

No.8-6/2007- NIs
Government of India
Ministry of Social Justice & Empowerment

Shastri Bhawan, New Delhi
Dated 26th December, 2008

To

The Director
National Institute for Empowerment of Persons
With Multiple Disabilities
East Coast Road, Muttukadu
Kovalam Post,
Chennai-603 112



Sub: Approved minutes of 5th meeting of Executive Council held on 14.11.2008 at New Delhi.

Sir,

I am directed to refer to your letter No.NIEPMD/Estt/Corrs./2007/8063 dated 18.11.2008 on the above subject and to forward herewith approved minutes of the 5th meeting of Executive Council of NIEPMD, Chennai held on 14.11.2008 at New Delhi, for necessary action.

Yours faithfully,

Mahendra Yadav
(Mahendra Yadav)
Section Officer

11/09

0
A (SIAH)

National Institute for Empowerment of Persons with Multiple Disabilities (NIEPMD)
 (Ministry of Social Justice & Empowerment, Govt. of India)
 East Coast Road, Muttukadu, Kovalam Post, Chennai – 603 112.

Minutes of Fifth Meeting of the Executive Council of NIEPMD held at the Chamber of DDG (DD), Ministry of Social Justice & Empowerment, Shastri Bhawan, New Delhi held on 14th November 2008.

MEMBERS PRESENT

Shri Ashish Kumar, DDG (DD), MSJ&E, GOI - Chair Person
 Shri C Arun Kumar, Chennai - Member
 Dr. (Mrs) Neeradha Chandramohan, Director, NIEPMD - Member Secretary

Mrs. Reena Garg, Dy. Secretary (Finance) attended the meeting on behalf of the Financial Advisor. Col. Sanjay Saran, Director NIs and Dr D Nagaraja, Director, NIMHANS, members of EC could not attend the meeting.

The following agenda were taken up in the meeting:

5.1: Confirmation of the 4th EC Meeting:

The minutes of 4th meeting of the Executive Council held on 01 August 2008 at Shastri Bhawan, Delhi were read out and confirmed.

5.2: Action Taken:

5.2.1: Submission of Annual Report of NIEPMD for the year 2006-07 (Past ref 4.6):-

The EC noted that the Draft of Annual Report of NIEPMD for the year 2006-07 has been submitted to DDG (DD) for approval, duly included the details as suggested by the EC.

5.2.2 : Petty Civil works of NIEPMD by CPWD, Chennai (Past ref 4.7) :-

The EC noted that the administrative approval to carry out the petty civil works as approved by the EC has been conveyed to CPWD, Chennai and CPWD has started the petty civil works, as under :-

S/No	Name of the work	Specifications	Estimated cost of construction submitted by CPWD, Chennai.
1	Construction of vocational training centre-cum-skill training unit of NIEPMD	A Shed of 70 Sqm area provided apart from working corridor for easy access to the staff room as well as machinery room.	Rs.12,59,500/- including contingencies. 5%
2	Construction of one barrier free toilet block	Load bearing structure-barrier free toilet block of area 54.00 Sq Mtr	Rs.7,15,000/-
Total Cost of works			Rs.19,74,500/-

Note : The Construction of parking shed for school bus, office car and two wheelers for an estimated cost of Rs.9,14,800/- approved by EC vide EC agenda 4.7(Srl.2) will be taken up in due course of time.

5.3: Status of staff strength, posts lying vacant with NIEPMD:

The EC noted that out of the 71 sanctioned posts, 32 posts have been created in Phase-I and 39 posts have been identified under Phase-II. So far, under Phase-I, 29 regular posts have been filled up and recruitment action to fill up the posts lying vacant is under process. The EC also noted that no appointments have been made from the date of last EC meeting i.e. after 01st August 2008. The EC suggested to fill the three vacant posts expeditiously.

5.4 : Medical re-imburement to the employees of NIEPMD as per CCS (MA) rules.

The EC noted that as per MSJ&E letter No.5-4/2007-NIs dated 25th July 2008, Central Services (Medical Attendance) Rules, 1944 is adopted for reimbursement of medical expenses to the employees of NIEPMD for both hospitalization and non-hospitalization treatment.

The EC further noted that the employees and their dependent family members are obtaining treatment from the AMA of NIEPMD. But, in case of specialist treatments, they are being referred to specialists, polyclinics, hospitals and private medical practitioners. As per GOI, MH, OM No. S.14012/7/74-MC dated 12 July 1974 and 28th July 1975, treatment from a medical officer other than AMA who is either of equivalent rank or immediate junior, is permissible only when the services of AMA are not available. As per Rule 2 (10), Private Medical Practitioners may be appointed as AMA by the HOD because of the remoteness of the area in which the patient lives and the service of a Medical Officer under the employ of the Central Govt/State Govt is not available within a radius of 16 Kms (5 kms in case of Indian systems of medicine & Homoeopathy).

In view of the above rule position, the Executive Council approved the following to be considered while allowing re-imburement of medical bills incurred for the treatment of employees of NIEPMD and their dependents: -

For Outpatient Treatment (OPD treatment) :-

In addition to the AMA of NIEPMD, all registered medical practitioners having valid registration number issued by the Medical Council of India and employed with CGHS hospitals, State Govt. hospitals/PHCs will be the Authorized Medical Attendant for the staff of NIEPMD for OPD treatment for them and their dependents. This also includes in case of other medicine systems such as Ayurveda, Unani, Homeopathy, etc.,

The Consultation Charges and the number of consultations during the period of OPD treatment shall be restricted and regulated as per CS (MA) Rules. This is also applicable in case of treatment taken by the staff members in outstations. The Essentiality Certificate to be obtained from the Doctors, as above, has to be submitted alongwith the bills/cash memo on account of purchase of medicine(s) prescribed should be duly attested by the same doctor concerned and further attested and certified by the AMA of NIEPMD.



Pathological tests, if advised by the Doctors/AMA can be done from any labs and reimbursement will be restricted on the approved rates of CGHS, Chennai.

For inpatient treatment (hospitalization):-

The Staff members have to first consult the AMA, NIEPMD and on his advice one can admit into the CGHS, Chennai recognized hospitals for necessary inpatient treatment (Hospitalization). All the Govt. hospitals, hospitals recognized by CGHS/CS(MA) would be empanelled for medical treatment as inpatient. The charges for inpatient treatment obtained from other hospitals will be restricted as per the tariff rates (package rates) given by CGHS, which includes all expenses from admission to discharge. Any additional charges above the CGHS package rates for treatment shall be borne by the individual employee and office will not reimburse such additional charges more than CGHS rates under any circumstances. Necessary documents such as Essentiality certificate, admission/discharge summary etc., issued by the Hospital authorities as per procedure should invariably be submitted alongwith claims.

However, under emergency situations such as accidents, serious nature of disease etc., as per CS (MA) Rules, the person/persons on the spot may use their discretion for taking the patient for treatment in private hospital in case no Govt. or recognized hospital is available than the private hospital. The Controlling authority (Director, NIEPMD) will decide on the merits of the case whether it was a real emergency necessitating admission in private institution.

5.5 : Payment of Honorarium to guest faculties engaged on session basis at NIEPMD:-

The Executive Council approved to include the following categories of Guest Faculties/supporting staff other than the categories approved vide its resolution 2.6 dated 24 Jan 2008 whose services can be utilized in future for various R&D, HRD, CBR & ADIP programmes and providing services to the persons with Multiple Disabilities on need based requirement on session basis: -

- a) Eminent Personalities in the field of Multiple Disabilities/Retired Directors of NIs, Senior Doctors at the level of Professors in Surgery, Medicine, Neurology, Psychology, Psychiatry etc.,
= Rs.1000/- per session of 02 hours duration.
- b) Senior Faculty Members (i.e. Professors & above) in the field
= Rs.500/- per session of 02 hours duration.
- c) Supporting staffs (candidates passed Govt recognized Certificate level Courses etc., relevant to the field of disability)
= Rs.50/- per session of 02 hours duration.
- d) Leather Technicians having completed Govt. recognized Certificate Course and sufficient experience in the field who can be engaged in P & O Lab of the Institute for fabrication and fitment of orthopedic shoe/surgical shoe who can also be engaged for practical and demonstration and training purpose in leather technology for training programmes undertaken by the Institute etc.,
= Rs.100/- per session of 02 hours duration.

5.6 : Providing accommodation to participants of training programmes outside the campus of NIEPMD :-

The Executive Council noted that as a part of HRD programmes many short term training/CRE programmes are organized in NIEPMD. So far, the accommodation to the outstation participants are managed within the available accommodation/cottages at NIEPMD. Now, since the Institute has taken up more activities under HRD to cope with the targets and commitments as per the EFC and considering the requirement of many such programmes due to starting of many new long-term courses viz., B.Ed., in Multiple Disabilities, B.Sc., mobility science etc., number of such programmes has to be increased. It is also noted that the Institute could attract a large number of participants under these programmes, if accommodation to the outstation candidates are provided. Registration Charges are also collected from the participants of such programmes.

Since, the accommodation presently available with NIEPMD is limited, the Executive Council approved to hire accommodations outside the campus at nominal rates ie. @ Rs.100-150 per day per candidate, if more number of outstation participants are registered for any short term training programmes conducted by NIEPMD, in future, till the buildings of NIEPMD is completed, subject to the condition that the concerned participant provided accommodation outside the campus will bear 50% of the accommodation charges and 50% of amount will be borne by the Institute.

5.7 : Deposit of Grants-in-aid :-

The Executive Council noted that, as per its resolution No.2.10 dt.24 Jan 2008 an amount of Rs.6.00 crores from the capital fund account has been deposited under fixed deposit scheme with Indian Bank, Kovalam branch for a period of 6 months vide FDR No.TS/MTD/0768106 dt.27.9.2008.

5.8 : Accumulation of subscription on account of New Pension Scheme :-

The Executive Council noted that as per its approval in its 81st meeting (organized by NIMH) held on 21st March 2007, the New Pension Scheme is made applicable to all the new entrants joining NIEPMD after 01/01/2004 and as per the NPS rules, recovery of 10% of basic pay plus DP and DA from the date of the admission into the scheme is done from such employees joined Govt. service on or after 01/1/2004 at NIEPMD. The EC further noted that the employee's contribution together with the equal matching contribution from the employer (i.e. from NIEPMD) is deposited to a RD account every month opened with Indian Bank, Kovalam Branch w.e.f. June 2007.

The Executive Council instructed to follow the relevant Ministry of Finance, GOI orders in this regard to invest the NPS Contribution and accumulated amount. A Committee having the Director, as Chairman, members from Administration, Accounts section of NIEPMD and an expert member from AG's Office may be formed to get recommendations to invest the NPS wealth to the identified agencies. The EC also suggested to find out the procedures followed in investing the NPS amount by other NIs.

5.9 : Income Generation Programme For Parents Of Multiple Disabilities -

The Executive Council approved the proposal of the Institute to start an income generation programme for parents from low socio economic status daily wages and having children with Multiple Disabilities in collaboration with Vocational Rehabilitation Centre Chennai and with Ministry of Medium and Small Scale Industries to train the parents in selected trades and arrangements for obtaining loans through Grameen Bank/Scheduled banks/National Handicapped Finance Development Corporation

The EC also approved the budget proposal to conduct such 2 training programmes on pilot basis during the current financial year at an approximate cost of **Rs 2,10,000/-**, as per the details below. The expenditure can be met out of the total outlay provided to National Institute each year under the head HRD & Services

Sl.No	Particulars	Amount in Rs.	Total
1	TA + honorarium/DA to resource persons	3 resource persons @ 10 visits x Rs. 500	Rs. 15,000/-
2	Honorarium to Vocational Instructor	Rs 5000 x 6 months	Rs.30,000/-
3	Machinery/Raw materials	Six months Ranging from Rs. 10 000/- to Rs 25 000/-	Rs. 25,000/-
4	Miscellaneous expenditure	-	Rs 10 000/-
5	Boarding and other expenses	For 6 months	Rs 25 000/-
	Total		Rs.1,05,000/-

5.10 : Regional Workshops At Other States -

The EC approved the proposal to conduct regional workshops at the states of Orissa, Maharashtra and Punjab (01 programme in each state) during this financial year 2008-09 to broaden the area of work in other parts of the country on empowerment and management of persons with multiple disabilities with the core objectives of 1) Promoting knowledge and skills in the field of multiple disabilities, 2) Updating the professional skills in handling persons with multiple disabilities, 3) Training of persons to prepare persons with multiple disabilities and 4) Strengthening of family members to provide a qualitative life for persons with multiple disabilities with a focus on integration in to the community.

The budget to conduct one training programme for a group of 50 members in 2 days approved by the EC is as follows.

Sl.no	Particulars	Total
1.	TA and DA to 50 participants at an average @ Rs 300/- per person	Rs 15 000/-
2	Lunch ,dinner, Breakfast , tea & snacks for 60 persons per day @Rs.300/per day x 2 days	Rs 36 000/-
3	Lodging expenses for 60 persons per day @Rs 200/per day x 2 days	Rs. 20 000/-
4	Delegates Kits Rs.80/- per set for 70 participants & resource person	Rs. 5 600/-
5	Rent for hall including audio-visual acilites @Rs 4000/- per day x 2 days	Rs 8 000/-
6	TA/DA / Boarding/ Lodging of the resource persons	Rs 15 000/-
7	Honorarium for resource persons	Rs 5000/-
8	Preparation of brochure & training materials	Rs 6 400/-
9	Photograph, report preparation, publication of proceedings	Rs.8000/-
10	Postages and contingencies expenses	Rs 6000/-
	Total	Rs.1,25,000/-

To conduct 3 programmes (01 workshop in each state) in Orissa, Maharashtra and Punjab during the current financial year the approximate estimate cost approved by the Executive Council is **Rs.3,75,000/-**

5.11: Collaborative Vocational Training with NGO to train persons with Multiple Disabilities:-

The Executive Council noted that vocational training and placement of persons with multiple disabilities plays an important place in the current scenario of disability rehabilitation. Accordingly, (the EC approved **vocational training programme on coir trade** for a period of 6 months to 20 adult persons with multiple disabilities in rural areas in association with "Pingalakhi Public welfare organization" situated in Nimapara of Puri district of Orissa. The main objective of establishing this vocational training is to train persons with multiple disabilities residing in rural areas in skill training, vocational training, and placement & follow up services. These training will be imparted with the support of NGO and family members. Infra structure, machinery and hostel facilities are provided by the NGO free of cost. 20 persons with multiple disabilities, within their locality have been identified for training.

Accordingly the EC approved the financial proposal of the Institute, as detailed below for running a collaborative vocational training programme on coir trade for a period of 6 months to 20 beneficiaries with multiple disabilities:-

Sl.No	Particulars	Approximate cost
1.	Salary to Instructors for 6months @ Rs.6000/- pm	Rs.36,000/-
2.	Raw materials for 6 months	Rs.30,000/-
3.	Boarding arrangements for 6 months Rs.30 X 20 clients (persons with Multiple Disabilities) X 180 days	Rs.1.08,000/-
4.	Provision of blankets, bed sheets etc. for the inmates/trainees	Rs.20,000/-
5.	Miscellaneous	Rs.6,000/-
	Total	Rs.2,00,000/-

5.12 : Sheltered Workshop- Paper Cup Training Cum Production Unit :-

The Executive Council approved the proposal of setting up of a Environmental friendly Ecology based Paper Cup production unit in the sheltered workshop for vocational **training of adults with multiple disabilities at NIEPMD**. In this unit trainee can get benefits in two folds. 1) Learning the task for a period of time and starting their own unit with the help of family members by obtaining loan from banking / NFHDC sector. 2) Earn a live hood on contractual basis by producing paper cups in the unit itself.



Accordingly, the EC approved the financial implication in setting up of the paper cup production unit, as detailed below :-

Sl.no	Particulars	Approximate cost
1.	Paper cup machine	Rs.9,36,000/-
2.	Raw materials	Rs.1,00,000/-
3.	Furniture	Rs.25,000/-
4.	Dies for paper cup(100ml and 150 ml)	Rs.60,000/-
	Total	Rs.11,21,000/-

While approving the proposal to set up the sheltered workshop-paper cup training cum production unit for the above cost, the Executive Council suggested to strictly follow the relevant rules specified by the GOI and in GFR for purchases of the paper cup machine, raw materials, furniture and other accessories of the machine and in selling the finished product.

5.13: Celebration of International week for the disabled:-

The Executive Council approved the proposal of NIEPMD to celebrate the international week for the disabled, by organizing a 2 days training programme on 12-13th December 2008 for Non Governmental Organizations (NGOs) working for the disabled in Tamilnadu. The EC noted that the main theme of the programme is "Share and Care for persons with Multiple Disabilities" with the following objectives: 1). Enhance service provisions for persons with Multiple Disabilities, 2). Creation of awareness about multiple disabilities and their needs 3). Collaboration with Non Governmental organizations and 4) more service provision for persons with multiple disabilities in the unreached area.

Accordingly the EC approved the budget proposal, as under, to conduct the above training programme for a group of 200 persons at Chennai. The amount can be met out of the total outlay provided to National Institute each year under the head HRD & Services.

Sl.No	Details	Total amount
1.	TA to participants	Rs.50,000/-
2.	DA (food expenditure)	Rs. 55,000/-
3.	Accommodation	Rs.11,000/-
4.	Delegates folder	Rs.10,000/-
5.	Printing	Rs.16,500/-
6.	Hiring of vehicles	Rs.10,000/-
7.	Photographs	Rs. 2,000/-
8.	Hall hiring charges	Rs. 5,000/-
9.	Miscellaneous	Rs. 5,000/-
	TOTAL	Rs.1,64,500/-

5.14: National conference on Deafblindness:-

The Executive Council approved conducting an International Conference on Deafblindness in collaboration with "Sense International", Ahmedabad scheduled to be held during January 2009. Accordingly, the EC approved Rs.2.00 lakhs as contribution by NIEPMD for the said programme jointly organized by NIEPMD and Sense International.

(under supplementary agenda items discussed on the meeting with permission of chair)

5.15 : Vision, Mission & Value statement of NIEPMD :-

The Executive Council approved the Vision, Mission and Value Statement of the Institute as under :-

VISION :-

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

MISSION :-

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

VALUE STATEMENT :-

"Promoting quality of life for persons with multiple disabilities through equal participation of clients, families, professionals and community agencies".

5.16 Facility of telephone (landline/mobile connection) at the residence in respect of entitled category of Govt. Employees :-

The EC noted that, as per Govt. of India, Ministry of Finance, Dept of Expenditure OM No. 7(14)/C&V/2006 dated 14 Nov 2006 Govt. officers are entitled to reimburse their residential telephone charges. The entitlement regarding reimbursement of telephone charges of residential telephones provided to the officers as also on the mobile phones to the entitled officers of the GOI and broadband facility at home has been converged into a single package vide ibid order and the maximum amount reimbursable to a category of officer will be regulated as under :-



S.No	Rank/Designation	Ceiling Amount
1	Secretary to the Government of India and equivalent rank	Rs 2800 Per Month
2	Additional Secretary and Joint Secretary to the Government of India	Rs 2000 Per Month
3	Equivalent rank to Additional Secretary and Joint Secretary to the Government of India	Rs 1800 Per Month
4	Director and Deputy Secretary to the Government of India and equivalent rank	Rs 1500 Per Month
5	Below the rank of Deputy Secretary to the Government of India (restricted to 25% of Group A Officers below the rank of Deputy Secretary)	Rs 800 Per Month

Accordingly the Executive Council approved re-imbursement of telephone charges to the entitled category of officers at NIEPMD with retrospective effect (i.e. from the date of issuance of the GOI orders w.e.f. 14 Nov 2006) as under:-

(a) Director = @ Rs.1500/- per month

(b) Any 03 (three) Group A Officers at the rolls of the Institute=@ Rs.800/- per month as per the seniority being decided by the Director, NIEPMD

While approving the proposal, the EC advised to strictly adhere to the following instructions and conditions stipulated in the said GOI order/other relevant orders of GOI while reimbursing the telephone bills :-

- (i) The amount will be reimbursed within the prescribed ceiling on submission of bill/receipt by the concerned Officer.
- (ii) The amount reimbursable will cover landline and/or mobile connection.
- (iii) The amount reimbursable is exclusive of all taxes, if any.
- (iv) Officers are at liberty to choose the service provider and avail any options for payment within the maximum monetary ceiling.
- (v) It will also include broadband facility or such facilities through which data, voice or image is transferred.
- (vi) STD facility may be provided in the residential telephones. However, there would be no enhancement of ceilings as prescribed above.
- (vii) No instruments would be provided by the office, except to the Secretary and Secretary level officers of the Government of India, for which the cost of handset for mobile phone would be limited to Rs.10,000/- in each case.
- (viii) The amount reimburse will be reduced by Rs.400/- if the officer of the rank of Deputy Secretary and above does not have broadband facility at his residence.
- (ix) All the offices are instructed to bear the extra cost from their "Office Expenses Telephone" and no additional fund will be provided in this regard.



...P/10

5.17 Recruitment to the post of Deputy Registrar (Admn..) under Phase-I

The EC noted that **Shri G V Reddy** who was working as **Dy. Registrar (Admn..)** w.e.f. 01 Nov 2006 (F/N) at NIEPMD was repatriated to the post of AAO at NIMH w.e.f. 31st October 2008 (A/N) after obtaining due approval from the JS/DDG, the appointing authority vide this Institute letter No. NIEPMD/Estt.1(9)/2006/6774 dated October 30, 2008.

Accordingly, the Executive Council approved to initiate recruitment action to fill the post of Deputy Registrar (Admn..) for NIEPMD by direct recruitment or on deputation or by promotion, with some modifications in the existing Recruitment Rules for the post, as mentioned below:-

Under Column 8 of Recruitment Rules for the post of Deputy Registrar (Administration) at NIEPMD :-

<u>For</u>	<u>Read</u>
<p><u>Educational and other qualifications for Direct Recruitment/Deputation</u></p> <ol style="list-style-type: none"> 1. Any Master's Degree 2. Ten years' experience in working in dealing with Administration, Purchase, Stores, Accounts and Maintenance in any Government Organization in a responsible Supervisory position in the scale of pay Rs.6500-10500 (OR) Five years experience for those working in the above areas in the scale of pay Rs.8000-13500. 3. Knowledge of Computer applications. 	<p><u>Educational and other qualifications for Direct Recruitment/Deputation</u></p> <ol style="list-style-type: none"> 1. Any Master's Degree. 2. Officers holding analogous posts in the scale of pay Rs.10000-15200 (pre-revised) on regular basis in any Government Organization dealing with Administration, establishment, purchase, stores, accounts and estates and maintenance (OR) Five years experience in any Government Organization in the scale of pay Rs.8000-13500 (pre-revised) on regular basis dealing with the same fields/areas mentioned above (OR) Ten years' experience in any Government Organization in a responsible Supervisory position in the scale of pay Rs.6500-10500 (pre-revised) on regular basis dealing with the same fields/areas, mentioned above. (OR) Ex-Servicemen who held the post of Major/Captain and equivalent having worked in Administration and dealing in above fields/areas and knowledge of Central Civil Service (CCS) Rules.

The meeting ended with vote of thanks to the Chair.
