

THE INFORMATION HANDBOOK
(Under Section 4(I) (b) of the Right to Information Act, 2005)

S.No.	Component	Details
01	<p>Particulars of Organization, Functions and Duties</p> <p>2.1. Objective / purpose of the public authority</p> <p>2.2 Mission/Vision Statement of the public authority</p> <p>2.3 Brief history of the public authority and context of its formation.</p>	<p>2.1 Human Resource Development, Research & Development, Service Models, Documentation and Dissemination, Consultancy, Extension and Out Reach programmes.</p> <p>2.2 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.</p> <p>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.</p> <p>2.3: The National Institute for the Mentally Handicapped is a registered society established in the year 1984 as an autonomous body under the Ministry of Social Justice and Empowerment, Government of India. The institute is an apex body having tripartite functions of training, research and services in the field of mental retardation in the country. Since 27 years, the institute has been making striking advances in building capacities to empower persons with mental retardation.</p> <p>NIMH is an Institute of excellence which focuses on high standards in every aspect of its functioning to bring equality and dignity in the lives of persons with mental retardation which is endorsed by ISO 9001-2008 certification.</p>

<p>2.4. Duties of the public authority</p> <p>2.5. Main activities/functions of the public authority</p> <p>2.6. List of services being provided by the public authority with a brief write-up on them.</p>	<p>Enclosed at Annexure - I</p> <p>Enclosed at Annexure - II</p> <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>2.6. 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.</p> <p>These services are:</p> <p>a. Sensory Integration therapy for persons with mental retardation associated with sensory impairments.</p>
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- 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. Electromyography for diagnosis of associated neuromuscular disorders in Persons with metal retardation.
- e. Re habilitation services for persons with multiple handicapped (disabilities).
- f. Nutritional counseling 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.

EXTENSION AND OUTREACH SERVICES TO REACH THE UN-REACHED.

- a. Community based Rehabilitation for the persons with all disabilities in the community.
- b. Mobile service for persons with mental retardation in twin cities of Hyderabad and Secunderabad.

<p>2.7 Organizational Structure Diagram at various levels namely State, directorate, region district, block etc. (whichever is applicable).</p> <p>2.8 Expectation of the public authority from the public for enhancing its effectiveness and efficiency.</p> <p>2.9 Arrangements and methods made for seeking public participation/ contribution.</p> <p>2.10 Mechanism available for monitoring the service delivery and public grievances.</p> <p>2.11 Addresses of the main office and other offices at different levels.</p>	<p>Sheet Enclosed- (Annexure - III)</p> <p>-</p> <p>-</p> <p>-</p> <p><u>HEAD QUARTER :</u> <u>Director-</u> National Institute for the mentally Handicapped Manovikas Nagar, Secunderabad - 500 009</p> <p><u>Regional Centre New Delhi:</u> The Officer Incharge ,NIMH-RC, Kasturba Niketan, Lajpat Nagar-II, New Delhi-110 024.</p> <p><u>Regional Centre Navi Mumbai:</u> The Officer Incharge, NIMH-RC, Ground Floor, Maruti Mount View, Next to Apna Bazar, Sector-8B, Artists Village, CBD Belapur, Navi Mumbai-400 614.</p> <p><u>Regional Centre Kolkata:</u> The Officer Incharge, NIMH - RC, Bonhooghly, B.T.Road, Kolkata - 700 090.</p>
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	2.12 Morning/closing hours of the office.	<p><u>Model Special Education Centre:</u> The Principal, NIMH, Model Special Education Centre, Kasturba Niketan, Lajpat Nagar-II, New Delhi - 110 024.</p> <p>Working Days: Monday to Friday 9.00 a.m to 5.30 pm.</p>
02	<p>Power and Duties of Officers and Employees</p> <p>3.1. Provide details of the powers and duties of officers and employees of the organization.</p>	<p>Powers of Director (Annexure- I)</p> <p>Powers of Deputy Director Admn. (Annexure - II)</p>
03	<p>Rules, Regulations, Instructions, Manual and Records, for Discharging Functions.</p> <p>4.1 Provide list of rules, regulations, Instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the given format.</p>	-
04	<p>Particulars of any arrangement that exist for consultation with, or representation by, the members of the public in relation the formulation of its policy or</p>	

	<p>implementation thereof.</p> <p>5.1 Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in the given format.</p> <p>5.2 Whether there is any provision to seek consultation/ participation of public or its representatives for implementation of policies? If there is, please provide details of provisions in the given format.</p>	
05	<p>A statement of the categories of documents that are held by it or under its control.</p> <p>6.1 Use the format given below to give the information about the official documents. Also mention the place where the documents are available for e.g. at secretariat level, directorate level, others.</p>	
06	<p>A Statement of boards, council, committees and other bodies constituted as its part.</p>	<p><u>General Council:</u> President - Secretary, Ministry of Social Justice and Empowerment , . Member - Joint Secretary concerned, Ministry of Social Justice and Empowerment Member - Financial Adviser - Ministry of Social Justice and Empowerment</p>

	<p>7.1 Provide information on Boards, Councils, Committee and other Bodies related to the public authority in the given format.</p>	<p><u>Executive Council:</u> Chairman - Joint Secretary Ministry of Social Justice and Empowerment Member - Financial Adviser - Ministry of Social Justice and Empowerment Member - Director Ministry of Social Justice and Empowerment AND Academic committee, Purchase committee, internal committees</p>
07	<p>The names, designations and other particulars of the Public Information Officers.</p> <p>8.1 Provide contact information about the Public Information Officers, Assistant Public Information Officers and Departmental Appellate Authority of the Public Authority in the given format.</p>	<p>Shri T.Mugesh, Public Information Officer, NIMH, Secunderabad</p> <p>Shri. C.Siddeshwar, AAO(PM) Assistant Public Information Officer, NIMH Shri B.V. Ram Kumar, DD(A) & Appellate Authority of Public Authority, NIMH</p>
08	<p>Procedure followed in Decision Making Process</p> <p>9.1 What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manuals and Rule of Business Manual, and other rules/regulations et. can be made.)</p> <p>9.2 What are the documented procedures/ laid down procedures/ Defined Criteria/ Rules to arrive at</p>	<p><u>9.1</u> All the relevant GOI rules issued from time to time are followed</p> <p><u>9.2</u> As per the decision of the competent authority with reference to the GOI rules on the subject.</p>

	<p>a particular decision for important matters? What are different levels through which a decision process moves?</p> <p>9.3 What are the arrangements to communicated the decision of the public?</p> <p>9.4 Who are the officers at various levels whose opinions are sought for the process of decision making?</p> <p>9.5 Who is the final authority that wets the decision?</p> <p>9.6 Provide information separately in the given format for the important matters on which the decision is taken by the public authority.</p>	<p>AAO(PM), DDA and Director</p> <p>-</p> <p>9.4 - HOD's of concerned departments.</p> <p>Director/EC/Ministry</p>
09	<p>Directory of Officers and Employees</p> <p>10.1 Provide information district wise in the given format.</p>	<p>Sheet enclosed (Annexure - IV)</p>
10	<p>The monthly Remuneration Received By Each of its Officers and Employees, including the System of Compensation as</p>	<p>-</p>

	Provided in Regulations.	
	11.1 Provide information in the given format	

11	<p>The Budget Allocated to each Agency (Particulars of all plans, proposed expenditures and reports on disbursement made)</p> <p>12.1 Provide information about the details of the budget for different activities under different schemes in the given format</p>	
12	The Manner of Execution of Subsidy Programmes	
13	<p>Particulars of Recipients of Concessions, permits or authorization granted by it</p> <p>14.1 Provide the information as per the given format.</p>	
14	<p>Norms set by it for the discharge of its functions</p> <p>15.1 Provide the details of the Norms / Standards set by the</p>	

	<p>department for execution of various activities / programmes.</p>	
15	<p>Information available in an electronic form</p> <p>16.1 Provide the details of the information related to the various schemes which are available in the electronic format.</p>	
16	<p>ParticularS of the facilities available to citizens for obtaining information</p> <p>17.1 Means, methods or facilitation available to the public which are adopted by the department for dissemination of information</p>	
17	<p>Other Useful Information</p> <p>a. Frequently Asked Questions and their Answers by Public.</p> <p>b. Related to seeking Information.</p>	