

# 1<sup>st</sup> Annual Report 2006-07



**National Institute for Empowerment of  
Persons with Multiple Disabilities**

*(Ministry of Social Justice and Empowerment, Govt. of India)*

Muttukadu, Kovalam Post, Chennai - 603 112

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# FIRST Annual Report 2006-07

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english-question-papers/*



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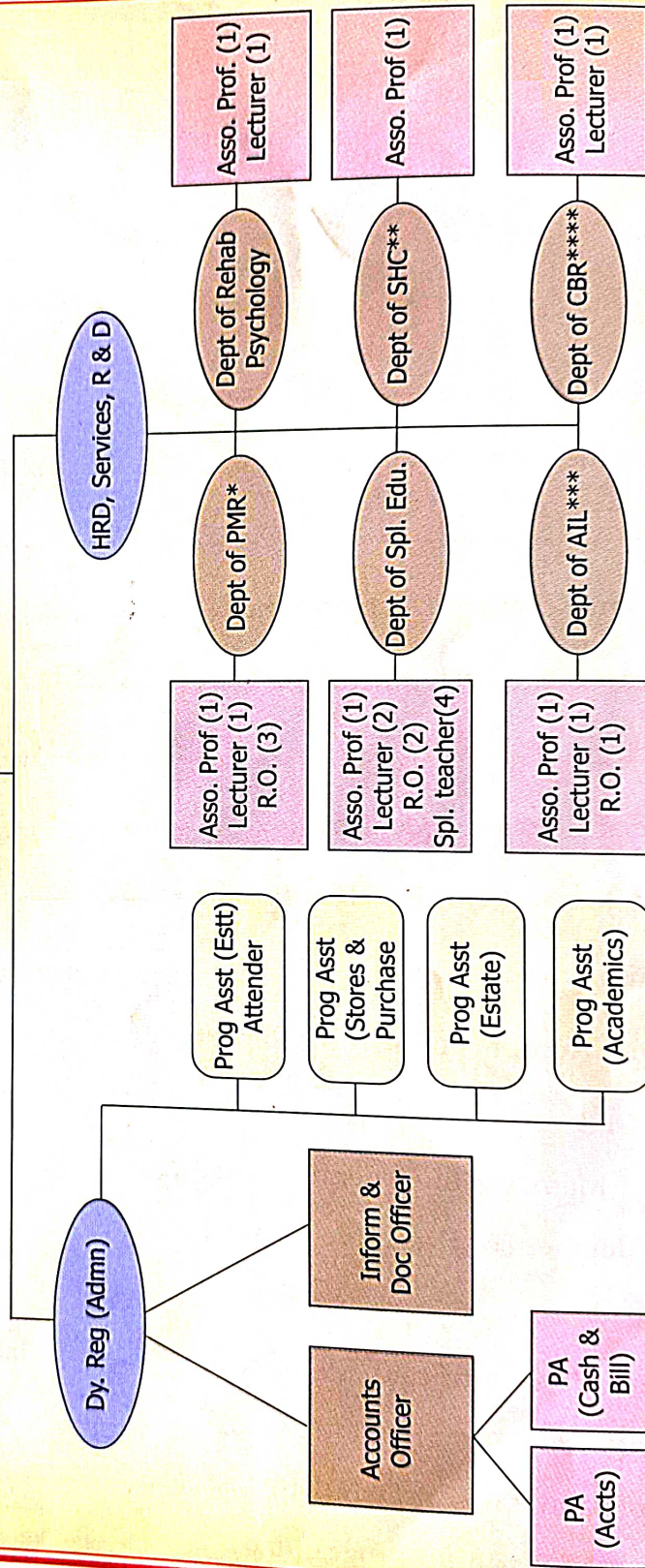
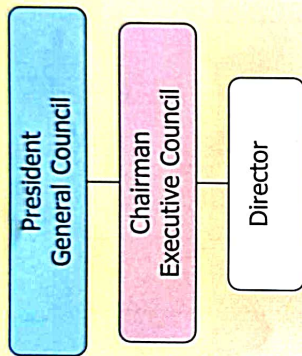
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### NIEPMD ORGANISATIONAL CHART



Key : PMR \* (Physical Medicine & Rehabilitation), SHC\*\* (Speech Hearing & Communication), AIL \*\*\*\* (Adult Independent living), CBR\*\*\*\* (Community Based Rehabilitation)



# Chapter-1

## Background

During the past two decades, there has been rapid expansion of activities and programmes for persons with disabilities. However the groups of persons with multiple disabilities have not been adequately reached through existing programmes. In order to extend the coverage of programmes and activities for persons with multiple disabilities, a National Institute for these groups has been started by Ministry of Social Justice and Empowerment, Govt. of India at Chennai, in addition to the other existing institutes for the single disabilities such as

- 1) National Institute for the Mentally Handicapped, Secunderabad
- 2) Ali Yavar Jung National Institute for the Hearing Handicapped, Mumbai
- 3) National Institute for the Orthopedically Handicapped, Kolkata
- 4) National Institute for the Visually Handicapped, Dehradun
- 5) Swami Vivekananda National Institute for the Rehabilitation, Training and Research, Cuttack
- 6) Pt. Deendayal Upadhaya Institute for the Physically Handicapped, New Delhi

All these Institutes are established as apex bodies to undertake human resource development for delivery of services, to develop appropriate models of care and management, to identify and coordinate research in assessment, training and rehabilitation and to serve as documentation and information centers in the respective areas of disability.

Multiple Disability is defined as any additional disability existing with another core disability in the same person as mentioned in clause (h) of section 2 of National Trust for the Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities, Act (1999). Examples are Mental Retardation with Hearing Impairment, Mental Retardation with Visual Impairment, Deafblind, Mental Retardation with Cerebral Palsy etc.

The person who has the condition of multiple disabilities undergoes the stress of additional disability and thereby his functional efficiency decreases drastically limiting his activities of daily living, interaction with environment and society. For example a person with hearing impairment usually depends on the visual senses for his activities of daily living and communication for socialization. However, if a person is deafblind he is deprived of both hearing and visual sensory stimulation. Thus, these people have immediate need for rehabilitation, for which services are to be given by trained professionals in the designated areas of multiple disabilities.



According to NSSO, 2002 survey, 10.63 % of all disabled persons had more than one type of disability. The prevalence rate of various types of Multiple Disabilities according to survey of NSSO, 2002 is furnished hereunder;

### Number of disabled persons with multiple disability by type of disability per 1000 disabled persons

All-India

Type of disability	Type of disability								
	mental-retardation	mental-illness	Blindness	low vision	hearing	speech	loco-motor	3 or more disabilities	total
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
male									
Mental retardation	X	X	12	9	9	309	224	437	1000
mental illness	x	x	68	19	56	224	344	289	1000
blindness	14	34	x	x	486	20	301	145	1000
low vision	24	21	x	x	486	19	326	125	1000
hearing	2	6	106	47	x	625	98	115	1000
speech	71	0	4	2	565	x	172	186	1000
Locomotor	69	46	78	38	116	229	213	210	1000
Female									
mental retardation	x	x	11	7	25	288	202	467	1000
mental illness	x	x	65	31	97	146	356	305	1000
blindness	7	23	x	x	459	9	321	181	1000
low vision	10	24	x	x	520	22	319	106	1000
hearing	5	10	133	70	x	555	84	145	1000
speech	59	0	3	3	615	x	118	202	1000
Locomotor	56	52	134	63	122	156	158	259	1000
Person									
mental retardation	x	x	12	8	15	301	215	449	1000
mental illness	x	x	67	24	75	188	349	296	1000
blindness	10	28	x	x	472	14	312	164	1000
low vision	16	22	x	x	505	21	322	114	1000
hearing	3	8	119	58	x	592	91	129	1000
speech	66	0	4	2	586	x	149	193	1000
locomotor	63	49	102	49	119	198	189	231	1000

(Source : NSSO 58<sup>th</sup> round, July- December, 2002, Disabled Persons in India, Report No. 485 (58/26/1))

Presently, a very few organizations are providing services to the persons with multiple disabilities. Only a few non-govt. organizations are working for deaf-blind and other persons with multiple disabilities. Programmes and activities of relevance to person with multiple disabilities is very limited in the country.

Past experience have shown that early detection and intervention programmes, educational and rehabilitative measures have significantly improved the quality of life of persons with multiple disabilities.

Keeping in view the limited availability of services in the field of multiple disabilities, a National Institute, to undertake human resource development to stimulate the growth of services for these marginalized groups has been established keeping in view the implementation of Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995.



**A view from the Outside**



**NIEPMD has accessibility for persons with disabilities**



# Chapter-2

## About the Institute

### 2.1 Introduction

National Institute for Empowerment of Persons with Multiple Disabilities (NIEPMD), is established at Muttukadu, Chennai, Tamil Nadu, to fulfill the objective of serving as a national resource center for empowerment of persons with Multiple Disabilities having more than one disability as mentioned in the Persons with Disabilities Act, 1995 and National Trust Act, 1999. These conditions can be broadly classified as

Major Disability	Associated Disabilities
1 Cerebral Palsy	Mental Retardation Hearing Impairment Autism Visual impairment
2. Mental Retardation	Visual Impairment Hearing Impairment Mental Illness
3. Autism	Mental Retardation Visual impairment
4. Visual Impairment	Hearing Impairment



A View of the Institute



## 2.2 Salient Features

Government of Tamil Nadu has allocated land measuring 15.22 acres on East Coast Road in survey No. 97/4 in Muttukadu village, Chengalpattu Taluk, Kancheepuram District along with the some buildings and structure.

### Area around the land

West : East Coast Road

East: Sea Back Water

South : Sy. No.97/5 (Property fenced- Govt land)

North: Sy. No 97/3 (Government land Property fenced)

The infrastructure such as the factory shed and the 12 residential structures existing in the land has been suitably renovated to organize the services and human resource development programmes of the Institute, and created family cottages for the clients, hostel for students and guest house. The compound wall was constructed all along the land allocated for NIEPMD.

NIEPMD was registered under the Tamilnadu Societies Registration Act, 1975 ( Tamilnadu Act 27 of 1975) vide Sl.No. 59/2006 at Chengalpattu on 23<sup>rd</sup> October 2006, (Certificate of Registration of society, Bye laws and Memorandum of Association are at **Annexure – I**).

NIEPMD was established in the year 2005 and was inaugurated by the Hon'ble Minister of State for Social Justice & Empowerment, Govt. of India on 07<sup>th</sup> July 2005,



*Hon'ble Minister of State for Social Justice & Empowerment, GOI,  
Smt. Subbulakshmi Jagdeesan along with children attending Special Education at NIEPMD*

# Chapter-3

## Objectives

As per the memorandum of association of the Institute, NIEPMD has the following aims and objectives

- 1) To undertake human resource development in various functional areas covering inter-disciplinary, multi-disciplinary and trans-disciplinary activities for empowerment of persons with multiple disabilities through the state of the art rehabilitation intervention viz., educational, therapeutic, vocational, employment, leisure and social activities, sports, cultural programmes and full participation and also through developing various approaches including community rehabilitation, project management and capacity building of Non-Government Organizations (NGOs).
- 2) To promote and conduct research in all areas relating to multiple disabilities and to develop trans-disciplinary models and strategies for social rehabilitation to meet the needs of diverse groups of people with multiple disabilities, by the society hereinafter referred to as " the Institute" or through NGOs.
- 3) To conduct, sponsor, coordinate or subsidize research into all aspects of the education, rehabilitation, capacity building, and independent living of persons with multiple disabilities by the Institute or through NGOs.
- 4) To undertake and /or sponsor the training of trainers and professionals in the areas of early intervention, early childhood education, special education, vocational training & employment, independent living, community rehabilitation and project management, therapists and such other personnel as may be deemed necessary by the Institute in empowering the persons with multiple disabilities.
- 5) To manufacture, fabricate, adopt or promote or subsidize the manufacture of prototypes and distribution of any or all aids designed to promote any aspects of the education, therapy and rehabilitation of the persons with multiple disabilities.



Involvement of parents in the therapy programme

The summary of objectives of the Institute are:

- To undertake development of human resource for management, training, rehabilitation, education, employment and social development of persons with multiple disabilities.
- To promote and conduct research in all areas relating to multiple disabilities.
- To develop transdisciplinary models and strategies for social rehabilitation and to meet the needs of diverse groups of people with multiple disabilities.
- To undertake services and outreach programmes for the persons with multiple disabilities.

# Chapter-4

## Human Resource Development

To promote human resource development, the institute started the following two long term training programmes at diploma level during 2006 -07. The number of enrollment of students during 2006-07 in these courses is given below:

Enrollment of Students in Long Term Courses 2006 -07:

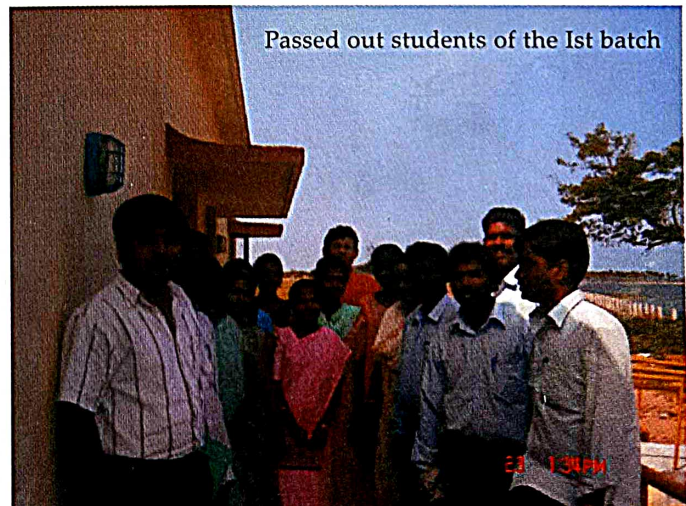
Sl.No	Name of the Course	Students	
		Intake capacity	Enrollment
1	Diploma in Special Education (Cerebral Palsy)	10	10
2	Diploma in Special Education (Deafblind)	10	10

### 4.1 Diploma in Special Education (Cerebral Palsy)

This one year course is designed to train person who are competent to work with children who have neurological disabilities. The course structure provides for a comprehensive understanding of the varied needs of children with neurological disabilities and to meet those needs in a special school and regular classroom. The basic objective is to demonstrate to the students the knowledge pertaining to typical and atypical patterns of motor, cognitive, speech, language and communication development in children and also demonstrating knowledge about carrying out assessment and intervention strategies for persons with multiple disabilities. The criteria for admission of candidates into the course is successful completion of 10+ 2 or equivalent examination in general education from any recognized board of education. The selection is done based on the marks obtained in the qualifying examination i.e. 10 + 2, followed by the performance in the interview conducted by panel of experts. In the year, a total of 10 students successfully completed the course. The list of the successful candidates is at **Annexure II**

### 4.2 Diploma in Special Education (Deafblind)

The one year Diploma course is aimed at preparing special teachers, who are competent in screening, educational assessment, and programming including teaching, training and management of children with deaf-blindness. The basic objective of the course is to provide a first hand experience to the students about the implications, emerging trends, assessment and intervention strategies in respect of deaf-blindness. The eligibility for admission to the course is successful completion of 10+ 2 or





A view of the classroom

equivalent examination from any recognized board of education. The selection is done based on the marks obtained in the qualifying examination i.e. 10 + 2, followed by the performance in the interview conducted by panel of experts. In the year, a total of 10 students successfully completed the course. The list of successful candidates is in **Annexure III**.

### 4.3 Short Orientation Training Programme

The short term training programmes are designed as in-service training for professionals and personnel working in the field of rehabilitation of persons with multiple disabilities to meet their training needs. Apart from the training programme for professionals, the Institute also conducts training programme for parents of children with multiple disabilities, who are integral part of the rehabilitation programme, for providing better rehabilitation services to their wards.

During the year 2006- 07 the institute conducted 16 short term training programmes for the professionals working in the field of rehabilitation and the details are at **Annexure IV**. Information on the types of programmes and number of beneficiaries is given below

Sl. No	Training programme for Professionals/Personnel	No. of Programmes	No. of Beneficiaries
1	Anganwadi workers	10	332
2	CBR Personnel	2	71
3	Special educators	1	150
4	School Teachers	1	120
5	Others (Siblings / college students)	2	144



Orientation programme for the Anganwadi workers in progress

The Institute also conducted 10 parent training programmes focusing on the attitude of the family towards the condition of the child and the involvement of the family in accelerating the child's development. The short term training programmes and the parent training programme conducted and the number of beneficiaries in each programme is as follows :

Sl. No	Training programme for Professionals/Personnel	No. of Programmes	No. of Beneficiaries
1	Parents of children with multiple disability	10	137

954 (954)



A View of the Training Programme for Parents at NIEPMD

# Chapter-5

## Research and Development

The Institute initiated a research project entitled "Study on Socio-economic condition and need persons with multiple disabilities" during 2006-07. This study has been taken to assess the link of socio- economic conditions with the needs of persons with Multiple Disabilities living Thirupporur block of Chengalpattu Taluk, Kancheepuram District, and Tamil Nadu. During year data of 60 families having children with multiple disabilities from the Thirupporur block w collected through well structured interview schedule, selected indicators and needs assessm profile.

The objectives of the study was:

- To study the profile of persons with multiple disabilities
- To evaluate the socio- economic condition of the families having persons with multi disabilities
- To identify the needs of persons with multiple disabilities

The study is proposed to be completed by March 2008 and the findings will be published in a reput journal.



# Chapter-6

## Services

### 6.1 General Services

The institute provides assessment and evaluation covering case history, physical and medical examination, intellectual and developmental assessment, special educational assessment, therapeutic needs assessment and vocational assessment. A programme plan made for home based training and demonstrations are given to parents for carrying out the skill training or therapy programme for home management. 113 new cases with multiple disabilities were registered during 2006-07. There were 105 cases with single disability registered with the Institute for which rehabilitation services were also provided.

The details of the service provided to new clients during the year 2006-07 are shown below:

Sl. No.	Service	2006-07		
		Clients with Multiple Disability	Clients with Single Disability	Total
1	Registration of new cases	113	105	218
2	Medical	98	75	173
3	Early intervention services	28	23	51
4	Physiotherapy	69	45	114
5	Occupational therapy	68	43	111
6	Special Education	74	57	131
7	Psychology intervention	87	39	126
8	Audiology & Speech pathology	56	23	79
9	Sensory intervention	87	00	87

New cases 2006-07

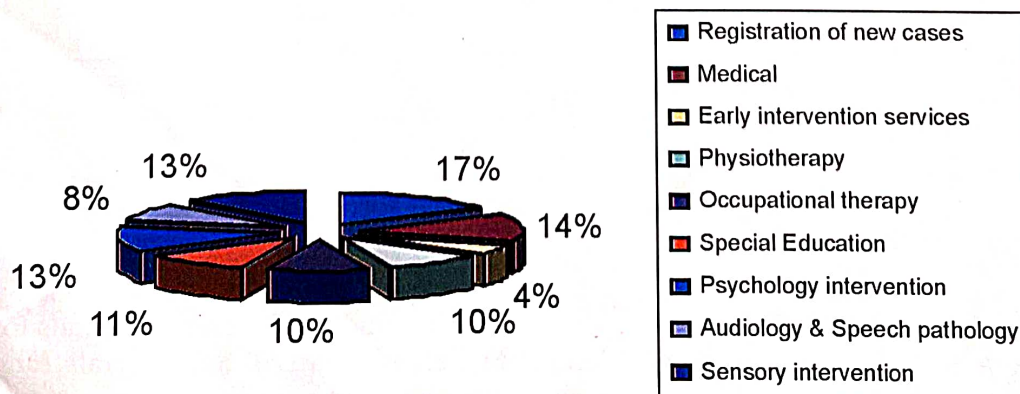


Figure 1, Services provided at NIEPMD

## 6.2 Special Services

Special services are aimed at augmenting home based training by developing management plan for implementation. For persons coming from outstation, family cottage facilities is made available to impart training programme. The cottage is made available to the families having persons with multiple disability for a period of one week. Wherever need arises, clients are given appropriate referrals to obtain services from local organizations, while consultation services are provided from NIEPMD. Institute provides information and guidance to parents, family members and organization training programmes according to their need, at regular intervals. During the year 2006-07, 857 follow up sessions for persons with multiple disabilities were provided, the details of which are shown hereunder:

Sl.No	Service	2006-07
1	Medical	181
2	Early intervention services	851
3	Physiotherapy	1708
4	Occupational therapy	1893
5	Special Education	2250
6	Psychology intervention	424
7	Audiology & Speech pathology	400
8	Sensory intervention	865

Follow- up sessions 2006-07

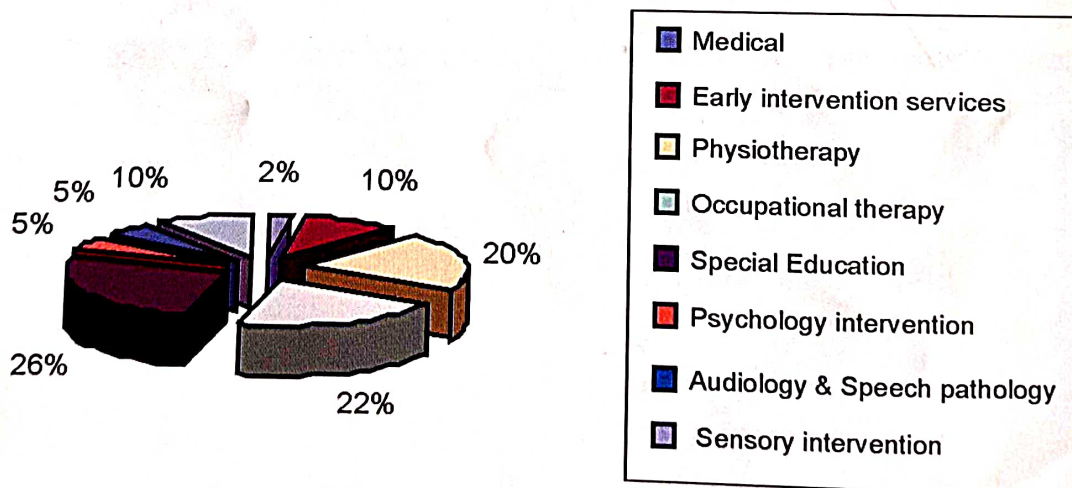


Figure 2, Follow- up sessions

### 6.2.1 Medical Services (Physical Medicine and Rehabilitation Dept)

The clients were clinically examined for their nature, extent and causes of disability in department of Physical Medicine and Rehabilitation. Referrals were made to different hospitals for investigation and intervention whenever necessary. Medical & Genetic counselling, referrals for psychological, therapeutic and special education inputs were also provided.



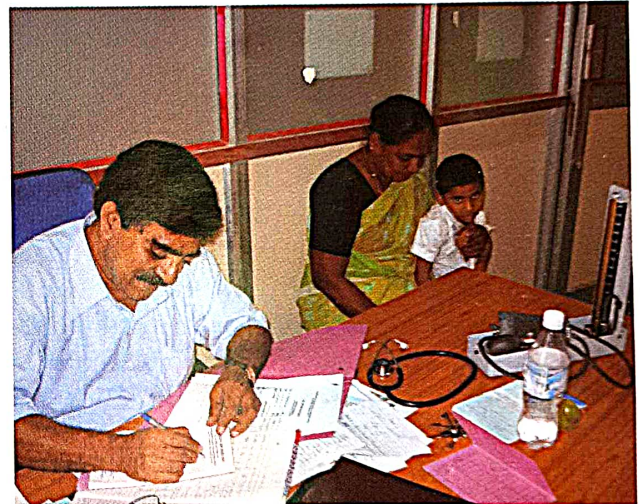
Aids & appliances suited to the requirement of persons with disabilities were procured and supplied. Besides persons with multiple disabilities, persons with single disabilities / impairments were also attended in the PMR department. The department has the units of physiotherapy with electrotherapy equipment, occupational therapy, sensory integration and Prosthetics & Orthotics to address various needs of persons with different disabilities.

### 6.2.2 Early Intervention Services

The term Early Intervention refers to services given to very young children with special needs, generally from birth to three years. Children below three years undergo early intervention services by a multi disciplinary team of experts. The main focus of the training is to stimulate various developmental areas of the child like motor, self help, social, cognitive and language through various materials such as vibrator, trampoline, therapy ball, bean bag etc. Parents are given training to handle the child at home by using simple techniques and with available household materials. 851 follow up services were given for children with developmental delay during 2006-07.



Paediatrician screening a deafblind child for associated medical conditions



PMR specialist assessing the motor functions

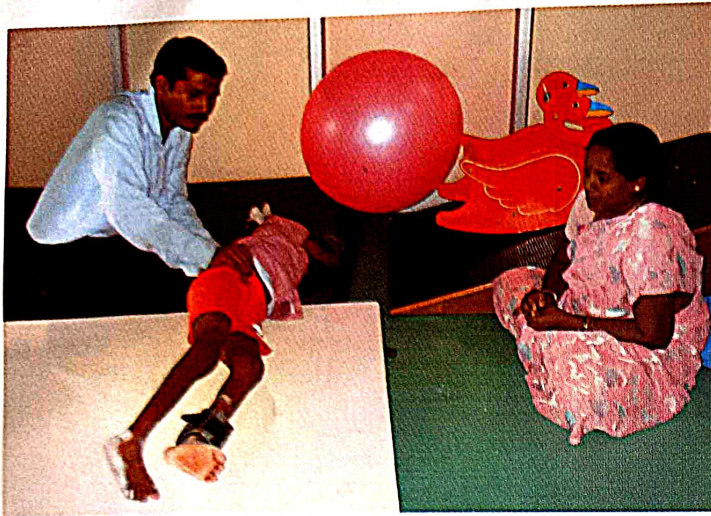


A Teacher trainee enhancing the motor functions of a child with cerebral palsy through play way method



### 6.2.3 Physiotherapy

Physiotherapy unit provides services for clients with Cerebral Palsy, developmental disabilities and other clients with orthopaedic disabilities. This unit aims at improving functions and developing activities of daily living. The clients are assessed for the function of Musculoskeletal, Neurological, Cardiovascular and Pulmonary systems and they are provided with age appropriate goals which are concerned with achieving and restoration of functions. These goals are reviewed periodically and new goals are set to achieve greater function. The clients are provided with regular follow-up and consultation. Neuro developmental therapies like Rood's Approach, Temple Fay's approach and other exercise protocols are given to the clients. Equipments like therapy ball, prone wedge, and ramps, wall ladders are used to promote physiotherapy.



Physiotherapist prompting a girl with multiple disabilities to roll over

Once the client achieves the level of walking, proper gait training is given to the client with the help of parallel bar and postural mirror. This training achieves holistic dimension by home programme with prescribed exercise and proper splints. Client education, parent education and care giver education are inseparable parts of the treatment protocol which makes parents as co-therapists in achieving the milestones in rehabilitation.

This unit has a future goal of introducing electrotherapy equipment for clients with orthopaedic handicap which is a component of multiple disability and treadmill training to improve endurance and achieve proper gait.

### 6.2.4 Occupational therapy

Occupational therapy unit caters to the needs of persons with cerebral palsy, mental retardation, autism, attention deficit hyperactivity disorder and other developmental disabilities. Goals of the therapy is to improve the functional abilities of the client, including both gross motor and fine motor skills, achieving developmental milestones, enhancing the cognitive- perceptual abilities and activities of daily living.

All clients are subjected to initial evaluation, followed by goal setting and treatment implementation. Progress of the clients is regularly observed and documented. Under the broad roof of occupational therapy, early intervention and sensory integration units have been established.



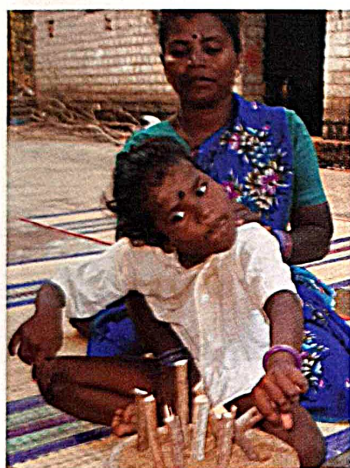
Gait training with the help of walker

Neuro developmental therapy, Rood's approach, Play therapy and sensory integration are provided as modes of therapy. Sensory Integration services are provided to clients with pervasive developmental disorders such as Autism, Attention Deficit Disorder, Attention Deficit Hyperactive Disorder. Equipments such as therapy ball, supportive and adaptive devices, hand function tools, Sensory Integration equipments are being utilized for client service.

Splints and adaptive devices are prescribed for the clients. Fitted splints are regularly checked for their being suitable and the wearing schedule. Maintenance of splints is also explained to the clients and the parents.

### 6.2.5 Special Education Services

Children with multiple disabilities are provided special education services as per the needs. Current level of functioning in various areas such as personal skills, social skills, academics and related cognitive skills are assessed for



Special Education through low cost material

children with multiple disabilities. Individualized Educational programme are designed for the children. Parents are involved in all the stages of development and implementation of these programmes. Appropriate teaching learning materials are used. Curricular activities for children with multiple disabilities are taught with special emphasis on activity oriented learning, where the child is given exposure to participate and learn through guided experience. The co-curricular activities are organized in both small and large groups. Different type of music, art, craft and dance activities are organized in classrooms. Functions are organized on different national & regional festivals. Children at special education centre takes part in different cultural programmes.



Vestibular stimulation is being carried out for child with autism



One to One Teaching



Enhancing fine motor skills



Pre Braille skills being taught



A young infant with multiple disability being evaluated on Bayley's scale

### 6.2.6 Psychological Services

Psychological services include intellectual and functional assessments and interventions programs for persons with multiple disabilities. Detailed psychological profile is drawn by using various psychological tools. Primarily children are assessed for their intellectual ability. Based on the age group, children are assessed in terms of Developmental Quotient or Intellectual Quotient. Tests like Developmental Screening Test, Bayley's Scale for Infant and Toddler Development, are used to assess the developmental functioning. Seguin Form Board, Binet Kamat Test, Ravens' Coloured Progressive Matrices, Bhatia's Battery of Performance Test are other types that are used for assessing the Intelligence or cognitive functions. These tests which are verbal or performance relative and in

combination of both, are selected for the clients based on their disability and the severity of the

same. The other part of assessments includes neuropsychological, aptitude, learning disability, emotions etc. Standardized tests like, Leuria-Nebraska Neuropsychological Battery, Differential Aptitude Test, NIMHANS Index for Learning Disability, Children's Apperception Test are used for the same.

Behavioural or Functional Assessment and intervention are another important component of the psychological services. Children with disability also have behavioral problems. Detailed analysis of their behavioural problem is made by using Behaviour Analysis Proforma and Behaviour Modification Therapy is designed to control the maladaptive behavior. Various behavior modification techniques are used to minimize the maladaptive behavior and to develop and sustain the adaptive behavior.



Psychological test materials used for evaluating persons with multiple disabilities

### 6.2.7 Audiology & Speech pathology services

This unit provide clinical services for all referred persons such as diagnostic, assessment, therapeutic intervention, home training programme, parents counselling, sibling training and group communication programme. As an extension service, group communication therapy program are organized for the benefit of parents and staff of special school. Children with hearing impairment



Audiological evaluation being carried in a camp and at NIEPMD

are provided with hearing aids, ear moulds and auditory training program. The unit has audiology labs and ear mould lab for audiological assessment / evaluation and fabrication of ear moulds. Diagnostic instruments such as pure tone, impedance audiometer have been procured and more instruments will be added. Under ADIP scheme the hearing aids are procured and fitted to the suitable cases both at institute and at camps along with customized ear moulds.

### 6.2.8 Services to Deaf blindness

Children with deaf blindness are given special attention in this service. A comprehensive service is provided for these children. Training was given in academic skills and other daily living skills through tactile sign language, tadoma, and through calendar system. Auditory training is also given to them. Mobility training is given to deafblind for developing independence to move around. New instruments like fuser machine, are used for the deafblind, which gives tactile inputs for developing various concepts.

To make the deaf- blind learn various concepts through voice output, JAWS (Job Access with Speech) software (Windows version) is used to teach them. There is facility for early intervention of children with deaf blindness. To develop body image in every low functioning deafblind, a resonance board which is a wooden plank 4'x 11/2' supported on 4 bushes is used and is kept on the floor.



Teaching a deafblind boy to use a Braille Machine

The child is put on the board and given massage with herbal powder and vibratory toys are put on the board. The vibration produces body image in deaf blind. "Be active box" is a small wooden box large enough to contain the child. The box is provided with different textures, colour and sound making toys, so as to give multisensory stimulation to deafblind child. Each day is represented by a different vegetable and different textures. An equipment called Dhairyra device is used to teach children who have low vision, this device is used by keeping any object on the device and it gets illuminated and the object is visible to the child. Pragna slate is also used to teach shapes for children with deaf-blind.



Dark room is utilized for assessment of vision, both distant and near vision. Functional assessment of vision, hearing, communication is all done using low cost materials. There are also enough teaching learning materials for development of touch, smell, taste and also the clients receive sensory integration therapy. Functional academics is taught through JAWS. Another software called Communication Symbols which is developed for children with cerebral palsy is being used for children with deafblind and low vision so as to enhance their communication. Taylor's frame is used to teach mathematical sums.



Independently the boy is able to use the Braille Machine



Adapted folding cane for independent mobility

# Chapter-7

## Special Education Centre

### 7.1 Special Education Centre

A total of 52 students attended the special education centre. Special classes are maintained for children with Cerebral Palsy, Deaf blindness and Early Childhood Special Education. Parent teachers meetings were conducted during the year periodically. Classrooms were divided into Primary, Secondary, Prevocational and Vocational.

**Unit for Early childhood special Education:** This unit is for children within the age of 3-6 years. Children who are identified with disability and those at risk are enrolled. All children are assessed on their residual capabilities and the programmes are implemented accordingly. Montessori Method of teaching is predominantly applied in the teaching learning process.

**Unit for children with Deaf-Blindness:** This unit is for children with the problem of vision and hearing. Tactile and kinesthetic methods are used to teach.

**Unit for children with Cerebral palsy:** This unit is for children with motor problem and the students are enrolled for suitable programme. Children are provided with an appropriate adaptation to perform the tasks.



A View of Primary- II Classroom



A view of Secondary classroom



# Chapter-8

## Extension and Outreach Programme

### 8.1 Extension Programme

The extension programmes of NIEPMD activities are where a comprehensive programme is given towards the rehabilitation of persons with multiple disabilities. Two satellite centres were established during the year 2006-07. One centre is situated at Kelambakkam which is 12 km away from the Institute and another centre is situated at Sirdavour which is 26 km away. These satellite centres are established with the cooperation of local administration and Anganwadi workers. Professionals are engaged to mobilize the clientele flow. These centres are being utilized by the student trainees of the two courses as part of their practicals. During 2006-07, services to 144 follow-up cases was provided.

### 8.2 Scheme of Assistance towards Disabled for Purchase/ fitting of Aids/Appliances (ADIP)

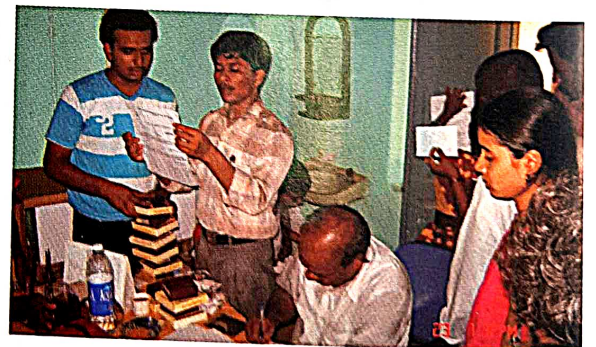
As part of extension programme Screening, Identification and Distribution camps were conducted in Tamil Nadu and Andaman & Nicobar Islands. These camps were conducted as per the requirements of the community. 90 beneficiaries were provided with various types of aids and appliances during the year 2006 – 07. Details are given in the table below:

Sl. Type of Aids	2006-07 No. of Beneficiaries (camp based)
1 Tricycle	26
2 Wheel Chair	04
3 Auxiliary Crutches	04
4 Walking stick	05
5 Prosthesis and Orthosis	15
6 Hearing Aid and Ear mould	36
Total	90

### CAMPS AT A GLANCE



A view of the camp organized for persons with disabilities in Tamil Nadu



Distribution of hearing aids along with solar charger



Distribution of Tricycle





# Chapter-9

## Administration

### 9.1. Staffing

The Institute has the following staff, the details of sanctioned regular posts and posts filled during the year 2006-07 is as under:-

<b>Total No. of Posts sanctioned</b>	<b>: 71 Posts</b>
<b>No. of posts created in Phase-I</b>	<b>: 32 Posts</b>
<b>No. of posts filled till 31<sup>st</sup> March 2007</b>	<b>: at Annexure V</b>

#### **Group -A**

Director	= 01
Deputy Registrar (Admn.,)	= 01
Associate Professor	= 06
Accounts Officer	= 01
Lecturers	= 06
Information & Media Officer	= 01

#### **Group - B**

Rehabilitation Officer	= 06
Programme Assistant	= 06
Special Education Teacher	= 04

**Total = 32 Posts**

### 9.2 Existing Building

The following is the existing buildings at NIEPMD with the total area of 20348 Sq. ft.

- o Service, Faculty and Administration Block 10459 Sq. ft
- o Special Education Class Rooms - 1291 Sq. ft
- o Cottages - 6209 Sq. ft
- o P & O workshop - 1485 Sq. ft
- o Canteen Dinning Hall- 323 Sq. ft
- o Toilet Block - 581 Sq. ft

The following facilities will be created in the New Buildings of NIEPMD with the total area of 132680 Sq.ft.

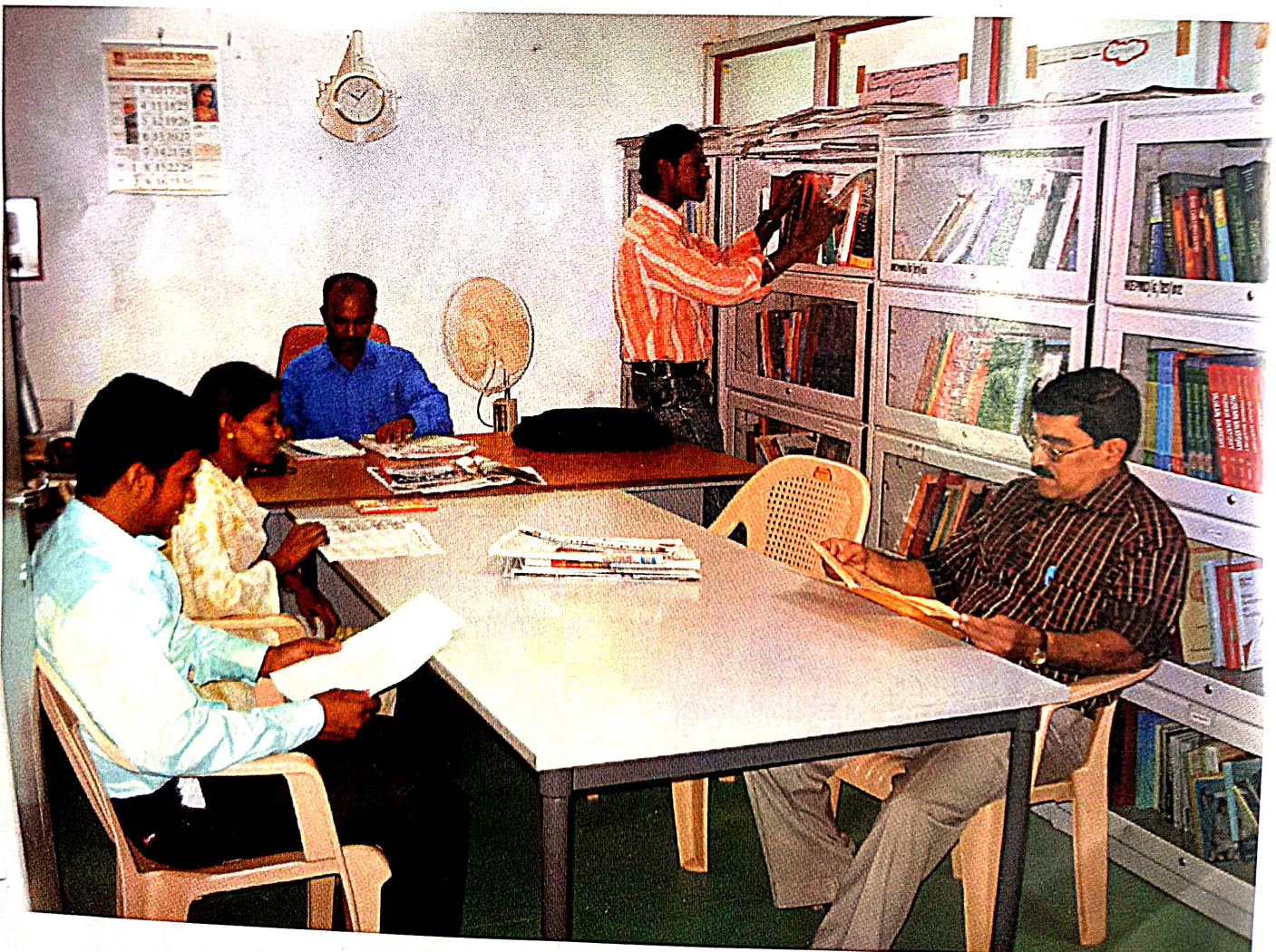
- o Service, Faculty and Administration Block
- o Special Education Centre
- o Men's Hostel
- o Women's Hostel
- o Guest House
- o Kitchen and Dinning Hall
- o Staff Quarters 12 nos and Directors Bungalow

### 9.3. Library

NIEPMD library with its modern collection of knowledge resources and innovative information services plays an essential role for faculty, staff, student and the surrounding community in their intellectual pursuits. A total of 282 books were transferred from NIMH, Secunderabad at the inception of the Institute.

Sl. No	Particulars	Nos
1.	Books	282
2.	CD ROMS	09

Many knowledge based services like reference service, current awareness service and Selective Dissemination of Information services are provided by the library for its users. Library also has newspaper clippings in the field of disability and related issues which are published in daily newspapers.



A View of the Library



# Chapter-10

## Annual Accounts and Audit Report for the year 2006-2007

The financial position of the Institute for the year 2006-07 is as given under:

1. Opening Balances -	(a) Plan fund	Rs. 43.56 lakhs
	(b) ADIP fund	-
	<b>Total (a+b)</b>	<b><u>43.56 lakhs</u></b>
2. Grants from Ministry -	(a) Plan	1140.00 lakhs
	(b) Non-plan	-
	<b>i. Total (a+b)</b>	<b><u>1140.00 lakhs</u></b>
	(c) ADIP	Nil
	<b>Total (i + c)</b>	<b><u>1140.00 lakhs</u></b>
3. Receipts from other sources- (from NIMH, Secunderabad.)		7.87 lakhs
4. Internal Receipts		1.11 lakhs
	<b>Grand Total (1+2+3+4)</b>	<b><u>1192.54 lakhs</u></b>

All these amounts totaling up to Rs.1192.54 lakhs as receipts were credited to the Institute's bank account in Indian Bank, Kovalam Branch.

Out of Rs.1192.54 lakhs, a sum of Rs.616.17 lakhs was spent during the year on planned programmes as per objectives under plan activities leaving a balance of Rs.576.37 lakhs.

The amount of Rs.616.17 lakhs spent during the year includes Rs.450 lakhs paid to CPWD as advance for construction of buildings.

The Balance sheet as on 31.3.2007 Income – Expenditure account for the year 2006-07 schedules 1-25 as per the format and the Receipts and Payments account for the year 2006-07 of the Institute along with the audit certificate are attached to this Annual Report.



सत्यमेव जयते

कार्यालय प्रधान महालेखाकर (सिविल लेखापरीक्षा)

तमिलनाडु एवं पुदुचेरी

“लेखा परीक्षा भवन”,

361, अण्णा सालै तेनामपेट, चेन्नै - 600 018.

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (CIVIL AUDIT)

Tamil Nadu and Puduchery

“LEKHA PARIKSHA BHAVAN”

361, Anna Salai, Teynampet, Chennai - 600 018.

CAB/I/28-178/2007-2008/047

Date: 30-06-2008

To

The Director,  
National Institute for Empowerment of Persons  
with Multiple Disabilities,  
Muttukadu,  
Chennai 603 112.

Sir,

Sub: Management letter – Defects found in accounting records/methods etc.

I have audited the annual accounts of the National Institute for Empowerment of Persons with Multiple Disabilities, Muttukadu, Chennai for the year 2006-07 and have issued the Audit Report vide letter dated 30-06-2008. The following defects found during audit were not included in the Audit Report. These are being brought to your notice for corrective and remedial action.

#### Bank Reconciliation Statement

Bank reconciliation statement should be prepared every month to check the accuracy of the entries made in the cash book and to keep track of cheques etc.

#### Establishment expenses

As per common format of accounts, gross expenditure against each head should be exhibited. However, the expenditure towards salaries and other allowances were not exhibited separately in the Receipt and Payment account and in the Income and Expenditure account.

#### Physical verification of assets

Physical verification of assets was not conducted during the year 2006-07. As such, correctness of assets exhibited in the Balance sheet could not be ensured.

#### Internal Audit System

The Institute has no Internal Audit System.

Yours faithfully,

Principal Accountant General (Civil Audit)

दूरभाष/Phone : 2431 6400, 2431 6401, 2431 6402  
2431 6403, 2431 6404, 2431 6405

तार/Telegram: “AUDITONE” Chennai

फैक्स/Fax : 044 - 2433 0012

ई-मेल/E-mail : auditone@eth.net

## Audit Certificate

I have audited the attached Balance Sheet of the National Institute for Empowerment of Persons with Multiple Disabilities, Muttukadu, Chennai as at 31 March 2007 and the Income and Expenditure Account, Receipts and Payments Account for the year ended on that date. Preparation of these financial statements is the responsibility of the Institute's management. My responsibility is to express an opinion on these financial statements based on my audit.

I have conducted my audit in accordance with applicable rules and the auditing standards generally accepted in India. These standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatements. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. I believe that my audit provides a reasonable basis for my opinion.

Based on our audit, I report that:

1. I have obtained all the information and explanations which, to the best of our knowledge and belief, were necessary for the purposes of our audit;

2. Subject to the detailed observations in the Audit Report annexed herewith, I report that the Balance Sheet and the Income and Expenditure Account/Receipt and Payment Account dealt with by this report are properly drawn up and are in agreement with the books of accounts.

3. In my opinion and to the best of my information and according to the explanations given to me:

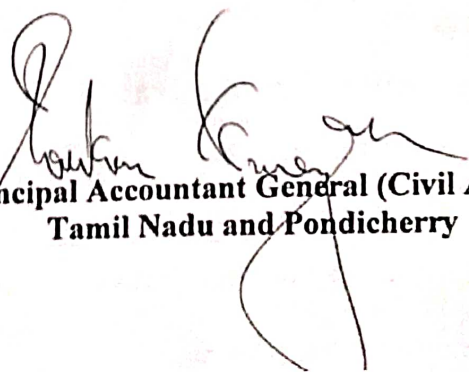
(i) The accounts give the information required under the prescribed format of accounts:

(ii) The said Balance Sheet, Income and Expenditure Account / Receipts and Payments Account read together with the Accounting Policies and Notes thereon, and subject to matters mentioned in the Audit Report annexed herewith, give true and fair view.

a. In so far as it relates to the Balance Sheet of the state of affairs of the National Institute for Empowerment of Persons with Multiple Disabilities, Muttukadu, Chennai as at 31 March 2007 and,

b. In so far as it relates to the Income and Expenditure Account of the surplus for the year ended on that date.

Place: Chennai-18  
Date: 30-06-2008

  
Principal Accountant General (Civil Audit)  
Tamil Nadu and Pondicherry



# AUDIT REPORT ON THE ACCOUNTS OF NATIONAL INSTITUTE FOR EMPOWERMENT OF PERSONS WITH MULTIPLE DISABILITIES, MUTTUKADU, CHENNAI FOR THE YEAR 2006-07

## Introduction

The National Institute for Empowerment of Persons with Multiple Disabilities, established in the year 2006 as a Society registered under the Tamil Nadu Societies Registration Act, 1975.

The objectives of the Institute are to undertake development of human resources management, training, rehabilitation, education, employment and social development persons with multiple disabilities, to promote and conduct research in areas relating multiple disabilities and to develop trans-disciplinary models and strategies for social rehabilitation to meet the needs of diverse groups of people with multiple disabilities.

The audit of the accounts of the Institute has been entrusted to the Comptroller and Auditor General of India for a period of five years from 2006-07 to 2010-2011 under Section 20(1) of the Comptroller and Auditor General's (Duties, Powers and Conditions of Service) Act, 1971.

The Institute receives funds from Government of India. During the year 2006-07 the Institute received a Plan Grant of Rs.11.48 crore. Out of the plan grant received during the year and unspent balance of Rs.43.56 lakh, the organization could utilise a sum of Rs.6.16 crore leaving a balance of Rs.5.76 crore as unutilized plan grant as on 31<sup>st</sup> March 2007.

## 2. Comment on Accounts

### 2.1 Balance sheet

#### Liabilities

#### 2.1.1 Unspent Plan Grant not exhibited separately

As per common format of accounts, Plan funds and their utilization are to be shown separately and not to be mixed with any other funds. During the year, the Institute received a Plan grant of Rs.11.48 crore which was taken as income and the surplus added to the capital fund. The unspent Plan grant was not disclosed distinctly in the Balance sheet.

#### Assets

#### 2.1.2 Misclassification of advances as capital work in progress – Rs.6.14 crore

The Institute advanced Rs.7.25 crore to the Central Public Works Department for construction of building, of which, works valuing Rs.1.11 crore were completed. The balance deposit of Rs.6.14 crore with CPWD was classified under Capital Work in Progress. The misclassification resulted in understatement of advances by Rs.6.14 crore.

**2.1.3** The Institute received a grant of Rs.337.02 lakh during the year under ADIP scheme and the amount was kept in a separate bank account. The closing balance of ADIP account was Rs.336.89 lakh. The transactions relating to ADIP scheme were not incorporated in the annual accounts.

## **2.2 Income and Expenditure account**

### **2.2.1 Grant capitalized – Rs.24.92 lakh**

The total plan grant of Rs.11.48 crore was taken as income of the Institute, out of which, Rs.24.92 lakh were utilised towards purchase of equipment (Rs.1510360) and furniture (Rs.981356). However, the grant exhibited in Income and Expenditure account was not reduced to the extent of Rs.24.92 lakh capitalised during the year. This resulted in overstatement of surplus to this extent in the Income and Expenditure account.

**2.2.2** Equipment (Rs.10.38 lakh), furniture (Rs. 4.25 lakh) and computers (Rs.2.50 lakh) purchased at the end of March 2007 were provided full depreciation though not required which resulted in excess provision of depreciation to the extent of Rs.1.98 lakh and understatement of surplus to this extent.

## **2.3 Management letter**

Deficiencies which have not been included in the Audit Report have been brought to the notice of the Director, National Institute for Empowerment of Persons with Multiple Disabilities, Chennai through a management letter issued separately for remedial/corrective action.

**Place: Chennai-18**

**Date: 30-06-2008**

**Principal Accountant General (Civil Audit)**  
**Tamil Nadu and Pondicherry**



# NATIONAL INSTITUTE FOR EMPOWERMENT OF PERSONS WITH MULTIPLE DISABILITIES, CHENNAI.

PARA-WISE COMMENTS ON AUDIT REPORT ON THE ACCOUNTS FOR THE YEAR 2006-07 ISSUED BY PRINCIPAL ACCOUNTANT GENERAL (CIVIL AUDIT, TAMILNADU), PUDUCHERRY, CHENNAI.

<p><b>1 Introduction:</b></p> <p>The National Institute for Empowerment of persons with Multiple Disabilities was established in the year 2006 as a Society registered under the Tamil Nadu Societies Registration Act, 1975.</p>	<p>No Comments. Factual information</p>
<p><b>1.1 The Aims and objectives of the Institute are to:</b></p> <ul style="list-style-type: none"><li>• Undertake development of human resources for management, training, rehabilitation, education, employment and social development for persons with multiple disabilities.</li><li>• To promote &amp; conduct research in areas relating to persons with Multiple Disabilities.</li><li>• To develop trans-disciplinary models and strategies for social rehabilitation to meet the needs of diverse groups of people with multiple disabilities.</li></ul>	<p>No Comments. Factual information</p>
<p><b>1.2</b> The audit of the accounts of the Institute has been entrusted to the Comptroller and Auditor General of India for a period of five years from 2006-07 to 2010-2011 under section 20(1) of the Comptroller and Auditor General's (Duties, powers and conditions of Service) Act, 1971.</p>	<p>No Comments. Factual information</p>
<p><b>1.3 Source of Finance:</b></p> <p>The Institute receives fund from Government of India. During the year 2006-07, the Institute received a Plan Grant of Rs.11.48 crore. Out of the plan grant received during the year and unspent balance of Rs.43.56 lakh, the organization could utilize a sum of Rs.6.16 crore leaving a balance of Rs.5.76 crore as unutilized plan grant as on 31-03 2007.</p>	<p>No Comments. Factual information</p>





<p><b>Comments on Accounts</b> <b>2. Balance Sheet:</b></p> <p><b>2.1. Liabilities :</b></p> <p><b>2.1.1 Unspent Plan Grant not exhibited separately:</b></p> <p>As per common format of accounts, plan funds and their utilization are to be shown separately and not to be mixed up with any other funds. During the year, the institute received a Plan Grant of Rs.11.48 crore which was taken as income and the surplus added to the capital fund. The unspent plan grant could not be ascertained in Audit.</p>	<p>The plan fund of Rs.11.48 crores should have been shown separately as grants-in-aid and the surplus should have been taken along with opening balance of grants-in-aid, but it has been erroneously taken to Corpus / Capital fund. This will be rectified as suggested.</p>
<p><b>Assets :</b></p>	
<p><b>2.1.2 Misclassification of advances as capital work in Progress - Rs.6.14 crore:</b></p> <p>The Institute advanced Rs.7.25 crore to the Central Public Works Department for construction of Building. Of which, works valuing Rs.1.11 crore were completed. The balance deposit of Rs.6.14 Crore with CPWD was classified under Capital Work in Progress. The misclassification resulted in Under-statement of advances by Rs.6.14 crore.</p>	<p>The Institute deposited 7.25 crores with CPWD for construction of buildings. The renovation of existing building works for Rs.1.11 crore were completed by CPWD, but the certificate of completion and final adjustment of accounts of the completed works are yet to be furnished by CPWD. Once the adjustment accounts to the tune of Rs.1.11 crores is submitted by CPWD, the works will be shown as completed works under Building in Fixed Assets of Balance Sheet and incorporated in the accounts for the year 2007-08.</p>
<p><b>2.1.3</b> The Institute received a grant of Rs.337.02 lakh during the year under ADIP scheme and the amount was kept in a separate bank account. The closing balance of ADIP account was Rs.336.89 lakh. The transaction relating to ADIP scheme were not incorporated in the Annual Accounts.</p>	<p>ADIP Scheme Grants received on 31-1-2007 Rs.337.02 lakhs. The expenditure incurred during the financial year 2006-07 on 19-3-2007 Rs.18,000/- only towards purchase of Braille watches. No further expenditure was incurred during the year. Moreover, ADIP scheme account is to be maintained separately as grants-in-aid for ADIP scheme is received separately. Separate Income &amp; Expenditure, Receipts &amp; Payments accounts will be prepared for 2007-08 and reflected in the Balance sheet for the year 2007-08 onwards.</p>



<b>2.2. Income and Expenditure Account:</b>	
<b>2.2.1 Grant Capitalized - Rs.24.92 lakh</b> The total plan grant of Rs.11.48 crore was taken as Income of the Institute. Out of which, a sum of Rs.24.92 lakh were utilized towards purchase of equipments (Rs.1510360) and Furniture (Rs.981356) The grant exhibited in Income and Expenditure Account was not reduced to the extent of Rs.24.92 lakh capitalized during the year. This resulted in overstatement of surplus to this extent in the Income and Expenditure Account.	The total plan grant received is Rs.11.48 crore. The recurring and non-recurring expenses have to be incurred out of the grant. In 2006-07 the expenditure of Rs.24.92 lakh was incurred and shown under Fixed Assets in the Balance Sheet in the Schedule No. 1. The revenue expenditure & Depreciation on Capital Assets is shown in Income and Expenditure account. This final account is being prepared in the format pertaining to a Non-profit organization.
<b>2.2.3 Equipments (Rs.10.38 lakh), furniture (Rs.4.25 lakh) Computers (Rs.2.50 lakh) purchased at the end of March 2007 were provided full depreciation though not required which resulted in excess provision of depreciation to the extent of Rs.1.98 lakh and understatement of surplus to this extent.</b>	The observation of audit is noted for future guidance. The depreciation was calculated correctly and exhibited in the Income and Expenditure account for the year 2007-08.
<b>2.3 Management letter</b>	
<b>1. Bank Reconciliation statement to be prepared every month.</b>	Bank Reconciliation Statement for the period ending 31-03-2007 was prepared and furnished to audit. However Bank Reconciliation statement is being prepared every month from 2007-08 to check the accuracy of the entries made in the Cash Book and to keep track of cheques received / cleared etc.
<b>2. Establishment Expenses to be exhibited separately as per common format of accounts.</b>	The expenditure towards salaries and other allowances is exhibited separately in the Receipts & Payments Accounts and in the Income & Expenditure Account from 2007-08 onwards.
<b>3. Physical verification of assets was not conducted during the year 2006-07.</b>	The Institute was established recently and the available assets were procured during the current financial year. Due to Inadequacy of man power physical verification of assets was not done. From the current financial year 2007-08 verification of assets is being done regularly. Noted for future guidance.
<b>4. The Institute has no Internal Audit System.</b>	As suggested by the audit, Chartered Accountant is being engaged for internal audit.

**FORM OF FINANCIAL STATEMENTS (NON-PROFIT ORGANISATIONS)**

Name of Entity: National Institute for Empowerment of Persons with Multiple Disabilities, Muttukadu

**BALANCE SHEET AS AT 31st MARCH, 2007**

(Amount in Rs.)

Corpus/Capital Fund and Liabilities	Schedule	Current Year	Previous Year
Corpus/Capital Fund	1	133,092,555	33,135,956
Reserves and Surplus	2	0	0
Earmarked/Endowment Funds	3	0	0
Secured Loans and Borrowings	4	0	0
Unsecured Loans and Borrowings	5	0	0
Deferred Credit Liabilities	6	0	0
Current Liabilities and Provisions	7	8,000	15,000
<b>Total</b>		<b>133,100,555</b>	<b>33,150,956</b>
<b>Assets</b>			
Fixed Assets	8	75,407,835	28,763,940
<b>Add: Prior Period Adjustments in Assets</b>			
Investments-from Earmarked/Endowment Funds	9	0	0
Investments-others	10	0	0
Current Assets, Loans, Advances Etc.	11	57,692,720	4,387,016
Miscellaneous Expenditure (To The Extent Not Written off or Adjusted)			
<b>Total</b>		<b>133,100,555</b>	<b>33,150,956</b>
Significant Accounting Policies	24		
Contingent Liabilities and Notes on Accounts	25		

Sd/-  
Accountant

Sd/-  
Deputy Registrar (Admn.)

Sd/-  
Director I/C



FORM OF FINANCIAL STATEMENTS (NON-PROFIT ORGANISATIONS)

Name of Entity: National Institute for Empowerment of Persons with Multiple Disabilities, Muttuk

INCOME AND EXPENDITURE ACCOUNT FOR THE PERIOD  
ENDED 31ST MARCH, 2007

(Amount in )

INCOME	Schedule	Current Year	Previous Year
Income from Sales/Services	12	0	
Grants/Subsidies	13	114,787,507	35,112,4
Fees/Subscriptions	14	97,000	
Income from Investments (Income on Invest. From earmarked/ endow. Funds transferred to Funds)	15	0	
Income from Royalty, Publication etc.	16	0	
Interest Earned	17	0	
Other Income	18	1,320	
Increase/(decrease) in stock of Finished goods and works-in-progress	19	0	
<b>TOTAL (A)</b>		<b>114,885,827</b>	<b>35,112,4</b>
<b>EXPENDITURE</b>			
Expenditure on Program & Services	20	10,410,667	741,3
Establishment Expenses	20A	2,258,216	433,1
Other Program Expenditure	20B	0	
Other Administrative Expenses etc.	21	1,412,524	802,0
Expenditure on Grants, Subsidies etc.	22	0	
Interest	23	0	
Depreciation (Net Total at the year-end-corresponding to Schedule 8)		847,821	
<b>TOTAL (B)</b>		<b>14,929,228</b>	<b>1,976,537</b>
<b>Balance being excess of Income over Expenditure (A-B)</b>			
Transfer to Special Reserve (Specify each)			
Transfer to/from General Reserve			
<b>BALANCE BEING SURPLUS/(DEFICIT)</b>			
<b>CARRIED TO CORPUS/CAPITAL FUND</b>		<b>99,956,599</b>	<b>33,135,956</b>
<b>SIGNIFICANT ACCOUNTING POLICIES</b>			
<b>CONTINGENT LIABILITIES AND NOTES ON ACCOUNTS</b>	24		
	25		

Sd/-  
Accountant

Sd/-  
Deputy Registrar (Admn.)

Sd/-  
Director I/C



National Institute for Empowerment of Persons with Multiple Disabilities, Muttukadu

RECEIPT AND PAYMENT ACCOUNT FOR 2006-07

Sl. No.	Receipts	2005-06	2006-07	Sl. No.	Payments	2005-06	2006-07
1	Opening balance	0	4355516	1	Salaries & Wages	429892	2126082
2	Grants-in-aid	27430642	11399992	2	Travelling Allowance	158875	495540
3	Tuition Fees		90,900	3	Staff Training	0	8268
4	Examination Fees		4,000	4	Long Term Training Programmes	0	783344
5	Donation		1,000	5	Short Term Training Programmes	91435	437097
6	Sale of News Paper		320	6	Documentation & Eissemination	30000	0
7	Loans and Advances		15,000	7	Creation of Awareness	28924	8252944
8	NIMH incurred Exp.	7,681,851	787,515	8	Library Books	484377	0
				9	Buildings	27500000	45000000
				10	Equipment	314455	1510360
				11	Furniture	465108	981356
				12	Security Services	198247	378246
				13	Electricity Charges	27544	123281
				14	Honararium & Remuneration	370700	744650
				15	Repairs & Maintenance		
					i. Buildings	35951	0
					ii. Equipment	223	9987
					iii. Furniture	0	0
					iv. MML	24010	2967
				16	Postage, Telegram & Telephone	43747	89056
				17	Hospitality	44162	17877
				18	Transport	160895	181933
				19	Conveyance	17236	13592
				20	Miscellaneous	35662	36912
				21	Stationery and Printing	39385	39376
				22	Advertisement	1500	0
				23	RME	3281	132134
				24	Newspapers & Periodicals	6475	11989
				25	Xerox	9619	11768
				26	Training Material	143932	133410
				27	Extn. Outreach Programmes	76342	50954
				28	Advances	15000	44500
				29	Cash Balances	4355516	57636620
	<b>Total</b>	<b>35,112,493</b>	<b>119,254,243</b>		<b>Total</b>	<b>35112493</b>	<b>119254243</b>

Sd/-  
Accountant

Sd/-  
Deputy Registrar (Admn.)

Sd/-  
Director I/C



FORM OF FINANCIAL STATEMENTS (NON-PROFIT ORGANISATIONS)

Name of Entity: National Institute for Empowerment with Persons with Multiple Disabilities, Muttukadu

SCHEDULES FORMING PART OF BALANCE SHEET AS AT 31ST MARCH, 2007

(Amount in

	Current year		Previous year	
<b>SCHEDULE 1 - CORPUS/CAPITAL FUND:</b>				
Balance as at the beginning of the year		33,135,956		
Add: Contributions towards Corpus/Capital Fund		0		
		33,135,956		
Less: Adjustment of previous year grants, as the fixed assets are deleted from Schedule-8 (transfer to other organizations)		0		
		33,135,956		
Add/(Deduct): Balance of net income/(expenditure) transferred from the (Add) Income and Expenditure Account		99,956,599		33,135,956
<b>BALANCE AS AT THE YEAR-END</b>		<b>133,092,555</b>		<b>33,135,956</b>

	Current year		Previous year	
<b>SCHEDULE 2 - RESERVES AND SURPLUS</b>				
1. Capital Reserve:				
As per last Account				
Addition during the year				
Less: Deductions during the year				
2. Revaluation Reserve:				
As per last Account				
Addition during the year				
Less: Deductions during the year				
3. Special Reserves:				
As per last Account				
Addition during the year				
Less: Deductions during the year				
4. General Reserve:				
As per last Account				
Addition during the year				
Less: Deductions during the year				
<b>TOTAL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>

Sd/-  
Accountant

Sd/-  
Deputy Registrar (Admn.)

Sd/-  
Director I/C



## FORM OF FINANCIAL STATEMENTS (NON-PROFIT ORGANISATIONS)

Name of Entity: National Institute for Empowerment with Persons with Multiple Disabilities, Muttukadu

### SCHEDULES FORMING PART OF BALANCE SHEET AS AT 31ST MARCH, 2007

(Amount in Rs.)

	FUND-WISE BREAK UP				TOTALS	
	Fund WW	Fund XX	Fund YY	Fund ZZ	Current Year	Previous Year
<b>SCHEDULE 3 - EARMARKED/ENDOWMENT FUNDS</b>						
a) Opening balance of the funds					0	0
b) Additions to the Funds:					0	0
i. Grants-in-aid					0	0
ii. Income from investments made on account of funds					0	0
iii. Other additions (specify nature) (Tuition Fees, Guest house Receipts, Recoveries of Advances)					0	0
<b>TOTAL (a+b)</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>
c) Utilisation/Expenditure towards objectives of funds						
i. Capital Expenditure						
- Fixed Assets					0	0
- Others					0	0
Total					0	0
ii. Revenue Expenditure						
- Salaries, Wages and allowances etc.					0	0
- Rent					0	0
- Other Administrative expenses					0	0
Total					0	0
<b>TOTAL (c)</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>
<b>Net Balance as at the Year-End (a + b - c)</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>

#### Notes

- 1) Disclosures shall be made under relevant heads based on conditions attaching to the grants
- 2) Plan Funds received from the Central/State Governments are to be shown as separate Funds and not to be mixed up with any other Funds

Sd/-  
Accountant

Sd/-  
Deputy Registrar (Admn.)

Sd/-  
Director I/C



# FORM OF FINANCIAL STATEMENTS (NON-PROFIT ORGANISATIONS)

Name of Entity: National Institute for Empowerment with Persons with Multiple Disabilities, Muttukadu

SCHEDULES FORMING PART OF BALANCE SHEET AS AT 31ST MARCH, 2007

(Amount in Rs.)

	Current year		Previous year	
<b>SCHEDULE 4 - SECURED LOANS AND BORROWINGS:</b>			0	0
1. Central Government			0	0
2. State Government (Specify)			0	0
3. Financial Institutions			0	0
a) Term Loans			0	0
b) Interest accrued and due				
4. Banks:			0	0
a) Term Loans			0	0
- Interest accrued and due			0	0
b) Other Loans (specify)			0	0
- Interest accrued and due			0	0
5. Other Institutions and Agencies			0	0
6. Debentures and Bonds			0	0
7. Others (Specify)			0	0
<b>TOTAL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>

Note: Amounts due within one year

Sd/-  
Accountant

Sd/-  
Deputy Registrar (Admn.)

Sd/-  
Director I/C





**FORM OF FINANCIAL STATEMENTS (NON-PROFIT ORGANISATIONS)**

Name of Entity: National Institute for Empowerment with Persons with Multiple Disabilities, Muttukadu

**SCHEDULES FORMING PART OF BALANCE SHEET AS AT 31ST MARCH, 2007**

(Amount in Rs.)

	Current year	Previous year
<b>SCHEDULE 5 - UNSECURED LOANS AND BORROWINGS</b>		
1. Central Government		0
2. State Government (Specify)		0
3. Financial Institutions		0
4. Banks:		
a) Term Loans		0
b) Other Loans (specify)		0
5. Other Institutions and Agencies		0
6. Debentures and Bonds		0
7. Fixed Deposits		0
8. Others (Specify)		0
<b>TOTAL</b>	<b>NIL</b>	<b>NIL</b>

Note: Amounts due within one year

	Current year	Previous year
<b>SCHEDULE 6 - DEFERRED CREDIT LIABILITIES</b>		
a) Acceptances secured by hypothecation of capital equipment and other assets		0
b) Others		0
<b>TOTAL</b>	<b>NIL</b>	<b>NIL</b>

Note: Amounts due within one year

Sd/-  
Accountant

Sd/-  
Deputy Registrar (Admn.)

Sd/-  
Director I/C

**FORM OF FINANCIAL STATEMENTS (NON-PROFIT ORGANISATIONS)**  
Name of Entity: National Institute for Empowerment with Persons with Multiple Disabilities, Muttukadu

**SCHEDULES FORMING PART OF BALANCE SHEET AS AT 31.03.2007**

(Amount in Rs.)

DESCRIPTION	GROSS BLOCK					DEPRECIATION			NET BLOCK	
	Cost/ valuation 1/4/2006	Additions for 2006-07	Deductions for 2006-07	Cost/valu- ation as on 31-03-2007	As on 1-4-2006	On additions for the 2006-07	On additions for the 2006-07	Total up to the Year-end	As at the current Year-end	As at the previous Year-end
1	2	3	4	5 (2+3-4)	6	7	8	9 (6+7-8)	10 (5-9)	11
<b>A. FIXED ASSETS</b>										
1) Land										
b) Leasehold	--	--	--	--	--	--	--	--	--	--
2) Buildings										
a) On Freehold Land	--	--	--	--	--	--	--	--	--	--
b) On Leasehold Land	--	--	--	--	--	--	--	--	--	--
c) Ownership Flats/Premises Not Belonging To The Entity	--	--	--	--	--	--	--	--	--	--
3) Plant Machinery & Equipment	53337	846923	--	900260	0	90026	0	90026	810234	53337
4) Vehicles	0	0	0	0	0	0	0	0	0	0
5) Furniture, Fixtures	465108	981356	--	1446464	0	144646	0	144646	1301818	465108
6) Office Equipment	147918	413473	--	561391	0	56139	0	56139	505252	147918
7) Computer/Peripherals	113200	249964	--	363164	0	72633	0	72633	290531	113200
8) Electric Installations										
9) Library Books	484377	0	0	484377	0	484377	0	484377	0	484377
10) Tubewells & W supply										
11) Other Fixed Assets										
<b>Total Of Current Year</b>	1263940	2491716	--	3755656	0	847821	0	847821	2907835	1263940
<b>Previous Year</b>	--	--	--	--	--	--	--	--	--	--
<b>B. Capital Work-in-progress</b>	27500000	45000000	--	72500000	0	0	0	0	72500000	27500000
<b>TOTAL</b>	28763940	47491716	--	76255656	0	847821	0	847821	75407835	28763940

(Note to be given as to cost of assets on hire purchase basis included above)

Sd/-  
Accountant

Sd/-  
Deputy Registrar (Admn.)

Sd/-  
Director I/C





FORM OF FINANCIAL STATEMENTS (NON-PROFIT ORGANISATIONS)

Name of Entity: National Institute for Empowerment with Persons with Multiple Disabilities, Muttukadu

SCHEDULES FORMING PART OF BALANCE SHEET AS AT 31ST MARCH, 2007

(Amount in Rs.)

	Current year	Previous year
<b><u>SCHEDULE 9 - INVESTMENTS FROM EARMARKED/ENDOWMENT FUNDS</u></b>		
1. In Government Securities		
2. Other approved Securities		
3. Shares		
4. Debentures and Nonds		
5. Subsidiaries and joint Ventures		
6. Others (to be specified)		
<b>TOTAL</b>	<b>NIL</b>	<b>NIL</b>

	Current year	Previous year
<b><u>SCHEDULE 10 - INVESTMENTS - OTHERS</u></b>		
1. In Government Securities		
2. Other approved Securities		
3. Shares		
4. Debentures and Bonds		
5. Subsidiaries and joint Ventures		
6. Others (to be specified)		
<b>TOTAL</b>	<b>NIL</b>	<b>NIL</b>

Sd/-  
Accountant

Sd/-  
Deputy Registrar (Admn.)

Sd/-  
Director I/C



**FORM OF FINANCIAL STATEMENTS (NON-PROFIT ORGANISATIONS)**

Name of Entity: National Institute for Empowerment with Persons with Multiple Disabilities, Muttuk...

**SCHEDULES FORMING PART OF BALANCE SHEET AS AT 31ST MARCH, 2007**

(Amount)

	Current year		Previous year	
<b>SCHEDULE 11 - CURRENT ASSETS, LOANS, ADVANCES ETC.</b>				
<b>A. CURRENT ASSETS:</b>				
1. <u>Inventories:</u>				
a) Stores and Spares				
b) Loose Tools				
c) Stock-in-trade				
Finished Goods				
Work-in-progress				
Raw Materials				
2. <u>Sundry Debtors:</u>				
a) Debts Outstanding for a period exceeding six months	10100	10100	15000	15000
b) Others	0	0		
3. <u>Cash balances in hand U</u> (including cheques/drafts and imprest)				
	10,000	10,000	10,000	10,000
4. <u>Bank Balances: (Annexure-2)</u>				
a) <u>With Scheduled Banks:</u>				
- On Current Accounts	57,626,620	57,626,620	4,345,516	4,345,516
- On Deposit Accounts (includes margin money)				
- On Savings Accounts				
b) <u>With non-Scheduled Banks</u>				
- On Current Accounts				
- On Deposit Accounts (includes margin money)				
- On Savings Accounts				
5. <u>Post Office - Savings Accounts</u>				
	0	0		
<b>TOTAL (A)</b>	<b>57,646,720</b>	<b>57,646,720</b>	<b>4,370,516</b>	<b>4,370,516</b>

Contd...



FORM OF FINANCIAL STATEMENTS (NON-PROFIT ORGANISATIONS)

Name of Entity: National Institute for Empowerment with Persons with Multiple Disabilities, Muttukadu

SCHEDULES FORMING PART OF BALANCE SHEET AS AT 31ST MARCH, 2007

(Amount in Rs.)

SCHEDULE 11 - CURRENT ASSETS, LOANS, ADVANCES ETC. (contd....)	Current year		Previous year	
<b>B. LOANS, ADVANCES AND OTHER ASSETS</b>				
1. Loans:				
a) Staff (Festival Advance)	1,500	1,500	1,500	1,500
b) Other Entities engaged in activities/ objectives similar to that of the Entity				
c) Others (specify)				
2. <u>Advances and other amounts recoverable in cash or in kind or for value to be received:</u>				
a) On Capital Account				
b) Prepayments				
c) Others (Advance for programmes)	44,500	44,500	15,000	15,000
3. <u>Income Accrued:</u>				
a) On Investments from Earmarked/ Endowment Funds				
b) On Investments - Others				
c) On Loans and Advances				
d) Others (includes income due unrealised-Rs.....)	0	0		
4. <u>Claims Receivable</u>				
<b>TOTAL (B)</b>	46,000	46,000	16,500	16,500
<b>TOTAL (A + B)</b>	57,692,720	57,692,720	4,387,016	4,387,016

Sd/-  
Accountant

Sd/-  
Deputy Registrar (Admn.)

Sd/-  
Director I/C



**FORM OF FINANCIAL STATEMENTS (NON-PROFIT ORGANISATIONS)**  
Name of Entity: National Institute for Empowerment with Persons with Multiple Disabilities, Muttukadu

**SCHEDULES FORMING PART OF INCOME & EXPENDITURE AS AT 31ST MARCH, 2007**

(Amount in Rs.)

	Current year	Previous year
<b>SCHEDULE 12 - INCOME FROM SALES/SERVICES</b>		
1) <u>Income from Sales</u>		
a) Sale of Finished Goods		
b) Sale of Raw Material		
c) Sale of Scraps	0	0
2) <u>Income from Services</u>		
a) Labour and Processing Charges		
b) Professional/Consultancy Services		
c) Agency Commission and Brokerage		
d) Maintenance Services (Equipment/Property)		
e) Others (Specify)		
<b>TOTAL</b>	<b>0</b>	<b>NIL</b>

	Current year	Previous year
<b>SCHEDULE 13 - GRANTS/SUBSIDIES</b> (Irrevocable Grants & Subsidies Received)		
1) Central Government		
2) State Government(s)	114,787,507	35,112,493
3) Government Agencies		
4) Institutions/Welfare Bodies		
5) International Organisations		
6) Others (Specify)		
<b>TOTAL</b>	<b>0</b>	<b>0</b>
	114,787,507	35,112,493

Sd/-  
Accountant

Sd/-  
Deputy Registrar (Admn.)

Sd/-  
Director I/C



**FORM OF FINANCIAL STATEMENTS (NON-PROFIT ORGANISATIONS)**

Name of Entity: National Institute for Empowerment with Persons with Multiple Disabilities, Muttukadu

**SCHEDULES FORMING PART OF INCOME & EMPENDITURE  
FOR THE PERIOD/YEAR ENDED 31ST MARCH, 2007**

(Amount in Rs.)

SCHEDULE 14 - FEES/SUBSCRIPTIONS	Current year	Previous year
	1) Affiliation Fee	0
2) Course Fee (Diploma, Degree, PG, and Certificate Courses)	97,000	0
3) Entrance Fees		
4) Annual Fees/Subscriptions		
5) Seminar/Program Fees		
6) Consultancy Fees		
7) Others (specify)		
<b>TOTAL</b>	<b>97,000</b>	<b>0</b>

Note - Accounting Policies towards each item are to be disclosed

SCHEDULE 15 - INCOME FROM INVESTMENTS (Income on Invest. From Earmarked/Endowment Funds transferred to Funds)	Investment from Earmarked Fund		Investment-Others	
	Current year	Previous year	Current year	Previous year
1) Interest a) On Govt. Securities b) Other Bonds/Debentures				
2) Dividends: a) On Shares b) On Mutual Fund Securities				
3) Rents				
4) Others (Specify)				
<b>TOTAL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>
<b>TRANSFERRED TO EARMARKED/ ENDOWMENT FUNDS</b>				

Sd/-  
Accountant

Sd/-  
Deputy Registrar (Admn.)

Sd/-  
Director I/C



FORM OF FINANCIAL STATEMENTS (NON-PROFIT ORGANISATIONS)  
Name of Entity: National Institute for Empowerment with Persons with Multiple Disabilities, Muttuk

SCHEDULES FORMING PART OF INCOME & EXPENDITURE  
FOR THE PERIOD/YEAR ENDED 31ST MARCH, 2007

(Amount in

SCHEDULE 16 - INCOME FROM ROYALTY, PUBLICATION ETC.	Current year	Previous year
	1) Income from Royalty	0
2) Income from Publications	0	0
3) Others (specify)		
<b>TOTAL</b>	<b>0</b>	<b>0</b>

SCHEDULE 17 - INTEREST EARNED	Current year	Previous year
	1) On Term Deposits: a) With Scheduled Banks b) With Non-Scheduled Banks c) With Institutions d) Others	
2) On Savings Accounts: a) With Scheduled Banks b) With Non-Scheduled Banks c) With Institutions d) Others	0	0
3) On Loans: a) Employees/Staff b) Others		
4) Interest on Debtors and Other Receivables		
<b>TOTAL</b>	<b>0</b>	<b>0</b>

Note: Tax deducted at source to be indicated

Sd/-  
Accountant

Sd/-  
Deputy Registrar (Admn.)

Sd/-  
Director I/C





**FORM OF FINANCIAL STATEMENTS (NON-PROFIT ORGANISATIONS)**

Name of Entity: National Institute for Empowerment with Persons with Multiple Disabilities, Muttukadu

**SCHEDULES FORMING PART OF INCOME & EXPENDITURE  
FOR THE PERIOD/YEAR ENDED 31ST MARCH, 2007**

(Amount in Rs.)

<b>SCHEDULE 18 - OTHER INCOME</b>	<b>Current year</b>	<b>Previous year</b>
1) Profit on Sale/disposal of Assets a) Owned assets b) Assets acquired out of grants, or received free of cost		
2) Expost Incentives realized		
3) Fees for Miscellaneous Services	0	0
4) Refunds	0	0
5) Miscellaneous Income	1,320	0
<b>TOTAL</b>	<b>1,320</b>	<b>0</b>

<b>SCHEDULE 19 - INCREASE/(DECREASE) IN STOCK OF FINISHED GOODS AND WORK IN PROGRESS</b>	<b>Current year</b>	<b>Previous year</b>
a) Closing stock - Finished Goods - Work-in-progress		
b) Less: Opening Stock - Finished Goods - Work-in-progress		
<b>NET INCREASE/(DECREASE) [a-b]</b>	<b>NIL</b>	<b>NIL</b>

Sd/-  
Accountant

Sd/-  
Deputy Registrar (Admn.)

Sd/-  
Director I/C



FORM OF FINANCIAL STATEMENTS (NON-PROFIT ORGANISATIONS)  
Name of Entity: National Institute for Empowerment with Persons with Multiple Disabilities, Muttukadu

SCHEDULES FORMING PART OF INCOME & EXPENDITURE  
FOR THE PERIOD/YEAR ENDED 31ST MARCH, 2007

(Amount in Rs.)

	Current year	Previous year
<b>SCHEDULE 20 - EXPENDITURE ON PROGRAM AND SERVICES</b>		
Human Resource Development	1,220,441	91,435
Research and Development	0	0
Development of Service Models	878,060	514,632
Consultancy Services	0	0
Documentation and Dissemination	8,252,944	58,924
Extension and Outreach Services	50,954	76,342
Staff Welfare Expenses	8,268	0
<b>TOTAL</b>	<b>10,410,667</b>	<b>741,333</b>
<b>SCHEDULE 20A - ESTABLISHMENT EXPENSES</b>		
a) Salaries and Wages	2,258,216	433,173
b) Allowances and Bonus	0	0
c) Contribution to Provident Fund	0	0
d) Contribution to Other Fund (specify)	0	0
e) Expenses on Employees' Retirement and Terminal Benefits	0	0
f) Others (specify): Payment to P&G A/c.	0	0
<b>TOTAL</b>	<b>2,258,216</b>	<b>433,173</b>
<b>SCHEDULE 20B - OTHER PROGRAM EXPENSES</b>		
a) North East States	0	0
b) ADIP Scheme	0	0
c) Pilot Project	0	0
d) CRC, Bhopal	0	0
e) Other expenditure	0	0
f) Transfer to ADIP Account	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>

Sd/-  
Accountant

Sd/-  
Deputy Registrar (Admn.)

Sd/-  
Director I/C



FORM OF FINANCIAL STATEMENTS (NON-PROFIT ORGANISATIONS)

Name of Entity: National Institute for Empowerment with Persons with Multiple Disabilities, Muttukadu

SCHEDULES FORMING PART OF INCOME & EXPENDITURE  
FOR THE PERIOD/YEAR ENDED 31ST MARCH, 2007

(Amount in Rs.)

	Current year	Previous year
<b>SCHEDULE 21 - OTHER ADMINISTRATIVE EXPENSES ETC.</b>		
1. Expenditure on Support Services	378,246	198,247
2. Electricity and Power	123,281	27,544
3. Insurance	0	0
4. Repairs and Maintenance	12,954	60,184
5. Vehicles Running and Maintenance	89,056	43,747
6. Printing and Stationery	39,376	39,385
7. Travelling and conveyance Expenses	691,065	337,006
8. Auditors Remuneration	0	0
9. Internal Auditor - Consultation Charges	0	0
10. Loss on sale of Assets	0	0
11. Advertisement and Publicity	0	0
12. Refunds	78,546	95,918
13. Miscellaneous Expenditure		
<b>TOTAL</b>	<b>1,412,524</b>	<b>802,031</b>

Sd/-  
Accountant

Sd/-  
Deputy Registrar (Admn.)

Sd/-  
Director I/C



**FORM OF FINANCIAL STATEMENTS (NON-PROFIT ORGANISATIONS)**  
Name of Entity: National Institute for Empowerment with Persons with Multiple Disabilities, Muttukadu

**SCHEDULES FORMING PART OF INCOME & EXPENDITURE  
FOR THE PERIOD/YEAR ENDED 31ST MARCH, 2007**

(Amount in Rs.)

<b>SCHEDULE 22 - EXPENDITURE ON GRANTS, SUBSIDIES ETC.</b>	<b>Current year</b>	<b>Previous year</b>
	a) Grants given to Institutions/Organisations	
b) Subsidies given to Institutions/Organisations		
<b>TOTAL</b>	<b>NIL</b>	<b>NIL</b>

Note: Name of the Entities, their Activities along with the amount of Grants/Subsidies are to be disclosed

<b>SCHEDULE 23 - INTEREST</b>	<b>Current year</b>	<b>Previous year</b>
	A) On Fixed Loans	
B) On Other Loans (including Bank Charges)		
C) Others (Specify)		
<b>TOTAL</b>	<b>NIL</b>	<b>NIL</b>

Sd/-  
Accountant

Sd/-  
Deputy Registrar (Admn.)

Sd/-  
Director I/C



# NATIONAL INSTITUTE FOR EMPOWERMENT OF PERSONS WITH MULTIPLE DISABILITIES, CHENNAI.

## SCHEDULE 24-ACCOUNTING POLICIES

Accounting policies of the Institute to be followed from the accounting the year of 2005-06 and onwards in order to maintain proper books of account with respect to:

- a) All sums of money received and expended and matters in respect of which the Receipts and Expenditure took place;
  - b) All sums of Revenues / Income received / recoverable and expenditure paid/payable;
  - c) All sales & purchases of goods; and
  - d) All Assets & Liabilities; to give a true and fair view of the affairs of the Institute.
1. The books of Accounts of the Institute will be kept on accrual basis to ensure the accomplishment of its essential features namely (a) revenue is recognized as it is earned irrespective of whether cash is received or not; and (b) Expenses are matched against such revenues.
  2. Since the books of accounts are to be kept on accrual basis the cut-off date will be reckoned as 15<sup>th</sup> April.
  3. The Books of Accounts of the Institute are to be kept according to the Double Entry System of Book Keeping.
  4. For proper identification & maintenance, codification of accounting heads has to be carried out.
  5. The Statement of Accounts of the Institute are to be prepared in the following format.
    - i) Receipts and Payments Account for the year 2006-07.
    - ii) Income and Expenditure Account for the year 2006-07.
    - iii) Balance Sheet as on 31<sup>st</sup> March 2007.

### **Explanation:**

#### **i) Receipts and Payments Account**

- a) All the actual Receipts are accounted for
- b) All the actual Payments are accounted for

#### **ii) Income and Expenditure Account:**

In addition to account of each item of actual Receipts & Payments the accrued income and outstanding liabilities are to be added to each head of Account for proper presentation and to know the overall position of income and expenditure.

#### **iii) Balance Sheet as on 31<sup>st</sup> March:**

##### **Liabilities**

- 1) Capital
- 2) Reserves
- 3) Secured Loans
- 4) Unsecured Loans
- 5) Current Liabilities

##### **Assets**

- 1) Fixed Assets less Depreciation
- 2) Investments
- 3) Current Assets, Loans & Advances
- 4) Miscellaneous expenditure (to the extent not written off)
- 5) Income and Expenditure Account

Note : Schedules forming part of the Accounts wherever necessary are to be prepared and enclosed to the Accounts.

Sd/-  
(Dr. Neeradha Chandra Mohan)  
Director



**NATIONAL INSTITUTE FOR EMPOWERMENT OF PERSONS  
WITH MULTIPLE DISABILITIES, CHENNAI.**

**SCHEDULE 25 -NOTES FORMING PART OF THE ANNUAL ACCOUNTS**

1. The Annual Accounts were compiled in the format of Financial Statements for the Central Autonomous Bodies (Non-profit organizations and similar Institutions).
  - a) Balance Sheet as at 31-03-2007.
  - b) Income and Expenditure Account for the year 2006-07
  - c) Schedules 1-25 as per the format.
  - d) Receipts & payments account for the year 2006-07.
2. The Accounts have been prepared on accrual basis.
3. Depreciation is being provided on written down value method.
4. Accounting policies have been prepared and they are being followed.
5. Out of the total receipts of Rs.11,92,54,243/- (which includes opening balances, grant-in-Aid, grants for specific purposes, receipts from other organizations, loans and advances and internal receipts), the amount spent on various activities is Rs.6,16,17,623/- leaving balance of Rs.5,76,36,620/-.
6. The physical verification of the assets and stores for the year 2007-08 is in progress.
7. The utilization certificate for the grants released by the Ministry has been furnished and there are no pending utilization certificates.
8. The figures have been classified wherever necessary.

Sd/-  
(Dr. Neeradha Chandra Mohan)  
Director

## List of Members of General Council

- |   |           |
|---|-----------|
| 1. Secretary to GOI<br>Ministry of Social Justice & Empowerment<br>Shastri Bhavan<br>New Delhi 110001       | President |
| 2. Chairperson<br>The National Trust<br>New Delhi   | Member    |
| 3. Chairperson<br>Rehabilitation Council of India<br>New Delhi  | Member    |
| 4. Joint Secretary to GOI<br>Ministry of Social Justice & Empowerment<br>Shastri Bhavan<br>New Delhi 110001 | Member    |
| 5. Financial Adviser<br>Ministry of Social Justice & Empowerment<br>Shastri Bhavan<br>New Delhi 110001      | Member    |
| 6. Director General of Employment & Training<br>Ministry of Labor, Government of India<br>New Delhi         | Member    |
| 7. Shri Amitabh Mehrotra<br>Gurudaya Niwas, 26, Sachivalaya Colony<br>Lucknow (U.P)                         | Member    |
| 8. Dr.S.S.Badrinath<br>Sankara Netralaya,<br>18, College Road, Chennai (T.N.)                               | Member    |
| 9. Shri A. Balraj,<br>New No. 12 9 Old No.76) J-block,<br>Anna Anna Nagar, Chennai – 600102                 | Member    |



- |  |                  |
|--|------------------|
| 10. Ms. Nandita Gurjar<br>BPO Division, Infosys<br>Bangalore   | Member           |
| 11. Shri N.Thomas Ngullie<br>CATZW Lake View, Kher Mohal<br>Dimapur, Nagaland  | Member           |
| 12. Dr. Kalyana Krishnan<br>Indian Institute of Technology<br>I.I.T. Post office, Chennai (T.N.)   | Member           |
| 13. Director General of Health Services<br>Ministry of health<br>Government of India, New Delhi  | Member           |
| 14. Principal Secretary,<br>Department of Social Welfare<br>Government of Tamil Nadu   | Member           |
| 15. Principal Secretary & Director<br>Medical Health Services<br>Government of Tamil Nadu  | Member           |
| 16. Joint Secretary to G O I<br>Ministry of Education<br>Government of India, New Delhi  | Member           |
| 17. Director, AYJNIHH<br>Mumbai  | Member           |
| 18. Director, NIMH<br>Secunderabad   | Member Secretary |
| 19. Director, NIVH<br>Dehradun   | Member           |
| 20. Director, NIOH<br>Kolkata  | Member           |
| 21. The Director<br>National Institute for Empowerment of<br>persons with multiple Disabilities,<br>Muttukadu, ECR, Road, Chennai 603112 | Member Secretary |



# Appendix-B

## List of Members of Executive Council

- |   |                  |
|---|------------------|
| 1. Joint Secretary to GOI<br>Ministry of Social Justice & Empowerment<br>Shastri Bhavan<br>New Delhi 110001                             | Chairperson      |
| 2. Financial Adviser<br>Ministry of Social Justice & Empowerment<br>Shastri Bhavan<br>New Delhi 110001                                  | Member           |
| 3. Director<br>Ministry of Social Justice & Empowerment<br>Shastri Bhavan<br>New Delhi 110001   | Member           |
| 4. Shri C. Arun Kumar<br>Chennai (Tamil Nadu)   | Member           |
| 5. Dr. D. Nagaraja,<br>Director, NIMHANS,<br>Bangalore  | Member           |
| 6. The Director<br>National Institute for Empowerment of<br>persons with multiple Disabilities,<br>Muttukadu, ECR, Road, Chennai 603112 | Member Secretary |



# Annexure-I



Form No. II

(See Rule 8 Of the TamilNadu Societies Registration Rules,1978)

CERTIFICATE OF REGISTRATION UNDER SECTION 10 OF THE TAMIL NADU  
ACT, 1975 (TAMIL NADU ACT 27 OF 1975)

## CERTIFICATE OF REGISTRATION OF SOCIETIES

Sl. No. : 59 / 2006

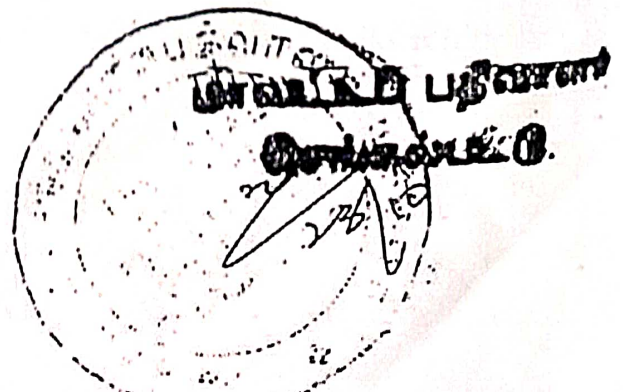
I hereby Certify that  
National Institute for the Empowerment of Persons with Multiple  
Disabilities

has this day been Registered Under The Tamil Nadu Societies Registration Act, 1975  
(Tamil Nadu Act 27 of 1975).

Given under my hand at **CHENGALPATTU**  
this 23<sup>rd</sup> day of **October** 2006

Seal :  
Station : **DISTRICT REGISTRAR, OFFICE,  
CHENGALPATTU.**

*Murugan*  
23/10/06  
Signature of the Registrar





# National Institute for the Empowerment of Persons with Multiple Disabilities

## Memorandum of Association

1. Name of the Society : National Institute for the Empowerment of Persons with Multiple Disabilities.
2. Address : The Registered office of the Society shall be at Door No.97/4, East Coast Road, Village: Muttukadu, Post: Kovalam, Kancheepuram - 603 112.
3. Date of Commencement of the Society : 28<sup>th</sup> September 2006
4. Registration District of the office of the Society : Chengalpattu Dist (Tamilnadu)
5. Timings of the Society : 9.00 A.M. to 5.30 P.M. on all working days except Saturdays, Sundays & Central Government Holidays.
6. Objects of the Society :
  - 6.1 The aims and objectives for which this society is established are as under :
    - I. To undertake human resource development in various functional areas covering inter - disciplinary, multi-disciplinary and trans-disciplinary activities for empowerment of persons with multiple disabilities through the state- of-the- art rehabilitation intervention viz., educational, therapeutic, vocational, employment, leisure and social activities, sports, cultural programmes and full participation as also through developing various approaches including community rehabilitation, project management and capacity building of Non-Government Organizations (NGOs).
    - II. To promote and conduct research in all areas relating to multiple disabilities and to develop trans-disciplinary models and strategies for social rehabilitation to meet various functional needs of diverse groups of people with multiple disabilities, by this Society hereinafter referred to as "the Institute" or through NGOs.
    - III. To conduct, sponsor, coordinate or subsidize research into all aspects of the education, rehabilitation, capacity building, independent living of persons with multiple disabilities by the Institute or through NGOs.
    - IV. To undertake and/or sponsor the training of trainers and professionals in the area of early intervention, early childhood education, special education, vocational training & employment, independent living, community rehabilitation and project management, therapists and such other personnel as may be deemed necessary by the Institute in empowering the persons with multiple disabilities.



- V. To manufacture, fabricate, adapt or promote or subsidize the manufacture of prototypes and distribution of any or all aids designed to promote any aspects of the education, therapy, and rehabilitation of the persons with multiple disabilities.

6.2 For the realization of its objectives, the Institute will undertake:-

- I. To prepare and develop human resource development programmes and activities in the areas of multiple disabilities.
- II. To develop appropriate service models of care for empowering the persons with multiple disabilities in the Indian setting, which will have special emphasis on domiciliary care both in rural and urban areas.
- III. To acquire relevant data as to the nature of the problems and on the felt needs of the community in the care and empowerment of persons with multiple disabilities and to identify, conduct and coordinate research in these areas.
- IV. To develop material for education, training and rehabilitation and impart training to the key professional and personnel involved in care and training of persons with multiple disabilities which will include rehabilitation therapist, parents, teachers and all levels of health, education and welfare personnel and others who work with persons with multiple disabilities.
- V. To develop extension programmes and conduct, monitor and evaluate them, with the view to maintain quality, provide need based training and to have a data base for further research.
- VI. To develop appropriate educational materials and carry out programmes of public education and mass communication.
- VII. To provide technical guidance to voluntary agencies in various programmes including initiating and coordinating activities in the community.
- VIII. To develop appropriate outreach programmes for rehabilitation of persons with multiple disabilities, including institutional programmes and services in linkage with existing medical, educational, social, legal and welfare services, and
- IX. To promote in-service and pre-service programmes through distance mode and through the use of ICT (Information Communication Technology) with the view to update professional and others concerned.

7.

### Executive Council

The names, addresses, occupations and designations of the present members of the Executive Council to whom the management of the affairs of the Institute is entrusted as required under section 15(1) of the Tamil Nadu Societies Registration Act, 1975(ACT No.27/75) are as follows:

SI.No.	Name	Designation & Address	Description
01	Shri G.N. Pegu (Government Service)	Joint Secretary (DD), Ministry of Social Justice & Empowerment, Govt. of India, Room No.601, 'A' Wing, Shastri Bhawan, New Delhi-110 001. E-mail: gn.pegu@nic.in (Ph: 011-23381643).	Chairperson (Ex-officio)
02	Shri Mrityunjay Sahoo (Government Service)	Financial Advisor, Ministry of Social Justice & Empowerment, Govt. of India, Room No.405, 'A' Wing, Shrama Shakthi Bhawan, Rafi marg, New Delhi-110 001. E-mail: msahoo@nic.in Ph: 011-23716792.	Member (Ex-officio)
03.	Dr. L. Govinda Rao (Government Service)	Director National Institute for the Mentally Handicapped, Manovikasnagar Secunderabad - 500 009. E-mail: hyd2_dirnimh@sanchernet.in Ph:044-27759267	Member Secretary
		Director, National Institute for the Empowerment of Persons with Multiple Disabilities (NIEPMD). Chennai - 603 112. Ph:044-27472389 E-mail: niepmd@gmail.com	Member Secretary



8. Signatories to the Memorandum of Association:  
We, the persons whose names and addresses are given below, have associated our names for the purposes described in the Memorandum, do hereby subscribe our names to the Memorandum and set our hands here unto and form ourselves into a Society under the Tamil Nadu Societies Registration Act, 1975 (ACT No.27/75)

S.No.	Name	Occupation & Address	Signature
01.	Dr. Sundeep Khanna	Additional Secretary, Ministry of Social Justice & Empowerment, Govt. of India, Room No.616, 'A' Wing, Shastri Bhawan, New Delhi-110 001. Ph: (011)-23384259.	Sd/-
02.	Shri Mrityunjay Sahoo	Financial Advisor, Ministry of Social Justice & Empowerment, Govt. of India, Room No.405, 'A' Wing, Shrama Shakthi Bhawan, Rafi marg New Delhi-110 001. E-mail: msahoo@nic.in Ph: (011) -23716792.	Sd/-
03.	Shri G.N. Pegu	Joint Secretary, Ministry of Social Justice & Empowerment, Govt. of India, Room No.611, 'A' Wing, Shastri Bhawan, New Delhi-110 001. E-mail: gn.pegu@nic.in Ph: (011)-23381643.	Sd/-
04.	Shri P. N. Murthy	Joint Secretary, Ministry of Social Justice & Empowerment, Govt. of India, Room No.613, 'A' Wing, Shastri Bhawan, New Delhi-110 001. Ph: (011)-23387924.	Sd/-
05.	Dr. Arbind Prasad	Joint Secretary, Ministry of Social Justice & Empowerment, Govt. of India, Room No.612, 'A' Wing, Shastri Bhawan, New Delhi-110 001. Ph: (011)-23384284.	Sd/-



06. Col. Sanjay Sharan Director Sd/-  
Ministry of Social Justice &  
Empowerment, Govt. of India,  
Room No.635, Shastri Bhawan,  
New Delhi-110 001.  
Ph: (011) -23382774.
7. Dr. L. Govinda Rao Director Sd/-  
National Institute for the Mentally  
Handicapped,, Manovikasnagar  
Secuderabad - 500 009.  
E-mail: hyd2\_dirnimh@sanchernet.in  
Ph: (044)-27759267
- Director,  
National Institute for the  
Empowerment of Persons with  
Multiple Disabilities (NIEPMD).  
Chennai - 603 112.  
Ph: (044) -27472389  
E-mail: niepmd@gmail.com

**Witnesses to the above signatures**

S.No.	Name	Occupation & Address	Signature
01.	Shri A K Sachdeva	Under Secretary to the Govt. of India, Ministry of Social Justice & Empowerment, Govt. of India, Room No.622, Shastri Bhawan, New Delhi-110 001. Ph: 011 -23386314	Sd/-
02.	Shri P A Raghwan	Under Secretary to the Govt. of India, Ministry of Social Justice & Empowerment, Govt. of India, Room No.622, Shastri Bhawan, New Delhi-110 001. Ph: 011 -23386314	Sd/-



## Bye-laws in Accordance with the Provisions of Act-XXVII, of 1975 of the Tamil Nadu Societies Registration Act, 1975

1. The name of the Society shall be National Institute for Empowerment of Persons with Multiple Disabilities (NIEPMD)
2. The address of the Registered Office is at D.No.97/4, East Coast Road, Village:Muttuadu, Post:Kovalam, Dist:Kancheepuram-603 112.
3. The Society was formed on 28<sup>th</sup> September, 2006.
4. The Society is within the jurisdiction of the Registrar of Societies, Chengalpattu District, TamilNadu.
5. The business hours of the Society shall be between 9.00 a.m. and 5.30 p.m. on all working days except Saturdays, Sundays and Central Government holidays.
6. **Aims and objectives of the Society:**
  - 6.1 The aims and objectives for which this society is established are as under:-
    - I. To undertake human resource development in various functional areas covering inter-disciplinary, multi-disciplinary and trans-disciplinary activities for empowerment of persons with multiple disabilities through the state-of-the-art rehabilitation intervention viz., educational, therapeutic, vocational, employment, leisure and social activities, sports, cultural programmes and full participation as also through developing various approaches including community rehabilitation, project management and capacity building of Non-Government Organizations (NGOs).
    - II. To promote and conduct research in all areas relating to multiple disabilities and to develop trans-disciplinary models and strategies for social rehabilitation to meet various functional needs of diverse groups of people with multiple disabilities, by this Society hereinafter referred to as "the Institute" or through NGOs.
    - III. To conduct, sponsor, coordinate or subsidize research into all aspects of the education, rehabilitation, capacity building, independent living of persons with multiple disabilities by the Institute or through NGOs.
    - IV. To undertake and/or sponsor the training of trainers and professionals in the area of early intervention, early childhood education, special education, vocational training & therapists and such other personnel as may be deemed necessary by the Institute in empowering the persons with multiple disabilities.
    - V. To manufacture, fabricate, adapt or promote or subsidize the manufacture of prototypes and distribution of any or all aids designed to promote any aspects of the education, therapy, and rehabilitation of the persons with multiple disabilities.



6.2 For the realization of its objectives, the Institute will undertake:

- I. To prepare and develop human resource development programmes and activities in the areas of multiple disabilities.
- II. To develop appropriate service models of care for empowering the persons with multiple disabilities in the Indian setting, which will have special emphasis on domiciliary care both in rural and urban areas.
- III. To acquire relevant data as to the nature of the problems and on the felt needs of the community in the care and empowerment of persons with multiple disabilities and to identify, conduct and coordinate research in these areas.
- IV. To develop material for education, training and rehabilitation and impart training to the key professional and personnel involved in care and training of persons with multiple disabilities which will include rehabilitation therapist, parents, teachers and all levels of health, education and welfare personnel and others who work with persons with multiple disabilities.
- V. To develop extension programmes and conduct, monitor and evaluate them, with the view to maintain quality, provide need based training and to have a data base for further research.
- VI. To develop appropriate educational materials and carry out programmes of public education and mass communication.
- VII. To provide technical guidance to voluntary agencies in various programmes including initiating and coordinating activities in the community.
- VIII. To develop appropriate outreach programmes for rehabilitation of persons with multiple disabilities, including institutional programmes and services in linkage with existing medical, educational, social, legal and welfare services, and
- IX. To promote in-service and pre-service programmes through distance mode and through the use of ICT (Information Communication Technology) with the view to update professional and others concerned.

7. Definitions;

7.1 In these Bye-Laws unless there is anything repugnant to the subject or context:

- a) The 'Institute' means the National Institute for Empowerment of Persons with Multiple Disabilities.
- b) The 'President' means the President of the General Council.
- c) The 'General Council' means the general council of the Institute.
- d) The 'Executive Council' means the Executive Council of the Institute.
- e) The 'Chairperson' means the chairperson of the Executive Council.



- f) 'Memorandum' means the Registered Memorandum of the National Institute for Empowerment of Persons with Multiple Disabilities as may be amended from time to time by the society.
- g) The 'Bye-Law' means bye-law registered along with Memorandum and as may be amended by the Society from time to time.
- h) 'Society' means the Society forming the Institute.
- i) 'Office Bearers' means the President or Chairperson, Member-Secretary or any other who may be designated by the President or the Chairperson.
- j) 'Government' means the Central Government dealing with subject matters pertaining to or allocated to the Ministry of Social Justice & Empowerment.
- k) 'Year' means the financial year of the Central Government.

## 8. Authorities of the Institute:

8.1 The following shall be the authorities of the Institute.

8.2 General Council;

8.3 Executive Council;

8.4 Such other authorities as may be prescribed from time to time by the General Council.

## 9. General Council:

9.1 The composition of the General Council Shall be:

- |   |                           |
|---|---------------------------|
| a) <b>Secretary</b> ,<br>Ministry of Social Justice &<br>Empowerment, Government of India   | President<br>(Ex-Officio) |
| b) <b>Joint Secretary</b> dealing with the Subject in the<br>Ministry of Social Justice & Empowerment,<br>Government of India   | Member<br>(Ex-Officio)    |
| c) <b>Financial Advisor</b> to the Ministry of Social Justice &<br>Empowerment, Government of India   | Member<br>(Ex-Officio)    |
| d) <b>Director General of Employment &amp; Training</b> Govt. of India,<br>Ministry of Labour   | Member<br>(Ex-Officio)    |
| e) <b>Six Specialist /Representatives of voluntary organization/<br/>Parent Association/Social Workers in the field<br/>(to be nominated by the Government of India) of Autism/<br/>Cerebral Palsy/Multiple Disabilities.</b> | Members                   |



- f) Director General of Health Services,  
Ministry of Health, Govt. of India Member  
(Ex-Officio)
- g) Two nominees from the Government of Tamil Nadu  
(Principal Secretary Department of Social Welfare and  
Principal Secretary and Director, Medical Health services,  
Govt. of Tamil Nadu) Members
- h) Joint Secretary to the Govt. of India, Department of Education,  
Ministry Human Resource Development, Govt. of India. Member  
(Ex-Officio)
- i) Chairperson of the National Trust Member (Ex-Officio)
- j) Chairperson of the Rehabilitation Council of India Member (Ex-Officio)
- k) a) Director, Ali Yavar Jung National Institute for the  
Hearing Handicapped (AYJNIHH) Member  
(Ex-Officio)
- b) Director, National Institute for the  
Mentally Handicapped (NIMH) Member  
(Ex-Officio)
- c) Director, National Institute for the  
Visually Handicapped (NIVH) Member  
(Ex-Officio)
- d) Director, National Institute for the  
Orthopaedically Handicapped (NIOH) Member  
(Ex-Officio)
- l) Director of the Institute Member - Secretary
- 9.2 The General Council will have the power to co-opt from time to time for such period as they deem fit, representative or representatives of such other organizations or Institutions and individual as they deem desirable in the interests of the Institute. The co-opted member shall have the right to participate in the discussion, but not to vote.
10. ***Term of office:***
- 10.1 The tenure of office of the members and office bearers of the General Council except that of the President shall be two years or until their successors are nominated, whichever is later, and they shall be eligible for renomination.
- 10.2 The tenure of office of the member of the General Council shall be at the pleasure of the Central Government. It can be reduced or extended at the pleasure of the Central Government.
- 10.3 An ex-officio member shall automatically cease to be a member of General Council on vacating office.



## 11. Meeting of the General Council:

- 11.1 The Annual General Meeting of the General Council shall be called by the President every year, after giving at least 21 days written notice of the date, time, place and agenda and at such meeting it shall transact the following business
- Consideration of the Annual Report
  - Consideration of the balance sheet and the Audited accounts for the previous year.
  - Receipt and consideration of budget proposals for the following year; and
  - Such other matter or matters as the President may direct.
- 11.2 The President may convene a special meeting of the General Council whenever he/she thinks it necessary to do so by giving not less than 7 days notice and indicating the purpose of the meeting.
- 11.3 At such Special Meeting of the General Council convened by the President no business other than the business included in the notice of the meeting shall be conducted.
- 11.4 Powers and duties of the President of the General Council shall include –
- To supervise and guide the overall activities of the Society;
  - To be responsible for working of the Society and the Executive Council.
  - Moving the Executive Council to take into consideration his/her views in regard to any matter which is required to be considered by it.
  - Calling and presiding overall the meetings of the General Council and see that the meeting is conducted properly.

## 12. The Executive Council:

The Executive Council shall consist of not less than 5 members and not more than 11 members.

### 12.1 The composition of the Executive Council shall be:

- |   |                                    |
|---|------------------------------------|
| a) <b>Joint Secretary</b> concerned dealing with the Subject in the Ministry of Social Justice & Empowerment, Government of India   | Chairperson<br>(Ex-Officio)        |
| b) <b>Financial Advisor</b> Ministry of Social Justice & Empowerment, Government of India   | Member<br>(Ex-Officio)             |
| c) Director concerned dealing with the subject in the Ministry of Social Justice & Empowerment, Government of India   | Member<br>(Ex-Officio)             |
| d) Two specialist / representatives of voluntary organization/ Parent Associations /Social workers in the field/ other Government nominees (to be nominated by the Government of India) | Members                            |
| e) Director of the Institute  | Member – Secretary<br>(Ex-Officio) |

12.2 The Chairman of the Executive Council may invite any person to attend any particular meeting or meetings as he/she thinks it desirable.

12.3 Powers and duties of the Chairperson of the Executive Council:

- i. To preside over the meetings of the Executive Council and to see that the meeting is conducting properly;
- ii. To be responsible for working of the Institute/Executive Council with all members;
- iii. To supervise and guide the overall activities of the Institute;
- iv. To take emergent action whenever exigencies of the situation demand it in the Interests of the Institute and to have the same ratified by the Executive Council at its next meeting.

12.4 Powers and Duties of the Director of the Institute:

- i. To call meetings of the General Council/Executive Council with the consent of the Chairman.
- ii. To keep accounts of all financial transaction by the Institute and of all the some of money received and spent by the Institute and maintain records of receipts and expenses relating to such matters, and of assets, credits and liabilities. Provided that the accounts shall be kept separately of all foreign donations/grants/contribution if any.
- iii. To get the accounts audited by the Comptroller and Auditor General of India (C&AG).
- iv. To keep minutes of all the meeting of General Council/Executive Council.
- v. To keep and preserve the records by the Institute.
- vi. To submit to the General Council and Executive Council the Annual Accounts and Budget by the Institute.
- vii. To carry on correspondence on behalf by the Institute.
- viii. He/She will be overall in-charge of the Administration and execution of all the programmes by the Institute including financial affairs on behalf of the Executive Council including creation of posts, fixation of salaries/remunerations/allowances etc. appointments, engagements of staff on work charge or daily basis, make purchase and do all other such things as may be necessary in the furtherance of the objects by Institute. However, creation of plan and non-plan posts including Group-A, B, C and D posts shall be done with prior approval of Government.
- ix. He/She will function as Head of Department as per Delegation of Financial Power Rules (DFPR)

13. **Tenure of office:**

13.1 Member nominated under clause 9.1 (e) and under clause 12.1 (c) shall hold office for a period of 2 years from the date of nomination. The members shall be eligible for re-nomination.

13.2 Where a member of General Council/Executive Council becomes such member by reason of the office he holds, his membership shall be terminated when he ceases to hold that office.



- 13.3 If a member of the General Council/Executive Council changes his address, he will notify the Member Secretary his new address, but if he fails to notify such address, his address as recorded on the rolls of the members shall be deemed to be his address.

## 14 Cessation or Termination of Membership

- 14.1 A member of the General Council or Executive Council shall cease to be such a member if he (a) dies or (b) resigns his membership, or (c) become of unsound mind, or (d) becomes insolvent or (e) is convicted of a criminal offence involving moral turpitude or (f) is removed by the Central Government from the membership or (g) except in the case of Director of the Institute accepts a full-time appointment in the Institute or (h) fails to attend three consecutive meetings without the leave of the President of the General Council or Chairperson of the Executive Council as the case may be or (i) is hindrance to the achievements of the aims and objectives of the Society, as reasonably determine by the President of General Council or Chairperson of Executive Council, as the case may be.
- 14.2 A member of the General Council or Executive Council (Other than Ex-Officio member or member representing the Central Government) may resign office by a letter addressed to the President of the General Council or to the Chairman of the Executive Council whatever the case may be and such resignation shall take effect from the date it is accepted by the concerned President/Chairperson.

## 15. Casual Vacancy

- 15.1 Any casual vacancy in the General Council or Executive Council shall be filled by the appointment or nomination of a member by the appropriate authority entitled to make such appointment or nomination and the member appointed or nominated to fill such casual vacancy shall hold office for the remainder of the term, if any, of the member in whose place he has been appointed or nominated.
- 15.2 The General Council or the Executive Council shall function notwithstanding any vacancy therein and notwithstanding any defect in the appointment or nomination of any of its members, and no act or proceedings of the General Council or Executive Council shall be called in question merely by reason of the existence of any vacancy therein or of any defect in the appointment or nomination of any of its members.

## 16. Meeting of the Executive Council

- 16.1 The Executive Council of the Institute shall meet at least once in every three months.
- 16.2 The meeting of the Executive Council may be convened by the Chairperson of the Executive Council or any other member of the Executive Council who may be authorized by him on his behalf.
- 16.3 The Meetings of the Executive Council shall be presided over by the Chairperson of the Executive Council and in his absence a member elected by the members present, shall function as Chairman for that particular meeting.

## 17. Powers and functions of the Executive Council

- 17.1 Subject to General Control and directives of the General Council, the Executive Council shall be responsible for the management and administration of the affairs of the Institute in accordance with the Memorandum and Bye-laws made there under for the furtherance of the objects and shall have all powers which may be necessary or expedient for the purpose including:-
- a) To lay down broad policy to carry out the purposes of the Institute.
  - b) To review and approve budget estimates.
  - c) To sanction expenditure as defined in Bye-laws.
  - d) To invest the funds of the Institute in accordance with the Memorandum and Bye-laws.
  - e) To create posts and recruit and appoint staff. However, creation of plan and non-plan posts including Group A, B, C and D posts shall be done with prior approval of Government.
- 17.2 The appointment of the Director shall be made by the Executive Council with the prior approval of the Government.
- a) Creation and appointment to all such posts as carry an initial monthly pay of Rs.14,300/- or above shall be done with the prior approval of the Government.
- 17.3 Creation and appointment of other posts in Group 'A' shall be made by the Executive Council and for Group 'B', 'C' & 'D' by the Director of the Institute. However creation of plan and non-plan posts including Group A, B, C and D posts shall be done with prior approval of Government.
- 17.4 The Director of the Institute shall be in charge of the management of the Institute and shall exercise such powers in respect of the affairs of the Institute as may be delegated to him by the Executive Council from time to time.
- 17.5 The Executive Council may by resolution appoint one or more Committee or Committees or sub-committees for such purposes and with such powers as may be specified by it.
- 17.6 The Executive Council of the Institute may, by resolution, delegate separately to the Chairperson or the Director or jointly to both of them such of his powers as it may deem fit for the conduct of business.

## 18. Funds for the Institute, Accounts and Audit:

- 18.1 The funds of the Institute shall consist the following:-
- a) Grants made by or through the Government of India or any State Government;
  - b) Donations and Contributions from other sources; and
  - c) Other income and receipts of the Institute.



- 18.2 The funds of the Institute shall be deposited in a Nationalized/Scheduled bank to be named by the Executive Council and funds received shall be paid into the Institute's account maintained in such a bank and shall not be withdrawn except on cheque signed and/or jointly operated by two persons designated by the Executive Council and authorized to function on their behalf.
- 18.3 The Institute shall maintain proper accounts including a Balance Sheet in such a form as may be prescribed under the Bye-laws.
- 18.4 The accounts of the Institute shall be audited annually in such a manner as provided in Section 16 of Tamil Nadu Societies Registration Act 1975. And the Central Government may direct any expenditure incurred in connection with the audit of the accounts of the Institute shall be payable by the Institute. The auditors shall have the right to demand production of book accounts, vouchers and other documents and papers and to inspect the office of the Institute.
- 18.5 Within six months after the close of every financial year, the Institute shall submit to the Central Government the audited statement of accounts of the previous year.
- 18.6 The financial year of the Institute shall be from the first of April to the thirty-first of March of the following year.
19. The Institute shall invest and deal with the funds and moneys of the Society and shall have the right:
- a) To issue appeals and applications for money and funds in furtherance of the said objectives and to raise or collect funds by gifts, donations, subscriptions, securities and any property either movable or immovable and to grant such rights and privileges to the donors, subscribers, and other benefactors as the Society may consider proper;
  - b) To acquire, purchase or otherwise own or take on lease or hire temporarily or permanently buy any movable or immovable property necessary or convenient for the furtherance of the objectives of the Society;
  - c) To borrow and raise money with or without security or on the security of the mortgage charge or on the security hypothecation or pledge of all or any of the movable or immovable properties belonging to the society or in any other manner whatsoever, provided that prior approval in writing of the Government of India is obtained in that behalf;
  - d) To sell, assign, mortgage, lease exchange and otherwise transfer or dispose of any property movable or immovable of the society for the furtherance of the objects of the society provided prior approval of the Government of India is obtained (in writing) for the transfer of the immovable property;
  - e) To enter into any agreement with any Government or authority, municipal, local or otherwise to obtain from such Government or authority any rights, privileges, concessions, fiduciary or otherwise that the society may deem desirable to obtain and carryout, exercise and comply with such arrangements and rights, privileges and concessions;





- f) To draw, make, accept, endorse, discount, execute, sign, issue and otherwise deal with cheques, hundis, certificates, receipts, Government securities, promissory notes, bills of exchange or other instruments and securities whether negotiable or transferable or not;
  - g) To build, construct, maintain, repair, alter, improve or develop or furnish any buildings or work necessary or convenient for the purpose of the society;
  - h) To undertake and accept management of any endowment or trust fund or donation to further the objectives of the society.
  - i) To appoint, or employ temporarily or permanently any person or persons that may be required for purpose for the society and to pay them or other persons in returns for services rendered to the society, salaries, wages, honoraria, fees, gratuities, provident funds and pensions;
  - j) To mobilize available expertise in the field of the Multiple Disabilities and to offer technical and consultancy services with or without payment of remuneration as considered necessary.
  - k) To establish a provident fund and other benefits for its employees of the society;
  - l) To Institute offer or grant prizes, awards, scholarships and stipends in furtherance of the objectives of the society; and
  - m) To receive and accept grants/donations and other contributions.
20. Government of India may appoint one or more persons to review the work and progress of the Institute and to hold enquiries into the affairs thereof and to report thereon in such manner as the Government of India may stipulate, and upon receipt of such report, the Government of India may take such action and issue such directions, as it may consider necessary in respect of any of the matters dealt within the report and the Institute shall be bound to comply with such directions.
21. The Government of India may give from time to time directives to the Institute as it deems fit and these shall be binding on the Institute.
22. The Institute shall be open to persons of either sex, and of whatever race, creed, caste or class, and no test or conditions shall be imposed as to religious belief or profession in admitting trainees/students or appointing members, teachers and other technical and non-technical staff of the Institute.
23. No benefaction shall be accepted by the society which in its opinion involves condition or obligations opposed to the spirit and objectives of the society.
24. In case the Government of India is satisfied that the Institute is not functioning properly, the Government of India shall have the power to take over the administration of the Institute and to appoint an administrator for this purpose. During the period such an order is subsisting, the General Council and the Executive Council shall remain suspended and all the powers of the General Council and Executive Council shall vest in the administrator.

25. With the previous approval of the Government of India, the society shall have the power to frame and amend Bye-laws not consistent with the Memorandum and the Bye-laws, for the administration and management of its affairs.
26. Without prejudice to the generality of the foregoing provisions such regulations may provide for the following matters:-
- i. The preparation and sanction of budget estimates, the sanctioning of expenditure, making and execution of contracts, the investment of the funds of the society and the sale or alteration of such investment and accounts and audit.
  - ii. Powers, function and conduct of business of such committees or advisory panels as may be constituted from time to time;
  - iii. The procedure, terms and tenure of appointments, emoluments, allowances, rules of discipline and other conditions of service of the officers and staffs of the Society.
  - iv. Terms and conditions governing scholarships, fellowships, deputations, grant-in-aid, research schemes and projects;
  - v. Such other matters as may be necessary for the furtherance of the objectives and proper administration of the affairs of the society.

**27. Quorum:**

- 27.1 1/3 members of the General Council shall constitute a quorum at the General Council meeting or a special meeting of the General Council.
- 27.2 1/3 members of the Executive Council shall form the quorum at any meeting of the Executive Council.
- 27.3 A written notice shall be sent to every member of the General Council or the Executive Council, as the case may be either personally or through registered speed post at the address mentioned in the latest roll of members.
- 27.4 Any notice so sent by registered/speed post shall be deemed to have been duly served and in providing such services, it shall be sufficient to show that cover containing such notice was properly addressed and put into the post office under registered/speed post.
- 27.5 Non-receipts of the notice of any meeting of the General Council or Executive Council by any member shall not invalidate the proceedings of the meetings.
- 27.6 The minimum period of notice for meeting of the General Council/Executive Council shall be as follows:
- a) for the Annual General Meeting of the General Council-21 days.
  - b) for special meeting of the General Council 7 days.
  - c) For ordinary meeting of the Executive Council 14 days; and
  - d) for extraordinary meetings of the Executive Council for 7 days.



27.7 In case of difference of opinion among the members of the General Council or the Executive Council at any meetings, the opinion of the majority shall prevail. Each member other than the co-opted members of the general Council or of the Executive Council, as the case may be, including the President shall have one vote and if there be equality of votes on any question, the Presiding Officer shall in addition have a casting or second vote.

**28. Supply of copies of Bye-laws etc., to members:**

Every registered Society shall supply to any member, on application and on payment of such fee as may be prescribed, a copy of :-

- i) its Bye-laws;
- ii) the receipts and expenditure account; and
- iii) the Balance Sheet.

**29. Property of registered society, how vested:**

All property, movable and immovable belonging to a registered society, whether acquired before or after its registration, if not vested in trustees, shall vest in the committee; and any such property may in any legal proceeding, be referred to as the property of the committee.

**30. Members guilty of offences punishable as strangers:**

Any member of a registered society who steals, purloins or embezzles any money or other property, or willfully and maliciously destroys or injures any property of the registered society or forges any deed, bond, security for money, receipt or other instrument whereby the funds of the registered society may be exposed to loss, shall be subject to the same prosecution, and, if convicted, shall be liable to be punished in like manner as any person who is not a member would be subject and liable to in respect of the like offence.

**31. Roll of Members:**

The Institute shall keep a roll of members and their addresses and occupations.

**32. Resolution by circulation:**

Any business in respect of which the Chairperson is satisfied that the matter is urgent and that it is not possible to hold a meeting of the Executive Council in the near future may be carried out by circulation among all its members of the Executive Council and shall be effective and binding as if such resolution has been passed at a meeting of the Executive Council.

**33. General:**

- 33.1 All contracts shall be executed on behalf of the Institute by the Director in consultation with the Chairperson, as per rules defined in the financial Bye-laws to be framed by the society.
- 33.2 For the purpose of section 20 of the Tamil Nadu Societies Registration Act, 1975 the Director of the Institute shall sue or be sued in all matter of dispute arising out of contract.



#### 34. Income and Property:

34.1 The income and property of the society, howsoever derived, shall be applied towards the promotion of the objectives thereof as set forth in the Memorandum subject nevertheless to the conditions the Government of India may, from time to time impose in respect of expenditure or grants made by them. No portion of the income and property of the society shall be paid or transferred directly or indirectly by way of dividends, bonus, or otherwise, howsoever by way of profit to the persons who at any time or have been members of the society or to any of them or to any persons claiming through them or any of them provided that nothing therein contained shall prevent the payment in good faith of honoraria to any member thereof or remuneration to any officer in the Institute in return for any service rendered to the society or for traveling allowance halting allowance or other similar charges. If, however, a member of the society is a Member of Parliament, he shall be paid only the compensatory allowance as provided under the Parliament (prevention of disqualification) Act, 1959 until he ceases to be a Member of Parliament.

#### 35. Amendment of Memorandum & Bye-laws.

35.1 Whenever it shall appear to the General Council of the Institute that it is advisable to alter, extend or abridge such purpose or for other purposes specified in section 12 of Tamil Nadu Societies Registration Act, 1975 the General Council with the prior approval of the Central Government, may submit the proposition to the members of the society in a written or printed report and may convene a special general meeting for the consideration thereof according to the Bye-laws. No such proposition shall be deemed to have been approved unless such report has been delivered or sent by registered post to every member of the society 7 days prior to the date of the special general meeting convened by the General Council for the consideration thereof and unless such proposition shall have been agreed to by the votes cast in favour of the proposition by member who being entitled to do so and such votes are not less than three-fifths of the members delivered in person or by proxy so entitled and voting and confirmed by similar majority of votes at a second special general meeting convened by the General Council after an interval of one month after the former meeting.

35.2 Whenever it shall appear to the General Council of the Institute to alter, extend or abridge such purpose or for other purpose within the meaning of the Act to amalgamate such society either wholly or partially with any other society the General Council may submit the proposition to the member of the society either in written or printed report and may convene a special meeting for the consideration thereof according to the rules and Bye-laws. But no such propositions shall be carried into effect unless such report shall have been delivered or sent by post to every member of the society seven days prior to the special meeting convened by the governing body for the consideration thereof, nor unless such proposition shall have been agreed to by the votes of three-fifths of the members delivered in person or by proxy and confirmed by the votes of three-fifths of the members present at a second special meeting convened by the governing body at an interval of one month after the formal meeting.

36. Once in every year a list of the office bearers and members of the General Council / Executive Council shall be filed with the Registrar of the Societies, Chengalpattu, as required under section 6 of the Tamil Nadu Societies Registration Act of 1975.



37. *Application of Government of India Rules in regard to Service Matters:*

The Financial Rules, Service Rules, General Financial Rules, Central Civil Services (Leave) Rules, Delegation of Financial Powers Rules, the Central Civil Services (Conduct) Rules and apply to all the Employees of the Institute.

38. Maintenance of Accounts and Audit of Accounts, etc.:

38.1 The Director shall be the head of the Department for exercising the powers under the Delegation of Financial Powers Rules 1978 of the Government of India in the financial matters pertaining to the Institute.

38.2 An officer of the Institute shall be nominated by the Director as the Drawing & Disbursing Officer for the Institute.

38.3 The Officer entrusted with discharging the Administrative functions shall be nominated by the Director as Head of the Office.

38.4 The Director shall exercise financial power as per the schedule of powers delegated by the Executive Council. The Director may further re-delegate powers to subordinate officers except the powers for (a) creation of posts, (b) write off of losses and (c) appointment, termination of appointment.

38.5 The budgetary proposal shall be submitted for consideration of General Council. Therefore the Institute shall prepare the budget for the following year and submit the same to the Chairperson of the Executive Council by 15<sup>th</sup> September and to the Executive Council by 30<sup>th</sup> September for its consideration, prior to its submission to the General Council.

I. The Institute shall give the Plan and Non-Plan estimates separately.

II. It shall give capital and revenue estimates separately.

III. The Institute shall give previous year's expenditure, current year's budget and next year's estimates in the budget proposals.

IV. The budget should show a break up of the various activities of the Institute and the allocation of funds proposed for each activity. In addition it will show a General Head indicating salaries and allowances, contributions to leave salary, provident fund etc., expenditures on fixtures and furniture, office equipments, etc., expenditure on post and telegraphs, telephones, expenditure on rent, taxes, electricity, water charges, etc., and other contingencies like vehicle maintenance. In each activity area it should contain requirements of funds for capital equipments, consumable stores and non consumable stores, stipend, etc.

38.6 Omitted



- 38.7 The budget estimate should be accompanied by write-up giving following particulars:
- I. Requirements of funds for the current programmes.
  - II. Requirements of funds for new programmes.
  - III. Physical targets achieved during the previous years, proposed to be achieved in current year, and in the next year.
  - IV. The comparison of the past performance with the current performance, reasons for short fall and achievements if any, ultimately action taken or proposed to be taken.
- 38.8 The schemes which have not been administratively approved by the competent authority shall not be included in the budget estimates.
- 38.9 For any new scheme likely to be introduced for development of original scheme which has not been included in the estimates for that year, a proposal with financial implication be made to the Executive Council for financing it by means of supplementary grant or by re-appropriation within the sanctioned estimates.
- 38.10 The grants received from the Government of India and/or from any other source shall be entered into the relevant register which will expenditure on specific heads and specified items.
- 38.11 The proper books of accounts will be maintained by the Institute to show the receipt and its source as well as expenditure and sanctioned accorded therefore.
- 38.12 At the close of the financial year, a balance sheet covering assets and liabilities with due considerations of receipts and expenditure will be prepared.
- 38.13 The Institute would make available the books of accounts, registers, vouchers and other documents and papers together with one copy of final sanction budget to the Auditor who will also have the right to inspect the office of the Institute.
- 38.14 The Director of the Institute shall have the power to appropriate and/or re-appropriate, for valid reasons, the funds from one primary or secondary unit to another and to have the same ratified by the Executive Council in its next meeting.
- 38.15 The funds of the Institute may be invested in short term fixed deposit to yield better return is feasible after keeping sufficient balance at the disposal of the Institute.
- 38.16 In exercise of the powers delegated by the Executive Council, the Director shall sign and execute all agreements, contracts, transfer deeds, deed of conveyance and other documents in connection with the affairs of the Institute with due consultation and advice of the legal adviser appointed by the Institute.
- 38.17 No contract shall be made by the subordinate authority which has not been directed or authorized by the competent authority.

- 38.18 The Director shall sue or be sued in all matters of dispute arising out of contract.
- 38.19 The Director shall have the powers to dispose of unserviceable and obsolete articles.
- 38.20 The Director shall keep a watch over expenditure and accord sanction to the payments not exceeding the grants sanctioned. He will be assisted by officers authorized in this behalf.
- 38.21 The funds will be drawn from the bank by cheque to meet the expenditure.
- 38.22 The cheque books will remain in the personal custody of the Director or any other officer as may be authorized by the Director on his behalf.
- 38.23 The Director will be assisted by the Accounts officer in respect of receipt and expenditure, in maintaining proforma accounts, submission of all claims in respect of pay and allowances, traveling allowances etc. and contingent bills in the prescribed forms which will be countersigned by the Director or by the officer authorized on his behalf, before these are passed for payment by means of demand draft/cheques or cash as the case may be. The Accounts officer will apply a check of a nature of pre-audit to all payment from the funds of the Institute.
- 38.24 The Director shall have powers to acquire hired accommodation for office, hostel premises with the approval of the Executive Council, whenever necessary at rates not exceeding those prescribed by the Government for similar purpose and /or in the absence of such prescribed entry of Annexure to Schedule V of the Delegation of Financial powers Rules 1978. In the matter of construction work of Institute's own building, the Director will be assisted by the Engineer of the Institute supervising the work on the site and report progress from time to time.
- 38.25 The balance sheet and the audited accounts together with the Annual Report shall be submitted to the General Council for consideration.
- 38.26 The results of the audit together with the Auditor's Report shall be communicated to the Ministry of Social Justice & Empowerment, New Delhi.

**39. Maintenance of Registers:**

The following books and registers shall be maintained:

- i. Register of grants;
- ii. Funds shall be kept in banks authorized by the Executive Council. All money to be drawn by cheque as authorized by the Executive Council;
- iii. Register of assets shall be maintained
- iv. Register of outstanding dues recoverable from parties other than employees of the Institute shall be maintained.
- v. Register of loans and advances given to employees with recovery position;
- vi. Register of rents;
- vii. Register of fees recovered;



- viii. Register of cheque books;
  - ix. Register of receipt books;
  - x. Register of sanctioned post with authority of sanction;
  - xi. Service books;
  - xii. Register of selection committee's proceedings, Academic Committee proceedings etc.
  - xiii. Register of Library books;
  - xiv. Aquittance rolls and register of periodical increments;
  - xv. Cash books and imprest cash books; and
  - xvi. Bank reconciliation register (If possible to be maintained with cash book)
40. In the event of disagreement between the representatives of the Ministry of Finance and the Chairperson of the Executive Council of the National Institute for Empowerment of Persons with Multiple Disabilities, Muttukadu (Tamilnadu) on the financial matters beyond the delegated powers of the Ministry/Department of the Government of India, the matter shall be referred to the Minister of the Administrative Ministry concerned and the Finance Minister for a decision.
41. Any alteration in the Bye-Laws or addition to, shall require prior approval of the General Council of the National Institute for Empowerment of Persons with Multiple Disabilities, Muttukadu (Tamilnadu) and Government of India.
42. If any doubt arises about the interpretation of these Bye-Laws, the matter will be referred to the Government of India whose decision shall be final.
43. If the Society needs to be dissolved, it shall be dissolved as per the provisions laid down under Section 41 of the Tamilnadu Societies Registration Act of 1975.
44. *Winding up:*
1. Where the registration of the Society is cancelled, the Registrar may appoint a liquidator to wind up the society if the society has not, within such period as may be prescribed from the date of order of cancellation, taken any action under Section 39 of the Tamilnadu Societies Registration Act, 1975.
  2. A liquidator shall have power subject to the control of the Registrar-
    - a) To institute or defend any action or other legal proceedings on behalf of the society by his name of office.
    - b) To determine, from time to time, the contribution to be made or remaining made by the members of the society, respectively to the assets of the society
    - c) To investigate all claims against the society and subject to the provisions of the Tamilnadu Societies Registration Act, 1975, to decide questions of priority among claimants;



- d) To determine by what persons and in what propositions the costs of liquidation are to be borne; and
- e) To give such direction in regard to the collection and distribution of the assets of the society as may appear to him to be necessary for winding up the affairs of the society.
3. Subject to any Rules of procedure made under the Tamilnadu Societies Registration Act, 1975 a liquidator shall, in so far as such powers are necessary to carry out the purposes of the Section 40 of the Tamilnadu Societies Registration Act,1975, have power to summon and enforce the attendance of witnesses and to compel the production of documents, as far as may be, by the same means and in the same manner as is provide in the case of Civil Court by the Code of Civil Procedure, 1908 (Central Act, V 1908)
4. An order made under this section shall, on application, be enforced by a Civil Court having local Jurisdiction in the same manner as a decree of such court.

All the provisions of the Tamilnadu Societies Registration Act 1975 and the Tamilnadu Societies Registration Rules, 1978 will apply to this Society.

### Signatories to the Bye-laws

We, the persons whose names and addresses are given below, have associated ourselves for the purposes described in the bye-laws, do hereby subscribe our names to this Bye-Laws and set our hands here unto and form ourselves into a Society under the Tamilnadu Societies Registration Act,1975 (Act No.27/75)

S.No.	Name	Occupation & Address	Signature
01.	Dr. Sundeep Khana	<b>Additional Secretary,</b> Ministry of Social Justice & Empowerment, Govt. of India, Room No.616, 'A' Wing, Shastri Bhawan, New Delhi-110 001. Ph: (011)-23384259.	Sd/-
02.	Shri Mrityunjay Sahoo	<b>Financial Advisor,</b> Ministry of Social Justice & Empowerment, Govt. of India, Room No.405, 'A' Wing, Shrama Shakthi Bhawan, Rafi marg, New Delhi-110 001. E-mail: msahoo@nic.in Ph: (011)-23716792.	Sd/-
03.	Shri G.N. Pegu	<b>Joint Secretary,</b> Ministry of Social Justice & Empowerment, Govt. of India, Room No.601, 'A' Wing, Shastri Bhawan, New Delhi-110 001. E-mail: gn.pegu@nic.in Ph: (011)-23381643.	Sd/-



04. Shri P. N. Murthy **Joint Secretary,** Sd/-  
Ministry of Social Justice &  
Empowerment, Govt. of India,  
Room No.613, 'A' Wing,  
Shastri Bhawan, New Delhi-110 001.  
Ph: (011)-23387924.
05. Dr. Arbind Prasad **Joint Secretary,** Sd/-  
Ministry of Social Justice &  
Empowerment, Govt. of India,  
Room No.612, 'A' Wing,  
Shastri Bhawan, New Delhi-110 001.  
Ph: (011)-23384284.
06. Col. Sanjay Sharan **Director** Sd/-  
Ministry of Social Justice &  
Empowerment, Govt. of India,  
Room No.635, Shastri Bhawan,  
New Delhi-110 001. Ph:(011)-23382774.
07. Dr. L. Govinda Rao **Director**  
National Institute for the  
Mentally Handicapped,  
Manovikasnagar, Secuderabad - 500 009.  
E-mail: hyd2\_dirnimh@sanchernet.in  
Ph: (040) -27759267
- Director,** Sd/-  
National Institute for the  
Empowerment of Persons with  
Multiple Disabilities (NIEPMD),  
Chennai - 603 112. Ph: (044) -27472389  
E-mail: niepmd@gmail.com

### Witnesses to the above signatures

S.No.	Name	Occupation & Address	Signature
01.	Shri A K Sachdeva	Under Secretary to the Govt. of India, Ministry of Social Justice & Empowerment, Govt. of India, Room No.622, Shastri Bhawan, New Delhi-110 001. Ph: (011) -23386314	Sd/-
02.	Shri P A Raghwan	Under Secretary to the Govt. of India, Ministry of Social Justice & Empowerment, Govt. of India, Room No.622, Shastri Bhawan, New Delhi-110 001. Ph:(011) -23386314	Sd/-



# Annexure-II

## List of Candidates

Name of the programme: Diploma in Special Education (Cerebral Palsy)

Sl. No	Name of the Candidate
1.	Alice Stella. A, D/O. X. Asir Chelladurai, Pulavanur North (PO), Ambai (TK), Tirunelveli (Dt), TN: 627451
2	Jithin Jose, Madassery, Kallarakkal, Undukad (PO), Ayyampura, Thrissur, Kerala- 680028
3	Jayalakshmi, D/O M. Ganesan, Serubalakkadu (PO), Peravurani (TK), Thanjavur (Dt), TN- 614803
4	Ritesh Ramesh Diwe, Plot no. 52, Bajrang Nagar, Manewara Road, Nagpur- 440027
5	Udayakumari, D/O, Manikyachari. K.M, II cross, Anjaneya Ext, Nittuvalli, Davangere, Karnataka- 577002
6	S. Sunitha, D/O, S.H. Shivaji Rao, Kariganuru (PO), Chennagiri (Tk), Davanagere, Karnataka- 577004
7	Ramesh. V No. 4, A. Vadugapalayam, Vandipalayam (PO), Cuddalore, Tamil Nadu- 607004
8	Narendra Jagir (Village and post), Manipuri (dt), Uttar Pradesh- 205120
9	T. Rita Elizabeth Christina, No.17, Velu Street, Kudumiyanthoppu, panayur, Chennai, TN- 600119
10	P. Indumathi, No. 225, Keelattivakkam (Village), Thimmarajapatti (PO), Kancheepuram (Dt), TN- 631601



# Annexure-III

## List of Candidates

Name of the programme: Diploma in Special Education (Deafblind)

Sl. No	Name of the Candidate
1.	R. Ananda Krishnan, S/o, Shri. Raji No. 3 B Puddupakkam, Manjakuppam, Cuddalore- 1
2	A. Choolamuthu, D/o, Shri. Annadurai Amar Seva Sangam, Sulochana garden, 7-4-104 B, Thenkasi, Tirunelveli- 627 852
3	S. Jayalakshmi, D/o Shri. Subbramanian No. 268, Thoppu Street, Keelottivakkam, Thimmarajampet, Kancheepuram- 603112
4	N. Kalpana, D/O Nanthabalan, South Sembayanaloor (PO), Nanilam, Thiruvarur- 609503
5	Neeraj Dixit, S/O. Shri. D.K. Dixit, 210, New type- II, S.G.P.G.I.M.S., Lucknow- 226014
6	Prem Anand S/o. Shri. G. Gangamuthu, No. 5/77, Dr. N.R. Salai, Injambakkam, Chennai
7	Sathya A. S. M D/O. Shri. Murugan. S, 1/268, S.V. Koil Street, Madu (PO), Thiruttani Taluk, Thiruvallur- 631206
8	E. Suresh, S/O. Shri. R. Emberumal, 8/84, Nagalamman koil St, chemmencherry uppam, Kovalm, Kancheepuram
9	C. Suresh Kumar, S/O. Shri. Chinnapillai, Gandhi Nagar, Thirumanur, Ariyalur, Perambalur- 621715
10	Thahira. C.K D/O. Shri. Mohammed C.K Vayali (H), Korangad, Thamarassery (PO)- 673573

# Annexure-IV

## Short Term Training Programmes 2006 - 07

Sl. No.	Name of the Short Term Course	Place	Date	Days	Partici-pants
1	Training programme for ICDS workers	Meyyur, Chennai	April 2006	1	33
2	Training programme for Grassroot level workers	NIEPMD, Chennai	April 2006	1	08
3	Training programme for ICDS workers	PV, Kalthur TK Kundram	May 2006	1	19
4	Training programme for ICDS workers	Guduvanchery Chennai	August 2006	1	25
5	Training programme for ICDS workers	Urapakkam Chennai,	August 2006	1	24
6	Training programme for ICDS workers	Singaperumal, Koil, Chennai	August	1	25
7	Training programme for ICDS workers	Singaperumal Koil, Chennai	August	1	24
8	Training programme for ICDS workers	Chengelpet Tamilnadu	August	1	25
9	Training programme for ICDS workers	Vallam, Tamilnadu	August	1	21
10	Training programme for school going teachers	Port Blair	November 2006	1	120
11	Training programme for college students	Port Blair	November 2006	1	125



Sl. No.	Name of the Short Term Course	Place	Date	Days	Partici-pants
12	Awareness programme for students undergoing B.Ed programme	Port Blair	November 2006	1	150
13	Orientation programme for Anganwadi workers	Port Blair	November 2006	1	128
14	Training programme for siblings	NIEPMD, Chennai	December 2006	1	19
15	Training programme for multi purpose rehabilitation workers	NIEPMD, Chennai	January 2007	1	32
16	Training programme for community based rehabilitation workers	NIEPMD, Chennai	January 2007	1	39

# Annexure-V

Details of regular posts filled during the period of 2006-07 (upto 31<sup>st</sup> March 2007):

S. No.	Name (Smt/Shri)	Post to which appointed	Date of Joining at NIEPMD
1.	Dr M K Tomy	Assistant Professor (Physical Medicine & Rehabilitation)	05/02/2006
2.	G D Bishnoi	Assistant Professor (Speech & Hearing)	09/05/2006
3.	G V Reddy	Deputy. Registrar (Admn,)	01/11/2006
4.	Dr (Mrs) Neeradha Chandramohan	Assistant Professor (Rehabilitation Psychology)	20/11/2006
5.	P S Srinivas	Assistant Professor (Adult Independent Living)	07/12/2006
6.	Dr (Mrs) J Vijayalakshmy	Lecturer in Medical Sciences	17/01/2007
7.	A Amarnath	Lecturer (Community Rehabilitation & Project management )	23/02/2007
8.	Dewendra Prasad	Rehabilitation Officer (Prosthetic & Orthothetic )	07/03/2007
9.	P Kamaraj	Lecturer in Special Education	14/03/2007
10.	Rajesh Ramachandran	Rehabilitation Officer (Services & Programming)	15/03/2007
11.	Mrs Pragya Verma	Rehabilitation Officer (Special Education)	19/03/2007
12.	M Rajesh	Media & Information Officer	19/03/2007
13.	I G Anusuya	Special Education Teacher	26/03/2007



**National Institute for Empowerment of  
Persons with Multiple Disabilities**

*(Ministry of Social Justice and Empowerment, Govt. of India)*

Muttukadu, Kovalam Post, Chennai - 603 112

Tele: 044- 27472113, 27472104, Fax: 044- 27472389

Email: [niepmd@gmail.com](mailto:niepmd@gmail.com) Website: [www.niepmd.tn.nic.in](http://www.niepmd.tn.nic.in)