

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 Organization /Department/ Board / Corporation/ Institution	Function and duties (in brief)
1.	Govt. Rehabilitation Institute for Intellectual Disabilities, Sector-31, Chandigarh	<p>This Institute is born with the name of Government Institute for Mentally Retarded Children which have been upgraded to Regional Institute for Mentally Handicapped Children and thereafter renamed as Government Rehabilitation Institute for Intellectual Disabilities under the Administrative control of Government Medical College and Hospital, Sector-32, Chandigarh. Earlier, this institute was established in the year 1964 under the Department of Education, Chandigarh Administration and provides specialized services to about 25 - 50 children/adults primarily from the Union Territory, Chandigarh and adjoining area of Punjab, Himachal and Haryana. Thereafter, this Institute was transferred from the Department of Education, to Government Medical College & Hospital, Sector 32, Chandigarh during December, 1998. Since then the Institute is functioning under the Administrative control of Govt. Medical College & Hospital, Sector 32, Chandigarh and presently, this Institute is providing Special Education, Vocational Training, Medical Care and Residential Services to about 500 Children/Adults from the different categories of intellectually disabled children/persons primarily from the Union Territory, Chandigarh and the adjoining States of Punjab, Himachal and Haryana and as well as over the country.</p> <p>This Institute has been Established/Upgraded with a vision to promote and develop Special Education, Vocational Training, Rehabilitation, Medical Care, Research and Human Resource Development for persons with Mental Retardation/intellectual disabilities in this Region as there is no such Institute in the Northern India that particularly provides services for these categories of Intellectually disabled. This Institute has three wings functioning in respective fields under the name of Govt. Rehabilitation Institute for Intellectual Disabilities (GRIID) as under:-</p> <ul style="list-style-type: none"> i) College wing for running D.Ed., B.Ed. & M.Ed. courses in Special Education (Intellectual Disabilities). ii) Special School for Intellectual Disabled iii) Clinic Section for clinical services to the Persons with Intellectual Disabilities including the Children with Special Needs. <p><u>COLLEGE WING:-</u></p>

In order to train qualified teaching/training personnel in the field of Intellectual Disabilities, this Institute has already started recognized courses of Rehabilitation Council of India, New Delhi i.e. Diploma, Degree courses such as D.Ed., B.Ed. and M.Ed. in Special Education (Mental Retardation) in GRIID, Sector 31, Chandigarh. The D.Ed. course is affiliated with the National Institute for Empowerment of Persons with Multiple Disabilities (NIEPD), Chennai whereas B.Ed & M.Ed. Degree courses in Special Education are affiliated to Panjab University, Chandigarh. All the three courses are recognized by Rehabilitation Council of India (RCI), New Delhi, a statutory body of Govt. of India under the parliament Act 1992. GRIID is one of the oldest and only teachers training Institution of RCI running M.Ed., B.Ed. & D.Ed. in special education (Intellectual Disability) in Northern region. It is mandatory for a college to have a Comprehensive Special School and Clinical Services in order to run courses recognized by Rehabilitation Council of India. GRIID has a well established school where near about 450 children with Intellectual Disability, Autism, Cerebral Palsy and Multiple Disabilities are being Trained, Educated and Rehabilitated. The comprehensive services being offered at GRIID helps the college students to have better exposure, understanding and an opportunity to learn the clinical skills. The details of the courses being offered at GRIID are as follows:-

M.Ed. Special Education - Intellectual Disability:-

The Panjab University, Chandigarh has granted affiliation to GRIID to run two years M.Ed. Special Education - Intellectual Disability with 10 seats. Eligibility to seek admission in the said course is B.Ed. Special Education - Intellectual Disability with 50% marks or its equivalent from a recognized University.

B.Ed. Special Education - Intellectual Disability:-

The Panjab University, Chandigarh has granted affiliation to GRIID to run two years B.Ed. Special Education - Intellectual Disability with 30 seats. Eligibility to seek admission in the said course is graduation with 50% marks in any discipline from a recognized University.

D.Ed. Special Education - Intellectual Disability:-

Every year a fresh batch of 30 students is enrolled in the Academic Session through online Aptitude

Test conducted by RCI. Eligibility to seek admission is intermediate from any board.

National/State Conference, Seminars & Continued Rehabilitation Education:-

GRIID is also contributing in the responsibility to update and upgrade the knowledge & skills of professionals working in different areas of intellectual disabilities in nearby states. GRIID conducts National conferences, Seminars and Continuing Rehabilitation Education (CRE) topics and Programmes for the teachers, parents of special children and other stakeholders to upgrade their knowledge and skills in the field of disability from time to time.

National Service Scheme (NSS):-

The cardinal principle of the NSS Programme is that it is organized by the students themselves, students through their combined participation in community service, get a sense of involvement in the tasks of nationa building. Every year students of D.Ed., B.Ed. & M.Ed. Special Education voluntary giving their best services in community based rehabilitation under the banner of NSS and are supporting for comprehensive rehabilitation of persons with disabilities as well as needy persons in and around Chandigarh.

SCHOOL WING:-

Special education plays a crucial role in the development of persons with Intellectual Disability. At GRIID school, comprehensive training is being imparted by Special Educators and Vocational Instructors to different levels of intellectual disability in order to develop their Personal, Social, Academic and Adaptive skills. Presently there are about 500 students with Intellectual Disability from the different categories i.e Cerebral Palsy, Children with Down syndrome and Children with Autism. Children come to take admission from all over the country. There is a hostel facility for persons with Intellectual Disability who come from places other than tricity. i.e. Chandigarh, Mohali and Panchkula. For commuting of students of hostel and day scholars from home to school and school to home, bus facility is also available. An ambulance is also available for students for medical emergency purposes.

In special school, there are 36 sections in which training and education is imparted to the students admitted in various sections such as Play, Autism, Primary, Secondary, Pre-Vocational and Vocational. There are dining rooms on each floor in which children of various sections eat together. With an objective to provide inclusive Education, School Readiness Program is being run in two sections for 3-7 year old students to mainstream them in

the normal education system.

There is a section especially for Intellectual Disability persons having Autism. As Autism core deficits areas are Communication, Socialization and Repetitive Behaviour, so these children are given training to increase social and communication skills and reduce Repetitive Behaviours. Each student is assessed on Standardized Assessment Tools and on the basis of it, an Individualized Education programme is planned after detailed discussion with parents.

Promotion to the next section is based on 80% achievement of the curriculum planned for the section. e. g. the child who is in primary section shall be promoted to the secondary section after having achieved 80% of the educational plan set up for him/her by the class teacher. From secondary, he/she is promoted to Pre-vocational wherein training in pre-requisites and functional academics required for the vocational trades are given.

Students above 18 years are trained in the area of occupational and social skills to make them economically independent in life. Training is imparted in the trades like Candle Making, Chair Recanning, Masala Grinding and Packing, Making pots, Carpentry, Book Binding, Cutting and Tailoring, Paper Recycling, Cooking and Bakery, Making Jewellery and Organic Farming.

With an aim of overall development of persons with intellectual disability, co-curricular activities such as Yoga, Dance, Music, Gym and Sports activities have also been organized in this Institute, the details of which are as under:-

Yoga:- Students are trained in yogic practices such as Asanas, Pranayama, Kriyas, Mudras and taught yogic rules-yama and niyama with an aim of providing holistic health. They are prepared in yoga dance demonstrations to perform in various functions and participate in International Day of Yoga

Gym:- Programmes such as Aerobics, Treadmill, Twister, Cross Trainer Cycling, Sit ups sessions are available in Gym. Focusing areas are weight reduction programme, cardiovascular endurance, increase flexibility and physical strength and development of physical and mental health

Dance:- Students learn to dance according to their special ability and interest. Students are taught different forms of Dance like Giddha, Bhangra, Folk, Patriotic, Saraswati Vandana and action songs. Most of the students have got good Rhythm and enjoy dance very much. Dance has a therapeutic effect for students with aggressive behaviour as it helps them to release the pent up emotions.

Instrumental and Vocal Section:- Students are taught to play instruments like congo, bongo, dholak, dhol, table, duff, banjaree, harmonium, keyboard, flute, patti-tarang, miracus, according to the special ability and interest of a child. Moreover, students who are able to sing are taught various forms of singing like classical music, composition songs, devotional songs, shabads, ghazals, folk, patriotic songs etc.

Sports:- Sports caters to the physical, mental, emotional and social needs of the persons with Intellectual Disability. Students have participated in various games such as netball, floorball, golf, floor hockey, alpine skiing, snow boarding, football, basketball, cricket, softball, throwball and badminton. They have won many awards at state, national and international level.

Each class has a Special Educator and an attendant as supportive staff to enable the proper management of students with intellectual disabilities having associated problems. There are 5 floors in GRIID school building. Each floor of GRIID school building has a security guard etc.

Note:- As per the Rehabilitation Council of India norms the student teacher ratio should be 1:8. For Sever students with Intellectual Disability should be 1:4.

CLINIC WING:-

The Child Development Clinic of GRIID was established with the aim of providing medical facilities to children with Intellectual Disability, Autism, Cerebral Palsy and Multiple Disabilities, i.e the disabilities covered under the National Trust Act (1999). Till date more than 10,000 children have availed the services of child development Clinic of GRIID.

The Services Provided by Clinic are:-

1. Diagnosis and Management of the four above mentioned conditions including management of co morbidities including provision of free medicines for seizures and behaviour management.
2. Vision screening
3. Hearing screening
4. Therapies (Speech, Occupational, Physiotherapy, Behavioural Therapy, Sensory Integration)
5. Special Education to OPD children above 3 years of age
6. IQ and autism assessment
7. Certification (Disability certificate and UDID i.e., Unique Disability Identity Cards, Railway concession

certificate etc.)

8. Telecounselling and Videoconferencing for out station patients.
9. Community based Rehabilitation.

The Multidisciplinary Team of Clinic consists of:-

1. Child Specialist
2. Psychiatrist
3. Clinical Psychologists
4. Special Educators
5. Speech therapists and audiologists
6. Physiotherapists
7. Occupational therapists
8. Optometrist
9. Medical Social Worker

The children with intellectual disability or developmental delay are seen in the OPD where they are assessed by various team members and individual management plan for each child as per his/her needs is made. The children are called for follow ups as per need and also given home based treatment plans. For outstation patients, Telecounselling and Videoconferencing services are being provided.

After assessment of disability, the parents apply for disability and UDID cards through <http://www.swavlambancard.gov.in> in website of government of which GRIID is also one of the approved centers in Chandigarh.

THERAPIES :

SPEECH THERAPY:-

Assessment & Management of Speech and Language Disorders such as Articulation Disorders, Fluency Disorders, Voice Disorders, Deviant language, and Receptive and Expressive Language Delays etc. The Speech Therapists provide their services for intensive Speech Stimulation, Auditory Training, Communication Disorders and other Speech and Language Delays.

PHYSIOTHERAPY:-

Assessment and Management of Musculo-Skeletal Disorders, Deficits in Gross Motor Skills,

Locomotor Impairments and other Neuro Muscular Disorders by a Physiotherapist.

OCCUPATIONAL THERAPY:-

Assessment and Management of Fine Motor Skills, Psycho-Social Skills, Cognitive and Perceptual skills by an Occupational Therapist, the treatment includes provision of Aids and Appliances.

SPECIAL EDUCATION:-

Assessment and training of Adaptive skills by a Special Educator for children above 3 yrs. of age including training of Personal, Social and Academic skills. Functional assessment and planning for future training including special education, inclusion, pre-vocational and vocational training is also provided.

BEHAVIOUR THERAPY:-

IQ assessment for severity of disability and management of associated Behavioural problems in the form of Behavioural modification therapy and ABA are done by a Clinical Psychologist. IQ certificates are issued only to those who have IQ below 70. Online application of disability certificates and UDID are done on swavlambhancard.gov.in.

DOCTORS:-

Paediatrician and Psychiatrist- for management of causes and co-morbidities like behaviour problems and seizures.

IQ ASSESSMENT AND IQ CERTIFICATE:-

I.Q assessment for severity of disability and management of associated Behavioural problems in the form of Behavioural modification therapy and ABA by a Clinical Psychologist. IQ certificates are issued only to those who have IQ below 70.

OPTOMETRY UNIT:-

Assessment and Management of Visual Acuity, Errors of Refraction (including Cyclopaedic

Refraction/Retinoscopy), Phoria's, Squint , Nystagmus by Optometrist.

SPECIAL CLINICS

DOWN SYNDROME CLINIC:-

Down syndrome Clinic is being run by this Institute to assess the Degree of Children for Intellectually Disability and other physical deficits. Specialist consultations are being given from GMCH-32. Children are also given special down syndroms cards and are followed up regularly in the clinic.

PSYCHIATRIC CLINIC:-

In this clinic a Psychiatrist accesses children for Psychiatric and Behavioural co-morbidities and manages accordingly.

EARLY INTERVENTION PROGRAMME:-

Early Intervention Clinic helps to detect early signs of delayed developmental milestones in children aged 0-6 years. The services provided under this Programme help these children to develop and enhance various skills such as social & interpersonal skills, play skills, gross and fine motor skills. Early identification and early intervention helps a child with special needs to reach his/her fullest potential and limits the extent of physical handicap to provide better quality of life.

MOTHER & CHILD PROGRAMME:-

This Programme provides 90 hrs of structured sessions, educating the mothers to help and improve the deficient skills, cognitive thinking, play skills and adaptive skills. The multi Professional Team helps the mother to understand the strengths and needs of her child. Children who have specific medical disorders such as visual and hearing impairment, Down's syndrome, other congenital malformations and ones who are born as premature, low birth weight babies are at risk for developmental delays and require early stimulation by the parents in home environment.

TELE-COUNSELLING SERVICES:-

This service is provided by the multi-disciplinary team of Child Development Clinic of GRIID for the parents from the neighbouring states for answering the queries, who are not able to bring their child for therapies at the institute experts include Clinical Psychologist, Social Worker, Special Educator, Occupational Therapist and Speech Therapist. These families can call HELPLINE No. 0172-2637361 on every Friday between 1:00 PM to 3:00PM.

AUTISM CLINIC:-

Children with autism may have mild intellectual deficits or have average or above intelligence. The Autism clinic at GRIID provides a complete evaluation of cognitive strengths and deficits, degree of autism by using a standardized tool and comprehensive management plan and therapies such as sensory integration therapy, parental counselling and Behaviour therapy. The team also helps the parents to develop an ADL activity schedule and guidance for education for these children.

COMMUNITY OUTREACH PROGRAMME:-

Community outreach programme provides rehabilitation services to the people who are unable to avail these services at GRIID due to various reasons. The team comprises of Speech Therapist, Social Worker, Occupational Therapist, Special Educator and Clinical psychologist. The facility including evaluation, therapies, disability assessment and certification at the community level so that Persons with intellectual disabilities at the various age ranges and IQ level will be benefited and can avail of the services at their remote locations. Community Outreach Program is also providing special education services It accelerates awareness and reducing the occurrence of disability by making people aware.

GRIID is also liasoning and networking with various stakeholders for the effective implementation and utilization of existing resources for the community rehabilitation of persons with intellectual disabilities at their remote areas like various Anaganwari centres at Khuda Lahora, Bapudham Colony, Kishangarh,Khajheri, Manimajra, Maloya, Burail, Khuda Jassu, Behlana, Makhanmajra, Kaimbwala, Palsora, Maulijagran, Mauli jagran complex, Indira Colony, Dadu majra, Hallo Majra, Ramdarbar, Dhanas, Maloya, Modern Complex-Mani majra, Raipur-Khurd.

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 Organization /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 ` 1.00 crore as per rules and formalities • Sanction of Claim of Medical Bills upto ` 2,50,000/- <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 ` 50,000/- 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 Expenses upto ` 1,00,000/- as per rules & formalities. • 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 GRIID.

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 ` 1.00 crore • All types of miscellaneous work related to office 	<p>Establishment Branch I, Accounts, Store, Procurement and Estate etc.</p> <p>Superintendent</p>	Joint Director GRIID	<p>Advisor to the Administrator In case of Group “A” post and SMER in case of group ‘B’ post through Director GRIID</p> <p>Other at the level of Director GRIID</p>
2.	<p>Academic</p> <ul style="list-style-type: none"> • Work pertaining to admission of D.Ed., B.Ed. & M.Ed. Special Education (Intellectual Disabilities) courses. • Affiliations/recognition/ extension of affiliations of B.Ed. & M.Ed. Spl. Edu. (ID) Courses with PU as well as Rehabilitation Council of India, New Delhi. • Periodic inspections i.e. Rehabilitation Council of India as well as by the Panjab University, Chandigarh which are time bound in manner. • Proposal for starting of new Courses. • Fee Structure of D.Ed., B.Ed. & M.Ed. Special Education (Intellectual Disabilities) Courses • Work pertaining to Annual Registration Returns of B.Ed. & M.Ed. SE-ID students with the Panjab University. • Submission of consolidated Panjab University dues with the concerned 	Administrative Officer	Joint Director GRIID	Director GRIID

<ul style="list-style-type: none"> authorities of Panjab University, Chandigarh. Misc issues like issuance of certificates to the admitted students, bonafide certificate, character certificate, scholarship cases, bus passes, tuition fee certificates, return of originals documents, request for extra classes etc. Disciplinary proceedings against students Issuing orders for grant of Scholarship to the Economically Weaker Section Students, SC/ST & OBC & Meritorious Students, Statistical Data of admitted students received from various departments of Chandigarh Administration. Preparation of Summer Vacation Roster and Winter Vacation Roster of the Clinic & HRD staff who are eligible for vacations. Award of contract for Paramedical, Technical, General, Housekeeping & Sanitation and Security Services. Release of wages and other issues related with the contractor & outsourced workers. Creation & fillup of posts & court cases etc. of Aashreya Home, Sector 47, Chandigarh. Purchase of ration, vegetables & dairy products etc. for the use of Orphan Residents of Aashreya Home, Sector 47, Chandigarh. Any other work assigned by the authorities from time to time. 			
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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. Rehabilitation Institute for Intellectual Disabilities, Sector-31, 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. Rehabilitation Institute for Intellectual Disabilities, Sector-31, 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. Rehabilitation Institute for Intellectual Disabilities, Sector-31, 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. Rehabilitation Institute for Intellectual Disabilities, Sector-31, 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. Rehabilitation Institute for Intellectual Disabilities, Sector-31, 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 Universal ID for Persons with Intellectual Disabilities-UDID	---	<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

ANNEXURE -9

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. Rehabilitation Institute for Intellectual Disabilities, Sector-31, Chandigarh

Sr. No.	Name of the Officer/ Employee	Designation	Telephone Number (O)
1.	Dr. G.P Thami	Director	0172-2601023, 2601024 Ex: 4321. Fax: 0172-2609360. 2646767(R)
2.	Dr. Ajeet K Sidana	Joint Director	2637349, 2637361, 2637396 2637369 Ext. (101)

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. Rehabilitation Institute for Intellectual Disabilities, Sector-31, Chandigarh

Sr. No.	Name	Designation	Monthly Emoluments
1	Mr. Jaspal Sharma	Administrative Officer	89322/-
2.			
3			
4			
5	Mr. Vishal Sabharwal	Superintendent Grade-II	63009/-
6	Ms. Rakhi	Sr. Assistant	61816/-
7	Ms. Sarbjit Kaur	Sr. Assistant	61816/-
8	Ms. Shivani Gupta	Sr. Assistant	61279/-
9	Mr. Paramjit Singh	Sr. Assistant	58071/-
10	Ms. Sunita Rani	Jr. Assistant	52215/-
11	Mr. Bhupender	Clerk	42751/-
12	Mr. Himanshu Chhikara	Clerk	42751/-
13	Mr. Ajay Kundu	Clerk	22378/-
14	Sh. Mahant Singh	Steno-Typist	50890/-
15	Smt. Vanadna Singh	Research Assistant	70862/-
16	Sh. Anil Kumar	Special Educator	71112/-
17	Smt. Veena Sharma	Special Educator	71112/-
18	Sh. Shashi K. Sinha	Special Educator	66067/-
19	Sh. Sandeep K. Sharma	Special Educator	68950/-
20	Sh. Ravinder Singh	Special Educator	60600/-
21	Ms. Opinder Kaur	Special Educator	60600/-
22	Smt. Nidhi Khuranna	Special Educator	59815/-
23	Smt. Meenu Devi	Special Educator	59815/-
24	Smt. Preeti Sharma	Special Educator	59815/-
25	Sh. Manick Chopra	Special Educator	52762/-
26	Ms. Reetika Thakur	Special Educator	56693/-
27	Ms. Alpna Gautam	Special Educator	50252/-
28	Ms. Shagun Sharma	Special Educator	47003/-
29	Mr. Yashvinder Kapil	Special Educator	47003/-

30	Ms. Manisha	Special Educator	43504/-
31	Mr. Prashant Kumar	Special Educator	47003/-
32	Mr. Vikesh Kumar	Special Educator	47003/-
33	Mr. Hemant Kr. Chandrachur	Special Educator	48124/-
34	Ms. Usha	Special Educator	47003/-
35	Mr. Rajiv Ahuja	Special Educator	44754/-
36	Ms. Reenu Mann	Special Educator	44319/-
37	Ms. Anisha	Special Educator	41259/-
38	Ms. Amandip Kaur	Special Educator	43035/-
39	Sh. Atul Sharma	Special Educator	43035/-
40	Ms. Ashima Sharma	Music Teacher	65817/-
41	Sh. Romi Kumar	Music Teacher	55758/-
42	Sh. Kumud Giri	Yoga Therapist	67704/-
43	Ms. Manisha	Yoga Therapist	60600/-
44	Ms. Parineeta Jindal	Yoga Therapist	60600/-
45	Ms. Sanyogita Mehta	Cooking & Bakery Instructor	65312/-
46	Ms. Saika Jauhar	Cutting & Tailoring Instructor	65312/-
47	Mr. Parveen Kumar	Hostel Supdt.	62796/-
48	Sh. Mohan Lal	Carpenter Instructor	52957/-
49	Ms. Ruchi	Vocational Instructor	28510/-
50	Ms. Anjali	Vocational Instructor	28510/-
51	Ms. Sumegha Gautam	Vocational Instructor	28510/-
52	Ms. Kamalpreet Kaur	Vocational Instructor	28510/-
53	Ms. Nisha Rani	Vocational Instructor	28510/-
54	Ms. Ramandeep Kaur	Vocational Instructor	28510/-
55	Mrs. Sneh Lata	Occupational Therapist	57738/-
56	Mr. Prasun Pankaj	Occupational Therapist	59468/-
57	Ms. Ramanjot	Physiotherapist	63794/-
58	Ms. Vidushi Sharma	Physiotherapist	61225/-
59	Ms. Yamini Gambhir	Physiotherapist	59218/-
60	Mrs. Mamta	Craft Instructor	60912/-
61	Mr. Dinesh Kumar	Optometrist/Refractionist	22379/-
62	Ms. Kiran Duggal	Speech Therapist	63240/-
63	Ms. Amandeep Kaur	Speech Therapist	55710/-

64	Mr. Prateek Gosawmi	Speech Therapist	55710/-
65	Ms. Preeti Singh	Speech Therapist	55710/-
66	Ms. Soni	Speech Therapist	55710/-
67	Mr. Jasmer Singh	Driver	43614/-
68	Mr. Jugnu	Safai Karamchari	36437/-

CONTRACT STAFF

List of Staff of GRIID

Sr. No.	Name of Employees	Designation	Monthly Emoluments
1.	Ms. Seema Devi	Clinical Psychologist	----

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 expenditure and reports on disbursement made)

Name of the Department/Board/Corporation/Institution/Office: GOVT. REHABILITATION INSTITUTE FOR INTELLECTUAL DISABILITIES SECTOR-31, CHANDIGARH

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. Rehabilitation Institute for Intellectual Disabilities, Sector-31, 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. Rehabilitation Institute for Intellectual Disabilities, Sector-31, 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. Rehabilitation Institute for Intellectual Disabilities, Sector-31, Chandigarh

Sr. No.	Type of information
1.	<ul style="list-style-type: none">➤ overview➤ Therapies➤ Community Based Programme➤ UDID Application Form and UDID site Link http://www.swavlambancard.gov.in/➤ Telemedicine Services➤ Video Conferencing Services through SKYPE➤ Director Message➤ 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. Rehabilitation Institute for Intellectual Disabilities, Sector-31, Chandigarh

Sr. No.	Facilities available	Remarks (No. of days in a week/Timings etc.)
1.	https://www.griid.edu.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. Rehabilitation Institute for Intellectual Disabilities, Sector-31, Chandigarh

Sr. No.	Name of the Transparency officer	Designation	Telephone No.(office/Residence)	Residential Address
1.	Sh. Jaspal Sharma	Administrative Officer	2637361, 2637396, 9915899126	# 572, Sector 11-A, Chandigarh.

Sr. No.	Name & Designation of the officer designated as CPIO	Residential Address	Telephone Number (Office/Residence)
1.	Dr. Shivangi Mehta, Incharge Clinic	#339-A, Mulberry Villas, Omaxe, New Chandigarh	9855784512
2.	Sh. Ramesh Kumar Katoch, Superintendent Grade-I	#157, Sector 22 A, Chandigarh	9888083590
3.	Sh. Uma Shankar Sharma, Section Officer	#1663, Sector 7C, Chandigarh	8360362742
4.	Sh. Sanjeev Sharma, Superintendent Grade II	# 3727, Sector 22D, Chandigarh	9872012617
5.	Sh. Vishal Sabharwal, Superintendent Grade II	#3158, Sector 19D, Chandigarh	9988899068
6.	Ms. Vandana Singh, Research Assistant	#801, Sector 33B, Chandigarh	9878783242

Address List of Faculty / Staff – GRIID College

Sr. No.	Name & Designation of Faculty / Staff	Residential Address	Telephone Number (Office/Residence)
1.	Mr. Bibhakar Vishwakaram (Assistant Professor)	House No. B5, Himnagar, Nayagaon, Distt.- SAS Nagar, Punjab	99154-63923
2.	Ms. Shahnaz Khan (Assistant Professor)	House No. 561, Phase-11, Sector-65, S.A.S Nagar, Mohali, Punjab	90414-72829
3.	Ms. Shikha Jain (Assistant Professor)	House No. 4080, First Floor, Sector-46-D, Chandigarh	94786-17450
4.	Ms. Reena Bhatia (Assistant Professor)	House No- 174/B, Santosh Niwas, Gali No- 7, Village- Jujhar Nagar, Mohali, Punjab	85579-67855
5.	Ms. Niharika Sharma (Assistant Professor)	House No- 3539, Sector-22-D, Chandigarh	86967-01933, 86993-34570

ANNEXURE -17

INFORMATION REGARDING THE DETAIL OF ALL FOREIGN AND DOMESTIC OFFICIAL TOUR UNDER THE RIGHT TO INFORMATION ACT, 2005						
During the Financial Year				2019-2020		
Sr. No	Name of the Department/ Board/ Corporation/ Institution/ Office	Officer Performed Journey	Place Visited	Period of Tour	Number of People	Total Cost
1.	GRIID, Sector-31C, Chandigarh	Sh. Jaspal Sharma, Administrative Officer	Chandigarh to New Delhi (UPSC)	03.05.2019	01	1368/-
2.	GRIID, Sector-31C, Chandigarh	Sh. Charan Singh, Supdt. Grade II	Chandigarh to New Delhi(UPSC)	03.05.2019	01	1368/-
3.	GRIID, Sector-31C, Chandigarh	Sh. Ravinder Singh, Spl Educator	Chandigarh to New Delhi	08.10.2019	01	628/-
4.	GRIID, Sector-31C, Chandigarh	Sh. Anil Kumar, Spl.Educator	Chandigarh to New Delhi(NHPDC)	18.03.2019	02	1208/-
5.	GRIID, Sector-31C, Chandigarh	Sh. Jaspal Sharma, Administrative Officer	Chandigarh to New Delhi(UPSC)	17.07.2019	01	1436/-
6.	GRIID, Sector-31C, Chandigarh	Sh. Jaspal Sharma, Administrative Officer	Chandigarh to New Delhi(UPSC)	16.10.2019	01	1409/-
7.	GRIID, Sector-31C, Chandigarh	Sh. Charan Singh, Supdt. Grade II	Chandigarh to New Delhi(UPSC)	17.07.2019 & 16.10.2019	01	2697/-
8.	GRIID, Sector-31C, Chandigarh	Sh. Vishal Sabharwal, Senior Assistant	Chandigarh to New Delhi(UPSC)	01.11.2019	01	1064/-
				TOTAL		11178/-

**GOVT REHABILITATION INSTITUTE FOR INTELLECTUAL DISABILITIES (GRIID)
SECTOR-31, CHANDIGARH**

LIST OF STAFF ADMINISTRATION

Sr. No.	Name	Designation
1	Mr. Jaspal Sharma	Administrative Officer
6	Ms. Rakhi	Sr. Assistant
7	Ms. Sarbjit Kaur	Sr. Assistant
8	Ms. Shivani Gupta	Sr. Assistant
9	Mr. Paramjit Singh	Sr. Assistant
10	Ms. Sunita Rani	Jr. Assistant
11	Mr. Bhupender	Clerk
12	Mr. Himanshu Chhikara	Clerk
13	Mr. Ajay Kundu	Clerk
14	Sh. Mahant Singh	Steno-Typist
15	Smt. Vanadna Singh	Research Assistant
16	Sh. Anil Kumar	Special Educator
17	Smt. Veena Sharma	Special Educator
18	Sh. Shashi K. Sinha	Special Educator
19	Sh. Sandeep K. Sharma	Special Educator
20	Sh. Ravinder Singh	Special Educator
21	Ms. Opinder Kaur	Special Educator
22	Smt. Nidhi Khuranna	Special Educator
23	Smt. Meenu Devi	Special Educator
24	Smt. Preeti Sharma	Special Educator
25	Sh. Manick Chopra	Special Educator
26	Ms. Reetika Thakur	Special Educator
27	Ms. Alpna Gautam	Special Educator
28	Ms. Shagun Sharma	Special Educator
29	Mr. Yashvinder Kapil	Special Educator
30	Ms. Manisha	Special Educator
31	Mr. Prashant Kumar	Special Educator
32	Mr. Vikesh Kumar	Special Educator
33	Mr. Hemant Kr. Chandrachur	Special Educator
34	Ms. Usha	Special Educator
35	Mr. Rajiv Ahuja	Special Educator
36	Ms. Reenu Mann	Special Educator
37	Ms. Anisha	Special Educator
38	Ms. Amandip Kaur	Special Educator
39	Sh. Atul Sharma	Special Educator
40	Ms. Ashima Sharma	Music Teacher
41	Sh. Romi Kumar	Music Teacher

42	Sh. Kumud Giri	Yoga Therapist
43	Ms. Manisha	Yoga Therapist
44	Ms. Parineeta Jindal	Yoga Therapist
45	Ms. Sanyogita Mehta	Cooking & Bakery Instructor
46	Ms. Saika Jauhar	Cutting & Tailoring Instructor
47	Mr. Parveen Kumar	Hostel Supdt.
48	Sh. Mohan Lal	Carpenter Instructor
49	Ms. Ruchi	Vocational Instructor
50	Ms. Anjali	Vocational Instructor
51	Ms. Sumegha Gautam	Vocational Instructor
52	Ms. Kamalpreet Kaur	Vocational Instructor
53	Ms. Nisha Rani	Vocational Instructor
54	Ramandeep Kaur	Vocational Instructor
55	Mrs. Sneh Lata	Occupational Therapist
56	Mr. Prasun Pankaj	Occupational Therapist
57	Ms. Ramanjot	Physiotherapist
58	Ms. Vidushi Sharma	Physiotherapist
59	Ms. Yamini Gambhir	Physiotherapist
60	Mrs. Mamta	Craft Instructor
61	Mr. Dinesh Kumar	Optometrist/Refractionist
62	Ms. Kiran Duggal	Speech Therapist
63	Ms. Amandeep Kaur	Speech Therapist
64	Mr. Prateek Gosawmi	Speech Therapist
65	Ms. Preeti Singh	Speech Therapist
67	Ms. Soni	Speech Therapist
68	Mr. Jasmer Singh	Driver
69	Mr. Jugnu	Safai Karamchari

CONTRACT STAFF

List of Staff of GRIID

Sr. No.	Name of Employees	Designation
1.	Ms. Seema Devi	Clinical Psychologist