

ANNEXURE –1
PUBLICATION OF INFORMATION REGARDING SPECIFIED IN RULE 4(1)(b)(i) OF THE RIGHT TO INFORMATION ACT, 2005
(The particulars of the organization, functions and duties)

Sr. No.	Name of the Organisation /Department/ Board / Corporation/ Institution	Function and duties (in brief)
1.	Government Institute for Mentally Retarded Children, Sector 32, Chandigarh.	<p>Govt. Institute for Mentally Retarded Children is providing comprehensive services for the mentally challenged children including Autism, cerebral palsy, Multiple disability and the families of these persons. The services for the mentally challenged include prevention, early identification, medical case education, vocational training recreational, sports, employment, assessment and issuing disability and guardianship certificates. The services for the families include self help group, training of parents and siblings, awareness about Notional Trust. Persons with disability act and various legal provisions. Community based services home based services home based services, school screening camps and networking with other. Agencies. At present there are 300 students on the roll of the Institute and 25 students are living in the Hostel. Setup for early detection and prevention of disability. The Institute is having an intakes of 20 students per year for DVR(MR). The Genetic Laboratory is being setup for early detection and prevention of disability.</p> <p>Duties:</p> <ul style="list-style-type: none"> • To provide medical care (i) Speech and language therapy (ii) Behaviour therapy (iii) pharmaco therapy • To provide occupation & physiotherapy • Daily Mental Retardation Clinic to identify M.R.C. and associated physical or psychological problems. • Early Intervention Programme to provide. • To provide Community Based Rehabilitation Programme to Mentally Challenged who can not be benefited from Institution. • Human Resource Development in the area of Disability and GIMRC is running Diploma in Vocational Rehabilitation, Foundation Course and Care Givers Training. • To develop sports for the mentally challenged. • To support self help groups and NGO working in the field. • Rehabilitation of mentally challenged. • To provide education according to chronological and mental age. • To provide vocational Training i.e. Book binding and file making, cooking & bakery, cutting and tailoring, candle making, chalk making canning of chairs, carpentry, screen printing, masala grinding and packing and paper recycling unit. • Implementation of National Programme i.e. Disability certificate guardianship certificate, Integrated education for disabled children (IEDC), information centre.

ANNEXURE –2
PUBLICATION OF INFORMATION REGARDING SPECIFIED IN RULE 4(1)(b)(ii) OF THE RIGHT TO INFORMATION ACT, 2005
(The powers and duties of the officers and employees)

Sr. No.	Name of the Organisation /Department/ Board / Corporation/ Institution	Powers and duties (in brief)
1.	Director Ex-officio	<p>Powers:</p> <ul style="list-style-type: none"> • To work as Head of Department under Rule 14 of the Delegation of Financial Power Rules 1978, as notified/ issued by The Finance Department, Chandigarh Administration from time to time • Sanction all kind of purchase expenses upto Rs 20,00,000/- as per rules and formalities • Sanction Contingent Expenses for recurring upto Rs.10,000 and non-recurring upto Rs 40,000/- • Sanction of Claim of Medical Bills upto Rs. 10,000/- <p>Duties:</p> <ul style="list-style-type: none"> • Process the cases of Group 'A' & 'B' posts. • Creation / abolition of Group 'C' & 'D' (Ministerial & Non- Ministerial i.e. Para Medical and Teaching Staff) with Finance Department. • Continuation/ Conversion of Group 'C' & 'D' (Ministerial & Non- Ministerial i.e. Para Medical and Teaching Staff) • Framing/ Amendments of Recruitment Rules of Group 'C' (Ministerial & Non- Ministerial i.e. Teaching posts) in consultation with Chandigarh Administration. • Recruitment/ Promotion/ Confirmation/ Transfer / Posting/ against group 'C' & 'D' (Ministerial & Non- Ministerial i.e. Teaching Staff) • Issue of No Dues Certificates/ No Objection Certificate / Forwarding Applications in respect of group 'C' & 'D' (Ministerial & Non- Ministerial i.e. Teaching Staff). • Ordering of Preliminary & regular inquiries and Grant of Honorarium and acceptance of Fee for group 'C' & 'D' (Ministerial & Non- Ministerial i.e. Teaching Staff). • Deputation/ Foreign Service (within India) in respect of group 'C' & 'D' (Ministerial & Non- Ministerial i.e. Teaching Staff) posts. with approval of Administrative Department. • Admissions of DVR (MR) as per RCI schedules.
	Joint Director Ex-officio	<ul style="list-style-type: none"> • Heading Academic, Medicals and Establishment/ Administrative work and processing the cases relating to appointments, postings, transfers, disciplinary action , enquiries/ vigilance enquiries, termination, all court cases except court cases related to contractual staff appointed through various Contractors in GIMRC. • All other matters relating to Administration and Establishment viz-a-viz preparation and maintenance of Service Books in respect of Group 'C' & 'D'. Sanction of Earned leave in respect of Group 'C' & 'D'. Sanction of TA on tour, LTC, issue of No Objection Certificates as required under the conduct rules, authentication and forwarding of Pension Cases to the AG in group Chandigarh Medical Reimbursement upto the limit of Rs. 2000/- in each case, sanction of allowances Reimbursement of Tuition Fee etc. • Processing the cases relating to admission of students, other matters etc. • To work as Head of Office under Rule 14 of the Delegation of Financial Power Rules 1978, as notified by the Finance Department, Chandigarh Administration vide order No. F&PO(5)- 92/8345, dated 15.07.1992 and to sanction Contingent

		<p>Expenses upto Rs. 10,000/- as per rules & formalities.</p> <ul style="list-style-type: none">• Sanction of claims relating to payment of Water, Electricity & Telephone bills, payment of legal charges to the advocates as per rates determined by the L.R.• Work relating to the Estate at RIMH.
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ANNEXURE –3

PUBLICATION OF INFORMATION REGARDING SPECIFIED IN RULE 4(1)(b)(iii) OF THE RIGHT TO INFORMATION ACT, 2005
(The procedure followed in the decision making process, including channels of supervision and accountability)

Sr. No.	Nature/ Type of Work	Level at which the case is initiated. (Name of the post)	Name of the post which deal with the case before the decision making authority	Level at which decision is made (Name of the post)
1.	<ul style="list-style-type: none"> • Creation/ Abolition/ Continuation of all categories of Posts. • Appointments/ Establishment and service matters of Group ``C' & 'D' posts • Recruitment Rules of Group 'C' & 'D' • DPC for 'C' & "D' posts/ screening committee for Group C & D also co-ordination for 'C' & 'D' posts • TA /LTC advance to group "C" and "D" • Procurement & store purchase • Appointment/ resignation/ relieving of regular Group B, C & D staff • Grant of Ex- India leave and permission to attend international workshop • Permission to Maternity / Paternity / Medical leave / earned leave and other regular leave, Permission to grant CL to ministerial staff, Permission to grant CL to Teaching Non-Teaching & Paramedical Staff. • Fellowship/ study leave to faculty group " C" & "D" within India on Govt. Expenses • Posting/Leave adjustment Group "D" / contractual employees • Permission to initiate disciplinary action in r/o regular staff and contract staff • Grant of permission for sanction electricity water charges/ telephone bill • Payment of pension, gratuity, leave encashment Grant in Aid sanction / reconciliation of account • Allotment of residence / other related matters • Administrative approval / approval of rough cost estimate upto Rs 5 lacs • All types of miscellaneous work related to office 	<p>Establishment Branch I, Accounts, Store, Procurement and Estate etc.</p> <p>Superintendent</p>	<p>Joint Director GIMRC</p>	<p>Advisor to the Administrator In case of Group "A' post and SMER in case of group 'B' post through Director GIMRC</p> <p>Other at the level of Director GIMRC</p>
2.	<p>Academic</p> <ul style="list-style-type: none"> • Institution i.e. Admission examination etc. i.e. DVR (MR), Foundation Course and Caregivers • Research Project, Seminars, awareness camps, Sports, Cultural functions, workshops and entertainment etc. and other matters related to Academic • Teacher's & Students return 	<p>Research Assistant – cum-Officer Incharge</p>	<p>Joint Director GIMRC</p>	<p>Director GIMRC</p>

ANNEXURE –4

PUBLICATION OF INFORMATION REGARDING SPECIFIED IN RULE 4(1)(b)(iv) OF THE RIGHT TO INFORMATION ACT, 2005
(The norms set for the discharge of its functions)

Name of the Department/ Board/ Corporation/ Institution/ Office: Govt. Institute for Mentally Retarded Children Sector 32I, Chandigarh

Sr. No.	Item of work	Norms set by the department (number of days taken for decision making)
1.	Current file, PUC's, correspondence letter, routine cases, noting and drafting, receiving, registering and distributing dak, classified dak, come back cases, etc.	disposal of work within 10 days, Clerk --- 2 or 3 days Assistant --- 2 or 3 days Superintendent—2 days Officers – 2 days
2.	Urgent dak/ cases i.e. Parliament Question, Lok Sabha Question, Date bound references, urgent Cases where financial implications involved etc.	Clerk—1 day Assistant—same day Superintendent – same day Officers – same day

ANNEXURE –5

PUBLICATION OF INFORMATION REGARDING SPECIFIED IN RULE 4(1)(b)(v) OF THE RIGHT TO INFORMATION ACT, 2005
(The rules, regulations, instructions, manuals and records, held by it or under control or used by employees for discharging functions)

Name of the Department/ Board/ Corporation/ Institution/ Office: Govt. Institute for Mentally Retarded Children Sector 32I, Chandigarh

Sr. No.	Name of the Act	Name of the Rules	Name of the Manuals	Instructions (Write circular No./ date)	Any other Record/ Document
1.	Right to Information Act, 2005	(i) Service Rules – Punjab pattern (ii) Financial Rules under GFR i.e. Central Rules	Standing Manuals – Manuals of Chandigarh Administration	Instructions/ guidelines received from The Government of India or from the State of Punjab adopted by Chandigarh Administration from time to time	As applicable to the employees of Chandigarh Administration

ANNEXURE –6

PUBLICATION OF INFORMATION REGARDING SPECIFIED IN RULE 4(1)(b)(vi) OF THE RIGHT TO INFORMATION ACT, 2005

(Statement of the categories of documents that are held or under control)

Name of the Department/ Board/ Corporation/ Institution/ Office: Govt. Institute for Mentally Retarded Children Sector 32I, Chandigarh

Sr. No.	Category of documents
1.	<p>Urgent dak:-</p> <ul style="list-style-type: none">• Telegrams, savingrams, wireless messages, and telex messages• Registration, postal dak• Inter departmental file• Court summons and receipts enclosing valuable documents i.e. service books, arrangements etc.• Parliament question, resolution, cut motion and references seeking information etc.• Unopened inner cover containing classified dak• Letter from Govt. of India, ministries, Member of Parliament and Chandigarh Administration• Any other category covered by Departmental Instructions

ANNEXURE -7

PUBLICATION OF INFORMATION REGARDING SPECIFIED IN RULE 4(1)(b)(vii) OF THE RIGHT TO INFORMATION ACT, 2005
(The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to
the formulation of policy or implementation thereof)

Name of the Department/ Board/ Corporation/ Institution/ Office: Govt. Institute for Mentally Retarded Children Sector 32, Chandigarh

Sr. No.	Details/ Type of arrangements made
1.	Reference books, note portion of the current file ending with the note for consideration, running summary of facts, draft of approval, correspondence portion of the current file ending with the latest receipt or issue extracts of notes, copies of orders, resolution gazettes, record file, routine notes and papers arranged in chronological order

ANNEXURE –8

PUBLICATION OF INFORMATION REGARDING SPECIFIED IN RULE 4(1)(b)(viii) OF THE RIGHT TO INFORMATION ACT, 2005

(Statement of the boards, councils, committees and other bodies)

Name of the Department/ Board/ Corporation/ Institution/ Office: Govt. Institute for Mentally Retarded Children Sector 32, Chandigarh

Sr. No.	Name of the Board(s)	Name Of Council(s)	Name of Committee(s)	Name of Other bodies(s) constituted by the deptt.	Whether meetings of these bodies are open to the public (Yes/ No)	Whether the minutes of such meetings are accessible for public (Yes/ No)
1.	Medical Board for examination and issuance of Disability Certificate	---	<ul style="list-style-type: none"> • Departmental Promotion Committee regarding Group 'C' & 'D' • Sexual Harassment Committee • Committee for supervising the House keeping & Sanitation Services & Gen. Services Contract • Wage disbursement committee in respect of Contractual employees • Regarding removal of anomalies in the RRs • Wage disbursement committee in respect of the contractual employees of House Keeping & Sanitation Contractor • Wage disbursement committee in respect of the contractual employees of Security Services Contractor • Maintenance/Repair Institute Building committee • Lower Purchase Committee • Technical/ Repair Committee • Library Committee • Cultural Committee • Mess Committee • Sports Committee • Miscellaneous Committees 	None	No	Yes

SPECIFIED IN RULE 4(1)(b)(ix) OF THE RIGHT TO INFORMATION ACT, 2005

(The particulars of the organization, functions and duties)

Name of the Department/ Board/ Corporation/ Institution/ Office: Govt. Institute for Mentally Retarded Children Sector 32, Chandigarh

Sr. No.	Name of the Officer/ Employee	Designation	Telephone Number (O)
1.	Prof. Raj Bahadur	Director	2676037 Ext-4321 (O), 2725555(R)
2.	Prof. B. S. Chavan	Joint Director	2647760 2621342 Ext. (31)

ANNEXURE –10

PUBLICATION OF INFORMATION REGARDING SPECIFIED IN RULE 4(1)(b)(x) OF THE RIGHT TO INFORMATION ACT, 2005
(Monthly remuneration received by the Officers and employees)

Name of the Department/ Board/ Corporation/ Institution/ Office: Govt. Institute for Mentally Retarded Children Sector 32, Chandigarh

Sr. No.	Name of the Officer/ employee	Monthly emoluments (Rupees)
1.	List attached	

ANNEXURE –11

PUBLICATION OF INFORMATION REGARDING SPECIFIED IN RULE 4(1)(b)(xi) OF THE RIGHT TO INFORMATION ACT, 2005
(Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made)

Name of the Department/ Board/ Corporation/ Institution/ Office: Govt. Institute for Mentally Retarded Children Sector 32, Chandigarh

Sr. No.	Head/ Item of the budget	Proposed expenditure during the year (in Rupees)	Disbursement made (in Rupees)
1.	Salaries	34,00,000/- (P) 21,30,000/- (NP)	15,56,000/- 9,26,000/-
2.	Medical Treatment	1,00,000/- (P) 55,000/- (NP)	NIL NIL
3.	Office Expenses	10,00,000/- (P) 3,15,000/- (NP)	3,23,000/- 90,000/-
4.	Supplies & Material	10,00,000/- (P)	2,50,000/-
5.	Other Charges	30,00,000/- (P)	13,45,000/-
6.	Motor Vehicles	15,00,000/- (P)	NIL
7.	Machinery & Equipment	25,00,000/- (P)	6,44,000/-

ANNEXURE –12

PUBLICATION OF INFORMATION REGARDING SPECIFIED IN RULE 4(1)(b)(xii) OF THE RIGHT TO INFORMATION ACT, 2005
(The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes)

Name of the Department/ Board/ Corporation/ Institution/ Office: Govt. Institute for Mentally Retarded Children Sector 32, Chandigarh

Sr. No.	Scheme under subsidy given	Manner of execution of Subsidy programme	Amount allocated (Rs.)	Details of beneficiaries
1.	---	---	---	---

ANNEXURE –13

PUBLICATION OF INFORMATION REGARDING SPECIFIED IN RULE 4(1)(b)(xiii) OF THE RIGHT TO INFORMATION ACT, 2005
(Particulars of recipients of concessions, permits or authorizations granted)

Name of the Department/ Board/ Corporation/ Institution/ Office: Govt. Institute for Mentally Retarded Children Sector 32, Chandigarh

Sr. No.	Concessions/ Permit/ Authorization grant	Name of the recipient	Address of the recipient
1.	Free Medical Treatment	All UT Govt. Employees	---

ANNEXURE –14

PUBLICATION OF INFORMATION REGARDING SPECIFIED IN RULE 4(1)(b)(xiv) OF THE RIGHT TO INFORMATION ACT, 2005
(Details in respect of the information, available, reduced in an electronic form)

Name of the Department/ Board/ Corporation/ Institution/ Office: Govt. Institute for Mentally Retarded Children Sector 32, Chandigarh

Sr. No.	Type of information
1.	<ul style="list-style-type: none"> ➤ Director Message ➤ Institution Introduction ➤ Departments ➤ OPD/Classes/Groups as per IQ level ➤ Charges ➤ Faculty ➤ Courses ➤ Admissions ➤ Feed back ➤ Telephone Directory ➤ Statistics ➤ Tender Notice ➤ Jobs ➤ National Trust Act ➤ Disability Certificate ➤ Concession Certificate (Railway, Bus)

ANNEXURE –15

PUBLICATION OF INFORMATION REGARDING SPECIFIED IN RULE 4(1)(b)(xiv) OF THE RIGHT TO INFORMATION ACT, 2005
(Particulars of facilities available to citizens for obtaining information)

Name of the Department/ Board/ Corporation/ Institution/ Office: Govt. Institute for Mentally Retarded Children Sector 32, Chandigarh

Sr. No.	Facilities available	Remarks (No. of days in a week/Timings etc.)
1.	GIMRC website http://gimrc.gov.in	24 hours

ANNEXURE –16

PUBLICATION OF INFORMATION REGARDING SPECIFIED IN RULE 4(1)(b)(xiv) OF THE RIGHT TO INFORMATION ACT, 2005

(Particulars of facilities available to citizens for obtaining information)

(Names, designations and other particulars of the Public Information Officers)

Name of the Department/ Board/ Corporation/ Institution/ Office: Govt. Institute for Mentally Retarded Children Sector 32, Chandigarh

Sr. No.	Name of the State Publication Information officer	Designation	Telephone No.(office/Residence)	Residential Address	Assistant State Publication Information Officer	Telephone Number (Office/Residence)	Residential Address
1.	Prof. B.S. Chavan	Joint Director	2647760 2621342 Ext. (31) 2646767 (R)	# 1110, Doctor Complex Sector-32/B, Chandigarh	Smt. Asha Rani, Superintendent Gr-II Mr. Jaspal Sharma Sr. Assistant	2647760 2621342 (O) Extn. 38 2647760 2621342 (O) Extn. 32	# 1031 Sector-18/C, Chandigarh # 473, Adarsh Nagar, Naya Gaon

Sr. No.	Name of Teaching	Designation
1.	Prof. B. S. Chavan	Joint Director
2.	Mrs. Asha	Superintendent
3.	Mr. Jaspal Sharma	Sr. Assistant
4.	Mr. Sanjeev Sharma	Clerk
5.	Mr. Praveen	Hostel Superintendent
6.	Mr. Tilak Raj	Driver
7.	Ms. Neelam	Library Restorer
8.	Mr. Juganu	Safai-Karamchari
9.	Mr. Salinder	DEO-cum-Clerk
10.	Mr. Ravinder	DEO-cum-Clerk
11.	Ms. Vani Ratnam	Research Assistant cum Officer-in-charge
12.	Mr. C.B. Pahuja	Sr. Vocational Instructor
13.	Ms. Veena	Special Educator
14.	Ms. Vandana	Special Educator
15.	Mr. Anil Kumar	Special Educator
16.	Mr. Shashi Sinha	Special Educator
17.	Mr. Hemant	Special Educator
18.	Mr. Sandeep Sharma	Special Educator
19.	Ms. Nidhi Khurana	Special Educator
20.	Ms. Reetika	Special Educator
21.	Mr. Manick	Special Educator
22.	Ms. Kiran Sharma	Special Educator
23.	Ms. Monika	Special Educator

24.	Ms. Reena	Special Educator
25.	Ms. Ranjana	Special Educator
26.	Ms. Preeti	Special Educator
27.	Ms. Meenu Devi	Special Educator
28.	Mr. Surinder Singh	Special Educator
29.	Ms. Amandeep Kaur	Clinical Psychologist
30.	Ms. Shagun	Special Educator
31.	Mr. Jatinder Pal Singh	Special Educator
32.	Mr. Parbhat Kumar	Vocational Instructor
33.	Ms. Sanyogita	Vocational Instructor
34.	Ms. Saika Jauhar	Vocational Instructor
35.	Mr. Mohan Lal	Vocational Instructor
36.	Ms. Mamta	Craft Instructor
37.	Mrs. Ashima	Music Teacher
38.	Ms. Amandeep Kaur	Clinical Psychologist
39.	Ms. H. B. David	Hostel Nurse
40.	Ms. Kiran Bala	Speech Therapist
41.	Ms. Raman Jot	Physiotherapist
42.	Ms. Sneha Lata	Occupational Therapist
43.	Mr. Kumud Giri	Yoga Therapist
44.	Ms. Surinder Kaur	Clinical Psychologist (NPRPD)
45.	Ms. Rajni Kataria	Social Worker
46.	Mr. Bharat	Mali

LIST OF OUT SOURCE EMPLOYEES

Sr. No.	Name	Designation
1.	Mr. Praveen Sharma	Att/Aya
2.	Mr. Ashok Kumar	---
3.	Mrs. Saroj	---
4.	Mrs. Raj Kaur	---
5.	Ms. Nidhi	---
6.	Mr. Shashi Pal	---
7.	Mr. Deepak Kumar	---
8.	Mr. Vinod	Mali
9.	Mr. Ramesh	Mali
10.	Mr. Parmod	Peon
11.	Mr. Chandrika	Peon
12.	Mr. Shiv Kumar	Sweeper
13.	Mr. Saurabh Chopra	---
14.	Mrs. Kanti Devi	---
15.	Mrs. KundlaKumari	Att/Aya
16.	Mr. Dalbir Singh	Sweeper
17.	Mr. Pappu	Sweeper
18.	Ms. Bimla	Att/Aya
19.	Mrs. Madhu	---
20.	Mr. Ramesh Chand	---
21.	Ms. Reeta	---
22.	Mr. Harmesh Singh	---
23.	Mrs. Davinder Kaur	Foster Care Mother
24.	Mr. Shiv Pal	Foster Care Father