preservation of confidentiality of sensitive information. It is thus necessary to harmonize these conflicting interests while preserving the paramountcy of the democratic ideal. Parliament has therefore enacted a legislation namely “The Right to Information Act, 2005” which received the assent of the President of India on 15th June 2005. . This handbook is published in pursuance of the stipulations described under Section 4 (1) (b) of the said Act.

#### Objective/purpose

The concept of public authority was in seminal form under the 20-point programme that spoke of responsive administration. Grievance redressal mechanism was introduced in all establishments under the Central Government for dealing with grievances. The objective of this handbook is to enlighten the general public with the information of the Institute and its units/offices so that they would be able to make use of the Schemes and the Programmes of the Institute .

#### Intended users

All citizens of the Republic of India.

#### Nature / Class of the information.

All information relating to Institute under implementation, organizational set-up, levels of authority, their powers and duties/activities and all other relevant matters related thereto, which a common citizen may be interested in, have been incorporated in this handbook.

#### Definitions of various terms used.

The terms/phrases/expressions used in this handbook are to be construed with reference to the same/similar expressions with their grammatical and cognate variations as used in the “The Right to Information Act, 2005”

**Contact persons in case some body wants to get more information on topics covered in the handbook as well as other information also.**

Public Information Officers (PIOs) as mentioned in Manual-7 of this Hand Book.

**Procedure and Fee structure for getting information.**

A person who desires to obtain any information under the Right to Information Act, 2005 may make a request in writing in English or Hindi accompanied with fee as prescribed to the concerned Public Information Officer (PIO) of the Institute.

**Chapter – 2**  
**Manual – 1**  
**Particulars of Organization, Functions and Duties**  
**[Under Section 4 (1) (b) (i)]**

**Objective/purpose of the public authority.**

The Constitution of India highlights in its preamble the need for Justice - social, economic and political; Liberty - of thought, expression, belief, faith and worship; Equality of Status and of opportunity; to all citizens of the country. Article 15(4) specifically mentions about the advancement of the socially and educationally backward classes, Scheduled Casts and Scheduled Tribes. The historical social reality confirms that these groups deserve - justice in a holistic perspective of educational development and social economic empowerment. The other disadvantaged/ discriminated groups are the disabled, children in need of care and protection etc. The Institute is committed towards development and welfare of the targeted groups as specified above.

**Mission/Vision Statement of the public authority.**

The Institute is committed to the comprehensive rehabilitation of the person with locomotor disabilities and human resource development in the concerned field.

**Brief history of the public authority and context of its formation.**

Pandit Deendayal Upadhyaya Institute for the Physically Handicapped is an autonomous organisation under the administrative and financial control of Ministry of Social Justice & Empowerment, Govt. of India. This institute came into being when the erstwhile Jawahar Lal Nehru Institute of Physical Medicine and Rehabilitation and other allied institution run by the council for the Aid of crippled & handicapped were taken over by the Govt. of India on 22<sup>nd</sup> May 1975 and converted into an autonomous body in the year 1976.

**Duties of the public authority.**

The main activities of the Institute are as follows;-

**Human Resource Development**

To achieve the main objective of Human Resource development in the field of rehabilitation, the Institute conducts the following courses:

1. Bachelor of Physical Therapy
2. Bachelor of Prosthetics and Orthotics
3. Bachelor of Occupational Therapy

- The duration of above courses is 4 ½ years including six months internship and all three courses are affiliated to University of Delhi.
- The admission to the above courses is made on the basis of merit in the entrance test conducted on all India basis by University of Delhi.
- The candidate must have passed 10+2 or Intermediate with PCBE/PCME having 50% marks aggregate
- Intake is 35 in PT/OT & 20 in P&O
- Reservation is provided as per Government of India and University of Delhi norms.

## **Services**

### **Assessment Clinic**

The objective of the Assessment clinic is to evaluate and assess the patients for therapeutic, aids and appliances requirement of the patients and for referring them to appropriate departments for their treatment, therapy and rehabilitation. Registration of new patients is being done at the registration counter with registration charges of Rs. 10/-. The patients are being examined by the Orthopaedic Surgeons, pediatrician and other doctors in the assessment clinic for their rehabilitation needs. After initial assessment, the patients are sent to various units such as Physical Therapy, Occupational Therapy, Speech Therapy and Workshop for providing therapeutic treatment and fitment of aids and appliances. The Institute has also arranged the services of a clinical psychologist on specific days for providing psychological counselling to the patients and persons with disabilities and their family members. A medical officer has been engaged to examine and provide general medical care to the employees of the Institute. An Ayurvedic Physician is also working on honorary basis to attend afternoon Assessment clinic once in a week .

### **Physical Therapy**

The patients who suffer from neurological, muscular and skeletal disorders are being provided therapeutic treatment to relieve pain, increase muscle power and restore mobility of the affected joints. The department is equipped with Electro-therapy & Exercise Therapy modalities viz Short Wave Diathermy, Microwave Diathermy, Electro Myography and Vibrators Interferential Therapy, Laser, Ultrasound, Transcutaneous Electrical Nerves Stimulator (TENS) Cervical and Lumbar traction and Paraffine Wax Bath etc. Quadriceps exerciser, Kinetic Communicator, Traction Apparatus, Hydrotherapy-Hubbard Tank and Contrast Bath, Hot packs and Cold packs. The Students and Internees of B.P.T. (Physical Therapy) also undergo clinical training in the department.

## **Occupational Therapy**

The Occupational Therapy Department, apart from imparting training to Bachelor of Occupational Therapy students, also provides treatment & rehabilitation to the persons with neuromuscular and skeletal disorders. Occupational Therapy is intended to restore physical functions in daily living activities, development of work tolerance & maintenance of special skills.

The patients who suffer from poliomyelitis, cerebral palsy, traumatic limb injuries, spinal cord and nerve injuries, Spina Bifida and all type of arthritis are assessed, evaluated and treated in this unit by using various therapeutic activities and equipments to improve or restore functional capabilities.

## **Speech therapy**

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

## **Workshop**

One of the major activities of the Institute is to fabricate Prosthetic and Orthotic aids and appliances for catering services to the Persons with Disabilities on free or subsidized rates. Prosthetic and Orthotics deals with the fitment of artificial limbs for the missing parts of human body and assistive devices for supporting the weaken parts of the body. The aids and appliances are provided under the ADIP scheme of the Ministry of Social Justice & Empowerment, Govt. of India. The qualified Prosthetist / Orthotists and trained professionals are working in the workshop for the fitment of the Prosthetic & Orthotic appliances. Below knee endoskeleton prosthesis is also beeing fitted to suitable cases. This type of prosthesis is quick to fabricate and is light in weight in comparison to the conventional prosthesis.

## **Social and Vocational Counseling**

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

## **Psychological Counseling**

The Institute is providing Psychological Counseling services through a clinical psychologist who evaluates the Children with Cerebral Palsy, Mental Retardation and Emotional and behavior problem. Parents are being advised for the home management and proper placement for their children.

## **Outreach Service**

The workshop division is providing prosthetic, Orthotic & Rehabilitation Aids and appliances to Persons with Disabilities through Composite Regional Centers for Persons with Disabilities (CRC's), District Disability Rehabilitation Centre (DDRCs). The outreach comprehensive rehabilitation camps are organized in collaboration with other National Institutes, CRC's, DDRCs and reputed Non-Governmental organization. The Support of District Administration is also taken. The tailor-made appliances are fabricated in the workshop of the Institute, CRC's and DDRC's within the stipulated time frame. These services are provided at the doorsteps of the disabled person through camp approach. These activities are performed under the supervision & guidance of qualified Rehabilitation Professionals.

## **Extension services**

### **Composite Regional Center**

In compliance of the Disability Act 1995 and with the objective of development of manpower in the field of disability and rehabilitation, reaching the unreached and to promote accessibility of disabled person to rehabilitation services, Ministry of Social Justice & Empowerment, Government of India, decided and directed the National Institutes for establishment of five Composite Regional Centers for Persons with disabilities (CRC) in different parts of the country, Out of these, CRC Lucknow and CRC Srinagar are under the administrative control of this Institute. These CRCs have been established and functioning since the year 2000. The Institute has further decided to set up one Southern Regional Centre at Secunderabad which has been established and providing services to the persons with disabilities in the campus of National Institute for Mentally Handicapped, Manovikas Nagar, Secunderabad.

### **District Disability Rehabilitation Centers**

The Ministry of Social Justice & Empowerment had assigned operationalization of 11 district disability rehabilitation centres (DDRC) in different regions of the country to IPH viz, Ballia, Shimla, Patiala, Vadodara, Ahmadabad, Ajmer, Bikaner, Tonk, Jodhpur, Jhunjhunu and Jaisalmer. These developed infrastructures are meant to provide services to the disabled persons belonging to remote areas. These Centers are working as extended arms of the National and Apex level Institutes and are providing comprehensive Rehabilitation services to persons with different disabilities at one place. Out of the above 11 DDRC's, seven of them viz; Ballia, Shimla, Patiala, Ajmer, Bikaner, Tonk and Jodhpur have been handed over / transferred to different nongovernmental Organization (NGOS). Through the respective District Administration for further operationalization. The basic objectives of these centers include manpower development, promotion of research and generation of awareness and to provide rehabilitation services including assistive devices to the Persons with Disabilities near their door steps.

## **ASSISTANCE TO DISABLED PERSONS SCHEME (ADIP)**

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

The person with disability visiting to the Institute are being provided Tailor-made/ready made aids and appliances at the recommendation of the treating Doctors).

## **LIBRARY**

The Institute has a well-equipped Library to cater to the needs of Bachelor of Occupational Therapy, Bachelor of Physical Therapy, Bachelor of Prosthetics & Orthotics students and faculty. The library facilitates reading and borrowing facilities to the employees of the Institute. The library clientele avail the facility of Photocopy and internet. Students, professionals and doctors of other Institutions can also avail the library facilities by becoming reference members. The Library is also subscribing to main professional foreign journals in the field of OT, PT and P&O. The Library remains open from 9 A.M. to 8 P.M. on all working days and from 10 A.M. to 4 P.M. on all Saturdays.

## **HOSTEL**

The Hostel block is located within the premises of the Institute. There are separate floors allocated for the boys and girls. The rooms are allotted on a twin-sharing basis only to the students belonging to the places outside Delhi. The mess in the Hostel is managed by the students on cooperative basis. The expenditure incurred on running the mess is subsidized by the Institute. There is a Guest House at 5<sup>th</sup> floor of the Hostel building, earmarked for the guests who come to Delhi either for official work in the Institute or in the Ministry.

## **PRINTING PRESS**

The Institute has a medium sized Printing Press to meet the printing and related needs of the Institute, Ministry of Social Justice & Empowerment and other Government Departments. The Printing Press is equipped with DTP system, one A-3 size Gestetner Digital Printer, an Automatic Two Colour Offset Machine, one Single Colour Offset Machine, Vertical Process Camera, one Printing down Frame and Printing down machine. The Binding Section is equipped with one Lamination Machine, Spiral Machine, Spico Machine, Sticking Machine, two Cutting Machine and Layout working table etc.

## **INTEGRATED SCHOOL**

The Institute is running an integrated school to impart education to the children with mild to moderate locomotor disability. The school is recognized by the Education Department of Municipal Corporation of Delhi up-to primary level. The children with disabilities study together with normal children in this school. The children with disabilities are integrated with their normal peers in the school and are given opportunity to interact with children from other schools through participation in competitions, quiz programs, debates, painting contests and sports meets, Co-curricular activities like clay modeling, dance and music, craft activities and training in physical exercise are integral to the activities of the schools. The children of the school are being provided free transport facility, uniforms and textbooks. The school also has a separate library of its own.

### **Media Unit:**

To inform and educate public about the schemes and programmes of the Institute, the Institute has One Public Information Officer and Assistant Public Information Officer. They supply information to the requestee as per Right to Information Act guidelines. Technical queries by the Patients and Persons with disabilities and related with human resource development and dealt by the concerned Head of Department. (A post of media assistant is also strengthening the system of information dissemination). The Institute from time to time uses following media for awareness generation.

### **(a) Electronic Media**

- (i) Television
- (ii) Radio
- (iii) Internet etc.

### **(b) Print Media**

- (i) Newspapers
- (ii) Booklets
- (iii) Folders

### **(c) Outdoor Media**

- (i) Exhibition
- (ii) Animation Boards
- (iii) Hoardings
- (iv) Bus side / Back panels
- (v) Public utility services etc.

# **ADMINISTRATION DIVISION**

## **Establishment and General Administration Division**

To take care of service matters of the Employees of the Institute and various services, to procure the articles required for the official use of the employees and purchases, stock & issues, maintenance of buildings etc are being managed by establishment and General Section as per the prescribed Byelaws and Rules and Regulations framed by the Institute for such matters.

## **Accounts Division**

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

## CHAPTR -4

### Manual – 3

## Rules, Regulations, Instructions, Manual and Records for Discharging Functions [Under Section 4 (1) (b) (v)]

The following are inter alia some of the important Rules, Regulations, Instructions, Guidelines, used by the Institute for discharging its functions.

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

	Rules		detail the rules relating to pay, Combination of appointments, Deputation, Foreign Service,	
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S. No	Name of the Document	Type of the Document	Brief Write-up of the Document	Address	Tel/Fax/E-mail address
			Dismissal, removal and suspension, Retirement, Joining Time, Government Residences, etc.		
5	General Financial Rules	Rules	The rule book issued by Govt. of India describes in detail the rules relating to pay, Combination of appointments, Deputation, Foreign Service, Dismissal, removal and suspension, Retirement, Joining Time, Government Residences, etc.	-do	
6	Central Civil Services (CCA) Rules 1965	Rules	The rule book issued by Govt. of India describes in detail the rules relating to pay, Combination of appointments, Deputation, Foreign Service, Dismissal, removal and suspension, Retirement, Joining Time, Government Residences, etc.	-do	
7	<b>Central Civil Services conduct Rules 2005</b>	Rules	The rule book issued by Govt. of India describes in detail the rules relating to pay, Combination of appointments, Deputation, Foreign Service, Dismissal, removal and suspension, Retirement, Joining Time, Government Residences, etc.		
8	<b>Central Civil Service (Pension) Rules 1972</b>	Rules	The rule book issued by Govt. of India describes in detail the rules relating to pay, Combination of appointments, Deputation, Foreign Service, Dismissal, removal and suspension, Retirement, Joining Time, Government Residences, etc.	-do	

9	<b>Fundamental Rules and Supplementary rules.</b>	Rules	The rule book issued by Govt. of India describes in detail the rules relating to pay, Combination of appointments, Deputation, Foreign Service, Dismissal, removal and suspension, Retirement, Joining Time, Government Residences, etc.	-do	
10	<b>Central Civil Services (CCS) (Conduct Rules 1964) and General Provident Fund Rules (GPF) etc.</b>	Rules	The rule book issued by Govt. of India describes in detail the rules relating to Services and General Provident Fund.	-do	
11	<b>House Building Advance rules</b>	Rules	The rule book issued by Govt. of India describes in detail the rules relating to house building advance		
12	<b>New Pension Scheme 2004</b>	Rules	The rule book issued by Govt. of India describes in detail the rules relating to New Pension Scheme		

## Chapter – 5

### Manual – 4

Particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof

#### [Under Section 4 (1) (b) (vii)]

### FORMULATION OF POLICY

**Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in following format.**

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

#### **General Council and Standing Committee**

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

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

**Chapter – 6**

**Manual – 5**

**A Statement of the categories of documents that are held  
by  
it or under its control**

**[Under Section 4 (1) (b) (vi)]**

**LIST OF OFFICIAL DOCUMENTS & THE PLACE WHERE THE DOCUMENTS ARE  
AVAILABLE.**

**Administration Division**

Copies of rules and regulations/manuals concerning the service matters as framed by the Institute i.e. General Council, Standing Committee and Ministry of Social Justice & Empowerment, Govt. of India.

## **Chapter– 7**

### **Manual– 6**

# **A Statement of boards, Council, Committees and Other Bodies Constituted As Its Part**

**[Under Section 4 (1) (b) (viii)]**

**The following are the Committees of the Institute**

#### **General Council**

- |   |           |
|---|-----------|
| 1. Sh. K.M. Acharya<br>Secretary to Govt. of India<br>Ministry of Social Justice & Empowerment<br>Shastri Bhawan, New Delhi.                | President |
| 2. Joint Secretary (Disability Division)<br>Ministry of Social Justice & Empowerment<br>Govt. of India, Shastri Bhawan,<br>New Delhi-110002 | Member    |
| 3. Financial Advisor<br>Ministry of Social Justice & Empowerment,<br>Govt. of India, Shastri Bhawan,<br>New Delhi-110002.                   | Member    |
| 4. Ms. Sminu Jindal<br>A-5, Anand Niketan<br>New Delhi.   | Member    |
| 5. Dr. R.A. Joseph<br>Bhagwanpur, 85 BHU<br>Varanasi-221005<br>Uttar Pradesh.   | Member    |
| 6. Shri Anil Kumar Singh<br>Vill. Mohaniya (Station Road)<br>PO.& PS Gohaniya<br>Distt. Kaimpur (Bhabhua)<br>Bihar.                         | Member    |

- |  |                  |
|--|------------------|
| 7. Shri Rabindra Nath Das<br>BC261 Sector-1, Salt Lake<br>Kolkata-700064   | Member           |
| 8. Ms. Arunima Nigam<br>E-25, Adharshila, Samta Colony<br>Raipur, Chattishgarh   | Member           |
| 9. Smt. M.B. Ranjeetha<br>"Sapthagiri"#327, 14 <sup>th</sup> Main,<br>R.M.V.Extn.<br>Sadashivanagar,<br>Bangalore-560080               | Member           |
| 10. Dr. Kunjubasi Wangiam<br>Head, Deptt. Of PMR<br>Govt. Medical College<br>Manipur, Imphal.  | Member           |
| 11. Smt. Gurmeet Dhanai<br>½ Steel Colony, Nehru Nagar(West)<br>Bhilai, Chattishgarh-420020  | Member           |
| 12. Dr.(Mrs.) Suman Rishi<br>Professor in Microbiology<br>SB-162, Mahatma Gandhi Marg,<br>Jaipur-25.                                   | Member           |
| 13. Shri sarvendra Kumar Verma<br>Jagat Narayan Road<br>Kadam Kuan<br>Patna-800 003, Bihar.  | Member           |
| 14. Sh. Raj Kumar Singh<br>A-9, F-2, Dilshad Garden<br>Delhi-110095.   | Member           |
| 15. Dr. Dharmendra Kumar,<br>Director<br>PDU Institute for the Physically Handicapped<br>4, Vishnu Digamber Marg,<br>New Delhi-110002. | Member Secretary |

**Member of the Standing Committee: The Standing Committee presently consist of the following members.**

1.	Joint Secretary (Disability Division) Ministry of Social Justice & Empowerment, Govt. of India, Shastri Bhawan, New Delhi-110002	Chairperson
2.	Financial Advisor Ministry of Social Justice & Empowerment, Govt. of India, Shastri Bhawan, New Delhi-110002	Member
3.	Shri Sarvendra Kumar Verma, Jagat Narayan Road, Kadam Kuan, Patna-800 003, Bihar.	Member
4.	Ms. Sminu Jindal, A-5, Anand Niketan, New Delhi.	Member
5.	Dr. Dharmendra Kumar Director PDU Institute for the Physically Handicapped 4, Vishnu Digamber Marg New Delhi-110002.	Member Secretary

### **Acadmic Committee**

The Academic Committee will be headed by Director and shall include specialists / Representatives of Voluntary Organisation / Heads of Institution / Social Worker in the field, consisting of the following;

Director of the Institute

Chairman

8 Expert in the field

Members

The Committee should have tenure of 2 years. The Committee will advise in the matter of scientific research and establishing institutional or non-institutional programmes for the education, training and rehabilitation of the handicapped.

### **Selection Committee & Departmental Promostion Committee:**

### **For Group A posts:**

Chairman, Standing Committee:	Chairman
Two expert in the field to be nominated Members by Chairman	Member
One representative from SC/ST/OBC/ Minority Community as the case may be (if not covered by any of the other Members) Director of the Institute	Member-Secretary

### **For Group B,C,& D**

Director of the Institute	Chairman
One outside expert in the field to be nominated by Chairman	Member
Head/Expert on the subject from the Concerned department	Co-opted Members
One representative from SC/ST/OBC/ Minority Community as the case may be Dy. Director of the Institute	Member-Secretary

### **Purchase Committee:**

Manager (Workshop)	Chairman
Dy. Director (Administration)	Member
Head of the Department	Member
Accounts Officer	Member
Asstt. Purchase Officer (ASO (P))	Member

### **Library Committee**

Director	Chairman
Head of the Departments	Librarian
Librarian	Member-Secretary

### **Canteen Committee**

Dy. Director	Chairman
Administrative Officer	Member
Representative of the Employees	Members

**Chapter – 8**  
**Manual – 7**

**The names, designations and other particulars of the  
Public  
Information Officers  
[Under Section 4 (1) (b) (xvi)]**

Please provide contact information about the Public Information Officers, Assistant Public Information Officers and Departmental Appellate Authority of the Public authority in the following format

**THE FOLLOWING ARE THE PUBLIC AUTHORITIES OF THE INSTITUTTE**

**Public Information Officers of the Public Authorities Under the Aegis of the Institute**

<b>Sl.No. mail,</b>	<b>Name</b>	<b>Designation</b>	<b>Tel.No.</b>	<b>Fax,</b>	<b>E-</b>
1.	Smt. Tejinder Kaur, Librarian	Public Information Officer	23235692	23239690	
2.	Smt. Vandna Mishra Asstt. Research Assistant	Public Information Officer	23233672/ 301	23239690	
3	Shri H. Ballabh Dy. Director (A)	Appellate Authority	23220120	23239690 ballabh49@hotmail.com	

**Chapter- 9**  
**Manual -8**

**Procedure followed in Decision Making Process**  
**[Under Section 4 (1) (b) (iii)]**

**What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and Rule of Business Manual, and other rules/regulations etc. can be made.)**

The Institute is adopting all procedures prescribed in the Manual of Office Procedure issued by Ministry of Personnel Public Grievances and Pensions.

**What are the documented procedures/laid down procedures/Defined Criteria/Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?**

(i) All the Officers of the Institute follow the Manual of Office procedures published by the Ministry of Personnel, Public Grievances and Pensions, General Financial Rules, Delegation of Financial Power Rules published by the Ministry of Finance.

**What are the arrangements to communicate the decision to the public**

The following methods of communication are used in inform the decisions of the

For individual information in specific case, the following forms communications are used:	Letters, Orders, Office Memoranda, Notices, Websites,e-mail, fax, etc
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**Who are the officers at various levels whose opinions are sought for the process of decision Making**

(i) All the Officers of the Institute follow the Manual of Office procedures published by the Ministry of Personnel, Public Grievances and Pensions, General Financial Rules, Delegation of Financial Power Rules published by the Ministry of Finance.

**Who is the final authority that vets the decision**

The authorities are prescribed in various Govt.Rules adopted by the Institute such as Fundamental Rules & Supplementary Rules, General Financial Rules, Delegation of Financial Power Rules etc. Depending upon the type of the decision required, officers of the rank of HOD & Dy.Director and Director of the Institute might finally take a decision. However, officers lower to that of the final decision making authority may convey a decision taken at higher level. For all general and policy matters, the Standing Committee/General Council is the competent Authority in taking decisions.

## Administration Division

<b>Subject on which the decision is to be taken</b>	Service matters of the employees of the Institute as per the procedures laid down under the Govt. Rules and Regulations as adopted by the Institute .		
<b>Guideline/Direction, if any</b>	As given under the relevant Rules and Regulations as framed/adopted by the Institute		
<b>Process of Execution</b>	Through the procedures as stated above.		
<b>Designation of the Officers involved in decision making</b>	(i) Administrative Officer (ii) Deputy Director (Administration) (iii) Head of the Departments (vi) Director (vii) Chairman Standing Committee (viii) President General Council (ix) Ministry of Social Justice & Empowerment		
Contact information of above mentioned officers	<b>Officer / Department</b>	<b>Tel.</b>	<b>Fax</b>
	(i) Administrative Officer	23236207	23239690
	(ii) Dy. Director (Admn.)	23220120	23239690
	(iii) Head of the Department		23239690
	a) Manager(W)	23216902	
	b) Assistant Prof. O.T	23236193	
	c) Assistant Prof.P.T	23236193	
	(iv) Director	23232403	23239690
(v) Chairman Standing Committee & Joint Secretary (DD), M/o S J & E Govt of India.			
(vi) President General council & Secretary, M/o S J & E, Govt. of India	23382683 23389184	23385160	
<b>If not satisfied by the decision, where and how to appeal.</b>	The appeal can be made to the Minister (SJ&E) Minister of State (SJ&E), Secretary, (SJ&E) and the Joint Secretary (Divisibility Division).		

**Manual – 9**  
**Directory of Officers and Employees**  
**[Under Section 4 (1) (b)( ix)]**

Name & designation	Intercom No.	Telephone OFFICE	Telephone RESIDENCE	Room No	Address
<b>ADMINISTRATION</b>					
Dr. Dharmendra Kumar Director	322	23232403	22814146	107	874, Pocket B-MIG, DDA Flats, Chitrakoot, East Loni Road, Delhi-93
Smt. Lissy Jose P.A. to Director	323	23232403	39504390	108	3/15, 2nd Floor, Old Rajinder Nager, Shankar Road, New Delhi-60
Sh. H. Ballabh Dy. Director (Admn.)	333	23220120	95120- 2774552	120	III-A/271, Racana, Vaishali, Ghaziabad, UP
Smt. Rema Raj P.A to Dy. Director	327	2322120	22617973	120	A 99-E, A-3, Mayur Vihar, Phase- III, Delhi-96
Sh.R S Gupta , Admn Officer	334	22487204	9968091753	121	E-I Ganesh Nagar, Pandav Nagar Complexd
Sh. R.K. Sharma Supdt. (Admn.)	336	23236207	2247364	119	H.N. 237, Shankar Marg, No. 6, Mandawali, Delhi- 92
Smt. Paramjeet Kaur UDC (Estt.)	336	23236207	26229351	119	E-78, Amar Colony, I-Floor, Lajpat Nagar, Delhi-24
Smt. Balbir Kaur Assistant (Accts)	328	23234309	26226306	123	70, Amichand Khand, Giri, Nagar, Kalkaji, New Delhi-19
Smt. Raj Sharma Assistant Store Off (P.)	305	23234309	95120- 2550549	119	H-80, Sector-12, NoidaU.P
Sh. Ajit Singh Rana UDC (store)	316	23233672	27206484	123	H.No. 860, Mukhmelpur, Delhi-36
Smt. Dev Archana UDC (Store)	316	23233672	27564981	123	Baba Bandha Bahadur, Appt., Flat No. 30-C, Sec-14,Rohini, Delhi-85
Sh. Kundan Singh Asstt.	337	23233672	9818816488	117	H.No. 57, Janta Flat, GTB Enclave, Delhi-93
Sh. Lahri Ram Meena Asstt. (Estt.)	336	23236207	9968295869	119	RZG/20/2, Dabri Extt. East Gali No-2 New Delhi-45
Smt. Shobha Nair UDC	336	23233672	29053174	211	20/436,DDA Flats South, Niketan Dr.ambedkar Nagar Delhi-62
Smt. Kusum Sharma LDC	340	23233672	9868211115	Basement	H.No. 1118, Badli, Delhi-42, (Near Bank Of Baroda)
Sh. Arvind Kumar Prami LDC (Accounts)	328	23236207	22130966	119	H.No. 82, Janta Flat, GTB Enclave, Delhi-110093
Smt. Asha Gupta LDC (collage)	332	23236207	95120- 2611914	119	B-315, Brij Vihar, Ghaziabad, U.P.
Shr. Yashpal Singh LDC (Estt./Min.)	336	23233672	22129688		H.No. 65, Janta Flat, GTB Enclave Delhi-93
Sh. Kshtiz Sharma LDC (Estt. / Min.)	336	23233672	23073703	119	H. No. 11-A, Dheeraj Block, Gali No. 2,
Sh. Brijmohan UDC (Accounts.)	325	23234309	22131623	123	H.No. New Delhi-95M-32, B-4, Dilshad Garden,
Sh. Naveen Chand LDC (Collage)	348	23234309	9811301612	309	H.No. 263 Gali No. 7, Linepar Subhash Nagar, Bahadurgagh
Sh.Parminder Singh LDC	352	23236193	25530518	212	C/o Sh.Tilak Raj, B/2/B-183 Janak Puri, New Delhi-58
Sh.Prakash Dhubal LDC	336	23233672	9898211117		A-20, G-2, Dilshad Garden, Delhi-110095
Sh. Nageshwer Prasad Car Driver	351	23233672	22136508		H.No. 61, Janta Flat, GTB Enclave, Delhi- 93
Sh.Daya ram Car Driver	351	23233672	9891341164		Gram Ananagpur Diary, Badarpur Border,Sec.-37, Near Hanuman Mandir,, Faridabad,

Sh. Balwant Singh Driver	351	23233672	55869703		H.No. 72, Janta Flat, GTB Enclave, Delhi-93
Sh.Arummungan Driver	351	23233672	9968431397		S.74/A, Lakshmi Nagar, Block, Shakarpur, Delhi-92
Munna Ram Driver	351	23233672			H. No. 31, Gali No. 8, amedkr Colony, Haiderpur, Delhi-88
Sh. Amar Singh Conductor	336	23233672	20905261		A-294, Gali No. 11, Babu Colony, Burari, Delhi-84
Sh. Onkar Singh Conductor	314	23233672	25722139		7-634/10-B, Baljeet, Nagar, New Delhi-8
Sh. Sita Ram Conductor	314	23233672	25722139		H.No. 68, Janta Flat, New delhi
Sh. Pyarey Lal Gupta Electrician	328	23233672			D-211, Gali No. 10, Laxmi Nagar, Delhi-92
Sh. Balbir Singh Electrician	340	23234309	9818226616		H.No. 180-A, B Block, Gali 1, Baba Colony, Burari, Delhi-84
Sh. Sanjay Babu Electrician	340	23234309	9811630599		229/28 C-2, Gali No.3, Railway Col. Fajalpur, Mandawali, Delhi – 92
Sh. Arvind Kumar Gestentor Operator	336	23233672	9350273602	114	
Sh. Narayan Singh Shah Gestentor Operator	336	23233672	55143846	119	H.No. 68, Janta Flat, GTB Enclave Delhi-93
Smt. Judhi Devi Attendant	336	23233672			336 H.No. 62, Janta Flat, GTB Enclave, Delhi-93
Sh. Brij Bihari Attendant	336	23236207	27918405		Y-1138, Mangolpuri Delhi-83
Sh. Virender Kumar Attendant	340	23232403			16-H, Pocket B-5, Mayur Vihar, Phase-3, Delhi-59
Sh. Rajender Singh Attendant (Estt./Min.)		23233672			H.No. 230/9, Gali No. 3, Mandawali Fajalpur Railway Colony, Delhi-92
Sh.Jagbir Singh Attendant	323	23232403	9868832207		Village & Post Office Tajpur, Kalan, Delhi-110036
Sh. Tej Narayan Mali		23233672	9873055001		Vill. Ibrahimipur, Gali No. 6, Mukhmialpur, Delhi-36
Radhey Shayam Attendant-cum-Mali		23233672			H.No. 78, Janta Flat, GTB Enclave Delhi-93
Sh. Mukesh Chand Attendant		23233672			Vill-Post Chhaprula, Distt. Gautam Budh Nagar, UP.
Sh. Shree Pal Jamadar		23233672			33/423, Trilokpuri, Delhi-91
Smt. Lajjawati, Safaikarmchari		23233672			C-364, Nai Seemapuri Delhi-95
Smt. Pushpa Safaikarmchari		23233672			C-5128, Kotla Firojshah Kotla, Delhi-02
Sh. Sajan Kumar Safaikarmchari		23233672			H.No. 51, New Rashid Market, Ganesh park Balmikibasti, Delhi-51
Sh. Nem Chand Safaikarmchari		23233672			W-57, Welcome Silampur, Sahadara, Delhi-53
Sh. Gyneshwer Safaikarmchari		23233672			1835, Malkaganj Gali Ahiran, Delhi-7
Mrs. Sunita Safaikarmchari		23233672			34-Balmiki ka Bara, Roshana Road,Aryapuyra, Delhi-7
Sh. Rajveer Singh Safaikarmchari		23233672			H.No. G-34, Prince, Park Mes, Patiala, House, New Delhi-1
Smt. Sarla Devi Safaikarmchari		23233672			C-55, Gali No.8, Khajuri Colony, Delhi-94
<b>ACCOUNTS</b>					
Sh. D Govind Rao Accounts Officer	345	23236207	9868911088	115	H.No. 249 A/1, Munirka, New Delhi-110067
Smt. Vijay Mahajan	328	23236207	27102565	123	C-4/131 Keshavpuram, Delhi-35

Assistant (Actts.)					
Smt. Krishna Gauri Assistant (Actts.)	328	23236207	9868262638	123	111/A, Ramdut Enclave, Uttamnager, N. Delhi-59
Smt Chaman Ara Asstt.	350	23236207	27214288	123	539 DDA Flat Lado ,Sarai Arvindomarg N.D-30
Smt. Sushma Tondon UDC (Actts.)	328	23236207		123	B-6/20, Sector-15,Rohini-delhi -85
Smt. Nishi Dogra UDC (Actts.)	328	23236207		123	C-31-C, OSIPC Hats ,Paschim Puri New Delhi
Smt. Sunita UDC (Actts.)	328	23236207		123	S-604 B, School Block, Gali No. 5, Shakarpur, Delhi-92
Smt. Laxmi Latoria UDC (Actts.)	328	23236207		123	33/1085, 3rd Floor, DDA Janta Flat, Dr. Ambedkar Nagar,N D62
<b>Physical Therapy</b>					
Mrs. Manda Chauhan	352	23236193	9911152994	212	A-7, Pharma Aptt. 88,, Patparganj SocietyDelhi-92
Smt. Rajni Kalra Lecturer. P.T	339	23233672	9311893007	20	B-3A/312, Janak Puri, New Delhi
Sh. K. Ram Prabhu Supt. P.T.	344	23233672	9210577942	11	85, Munirka Village, New Delhi-67
Sh. Roshan Lal Meena Sr. P.T.	310	23233672	9811368079	21	J-6 A, Pandav Nagar, New Delhi -92
Mrs. Prachi Raj Meena Sr. P.T.	310	23233672	22610606	21	46, DDA MIG Flat Pocket-1, Mayur Vihar Phase-3, Delhi-96,
Mrs. Anju Aggarwal Sr P.T.	310	23233672	9212534593	21	Block-R-21/A, Dilshad Garden, Delhi-95
Mrs. Manju Vats Demo P.T.	310	23233672	22793739	21	F-283, Pandav Nagar, Patparganj, Delhi-91
Sh. Pradeep Marandi Demo P.T.	310	23233672	9818198690	21	G-179, Vasant Village, Vasant Vihar, N.D.-57
Suraj Kumar P.T	310	23233672	9968008415	21	C/o Sanjay Kumar, RZF-589, Raj Nagar-II, Palam Colony New Delhi-77
Sh. Deepak Malhotra P.T	310	23233672	9871666669	21	H.N. B 19/2, St. No.6 ,New Govind Pura, Delhi-
<b>Occupational Therapy</b>					
Sh. Anoop Kr. Aggarwal A .P. O.T.	324	23236193	29251246	210	64-G, Pocket-K, Seikh Sarai-II N.D.-17
Sh. Akhilesh Shukla Lecturer. O.T.	329	23236193	95120-2880890	306	4-C/4018, Vashundhara, Ghaziabad-12
Smt. Madhuchhanda Supdt. O.T.	300	23233672	22627783	307	C-603, Pawitra, Appartment, Vasundhara Enclave, Delhi-96
Smt. Shanta Pandian Supdt.. (O.T.)	300	23233672	9911208501	3	R 2 F-235 M, Rajnager-II, Palam, Colony,,Delhi-42
Sh. Lalit Narayan Supdt Rehab. OT	351	23233672	22041196	23	46, Gagan Vihar,Delhi 51
Sh. Kamal Narayan Arya Senior (O.T.)	302	23233672	30968806	24	B-27, DDA Flats, Double Storey, Janta, Kalkaji, N.D. -19
Smt. Meenakshi Batra Sr. (O.T.)	326	23233672	25280121	3	A-3/90, Paschim Vihar, New Delhi-63
Ms.Gunjan WadjwaSr. (O.T)	326	23233672	9810926629	3	BM-144(Wst)Shalimar Bagh Delhi.88
MS Sikha Lohia OT	309	23233672	9868676828	15	21, Deshbandhu Society, 15, I.P. Etn. Delhi-110092
SH. Manishsamnani Demo OT	326	23233672	9868427927	21	B-803, Prena Apts. Plot GM8, Sector-56, Gurgaon
SH. Arun Kishore Demo O.T	309	23233672	9999978036	21	H. No. L-59, Ist Floor, Shrinivasपुरi, New Delhi-65
Mrs .Mita Singhal Demo O.T	309	23233672	9871415789	21	E-285 (Ist Floor), Naraina Vihar, New Delhi-28

Sh. Debasis Saha O.T	309	23233672		21	WB-185 Shakapur, Ganesh Nager, Delhi-92
MRS. Archna Kaushik O.T	309	23233672	9971612071	21	602, D-9, B1/3, Mehrauli, Delhi-30
SH. E. Wilson ralkumar O.T	309	23233672	01204121431	15	R-11/204 Rajnagar, Gaziabad UP-
<b>Prosthetic &amp; Orthotic</b>					
Sh. Sharad Ranga HOD (P&O) / Manager (W)	355	23216902	25082426	209	B-501, Ganinath, Nikunji, Sec-5, Plot No. 1, Dwarka, Phase-1, New Delhi-45
Sh. Girish V. Gupta Lecturer (P)	312	23235863	9868103545	113	C-5/142, Yamuna, Vihar, Delhi-53
Sh. G. Pandian Lec. (O)	357	23235863	9891280501	203	RZF-235, Raj Nagar-II, Palam Colony, N.D.-45
Sh. Rakesh Rawat Demo. (Prosth.)	313	23235863		204	H. No. 10, Pocket-D, Dilshad Garden, Delhi-95
Sh. Inder Vijay Singh Demo (Ortho)	313	23235863	9910024687	204	H.No. 54, Street-4 Arya, Near Dayanand Vihar Dav, Public School, Karkadooma, Delhi-92
Smt. Sashi Yadav Assistant	332	23233672			D-4/81-A, Laxmi Nagar, Delhi-92
Smt. Harbhajan Kaur Steno (Grd.-D)	356	23216902	27025763	1	1292, Rani Bagh, Sakurbasti, New Delhi
Smt. Madhu Monga Steno (Gr. D)	334	23233672	9868949616	121	K.75 2 <sup>nd</sup> Floor kirti Nagar New Delhi-5
Smt. Vinod Sharma UDC	332	23233672	23646132	211	2A-200, Shastri Nagar, Sarai Rohella, Delhi-52
Smt. Kailash Sharma UDC	332	2323362	9968295889	211	K-I, Extension-94, Mohan Garden Uttam Nagar, N. Delhi
Sh. Ghanshyam Meena UDC	324	23233672		211	G-1/122, Indra Enclave, Sec. 21-D, Faridabad,
Sh. Naresh Kumar UDC	312	23233672	29250078	113	174, Chirag Delhi, New Delhi 17
Sh. Hargovind Singh Attendant	348	23235692		9	Vill. Badhpura, Post Dadri, Distt. G.B. Nagar, UP
Sh. Neelam Khurana Attendant (College)	332	23233672			P-21, First Floor, Srinewaspuri PVT, Colony, Delhi-65
Gopal Ram Attendant (College)	332	23233672			H.No. 67, Janta Flat, GTB Enclave, Delhi-93
Sh. Ved Singh Attendan	332	23233672		20	Near Satyanarayan Mandir, P & Vill. Bahadurgarh, 124507 Distt. Jajhar, Hr
<b>LIBRARY</b>					
Smt. Tejender Kaur Librarian	318	23235692	25137382	Basement	A-143, IInd Floor, Fatehnager, N. D. -18
Sh. Munish Kumar LDC	318	23235692		Basement	H.No. 82, Janta Flat, GTB Enclave, Delhi-93
Sh. Amar Pal Gest. Ope.	318	23235692		Basement	B-2, Bhagirathi Vihar, New Delhi- 94
Smt. Sati Nair Daftary	318	23235692	22583126	Basement	H.No. 81, Janta Flat, GTB Enclave, Nand Nagri, Delhi-93
Sh. Karmbeer Singh Attendant	318	23233672		Basement	Vill. & Post Bilaspur, Distt. Gautambudh Nagar, UP
<b>ASSESSMENT CLINIC</b>					
. Dr. Dharmendra Kumar (Ortho)	303	22814146	22814146	2	778, Pkt. B MIG DDA Flat, Chitakut Est of Loni Road
Dr. S. Sachdeva (Medical)	303	26966995	9810212333	2	C-4/11 Vasant Vihar N.D-57
Sr. A. . Sural (Ortho)	303			2	II A/8, Nehru Nagar, Ghziabad- 201 001

. Dr. Arun Jain (Ortho)	303		9810018667	2	
. Dr. M. L. Gupta (Ortho)	303		0120-2637322	2	E/458, Mayur Vihar, Phase-II, Delhi-110091
. Dr. S. Mathur (Psychology)	303		22510312	2	104, Defence Enclave, Vikas Marg, Delhi-92
Dr. R. K. Jain (Ayurvedic)	303		22090498	2	House No-76/4, East Azad Nagar, Krishna Nagar Delhi-110 051
Dr. S. Singhal (Paediatrics)	303		22002412	2	E-4/3, Krishna Nagar, Delhi
Mrs. Vandna Mishra Asst. Media Officer	301	23233672		16	A-123, First Floor, Shankar Garden, New Delhi-18
Sh. Mahesh Sharma Asst. Social Service Officer	304	23233672		17	WZ-824, Rishi Nagar, Rani Bagh, Delhi-34
Sh.Sushil Pali Speech Therapist	311	23233672	9868120128	18	ZF-7 Shiva Enclave A 4, Paschim Vihar New Delhi
Smt. Rajni Sharma UDC	341	23233672		1	D-1C/69C, Janakpuri, Nagal Lajwanti Garden, New Delhi
Tota Ram Attendent	303	23233672		2	G 1/8, Om Vihar, Phase-5, Uttam, New Delhi
<b>WORK SHOP</b>					
Sh.S.C Ranga Manager(Workshop)	355	23216902	25082426	209	B-501, Ganinath Nikunji, Sector-5, Plot No. 1, Dwarka
Sh.Rajnish Kumar Asstt.Manager(W)		23233672			86, Part-I, Bhim Vihar Near Railway Station, Gurgaon 122001, HR
Sh. Vijay Singh Sr. Caliper Maker	349	23233672	22522738	4	D-4/81 A, Laxmi Nagar, Delhi-92
Sh. Ran Singh Caliper Maker	315	23233672		Basement	Village Majri, P.O. Karala, Delhi
Sh MOTIRAM Caliper maker	315	23233672		Basement	H.No. 56, Janta Flat GTB Enclave, Delhi-93
Sh. Om Prakash Jr. Caliper Maker	315	23233672	26975620	Basement	32/2B, Madanpur Khadar, Delhi-44
Sh. Mauji Ram Limb Maker	313	23233672		4	K-G-II/364, Vikaspuri, New Delhi-18
Sh. Bin Mahadev Jr. Limb Maker	350	23235863	22125756	112	H.No. 83, Janta Flat GTB Enclave, Delhi-93
Sh.Chunni Lal Limb Maker	350	23235863			
Tapus Priya Ranjan Jr.LimbMaker		23235863	9868569578	112	161, Gali Abdul Hakim, Tilak Bazar, Delhi-6
Bhoopender Jr.LimbMaker	350	23235863	9971887082	112	73, Janta Flat, GTB Enclave, Delhi-93
Mrs. Aarti Mishra Jr.LimbMaker	350	23235863	22932324	112	H.No. 192, Gali No.-8 Prem Nagar, Karawal Nagar, Delhi-94
Sh. Mamchand Ortho. Shoe Maker	313	23233672	22054113	4	194, Mohalla Gajookatra, Ravidas Mandir, Shahdara, Delhi
Murari Lal Ortho. Shoemaker	315	23233672	9896025321	Basement	H. No. 2/152, Mohalla Patel Park, Line Par, Bahadurgarh, Haryana
Sh. Laxman Singh Ortho. Shoemaker	315	23233672	9999029963	Basement	203, Mohalla Gajookatra, Ravidas Mandir, Shahdara, Delhi
Sh. Hari Prasad Ortho. Shoemaker	315	23233672		Basement	RC-111/B, Pratap Vihar, Khora, Ghaziabad, UP
Sh. Roop Singh Sr.Black Smith	313	23233672	2231003	4	H.No.1407, Janta Flat, GTB Enclave, Delhi-93
Sh. Shashi Kant Lathe Ope	315	23233672	23252889	4	2126, Kinari Bazar, Delhi-6
Sh. Mohd. Zamin Sr. Joint Maker	315	23233672	22129091	4	H.No. 80, Janta Flat, GTB Enclave, Delhi-93
Sh. Baswa Nand Caliper Maker	313	23233672		4	H.No. 59, Janta Flat, GTB Enclave, Delhi-93

Smt. Suraksha Jhamb, Asstt.	313	23235863	22582723	4	Flat No. 74 , Blo Dilshad Garden, Delhi-95ck-R,
Sh. Sanjeev Dogra LDC (W)	347	23233367	27027442	Basement	Flat No. 3, Shivalik Apartment, Saraswati Vihar, Pritampura, Delhi-34
Smt. Ratan Bala LDC/ADM	347	23233672	25333324	Basement	WZ-31, Phase-III, Om Vihar, Uttam Nagar, New Delhi-52
Sh. Subhash Chand Semi Skilled Worker	315	23233672		Basement	28/86, West Patel Nagar, New Delhi-8
Smt. Sharda Sr. Limb Maker	347	23233672	27872466	Basement	2/13, Sector-18, Rohini Delhi
Sh. Ashok kr Sahu Jr.C Maker	347	23233672		4	161,Gali Abdul Hakim Tilak Bazar Delhi-6
Sh.Devendra Gautam Jr.c.Maker	347	23233672		4	B-22 Wast jyoti Nagar Loni road Delhi-94
Sh. Kaushal Dev Adhikari, UDC	347	23233672		Basement	O-36/C2, Dilshad Garden, Delhi-95
Nitin Kamal Sr.Maker	347	23233672	01274-258525	Basement	H.No.346/Bmohalla Tej Pura Near Khera kaun rewari Haryana.
Sh. Mukesh Kr. Dhiman, Carpenter	315	23233672	9811570242	Basement	C-341/1, Amrit Vihar, Burari, Delhi-84
Sh. Ram Sumer Jr. Tailor	313	23233672	22577738	4	H.No. 64, Janta Flat, GTB Enclave, Delhi-93
Smt. Prakashwati Carpenter	315	23233672	23323101	4	12, Devi Prasad Sadan NDMC Quarter, Heli Road, New Delhi-1
Sh. Bhanu Pratap Black Smith	313	23233672		4	F-42, Saraswati Vihar Khora Colony, Noida UP
Sh. Thag Prasad Jr. Lathe Maker	313	23233672	22577738	4	H.No. 55, Janta Flat, GTB Enclave, Delhi-93
Sh. Ram Pheru Attendant	316	23233672			120, Gali No. 1, Amit Vihar, Mandauli, Chungi ke pass, Delhi
Sh. Kishan Pal Attendant	313	23233672	22816967		1/5384, Balbir Nagar Extn. Gali No 14, Shahadra, Delhi-32
<b>PRESS</b>					
Sh.Sudhakar Mishra Asstt. Manager (T)	317	23234309	9873407313	Basement	H.No. 78, A, 1st Floor (Opp.) , Adchini Community Hall), Adchini, New Delhi-17
Sh. D.S. Bawa General Foreman	317	23234309		Basement	Flat No. 284, Pocket C-8, Sector-8, Rohni, Delhi-85
Sh. Sushil Maity Retouching-Cum- Layout-Artist	317	23234309	27615157	Basement	4455, Sant Nagar, 'B' Block, Gali No. 110, Burari, Delhi-84
Sh. Rohitashwa Kumar Singh Process Camera Ope.	319	23234309,	22853376	Basement	H.No. 258, Street No. 4, Prem Nagar, Karawal, Nagar, Delhi-94
Sh. Inder Dev Sharma Machineman Gr. I	317	23234309	22853376	Basement	H.No. 1/235, B Block, Baba Colony, Burari, Delhi-84
Sh. Gulab Yadav Photo type setter	317	23234309	22474143	Basement	A-443, Durga Gali, Mandawali, Delhi-92
Sh. Sur esh Kr. Singh Offset Operator	317	23234309	25633130	Basement	A-70, Hastal Exten. Vikas Nagar, Ph-I, Uttam Nagar New Delhi-59
Sh. Naresh Kr. Sharma Compositor, Gr. I	317	23234309	27611422	Basement	H.No. A-95, A Block, Baba Colony, Burari, Delhi-84
Sh. Niranjn Singh Compositor, Gr. I	317	23234309	95129-2233954	Basement	H.No. 2106, GF, Housing Board Colony, Sector-55, Faridabad
Sh. Kishori Lal Compositor Gr. II	317	23234309		Basement	Khasara No. 40/9, Indra Prastha II, Burari, Delhi-84
Sh. Sunil Kumar Compositor Gr. II	317	23234309	9868960502	Basement	7/314, Lalita Park, Laxmi Nagar, Delhi-92

Sh. Shiv Dutt Offset Asstt. Ope.	317	23233672	22138563	Basement	H.No. 71, Janta Flat, GTB Enclave, Delhi-93
Sh. Mange Ram Asstt. Machineman	317	23234309	95129- 2208205	Basement	Vill. Shaupura, Teh. Ballabh Garh, Faridabad
Sh. Shyam Dass Binder	317	23234309	921328623	Basement	H. No. B-143, 20 F Road, Kansal Marg, eet, Harsh Vihar, Delhi-93
Sh. Ravi Shankar Binder	317	23234309		Basement	164, Gali Ruiwali, Teliwara, Sadar Bazar, Delhi-6
Sh. Shyam Lal Binder	317	23234309	9213132654	Basement	RC-311, Shingar Vihar, Khora Colony, Ghaziabad, UP
Sh. Babu Ram Binder	317	23234309	9350350449	Basement	M-61, Shakurpur, Delhi-34
Sh. Subhash Dwivedi Proof Reader	317	23234309	26972896	Basement	B-58, Madanpur Khadar Ext., Sarita Vihar,
Smt. Gulshan Madan UDC	317	23234309		Basement	H.No. 34, Aram Park, (Near to Ram Nagar) Delhi-51
Sh. Prem Singh Attendant /ADM	327			Basement	H.No. RC-334, Matrik Vihar, Khora, Colony, Near Veer Bazar, Ghaziabad, UP
<b>INTEGRATED SCHOOL</b>					
Sh. Ramesh Primary Teacher	314	23233672	27918428	15	Y-600, Mangolpuri, Delhi-83
Smt. Leela Gaur Primary Teacher	314	23233672	25783383	15	612 E, Tank Road, Karolbagh, N. Delhi-5
Sh. Rajender Kumar Primary Teacher	314	23233672	55280798	15	28/5 Ranapratap Gali, No.2, Chajjupur Colony, Babarpur, Delhi-32
Smt. Kailashi Attendant	314	23233672			H.No. 64, Janta Flat, GTB Enclave, Delhi-93
<b>HOSTEL</b>					
Sh. R. L. Bhadula Hostel Warden	330	23233672		501	Room No. 511, IPH Guest House, 4, V.D. Marg, N.D.-2
Smt. Anarwati Meena Attendant (Hostel)	330	23233672			H.No. 993, Janta Flat, GTB Enclave, Delhi-93
Sh. Mohan Singh Lift Operator (Hostel)	330	23233672			H.No. 79, Janta Flat, GTB Enclave, Delhi-93
Sh. Suraj Prasad Lift Operator (Genl.)	336	23233672			H.No. 78, Janta Flat, GTB Enclave, Delhi-93

## **Chapter 11**

### **Manual – 10**

#### **The Monthly Remuneration Received by each of its Officers and Employees, Including the system of compensation as provided in Regulations**

**[Under Section 4 (1) (b) (x)]**

**Group 'A'**

S.No	Name	Designation	Pay scales	Basic	Grade pay	Gross	Deduct Pay	Net	
1	Dr. Dharmendra Kumar	Director	37400-67000	49940	8700	111916	41355	70561	
2	Shri H.Ballabh	Dy. Director (Admn.)	15600-39100	24500	6600	51826	28330	23496	
3	Shri S.C Ranga	Manager (Workshop)	15600-39100	33160	7600	65859	35822	30037	
4	Smt. Manda Chauhan	Asstt. Professor (P.T)	15600-39100	20400	6600	44944	21035	23909	
5	Sh. Anoop Kr. Aggarwal	Asstt. Professor (O.T)	15600-39100	21210	6600	46175	7300	38875	
6	Shri Girish .V Gupta	Lecturer (Prosth.)	9300-34800	24360	5400	49139	13330	35809	
7	Sh. G. Pandian	Lecturer (Ortho.)	9300-34800	18040	5400	39533	6747	32786	
8	Smt.Rajani Kalra	Lecturer(.P.T)	9300-34800	17430	5400	34702	5755	28947	
9	Sh A.K Shukla	Lecturer(O.T)	9300-34800	19530	5400	37894	9427	28467	

## Group B

S.No	Name	Designation	Pay scales	Basic	Grade pay	Gross	Deduct.	Net-Pay
1	Sh.D.Govind Rao	Account Officer	9300-34800	13590	4600	29601	2399	27202
2	Sh.Ram Phrabhu	Sudpt. (P.T)	9300-34800	14990	4600	31729	6935	24794
3	Smt. Madhu Chanda	Supdt.O.T(College)	9300-34800	18090	4600	36441	18790	17651
4	Smt.Shanta Pandian	Supdt.O.T (OPD)	9300-34800	16500	4600	32072	14464	17608
5	Sh.Lalit Narayan	Supdt. (Rehab.)	9300-34800	16260	4600	31707	5095	26612
6	Sh.R.S Gupta	Admn. Officer	9300-34800	19710	4200	38295	21725	16570
7	Sh.Rajnish Sharma	Asstt.M(W)	9300-34800					
8	Sh.Sudhakar Mishra	Asstt. Manager(T)	9300-34800	9710	4200	23095	2177	20918
9	Sh.Roshan Lal	Senior (P.T)	9300-34800	13700	4200	29160	11695	17465
10	Smt.Prachi Raj	Senior (P.T)	9300-34800	14150	4200	29844	8592	21252
11	Ms.Anju Aggarwal	Senior (P.T)	9300-34800	13170	4200	26402	3592	22810
12	Sh. Kamal Narayan	Senior O.T	9300-34800	14450	4200	30300	10695	19605
13	Meenakashi Dutt	Senior O.T	9300-34800	13900	4200	27512	8695	18817
14	Smt.Gunjun Wadhwa	Senior O.T	9300-34800	10560	4200	24387	1981	22406
15	Smt.Tejjinder Kaur	Librarian	9300-34800	21840	4600	42141	7725	34416
16	Sh.R.K Sharma	Supdt.(Admn)	9300-34800	19020	4200	37246	18210	19036
17	Smt Chaman Ara	Sudpt. Account	9300-34800	13160	4200	28339	5378	22961
18	Sh.Vijay Mahajan	Assistant	9300-34800	17920	4200	35574	16416	19158
19	Smt.Suraksha	Accountant	9300-34800	13370	4200	28658	15851	12807
20	Smt.Raj Sharma	Assistant (Store)	9300-34800	14270	4200	31978	16480	15498
21	Smt.Balbir Kaur	Assistant	9300-34800	13900	4200	29464	12695	16769
22	Smt Krishan Gauri	Assistant	9300-34800	16830	4200	33918	13416	20502
23	Smt.Shashi Yadav	Assistant	9300-34800	14270	4200	30026	11182	18844
24	Sh.L.R Meena	Assistant	5200-20200	11580	4200	26148	12480	13668

25	Sh.Kundan Singh	Assistant	5200-20200	11800	4200	26272	12127	14145
26	Smt.Lissy Jose	PA to Director	9300-34800	18330	4200	36198	10695	25503

27	Smt Vandna Mishra	Asst Media Officer	9300-34800	16650	4200	33644	10515	23129
28	Mrs.Manju Vats	Demo(P.T)	9300-34800	12550	4200	27412	2636	24776
29	Sh.Pardeep Marandi	Demo (P.T)	9300-34800	12550	4200	27412	2739	24673
30	Sh.Suraj Kumar	Demo (P.T)	9300-34800	9710	4200	23095	1877	21218
31	Sh .Manish Samani	Demo(O.T)	9300-34800	11010	4200	25071	2036	23035
32	Sh.Arun Kishore	Demo(OT)	9300-34800	10130	4200	23734	1928	21806
33	Mrs Mita Singhal	Demo(OT)	9300-34800	9710	4200	23095	1877	21218
34	Sh. Inder Vijay singh	Demo (Ortho)	9300-34800	10560	4200	24387	2796	21591
35	Sh.Rakesh Rawat	Demo.(Prosth)	9300-34800	16670	4200	33674	11697	21977
36	Sh.Debasis Saha	Occupational.Therapist	9300-34800	13170	4200	28354	7210	21144
37	Sh.Wilson Raj Kr	Occupational.Therapist	9300-34800	10560	4200	24387	2599	21788
38	Ms. Shikha Lohia	Occupational.Therapist	9300-34800	10560	4200	24387	1981	22406
39	Mrs Archna Kaushik	Occupational.Therapist	9300-34800	9710	4200	23095	1877	21218
40	Sh.Deepak Malhotra	Physiotherapist	9300-34800	10130	4200	23734	1928	21806
41	Sh.S.K Pali	Speech Therapist	9300-34800	14630	4200	30574	8120	22454
42	Sh.Mahesh	Asst. Social service(w)	9300-34800	13750	4200	29236	6970	22266

GroupC

S.No	Name	Designation	Pay scales	Basic	Grade pay	Gross	Dedct.	Net-Pay
1	Sh.Mauzi Ram	Tech. Supervision	9300-34800	15730	4200	34268	10707	23551
2	Sh Vijay Singh	Tech.Supervision	9300-34800	13010	4200	30123	15626	14497
3	Smt.LeelaGaur	Primary. Teacher	9300-34800	14470	4200	30330	10515	19815

4	Sh.Rajender Kr	Primary. Teacher	9300-34800	11950	4200	26500	10532	15968
5	Sh.Ramesh	Primary. Teacher	9300-34800	14470	4200	30330	15841	14489
6	Sh.R L Bhadula	Hostel Warden	5200-20200	10570	2800	18263	5120	13143
7	ShSuresh Kr	Offset Machine	5200-20200	11890	2800	24341	5737	18604
8	Sh.D.S Bawa	Process Camera Operator	5200-20200	14260	4200	30071	9285	20806
9	Sh.Sushil Maity	Retouching cum layout ar	5200-20200	17290	2800	34617	11775	22842
10	Sh.Baswa Nand	Sr. Caliper Maker	5200-20200	12150	2800	24736	10888	13848
11	Sh Sharda Seghal	Sr Limb MakeMaker	5200-20200	9940	2400	20769	10374	10395
12	Sh.Mohd Zamin	Sr.Joint Maker	5200-20200	12150	2800	26688	10820	15868
13	Sh.Shashi Kant	Sr.Lath.Operator	5200-20200	12410	2800	25381	13708	11673
14	Smt Prakashwati	Sr.Carpenter	5200-20200	9940	2400	20769	11120	
15	Sh.Roop Singh	Black Smith	5200-20200	12410	2800	25381	11460	13921
16	Murari lal	Sr.Leather & Shoe Worker	5200-20200	12670	2800	25526	5370	20156
17	Sh.Inder Dev	Machinman	5200-20200	12930	2800	25922	9072	16850
18	Sh.R.K Singh Rohtas	Plate Maker	5200-20200	12150	2800	24736	8378	16358
19	Smt.Paramjeet Kaur	UDC	5200-20200	13900	4200	29464	16160	13304
20	Sh.Vinod Sharma	UDC	5200-20200	13900	4200	29464	10832	18632
21	Smt Gulshan	UDC	5200-20200	13900	4200	29464	17515	11949
22	Smt Sushma Tondon	UDC	5200-20200	9180	2400	19554	4170	15384
23	Smt Shobha Nair	UDC	5200-20200	12060	4200	26667	14916	11751
24	Smt Laxmi Latoria	UDC	5200-20200	8990	2400	19475	3420	16055
25	Sh.Brij Mohan	UDC	5200-20200	9580	2400	20412	8264	12148
26	Smt.Kailash Sharma	UDC	5200-20200	13900	4200	29464	14832	14632
27	Smt.Sunita	UDC	5200-20200	9940	2400	20709	9300	11409
28	Sh.Kausahal Dev	UDC	5200-20200	9940	2400	20919	8444	12475
29	Smt Dev Archna	UDC	5200-20200	9940	2400	20709	10674	10035
30	Sh.A.S Rana	UDC	5200-20200	9940	2400	22871	11331	11540
31	Sh.Kaushal Dev	UDC	5200-20200	9940	2400	20919	8444	12475

32	Ghanshyam Meena	UDC	5200-20200	8900	2400	19128	5847	13281
33	Smt Rema Raj	Stenographer	5200-20200	14830	4200	31278	15120	16158
34	Smt. Harbhajan Kaur	Stenographer	5200-20200	12810	4200	27807	16729	11078
35	Smt. Madhu Monga	Stenographer	5200-20200	10170	2400	21058	6317	14741
36	Shri Shishu Pal	Zerox Operator	5200-20200	11630	2400	23548	613	22935
37	Sh Niranjan Singh	Dark room (asst)	5200-20200	11230	2800	25500	10100	15400
38	Sh Subash Devedi	Proof Rader	5200-20200	10570	2800	24286	4849	19437
39	Sh.Pyare Lal	Electrician	5200-20200	12900	4200	28404	10941	17463
40	Sh.Balbir Singh	Electrician	5200-20200	11670	2800	24256	13170	11086
41	Sh.Sanjay Babu	Electrician	5200-20200	10800	2400	22076	8036	14040
42	Sh Mange Ram	Machine Gr.II	5200-20200	11460	2800	23687	13771	9916
43	Sh Naresh kr.	Compositor Gr.i	5200-20200	11230	2800	23338	8223	15115
44	Sh Munna Ram	Bus Driver	5200-20200	9340	2400	19857	1852	18005
45	Sh. D Arumugam	Bus Driver	5200-20200	9940	2400	20979	1626	19353
46	Sh Chander Pal	Limb Maker	5200-20200	9940	2400	20979	6332	14647
47	Sh.Ran Singh	Caliper Maker	5200-20200	10370	2400	23374	11120	12254
48	Sh Moti Ram	Caliper Maker	5200-20200	9940	2400	22931	11120	11811
49	Sh. Om Prakash	Caliper Maker	5200-20200	9940	2400	20769	11420	9349
50	Sh. Mam Chand	Orth .Shoe Maker	5200-20200	12670	2800	25526	13255	12271
51	Sh.Laxman Singh	Orth .Shoe Maker	5200-20200	12410	2800	25381	11847	13534
52	Sh.Hari Prasad	Orth .Shoe Maker	5200-20200	10830	2800	22730	15353	7377
53	Sh. Nitin Kamal	Orth .Shoe Maker	5200-20200	7810	2400	17471	1388	16105

54	Sh Ram Summer	Tailor	5200-20200	9750	2400	22432	7120	15312
55	Sh Bhanu Pratap	Black Smith	5200-20200	9940	2400	20769	11061	9708
56	Sh Thag Prasad	Leather Worker	5200-20200	9940	2400	22721	9811	12910
57	Sh. Daya Ram	Driver	5200-20200	11890	2800	24341	8763	15578
58	Sh.Nageswar	Driver	5200-20200	11890	2800	24591	11229	13362

59	Sh.Balwant	Driver	5200-20200	10370	2400	21422	13008	8414
60	Sh.Sanjeev Dogra	LDC	5200-20200	8900	2400	19128	10420	8708
61	Smt. Nishi Dogra	LDC	5200-20200	8700	2400	18824	9612	9212
62	Sh Naresh Kr.	LDC	5200-20200					
63	Sh. Arvind Kr Premi	LDC	5200-20200	7900	1900	16848	5482	11366
64	Sh Yash pal Singh	LDC	5200-20200	7740	1900	16605	6561	10044
65	Smt Asha Gupta	LDC	5200-20200	7740	1900	16605	4120	12485
66	Sh Naveen Chand	LDC	5200-20200	8410	2400	18383	10476	7907
67	Sh Munish Kr.	LDC	5200-20200	7440	1900	14929	3281	11648
68	Smt Rattna Bala	LDC	5200-20200	7280	1900	14686	8920	5766
69	Sh Kshtij Sharma	LDC	5200-20200	7280	1900	14686	2120	12566
70	Smt Kusum Sharma	LDC	5200-20200	9530	2400	20086	1876	18210
71	Sh.Parminder Singh	LDC	5200-20200	9940	2400	20919	1626	19293
72	Sh Prakasha Dobal	LDC	5200-20200	9390	2400	19873	2058	17815
73	Sh. Arvind Kr	Gestetner Operator	5200-20200	9750	2400	20480	10420	10060
74	Sh Amar Pal	Gestetner Operator	5200-20200	8550	2400	18656	5420	13236
75	Sh Narayan Singh	Gestetner Operator	5200-20200	9940	2400	20979	7723	13256
76	Sh Gulab Yadav	Photo type Setter	5200-20200	9940	2400	20769	18105	2664
77	Sh Kishori Lal	Compositor Gr.II	5200-20200	9530	2400	20146	10991	9155
78	Sunil Kumar	Compositor Gr.II	5200-20200	9530	2400	20146	8139	12007
79	Sh Mohan Singh	Lift Operator	5200-20200	9940	2400	22931	8420	14511
80	Sh Suraj Prashad	Lift Operator	5200-20200	9940	2400	20769	9860	10909
81	Sh Shiv Dutt	Asstt. Offset	5200-20200	9940	2400	20769	8338	12431
82	Sh Shyam Dass	Binder	5200-20200	9940	2400	20769	12345	8424
83	Sh Shyam Lal	Binder	5200-20200	9940	2400	20769	11978	8791
84	Sh Ravi shankar	Binder	5200-20200	9940	2400	20769	8380	12389
85	Sh Babu Ram	Binder	5200-20200	9210	1900	18899	12210	6689
86	Sh Chunni Lal	Jr Limb Maker	5200-20200					

87	Sh Bin Mahadev	Jr Limb Maker	5200-20200	9940	2400	20979	10120	10859
89	Tapas Priya Ranjan	Jr Limb Maker	5200-20200	6070	1900	12846	1092	11754
90	Sh Boopendra	Jr Limb Maker	5200-20200	6070	1900	12846	1392	11454
91	Ms Arti Sharma	Jr Limb Maker	5200-20200	6070	1900	12846	1092	11754
92	Sh Ashok Sahu	Caliper Maker	5200-20200	6070	1900	12846	1092	11754
93	Sh Davinder Kr.	Caliper Maker	5200-20200	6070	1900	12846	972	11454
94	Sh. Mukesh Kumar	Jr.Carpenter	5200-20200	8700	2400	18884	9081	9803

**Group 'D'**

S.No	Name	Designation	Pay scales	Basic	Grade pay	Gross	Dedct.	Net Pay
1	Sh Subash Chand	Semi Skilled Worker	5200-20200	8370	1900	19574	2760	16814
2	Smt Sathi Nair	Daftary	5200-20200	7580	1900	15202	3560	11642
3	Sh Amar Singh	Bus Conductor	5200-20200	9940	2400	20769	8210	12559
4	Sh.Sita Ram	Bus Conductor	5200-20200	9940	2400	20769	10610	10159
5	Sh. Onkar Singh	Bus Conductor	5200-20200	9940	2400	20769	8360	12409
6	Sh. Sri Pal	Jamadar	5200-20200	9940	2400	20769	60	20709
7	Sh Tej Naryan	Mali	5200-20200	6510	1300	12663	4294	8369
8	Sh .Brij Mohan	Attendant	5200-20200	9940	2400	20769	10739	10030
9	Sh.Ram Pheru	Attendant	5200-20200	9940	2400	20769	10060	10709
10	Sh.Gopal Ram	Attendant	5200-20200	9940	2400	20769	5060	15709
11	Sh Krishan Pal	Attendant	5200-20200	7440	1900	15199	7558	7641
12	Sh Rajinder Singh	Attendant	5200-20200	7440	1900	14989	3339	11650
13	Sh Ved Singh	Attendant	5200-20200					
14	Sh.Hargovind	Attendant	5200-20200	7280	1900	14776	3637	11139
15	Smt Neelam Khurana	Attendant	5200-20200					
16	Sh. Karamvir	Attendant	5200-20200	6660	1800	13651	2876	10775
17	Sh Prem Singh	Attendant	5200-20200	7280	1900	14746	6524	8222
18	Shri Tota Ram	Attendant	5200-20200	7120	1900	14502	6760	7742
19	Sh Virender Kr.	Attendant	5200-20200	6390	1300	12511	3960	8551

20	Sh. Radhy Shyam	Attendant	5200-20200	6860	1800	13955	5705	8250
21	Smt. Judhi Devi	Attendant	5200-20200	6390	1300	12481	7560	4921
23	Sh.Jagbir Singh	Attendant	5200-20200	7900	1900	17118	1556	15562
24	Smt Anarwati	Attendant	5200-20200	6510	1300	12663	3060	9603
25	Smt Kailashi	Attendant	5200-20200	7070	1900	14426	4014	10412
26	Smt Puspa	Safai Karamchari	5200-20200	7740	1900	16665	8060	8605
27	Sh.Rajbir Singh	Safai Karamchari	5200-20200	7280	1900	14746	5758	8988
28	Smt Lajjawati	Safai Karamchari	5200-20200	7280	1900	14956	5060	9896
29	Sh. Gyanswer	Safai Karamchari	5200-20200	7280	1900	14746	3568	11178
30	Sh.Nem Chand	Safai Karamchari	5200-20200	7280	1900	14746	5360	9386
31	Sh.Sajjan Kumar	Safai Karamchari	5200-20200	7280	1900	14746	4231	10515
32	Smt Sunita	Safai Karamchari	5200-20200	5880	1300	11706	4658	7048
33	Smt Sarla	Safai Karamchari	5200-20200	7580	1900	15202	1517	13685

**Chapter – 13**

**Manual 12**

**The Manner of Execution of Subsidy Programmes  
[Under Section 4 (1) (b) (xii)]**

This is not applicable to the Institute

**Chapter – 14**

**Manual – 13**

**Particulars of Recipients of Concessions, permits or authorization  
granted by it  
[Under Section 4 (1) (b) (xiii)]**

This is not applicable to the Institute.

***Chapter – 15***

**Manual – 14**

**Norms set by it for the discharge of its functions  
[Under Section 4 (1) (b) (iv)]**

**Please provide the details of the Norms/Standards set by the department for execution of various activities/programmes**

The Institute as a whole generally follows the norms as set for itself in its Citizen Charter as available at the Institute website [www.iphnewdelhi.in](http://www.iphnewdelhi.in). In addition some of the under mentioned divisions expect the following forms.

**Administration Division**

As per the procedures laid down in the prescribed Rules & Regulations adopted/framed by the Institute and Nodal Ministry.

**Chapter-16**

**Manual – 15**

**Information available in an Electronic form  
[Under Section 4 (1) (b) (xiv)]**

**Please provide the details of the information related to the various activities, which are available in the electronic format.**

The information pertaining to the Institute is mentioned below.

- Memorandum of Association
- Bye-Laws for Administration and Management of the Institute
- Annual Report of the Institute
- Prospectus for admission to BPT/BOT/BP&O

## **Chapter 17**

### **Manual (16)**

#### **Particulars of the facilities available to citizen for obtaining information**

Means, methods of facilitation available to the public, which are adopted by the Institute for dissemination of information through: -

- 1- Library
- 2- Drama and Shows
- 3- News Paper
- 4- Exhibition
- 5- Notice Board
- 6- Printed Manual Available
- 7- Website of the Public Authority
- 8- Other means of advertisement

**Chapter 18**

**Manual (17)**

**Application Form for Seeking Information Under the RTI, Act, 2005**

RTI Application No. \_\_\_\_\_

(To be filled by the Office)

To

The PIO or APIO

1. Name of the applicant

2. Postal Address :

3. Tele No., Fax, E-mail etc :

4. Particulars of information :  
required

5. A fee of Rs. \_\_\_\_\_ deposited in the office vide Receipt No.

\_\_\_\_\_ dated \_\_\_\_\_ in cash/ demand draft/Bankers Cheque in favour of the Pay &

Accounts Officer, Ministry of Social Justice & Empowerment, New Delhi, is enclosed.

Place :

Date :

Signature of the Applicant

\* Kindly fill all the columns properly and strike out, whichever is not applicable.

\*\* Information will be made available to the people Below Poverty Line free of cost on submission of BPL Certificate or any other documentary proof issued by the Competent Authority.

**The Department of Personnel, Public Grievances and Pensions has brought about the Rules for Fees under the Act.** As per the **Right to Information (Regulation of Fee and Cost) Rules, 2005** issued by the Department of Personnel, Public Grievances and Pensions,

th

Government of India vide Notification Dated 16 September 2005 the following fees are also applicable to the Institute.

<b>Rule</b>	<b>Rates Prescribed</b>
1	A request for obtaining information under sub-section (1) of section 6 shall be accompanied by an application fee of <b>rupees ten</b> by way of cash against proper receipt or by demand draft or bankers cheque payable to the Accounts Officer of the public authority.
2.	For providing the information under sub-section (1) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque payable to the Accounts Officer of the public authority at the following rates: -
(a)	<b>Rupees two</b> for each page (in A-4 or A-3 size paper) created or copied;
(b)	Actual charge or cost price of a copy in large size paper;
(c)	Actual cost or price for samples or models; and
(d)	For inspection of records, <b>no fee for the first hour</b> ; and a fee of <b>rupees five</b> for each fifteen minutes (or fraction thereof) thereafter.
3.	For providing the information under sub-section (5) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque payable to the Accounts Officer of the public authority at the following rates: -
(a)	For information provided in diskette or floppy <b>rupees fifty</b> per diskette or floppy; and
(b)	For information provided in printed form at the price fixed for such publication or <b>rupees two</b> per page of photocopy for extracts from the publication.

### **How to write a precise information request – Few Tips**

Specify the details of name, address of the applicant, Name of the Scheme/Programme/ information sought for, details of the prescribed fees deposited through cash or electronic payment system as the case may be.

#### **18.24 Right of the Citizen in case of denial of information and procedure to appeal:**

Any person on denial of information /aggrieved by a decision of the Central Public Information officers may appeal to the Appellate Authorities as mentioned under the Section 19 of the Right to Information Act, 2005.