

1. Organisation and Function

Sl. No.	Item	Details of Disclosure	Remarks/Reference Points (Fully met/partially met/not met-Not applicable will be treated as fully met /partially met)
1.1	Particulars of its organisation functions and duties (Section 4(1) (b) (i))	(i) Name and address of the Organization	National Institute for the Empowerment of Persons with Intellectual Disabilities (Divyangjan) Department of Empowerment of Persons with Disabilities, Ministry of Social Justice & Empowerment, Manovikasnagar, Secunderabad-500 009
		(ii) Head of the organization	Director
		(iii) Vision, Mission and key objectives	Vision: The quality of life of every person with mental retardation is equal to that of other citizens in the country in that they live independently to the maximum extent possible. Mission: Through constant professional endeavors, empowering the persons with mental retardation to access the state-of-the-art rehabilitation intervention viz., educational, therapeutic, vocational, employment, leisure and social, sports and cultural programmes and full participation.
		(iv) Function and duties	Enclosed at Annexure-I
		(v) Organization Chart	Enclosed at Annexure-II
		(vi) Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt	-
1.2	Powers and duties of its officers and employees (Section 4(1) (b) (ii))	(i) Powers and duties of officers (administrative, financial and judicial)	Enclosed at Annexure-III
		(ii) Power and duties of other employees	Enclosed at Annexure-IV
		(iii) Rules/ orders under which powers and duty are derived and	DFPRs
		(iv) Exercised	DFPRs
		(v) Work allocation	As per the powers delegated
1.3	Procedure followed	(i) Process of decision making Identify key	As per GOI norms

	in decision making process (Section 4(1) (b) (iii))	decision making points	
		(ii) Final decision making authority	Director/EC/Ministry
		(iii) Related provisions, acts, rules etc.	All GOI norms
		(iv) Time limit for taking a decisions, if any	-
		(v) Channel of supervision and accountability	-
1.4	Norms for discharge of functions (Section 4(1) (b) (iv))	(i) Nature of functions/services offered	<p><u>Various services models available are:</u> Home Based Service Models, Institution/ Center Based Rehabilitation Model, Community Based Rehabilitation Model, Extension and Mobile Service Model, Special Education Service Model, Integrated Education System, Inclusive Education System, Respite Care Service Model, Residential Care Service Model, E-Based Rehabilitation Model. These service models include the general and specialized services including the extension and outreach service.</p> <p><u>GENERAL SERVICES:</u> The institute provides assessment and evaluation services ranging from case history taking, physical and medical examinations, intellectual and developmental assessment, special education assessment, therapeutic needs assessment, vocational assessment and basic biochemical screening and examinations. After a comprehensive assessment, management plan and intervention_packages are developed. Parent counseling is done with emotional support explaining the nature of the child's condition and his /her level of functioning. A home based training programme and demonstration for the same are given to parents for management and rehabilitation. These services includes: a). Special Education Services b) Rehabilitation Psychological Service. c) Medical Services d) Therapeutic Services i) Physiotherapy ii) Occupational Therapy iii) Speech Therapy e) Early Intervention Services f) Vocational Training and Rehabilitation g) Referral Services</p>

			<p><u>SPECIAL SERVICES:</u> Special services are aimed at exploring the possibility of including contemporary services along with general services. The specialized services are rendered after a detailed assessment of persons with mental retardation. These services are:</p> <ul style="list-style-type: none"> a. Sensory Integration therapy for persons with mental retardation associated with sensory impairments. b. Biochemistry services for the persons with mental retardation to identify metabolic and biochemical disorder. c. Electroencephalogram for diagnosis of epilepsies and related brain disorders in persons with mental retardation. d. Electro myelography for diagnosis of associated neuromuscular disorders in Persons with metal retardation. e. Rehabilitation services for persons with multiple handicapped(disabilities). f. Nutritional counselling for persons with mental retardation of all g. Hydrotherapy services for persons with mental retardation associated with locomotors impairments. h. Manoranjanam unit for persons with profound mental retardation. i. Computer assistive instructions for persons with mild mental retardation. j. Special services for persons with autism. k. Group activities for persons with various levels of retardation. l. Resource room for the assessment of visual acuity of persons with mental retardation. m. Family cottage services for outstation clients to get oriented in home based rehabilitation. n. Resource room for slow learners. o. Resource room for coaching for NIOS examinations.
		(ii) Norms/standards for functions/service delivery	The Institute has been certified under ISO 9001:2015 and the norms/standards set under these standards are being followed
		(iii) process by which these services can be	-

		accessed	
		(iv) Time-limit for achieving the targets	-
		(v) Process of redress of grievances	For redressal of grievances an officer has been nominated as grievance officer under CP grams
1.5	Rules, regulations, instructions manual and records for discharging functions (Section 4(1) (b) (v))	(i) Title and nature of the record/ manual /instruction	ISO manual of all the departments
		(ii) List of Rules, regulations, instructions manuals and records	CCS (CCA) rules conduct Rules, FRSR and all other rules of GOI
		(iii) Acts/Rules manuals etc.	-do-
		(iv) Transfer policy and transfer orders	-
1.6	Categories of documents held by the authority under its control (Section 4(1) (b) (vi))	(i) Categories of documents	-
		(ii) Custodian of documents/categories	-
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority (Section 4 (1) (b) (viii))	(i) Name of Boards, Councils, Committee etc.	General Council, Executive Council, Academic Committee.
		(ii) Composition	Annexure-V
		(iii) Dates from which constituted	As at Annexure-V
		(iv) Term/ Tenure	2 years
		(v) Powers and functions	As at Annexure-V
		(vi) Whether their meetings are open the public?	No
		(vii) Whether the minutes of the meetings are open to the public?	No
		(viii) Place where the minutes if open to the public are available?	Not applicable
1.8	Directory of officers and employees (Section 4(1) (b) (ix))	(i) Name and designation	Annexure-VI
		(ii) Telephone, fax and email ID	
1.9	Monthly Remuneration received by officers	(i) List of employees with Gross monthly remuneration	-
		(ii) System of compensation as provided in its	-

	& employees including system of compensation (Section 4(1) (b) (x))	regulations	
1.10	Name, designation and other particulars of public information officers (Section 4(1) (b) (xvi))	(i) Name and designation of the public information officer (PIO) assistant Public Information (s) & Appellate Authority	Shri T.Mugesh, Public Information Officer, NIEPID, Secunderabad
		(ii) Address, telephone numbers and email ID of each designated	HOD DAIL, NIEPID, Secunderabad
1.11	No. of employees against whom Disciplinary action has been proposed/taken	No. of employees against whom disciplinary action has been	14
		(i) Pending for Minor penalty or major penalty proceedings	
		(ii) Finalised for Minor penalty or major penalty proceedings	02
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes	The PIO/APIO are nominated to attend training programmes from time to time.
		(ii) Efforts to encourage public authority to participate in these programmes	-
		(iii) Training of CPIO/APIO	-
		(iv) Update & Publish guidelines on RTI by the Public Authorities concerned	-