

**MINUTES OF 28TH MEETING OF THE EXECUTIVE COUNCIL OF NIEPMD,
CHENNAI HELD ON 23RD 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 (27th Meeting) of the Executive Council held at NIEPMD, Chennai on 06th February 2017.

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

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Agenda Item No. 28.02:-Action taken report on the resolutions of the 27th meeting of the Executive

Council held on 06th February 2017.

The Executive Council noted the action taken by the Institute on the resolutions of the 27th meeting of the EC held on 06th 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 (27th 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 27th EC and the action taken details are mentioned against each resolution:-

On the ATR of 27.28: Other matters discussed during 27th 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 2nd 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 26th Apr 2017 regarding implementation of decision taken by Hindi Salahkar Samiti, at ministry on 30th 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 07th Apr 2011, Govt. of India, Home Ministry Letter No. 14013/07/2010-OL (Policy-I) dated 04th May 2017 and MSJE, Dept. of SJ&E letter No. 11014/04/2015-OL dated 16th 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 3rd floor above the library/academic block; and
- ii. 3rd 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
	TOTAL	2424571

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 :-

- (i) Non-recurring cost : Estimated Rs.5.00 lakhs
(Motivation India share Rs.4.10 lakhs and NIEPMD share will be Rs.0.90 lakhs)
- (ii) Recurring Cost Rs.3,36,000/- per annum.
(Consolidated pay for the Professional in WC Clinic (PT/OT/P&O)= Rs.24,000/- pm
and maintenance cost per month = Rs.4,000/-).

(Action: Director; Lect PT)

Agenda Item No. 28.26: Approval of Conference on Childhood Disability methods and Autism – at Jabalpur:-

The Council approved the proposal in principle and suggested to submit the detailed sponsorship budget after working out on the areas where the contribution of NIEPMD is required.

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

Agenda Item No. 28.27: Submission of plan of action for utilization of GIA allocated underNER for the year 2017-18:-

The Council noted that an amount of Rs.400 lakh has been allocated to NIEPMD under GIA NER for the year 2017-18 and the programs proposed to be conducted in the F/Year 2017-18 were already approved by 27th EC.

Accordingly, the Council approved the plan of action for utilizing the funds allocated under GIA NER:

Programmes already approved during the 27th meeting of the EC:-

Sl.No.	Details	Unit cost (Rs. in Lakh)	No. of Programs	Total Cost (Rs. in Lakh)	Cumulative Total (Rs. in Lakh)
1	Conference on MD	13.54	2.00	27.08	27.0
2	Conference on RPwD Act	13.54	2.00	27.08	54.1
3	Sports, MATP and cultural meet	8.44	2.00	16.88	71.0
4	Abilimpics and Ability Utsav	8.44	2.00	16.88	87.9
5	Parents and Family Meet	8.44	1.00	8.44	96.3

New Programs approved in the current EC (28th EC):-

Sl.No.	Details	Unit cost (Rs. in Lakh)	No. of Programs	Total Cost (Rs. in Lakh)	Cumulative Total (Rs. in Lakh)
1	ICDS workers meet	8.44	8.00	67.52	67.52
2	Development of Awareness Material	8.44	8.00	67.52	135.04
3	SSA / RMSA Meet	8.44	8.00	67.52	202.56
4	Setting up of Resource center	5.00	40.00	200.00	402.56

(Action: Director; AO, Co-ord NE)

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Agenda Item No. 28.28: Establishment of dedicated Mobile Rehabilitation Service unit:-

The Council approved the proposal to establish a dedicated mobile rehabilitation service unit to provide rehabilitation services to the persons with disabilities in un-reached areas.

The Council suggested to outsource a suitable vehicle for this purpose instead of purchase of new vehicle; considering the maintenance and other recurring expenses.

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

Agenda No: 28.29: Approval of National Workshop on Mixed method Research in Special & Inclusive Education- University of Northampton:-

The Council approved the proposal to conduct a National Workshop at NIEPMD, Chennai during April 2017 with the budgeted expenditure of Rs.3.50 lakhs.

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

Agenda Item No. 28.30: Approval to develop the course material for Post Graduate Diploma Course in Research Methods in Rehabilitation and Inclusion:-

The Council approved the proposal to develop the course material for the subject course in collaboration with the University of Northampton, UK with the budgeted expenditure of Rs.10.54 lakhs.

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

Agenda Item No. 28.31: Distribution of 21 Sewing Machine for Adults with disabilities Under livelihood programme:-

The Council approved the proposal to distribute 21 sewing machines for adults with disabilities under Livelihood programme with the estimated expenditure of Rs.1, 46,181/-; as per the details below:-

Total No of beneficiaries:- 21 (SC-05, OBC-15, GEN-01)

No. of Participants	No. of Machine	Per Unit	Total
21 Members	21 Nos	Rs.6,629/-@ 21 Members	Rs.1,46,181/-

(Action: Director; Lect, AIL)

Agenda Item No. 28.32: Submission of proposal for approval of remuneration of internal auditors of NIEPMD for the year 2017-18:

The Council suggested to publish EOI to invite audit firms to submit the proposals for taking up the internal audit of NIEPMD accounts and submit the same to the EC for approval of engagement of internal auditors/audit firms at NIEPMD.

(Action: Director; AO)

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MINUTES OF 28TH MEETING OF THE EXECUTIVE COUNCIL OF CRC, KOZHIKODE
HELD ON 23RD JUNE 2017 AT NIEPID (NIMH), SECUNDERABAD

MEMBERS PRESENT:-

1. Smt. Dolly Chakrab^orty
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, Lattur (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. 28.33: CRC-Kozhikode: re-designing and re-structuring the existing
Website of the center:**

The Council approved the proposal for re-designing and re-structuring the existing website of the CRC Kozhikode. NIC will carry out the upgradation of website in CMS; hosting and server purpose with an approximate cost of Rs.2.50 lakhs and CRC Kozhikode will carry out content development, web designing and editing with an approximate additional cost of Rs.75,000/-; following GFR norms.



(Action : Director, CRCK; AO CRCK)

Agenda Item No. 28.34: CRC-Kozhikode: Engagement of faculty for conduct of M.Phil in Clinical Psychology course and providing Psychological test Materials:

The Council approved engagement of two Assistant Professors in Clinical Psychology on Contract with the prescribed qualification as per RCI norms and affiliating University. The consolidated monthly remuneration will be Rs.45,000/- and the faculties will be engaged only when the M.Phil in Clinical Psychology commences at CRC Kozhikode.

The Council also approved to procure the following essential psychological test materials those are required for starting the M.Phil course (as per RCI and University norms):-

Sl. No.	Particulars	Approximate Amount
1	Rorschach Interpretation Assistant Programme Software for Personality Assessment	30,000-
2	Wechsler Memory Scale - III	28,000-
3	Wechsler Abbreviated Scale of Intelligence - India	31,000-
	Total	89,000-

(Action: Director CRCK, AO CRCK, AP Psy, CRCK)

Agenda Item No. 28.35: CRC-Kozhikode: Permission for engagement of clinical Staff in the department of speech & Language Pathology:-

The Council approved engagement of 01 (One) clinical assistant, Speech & Hearing (BASLP) on contract basis.

(Action: Director CRCK, AO CRCK, AP Psy CRCK)

Agenda Item No. 28.36: CRC-Kozhikode: Specialized Unit for Learning Disability: Procurement of Psychology test materials for the Centre & engagement of clinical therapist on contract basis:-

The Council approved procurement of following Psychology test materials for the subject purpose :

Sl. No	Particulars	Anticipated Approximate Amount
1	Wechsler Intelligence Scale for Children - India	75,000
2	Vineland Adaptive Behavior Scale -II	15,000
3	Bio-feedback Apparatus with accessories	50,000
	Total	1,40,000 (NR)

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The Council also approved engagement of 01 (one) Clinical Co-coordinator cum remedial educator on contract basis with Graduation and RCI recognized qualification in learning disability or any area of developmental disability with two years of experience in learning disability.

(Action: Director CRCK, AO CRCK, AP Psy CRCK)

Agenda Item No. 28.37: CRC-Kozhikode: Approval of EC for enrollment of staff under New Pension Scheme (NPS):-

The Council noted the content of DEPwD, Ministry of Social Justice & Empowerment vide letter F No. 6-4/2015 NI dated 01-06-2017 and approved the proposal to register CRC-K with NPS.

(Action: Director CRCK, AO CRCK)

Agenda Item No. 28.38: CRC Kozhikode: Creation of capital assets: Procurement of Computer & peripherals; photo copier; essential office and class room furniture:-

The Council approved procurement of following essential office equipment and furniture through GEM and following the due procedures as per GFR:-

Sl. No.	Item	Approved quantity	Approx. Cost
1	Desktop Computers with UPS (05 for official and faculty use; 05 for e-lab and resource room for HRD students as per RCI norms)	10	5,00,000
2	Laptop Computers (Admin Officer, 03 Asst Professors & 02 Lecturer)	6	2,50,000
3	Laser Printers	3	50,000
4	Photocopy machine (for Library; Official use and HRD students)	1	85,000
5	Almirah - Storage	6	75,000
6	Locker to keep valuables like DD, cheque, cash books etc.	1	30,000
7	Office Chair	5	20,000
8	Office Table	5	30,000
9	Students Chair (class room)	75	1,50,000
10	Students-Desk (class room)	5	25,000
11	Students Bench (class room)	5	25,000
12	Library Almirah (book case - open type)	08	1,00,000
13	Library Books for the Centre (as per RCI norms)	300	1,50,000

(Action: Director CRCK, AO CRCK)

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**MINUTES OF 28TH MEETING OF THE EXECUTIVE COUNCIL OF CRC,
NAGPUR HELD ON 23RD 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
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(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, Lattur (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. 28.39: CRC Nagpur: To consider the proposal of Annual Action plan of the centre (item wise) for the Financial Year 2017-18:-

The Council approved the annual action plan and the financial commitments of CRC Nagpur to enable the Centre to carry out the planned activities, the expenditure such as salaries of staff, CREs



& non - CRE programmes, Administration & General Expenses and furniture & Equipment for the centre, as given below :-

The breakup of all expenditure for the Annual Action Plan is furnished below:

S. No.	Particulars	Fund Requirement (Rs. In Lakh)
(A)	RECURRING EXPENDITURE - SALARY	
	Salaries	75.00
(B)	RECURRING EXPENDITURE - OTHER THAN SALARY	
	1. HRD Programmes (CREs & Non-CREs)	18.87
	2. Administration General Expenses.	31.13
(C)	NON RECURRING EXPENDITURE (Furniture's & Equipments)	75.00
	Grand Total	200.00

(Action: Director CRCN, AO CRCN)

AGENDA No. 28.40 : CRC Nagpur: Requirement of equipment for the CRC Nagpur:-

The Council noted the requirement of equipment for carrying out various therapy and clinical activities of the Centre and approved the requirement of equipment.

The said agenda was submitted for administrative approval of the EC to purchase various equipments for the Centre, to establish the centre full functioning and to provide therapy services for persons with disabilities. The equipment's proposed will be procured within the budgetary provisions already made under GIA, non-recurring (other than building) in a phased manner.

Heads	Qty.	Rate	Amount
GIA Non Recurring (Other than building)			
DLP Projector with Screen (One for outreach programmes and One for Centre based programme)	2	40000.00	80000.00
Miscellaneous	1	50000.00	50000.00
Filing Cabinet	1	10000.00	10000.00
Books and Journals	152	LS	100000.00
Mat for Early Intervention	2	10000.00	20000.00
Education Toys	-	-	25000.00
CD Player With Recorder	1	9000.00	9000.00
Digital Camera for Recording of Events	1	10000.00	10000.00
Assessment Tools	-	40000.00	40000.00
344000.00			
Heads	Qty.	Rate	Amount
GIA Non Recurring (Other than building)			
PGI Scale Memory	1	750.00	750.00
Bhatia's Battery of Performance Tests of Intelligence	1	3350.00	3350.00
Bine Kamat Test of Intelligence (Locally Standardized)	1	1700.00	1700.00



Draw-A-Person Intellectual Ability Test	1	1500.00	1500.00
Rorschach Ink-Blot Test	1	15600.00	15600.00
Multiphasic Questionnaire (MPQ)	1	16000.00	16000.00
Brief Psychiatric Rating Scale	1	5420.00	5420.00
Positive & Negative Syndrome Scale	1	20846.00	20846.00
Beck's Depression Inventory	1	16000.00	16000.00
General Health Questionnaire (GHQ)	1	15900.00	15900.00
Thematic Apperception Test- Uma Chowdhary's; CAT	1	2000.00	2000.00
Seguin Form Board	1	1350.00	1350.00
Raven's Coloured Progressive Matrices	1	50000.00	50000.00
Malin's Intelligence Scale for Indian Children	1	6800.00	6800.00
Gessell's Developmental Schedule	1	2500.00	2500.00
Gessell's Drawing Test	1	650.00	650.00
Vineland Social Maturity Scale	1	650.00	650.00
Developmental Screening Test (Bjaratraj)	1	500.00	500.00
Children's Apperception Test	1	8000.00	8000.00
Childhood Autism Rating Scale	1	20000.00	20000.00
Diagnostic tool for learning disability	1	5000.00	5000.00
DBDA Aptitude test	1	2500.00	2500.00
Miscellaneous	1	50000.00	50000.00
Mat for Early Intervention	2	10000.00	20000.00
267016.00			

Heads	Qty.	Rate	Amount
GIA Non Recurring (Other than building)			
Diagnostic, Dual Channel Audiometer (With Speech Audiometry 3 Years AMC)	1	150000.00	150000.00
Screeener OAE and ABR Combo (AMC for 3 years)	1	400000.00	400000.00
ABR Diagnostic (AMC for 3 Years)	1	700000.00	700000.00
Impedance Audiometer (With 5 Years AMC)	1	325000.00	325000.00
Screening Audiometer (Portable) (AMC for 3 Years)	1	40000.00	40000.00
Paediatric Audiometer	1	25000.00	25000.00
Otoscope	2	5000.00	10000.00
Tuning Forks (256, 512, 1024)	2	2000.00	4000.00
Accessories for ABR and OAE (Electrodes, Gels, Tips)	1	15000.00	15000.00
Speech Trainer with DAF	1	17000.00	17000.00
SwarSudha Yantra (Voice/ Fluency Therapy)	1	10000.00	10000.00
Stand Mirror	1	3000.00	3000.00
Flash Card and Therapy Material	2	25000.00	50000.00
Sound Proof Room (Double Room Setup) for Hearing Evaluation (10 ft x 10 ft)	1	700000.00	700000.00
Miscellaneous	1	50000.00	50000.00
Almirah	1	12000.00	12000.00
Mat for Early Intervention	2	10000.00	20000.00
2531000.00			

Heads	Qty.	Rate	Amount
GIA Non Recurring (Other than building)			
Braille Kit	30	1845.00	55350.00

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Smart Cane	2	4200.00	8400.00
Braille Type A Size (355 x 245)	30	381.00	11430.00
Braille Cane Folding	15	452.00	6780.00
Long Cane	15	833.00	12495.00
Cricket Ball	2	18.00	36.00
Taylor Frame	15	152.00	2280.00
Abacus	30	45.00	1350.00
Blind Fold	15	40.00	600.00

98721.00

Heads	Qty.	Rate	Amount
GIA Non Recurring (Other than building)			
Mat (Exercise)	2	9000.00	18000.00
Bolsters (small, Medium, Large)	6	5300.00	31800.00
Wedge Board	2	1250.00	2500.00
Corner Chair	2	3100.00	6200.00
Balance Board	2	1700.00	3400.00
Pediatric Standing Table	2	2500.00	5000.00
Parallel bar + Moveable mirror s	1	20000.00	20000.00
Light producing toys (ball)	2	200.00	400.00
Ring tower (small /medium size)	2	200.00	400.00
Peg board (different shaper size)	3	900.00	2700.00
Curbs with Ramp attached	1	10000.00	10000.00
Balance beam	1	2500.00	2500.00
Cosco ball	2	500.00	1000.00
Static bicycle (adult size)	1	17500.00	17500.00
Treadmill(computerized)	1	25000.00	25000.00
Swiss ball (55cm and 75cm)	4	5000.00	20000.00
Trampoline	1	10000.00	10000.00
Pediatric static bicycle	1	6000.00	6000.00
Bean bag	1	10000.00	10000.00
EFX	1	20000.00	20000.00
Medicine ball (1kg,2kg,3kg,4kg)	4	3000.00	12000.00
Magnetic peg board	2	2000.00	4000.00
ADL kit	2	4000.00	8000.00
Acupressure ball (spiker)	1	300.00	300.00
Texture kit	1	3000.00	3000.00
Dexterity board	1	3000.00	3000.00
Scooter board Small and medium (pediatric size)	2	10000.00	20000.00
Theraband (Yellow, Green, Red, Black)	8	10000.00	80000.00
Walker (pediatric & adult size)	2	2500.00	5000.00
Cone tower (small & Medium)	2	1700.00	3400.00
Rollator Pediatric size	2	6000.00	12000.00
Weight cuff (1kg,1.5kg,2kg) (Pairs)	3	500.00	1500.00
Foam Roller	2	3000.00	6000.00
Bosu ball	1	6000.00	6000.00
Vinyl dumbbell (1kg, 2kg, 3kg) (Pairs)	3	600.00	1800.00
Fitness cone set	1	35000.00	35000.00
GSI super speed agility ladder	1	6000.00	6000.00
Axillary crutch	6	2500.00	15000.00
Elbow crutch	6	1200.00	7200.00
Hoola loop ring	1	2000.00	2000.00

2

Tripod cane	2	1500.00	3000.00
Goniometer	1	700.00	700.00
Inch tape	1	100.00	100.00
Tuning fork	1	500.00	500.00
Knee Hammer	1	500.00	500.00
Supinator – Pronator apparatus	1	2000.00	2000.00
Short Wave Diathermy	1	15000.00	15000.00
Wax Bath Set	1	6000.00	6000.00
IFT	1	15000.00	15000.00
Ultra Sound Unit	1	10000.00	10000.00
Traction Unit	1	15000.00	15000.00
TENS	1	10000.00	10000.00
Electrical Stimulation Unit	1	8000.00	8000.00
Wheel Chair (Adult Size)	2	10000.00	20000.00
Wheel Chair (CP)	2	10000.00	20000.00
Mariner's wheel	1	6000.00	6000.00
Wall Ladder	1	3000.00	3000.00
Finger Ladder	1	2000.00	2000.00
Suspension Unit with slings	1	20000.00	20000.00
Treatment Couch	5	6000.00	30000.00
Air Tight cast	1	10000.00	10000.00
Small freezer	1	12000.00	12000.00
Turkish Towels	20	200.00	4000.00
Pillos	20	200.00	4000.00
Foot Stools	5	500.00	2500.00
Stepper	3	1000.00	3000.00
Weight Machine	1	2000.00	2000.00
Height Stand	1	3000.00	3000.00
Miscellaneous	1	50000.00	50000.00
Almirah	1	12000.00	12000.00
Digital Camera	1	10000.00	10000.00
Pen Drive	1	200.00	200.00
Pediatric Stool (Wooden)	4	1000.00	4000.00
Snow Ball Set	1	300.00	300.00
Abacus	2	400.00	800.00
Beads Set	2	300.00	600.00
Potty	2	500.00	1000.00
Finger Web exersize	3	400.00	1200.00
Hand Exersizer	2	500.00	1000.00
Caram Board	1	2000.00	2000.00
Money Game	1	400.00	400.00
Fischerpiscs	1	500.00	500.00
Sensory Integration Toys set	1	2000.00	2000.00
Over headpully	1	2000.00	2000.00
Wand	3	500.00	1500.00
Quadriceps Table	1	5000.00	5000.00
Laser Pointer	1	150.00	150.00
Ice Gelpackes	15	500.00	7500.00
CP Chair	2	10000.00	20000.00
793050.00			
Heads	Qty.	Rate	Amount
GIA Non Recurring (Other than building)			

Mat (Exercise)	2	9000.00	18000.00
Bolsters (small, Medium, Large)	6	5300.00	31800.00
Wedge Board	2	1250.00	2500.00
Corner Chair	2	3100.00	6200.00
Balance Board	2	1700.00	3400.00
CP Chair	2	10000.00	20000.00
Ring tower (small /medium size)	2	200.00	400.00
Peg board (different shaper sizes)	2	900.00	1800.00
Balance beam	1	2500.00	2500.00
Cosco ball	2	500.00	1000.00
Swiss ball (55 Cm)	2	5000.00	10000.00
Trampoline	1	10000.00	10000.00
Bean bag	1	10000.00	10000.00
Sensory Integration toys set	1	2000.00	2000.00
Magnetic peg board	2	2000.00	4000.00
ADL kit	2	4000.00	8000.00
Acupressure ball (spiker)	1	300.00	300.00
Texture kit	1	3000.00	3000.00
Dexterity board	1	3000.00	3000.00
Scooter board (Small and Medium)	2	10000.00	20000.00
Cone tower (small & Medium)	2	1700.00	3400.00
Snow Ball	1	300.00	300.00
161600.00			

Heads	Qty.	Rate	Amount
GIA Non Recurring (Other than building)			
Photocopy Machine	1	250000.00	250000.00
Inverter With 2 Battery (Set)	1	50000.00	50000.00
Printer	4	18000.00	72000.00
RO (Water Filter)	2	20000.00	40000.00
Audio Video System	1	100000.00	100000.00
Air Conditioner	7	40000.00	280000.00
Renovation of CRC	1	1290000.00	1290000.00
P & O Workshop	1	550000.00	550000.00
Occupational Therapy	1	400000.00	400000.00
Refrigerator	1	15000.00	15000.00
Oven	1	5113.00	5113.00
Induction Heater for CRC	1	2500.00	2500.00
Vocation Training Workshop	1	250000.00	250000.00
Grand Total			3304613.00

Grand Total (1 to 7)	7500000.00
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S. No.	Particulars	Fund Requirement.
(A)	RECURRING EXPENDITURE - SALARY	(In Lakh)
1	Salaries	75.00
	Total (A)	75.00
(B)	RECURRING EXPENDITURE - OTHER THAN SALARY	

2

1	HRD Programmes	
	CREs Programmes	3.80
	Non CREs Programmes	4.92
	Awareness Programmes	0.66
	CBR Services for Rural & Slums	2.00
	Awareness Reilly for PwDs	0.50
	World Disability Day	1.50
	SC General	1.50
	ST General	1.50
	Miscellaneous	2.50
	Total (1)	18.87
2	Administration General Expenses.	
	Advertisement and Publicity	3.00
	Audit Fees	0.10
	Bank Charges	0.04
	Conveyance Expenses	2.28
	Depreciation Expenses	1.00
	Electricity Charges	2.40
	Insurance Assets	0.10
	Legal Fees	0.10
	Travelling expenses (TA/DA)	4.56
	Postage Charges	0.12
	Printing and Stationary Expenses	1.20
	Publication and Periodicals	0.48
	R & M Expenses of Furniture	0.12
	Telephone Expenses	0.29
	Vehicle Hire Charges	7.00
	Security Wages Expenses	2.88
	House Keeping Wages	1.20
	Miscellaneous Expenses	4.26
	Total (2)	31.13
	Total (B) (1 & 2)	50.00
(C)	NON RECURRING EXPENDITURE	
1	Special Education Unit	3.44
2	Clinical Psychology Unit	2.67
3	Speech & Hearing Unit	25.31
4	Orientation & Mobility	0.99
5	Physiotherapy Unit	7.93
6	Early Intervention	1.62
7	Furniture & Fixture	33.05
	Total (C)	75.00
	Total (A + B + C)	200.00

(Action: Director CRC-N, AO CRC-N)

Agenda Item No. 28.41: CRC Nagpur: Permission to initiate National Trust & RCI Caregiver recognized training courses:-

The Council approved conduct of following HRD programmes at CRC Nagpur with the planned financial commitments; as mentioned below. The Council instructed that the approval of RCI should be obtained for conduct of the courses and the curriculum has to be instituted in the guidelines of RCI and the National Trust.



S. No.	Course	Duration	Academic year
01.	Certificate Course in Care Giving (CCCGS) under RCI	10 Months	2018 - 2019
02.	Primary Training (Caregiver) under Sahyogi Scheme of National Trust	3 Months	2018 - 2019
03.	Advance Training (Caregiver) under Sahyogi Scheme of National Trust	6 Months	2018 - 2019

Financial Commitments / Budget:

S. No.	Particulars	Amount	Total Estimated Budget
01.	Three Care Givers training courses of RCI and National Trust (Setup and Trainee cost)	Rs. 1,08,000/- Per courses x 3 Courses	Rs. 3,24,000/-
02.	Stipend Primary level (National Trust)	Rs. 2000/- Per Student x 20 nos. of students	Rs. 40,000/-
03.	Stipend Advance level (National Trust)	Rs. 2000/- Per Student x 20 nos. of students	Rs. 40,000/-
04.	Care Givers training courses of RCI - CCCG	Rs. 2000/- Per Student x 20 nos. of students	Rs. 40,000/-

(Action: Director CRCN, AO CRCN)

Agenda Item No.28.42: CRC Nagpur: Approval of Short Term Training Programme for the year 2017-18:-

The Council approved the following short term training programmes (STTPs) of CRC Nagpur for CRE programmes based on RCI guidelines.

S. No.	Programme/ Events	No of Programmes	Budget to be approved in Lakhs
01.	CREs Programmes	10	- (self-financed)
02.	Non CREs Programmes	12	4.92
03.	Awareness Programmes.	03	0.66
04.	Awareness Programmes (SC-1) & (ST-1)	02	2.00
05.	Awareness Reilly for PwDs	01	0.50
06.	World Disability Day	01	1.50
Grand Total		29	9.58

The Council directed that the STTP will be conducted for general/SC/ST population, based on the proportional fund allocated.

(Action: Director CRCN, AO CRCN)

Agenda Item No.28.43: CRC Nagpur: Seeking approval for programmes to be conducted in SC population dominated areas of Maharashtra.

The Council approved conduct of a training programme for parents with disabilities and their families in the SC population dominated area of Maharashtra:-

S. No.	Details	Unit Cost	Nos. of Programme	Total Cos
1	Training programme for Parents with Disabilities and Their Families	150000.00	1	150000
	Total			150000.

The Expenditure will be met from recurring other than salary (SC).

(Action: Director CRCN, AO CRCN)

Agenda Item No.28.44: CRC Nagpur: Seeking approval for programmes to be conducted in ST Population dominated areas of Maharashtra:-

The Council approved conduct of a training programme for parents with disabilities and their families in the SC population dominated area of Maharashtra:-

S. No.	Details	Unit Cost	Nos. of Programme	Total Cost
1	Training Programme for Parents with Disabilities and Their Families	150000.00	1	150000.00
	Total			150000.00

The Expenditure will be met from recurring other than salary (ST).

(Action: Director CRCN, AO CRCN)

Agenda Item No. 28.45 : CRC Nagpur :Creation of posts for CRC Nagpur:-

The Council noted that CRC Nagpur is running through contractual appointment of staff total 19 post has been sanctioned on contract basis and has proposed the permission of the EC to put up a detailed proposal for creation of posts (on regular basis) for CRC-Nagpur.

The Council directed that the detailed proposal shall be submitted to DEPwD.

(Action: Director CRCN, AO CRCN)

Agenda Item No. 28.46: CRC Nagpur: To consider the renewal of contract:-

The Council noted that the contractual engagement of 19 staffs engaged at CRC Nagpur is for 06 (six) months and due to be over by September/October 2017.

The Council approved to renew the contract of the existing contractual staff engaged at CRC Nagpur for a period of further six months.

(Action: Director CRCN, AO CRCN)

Agenda Item No. 28.47:-CRC Nagpur: to consider fill the Attendant post on contract or through outsourcing agency for CRC-Nagpur:-

The Council approved engagement of following staff on contract/through manpower agency for CRC Nagpur and the remuneration should be strictly regulated as per the concerned State Government wages orders in vogue :-

Sl. No	Name of the Post	Required Manpower
01	Attendant	01
02	Security	03
03	Caregiver	01
04	House keeping	01

(Action: Director CRCN, AO CRCN)

Agenda Item No.28.48: CRC Nagpur: To consider for hiring of vehicle for various activities of CRC i.e. Camps,awareness programs, liaisoningwork official work or CBR activities:-

The Council approved the proposal for hiring of a vehicle as per the details below to carry out various camp activities of CRC Nagpur.

S. No.	Item	Approx. Monthly Expenditure (In Rs.)	Approx. Annual Expenditure (In Rs.)
01.	Hiring of Vehicle – Type; SUV (7-8 Seater)	Rs. 48,000/-	Rs. 5,76,000/-

(Action: Director CRCN, AO CRCN)

Agenda Item No. 28.49: CRC Nagpur: To consider construction of boundary (compound) wall with gate &removal of bushes from the land:-

The Council directed to take up the case for construction of boundary (compound) wall with gate and removal of bushes from the land allotted for CRC Nagpur at TB Ward, Opp. Govt Medical College, RamBagh Road, Nagpur. The matter may be taken up with CPWD, Nagpur immediately.

(Action: Director CRCN, AO CRCN)

Agenda Item No.28.50: CRC Nagpur: To consider for development of accessible website for CRC:-

The Council approved the proposal for development and designing an accessible website for CRC Nagpur. NIC will carry out activities like hosting and server purpose with an approximate cost of Rs.2.50 lakhs and CRC Nagpur will carry out content development, web designing and editing with an approximate additional cost of Rs.75,000/-; following GFR norms.

(Action: Director CRCN, AO CRCN)

Agenda Item No. 28.51: CRC Nagpur: To approve proposal to create awareness to IEC Material, pamphlets, brochures and banners and its budget from creation of awareness head:-

The Council approved the proposal to create awareness among the public and persons with disabilities about the activities of the Centre, as per the details below :-

S. No.	Item	Quantity	Rate (Rs)	Estimated Cost (Rs.)
01.	Brochures	10000	10	100000.00
02.	Pamphlets (5000 x 5 types)	25000	4	100000.00
03.	Banners (4 feet x 3 feet) (for all PHCs)	700	357	250000.00
04.	Introduction Booklet for parents	2000	50	100000.00
	Grant Total.			550000.00

(Action: Director CRCN, AO CRCN)

Agenda Item No. 28.52: To consider post facto expenditure of BhoomiPoojan Celebration programme of CRC, Nagpur:-

The Council deferred the proposal and directed to re-submit the case with details of item wise actual expenditure.

(Action: Director CRCN, AO CRCN)

Agenda Item No. 28.53: Request to accord permission for Opening of Separate bank account for CRC, Nagpur:-

The Council accorded permission to open a separate savings bank account with a Nationalized Bank for CRC Nagpur with the following authorized signatories. The SB account will be operated by way of signing of the cheque by two signatories.

Sl.No.	Name (Shri/Dr.Ms.)	Designation
1.	Gurbuksh Chand Jagota	Director
2	SonaliGedam	Administrative Officer
3	NeerajMadhukar	Assistant Professor (Sp. Ed.)
4	Aparna D. Bhalerao	Assistant Professor (Clinical Psychology)

(Action: Director CRCN, AO CRCN)

Other matters discussed with the permission of the Chair:-

1. The Chairperson directed that the draft of annual report of the Institute should be sent to all the members of the Council before submission to the EC for approval.
2. The Institute and the CRCs should take up procurement of all goods and items only through GEM.
3. The Chairperson directed that henceforth the Agenda items proposed for EC should contain detailed justification and supporting documents.

The Chairperson, EC invited for any suggestions and opinion from the members of the Council. The members expressed their satisfaction and the same was noted by the Chair.

The meeting ended with thanks to the Chair and other members of the Council.