



**Office of the State Commissioner  
for the Disabled,  
15/1, Model School Road,  
Thousand Lights, Chennai-600 006.**

**Information Handbook under  
Right to Information Act**

## Chapter 1

# Introduction

### 1.1 Background of this hand book (Right to Information Act-2005)

Parliament has enacted the Right Information Act 2005, which received assent of the President of India on 15<sup>th</sup> June 2005. Democracy requires an informed citizenry and transparency of information which are vital to its functioning.

This Handbook is published in pursuance of the stipulations described under section 4(1)(b) of the said act. This Handbook is for providing access to information relating to various programmes and schemes of the Government of Tamil Nadu for the disabled under the control of the Special Commissioner for the Disabled for promoting transparency and accountability in this office.

### 1.2 Objective of this hand book

The objective of this handbook is to enlighten the general public about the Department and its Subordinate Officers so that they can make full use of the schemes and programmes of the Department.

### 1.3 Intended users of this hand book.

All citizens of Tamil Nadu.

### 1.4 Organization of the information in this hand book

The hand book deals with the list of schemes implemented by this office, furnishing a brief write up on the organizational structure, duly explaining the expectations from the public for enhancing the effectiveness and efficiency of the office.

### 1.5 Definitions (Please provide definitions of various terms used in the hand book)

The book contains definitions relating to disabled welfare.

### **Definitions:**

**An Impairment** is a permanent or transitory psychological or anatomical loss and or abnormality.

**Disability** is defined as an existing difficulty in performing one or more activities which in accordance with the subjects, age, sex and normative social rules are generally accepted as essential, basic components of daily living such as self care, social relations and economic activity.

### **Disability includes**

- 1) Blindness
- 2) Low vision
- 3) Leprosy cured
- 4) Hearing Impaired
- 5) Locomotor disability
- 6) Mental Retardation
- 7) Mental Illness

### **Blindness:**

Refers to a condition where a person suffers from any of the following conditions namely,

- 1) Total absence of sight, or
- 2) visual activity not exceeding 6/60 or 20/200 snellen in the better eye with correcting lenses, or
- 3) Limitation of the field of vision subtending an angle of 20 degree or worse.

**Hearing Impairment** - loss of 60 decibels or more in the better ear in the conversational range of frequencies.

**Locomotor Disability** - disability of the bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy.

**Mental Illness** - any mental disorder other than mental retardation.

**Mental Retardation** - a condition of arrested or incomplete development of the mind of a person which is specially characterised by sub-normality of intelligence.

**Leprosy cured persons** - any person who has been cured of leprosy but is suffering from,

- a) loss of sensation in hand or foot as well as loss of sensation and paralysis in the eye and eye lid but with the manifest deformity,

- b) manifest deforming and paresis but having sufficient mobility in their hand and fact to enable them to engage in normal economic activity,
- c) extreme physical deforming as well as advanced age which prevents him from undertaking any gainful occupation, and the expression "Leprosy Cured" shall be constructed accordingly.

1.6 Contact person in case some body wants to get more information on topics covered in the hand book as well as other information also.

At the Head of the Department level:

Appellate Authority : Thiru. Mohan Verghese Chunkath, I.A.S.,  
Special Commissioner for the Disabled.

Public Information Officer Thiru. E. Shanmugasundaram,  
M.A., M.Phil., M.T.P., B.L.,  
Joint Director.

At District Level:

Public Information Officer	District Disabled Rehabilitation Officer (i/c.)
----------------------------	--

Assistant Public Information Officer	Junior Rehabilitation Officers
--------------------------------------	--------------------------------

Assistant Public Information Officer (Where there is no Junior Rehabilitation Officer posting)	Orthotic Technicians
--	----------------------

1.7 Procedure and fee structure for getting information not available in the hand book

NIL

## Chapter-2 (Manual-1)

### Particulars of Organization, Functions and Duties

#### 2.1 Objective / purpose of the public authority

To rehabilitate the disadvantaged group – persons with disabilities in a holistic manner including educational development and social economic empowerment. In other words to rehabilitate medically, economically, socially and educationally the disabled people in the society.

#### 2.2 Mission / Vision Statement of the public authority

The Department of Special Commissioner for the Disabled is committed towards the welfare, upliftment and empowerment of the persons with disabilities. The Department aims to provide comprehensive rehabilitation services to the disabled which includes provisions of special education, vocational training, placement in job, assistance for self employment, free supply of Aids and Appliances to improve their ability with ultimate objective of making the handicapped self reliant and economically independent.

#### 2.3 Brief history of the public authority and context of its formation

All the schemes relating to the rehabilitation of the disabled was dealt by the Directorate of Social Welfare and Nutritious Meal Programme up to 1992. In order to give special attention to this important sector, a separate Directorate for Rehabilitation of the Disabled was formed in 1993.

During 1999 as per the Persons with Disabilities Act, 1995 this Directorate was upgraded as the Office of the State Commissioner for the Disabled.

A separate Commissioner has been appointed with effect from 16.4.1999.

#### 2.4 Duties of the public authority

- 1) Co-ordinate with the Departments of the State Governments for programmes and schemes for the benefit of Persons with Disabilities.
- 2) To monitor the utilization of funds disbursed by the State Government.
- 3) To take steps to safeguard the rights and facilities made available to persons with disabilities.

- 4) Submit reports to State Government on the implementation of the Persons with Disabilities Act 1995, at such intervals as that Government may prescribe and forward a copy thereof to the Chief Commissioner.
- 2.5. Main activities / functions of the public authority
- The Special Commissioner for the Disabled is committed to the development and welfare of the disadvantaged group – the disabled. He co-ordinates with various departments to ensure the holistic total care of the disabled persons and take steps to safeguard the rights and facilities made available to the persons with disabilities.
- 2.6. List of services being provided by the public authority with a brief write-up on them

### **Special Education**

Special Education is provided to the disabled children through 25 Government Special Schools, 58 Aided Special Schools, 182 Unaided Special Schools and Municipal Schools.

Following facilities are provided to the disabled children studying in the special schools:

1. Free Special School Education, free boarding and lodging.
2. Two sets of uniforms free of cost every year.
3. Scholarship
4. Reader Allowance for the Blind
5. Scribe Assistance
6. Free bus pass
7. Braille Books
8. Aids and Appliances such as tricycles, hearing aids, folding sticks, goggles etc.

### **Training**

Teachers of the special schools require special training. Special Educators are given training to teach visually handicapped, hearing impaired and mentally retarded by this Department.

Training provided to various categories of the disabled persons are as follows:

- (1) Chalk piece making, (2) weaving, (3) Diploma in Medical Lab Technology, (4) Computer Training, (5) Fitter cum Basic Machine Operator, (6) Book Binder, (7) Cutting and Tailoring, (8) Fitter course for the Deaf etc.

### **Government Regional Braille Press:**

Government Regional Braille Press is functioning in the campus of the Government Higher Secondary School for the Blind, Poonamallee to supply Braille books for the visually handicapped students.

During 2004, **Secondary Grade Teachers Training, Diploma in Teacher Education (D.T.E.)**, was started at Government Higher Secondary School for the Blind campus, Poonamallee, Chennai-56 exclusively for the visually handicapped and orthopaedically handicapped persons.

### **Employment and Self Employment**

3% of vacancies arising in Government Departments and undertakings have been reserved for the disabled persons in all the category of the posts viz. A, B, C, D. Certain posts have been identified which are found more suitable for disabled persons.

Whenever special recruitment is taken up by the Government **on** and when the vacancies meant for the disabled persons are available, employment opportunities will be given.

Unemployment allowance is being given to the unemployed visually handicapped persons at the following rate:

- 1) Matriculation and below - Rs.300/- p.m.
- 2) +2 to Undergraduates - Rs.375/- p.m.
- 3) Graduates and Post Graduates - Rs.450/- p.m.

Disabled persons are being assisted for self employment through the self employment subsidy of Rs.3000/-, bunk stall subsidy of Rs.5000/- as well as self employment schemes of National Handicapped Finance and Development Corporation (NHFDC) with low rates of interest.

### **Social Security Schemes**

- Maintenance Allowance at Rs.200/- per month
- Normal persons marrying disabled persons Rs.10,000/-
- Free bus pass to go to schools / colleges / hospitals / training centres / work spots / self employed places.
- Assistance to disabled Law Graduates at Rs.3000/- per person to purchase law books and for Bar Council Registration.
- State and National Awards being given to disabled persons, institutions, teachers, employers, individuals to encourage others to emulate

noteworthy examples for better rehabilitation of the disabled persons in future.

- Disability Identity Card is given to all disabled persons in the State for which specialist Doctors are given honorarium.

### **Aids and Appliances**

The Modern Training cum Production Workshop is located at C-22, Industrial Estate, Guindy, Chennai-32. This unit undertakes designing production and manufacturing of tricycles and wheel chairs. Following aids and appliances are being given to disabled persons free of cost:

Tricycles, wheel chairs, folding sticks, goggles, hearing aids, solar rechargeable batteries, calipers, crutches, artificial limbs, Braille watches.

### **State Resource Training Centre**

Under the National Programme for Rehabilitation of Persons with disabilities, the Office of the Special Commissioner for the Disabled, Chennai has established a State Resource cum Training Centre at K.K. Nagar.

The main objectives of State Resource cum Training Centre center will be

- 1) Rehabilitation services
- 2) Referral services
- 3) Information on other services
- 4) Training programme
- 5) Man power development
- 6) Research activities

The following services will be provided initially at the Centre by the Non Governmental Organizations and Governmental Organizations.

1. Providing out patients services to all type of persons with disabilities
2. Issue of National Identity Cards and Disability certificate.
3. Awareness creation on training on employment opportunities available for persons with disabilities.
4. To set up legal unit for persons with disabilities.
5. To conduct training programmes.
6. Initially participating NGOs will provide services at least once in a week.



7. Showcase best practices of Governmental Organizations.

Persons with disabilities of all categories will be provided specialized services under one roof. The expertise of various NGOs in the field of disability will be availed. Various kinds of training programmes will also be conducted here. The Training Hall at SRTC can be used as a multi-purpose hall for various activities like training, interactions of parents, leisure club, as a convenient location to display aids and appliances as well as the products made by the persons with disabilities, exhibition, and sales event to promote marketing of products made by persons with disabilities.

Under Persons with Disabilities Act, 1995, State Co-ordination Committee and State Executive Committee have been constituted and are functioning to monitor the rehabilitation schemes and to suggest to the Government new schemes to be implemented for the disabled.

As per the National Trust Act, local level committees have been constituted in all the districts to protect the interest of persons with cerebral palsy, autism, mental retardation and multiple disability.

As per the section 52 of the Persons with Disabilities Act, 1995 all the NGOs functioning for the disabled persons are registered by the Special Commissioner. Special Commissioner is having judicial powers under the Persons with Disabilities Act, 1995.

The private institutions functioning for the psychiatric rehabilitation of the mentally ill persons are being registered under Special Commissioner for the Disabled.

Under this department, 10 Government Rehabilitation Homes are functioning for the care of leprosy affected persons for their rehabilitation and one Government Care Camp is functioning to look after the needs of the beggars.

### **District Rehabilitation Centres**

In order to provide effective rehabilitation services to the disabled persons at the district level, a team of officials are functioning in all 29 districts of the State under District Disabled Rehabilitation Officer with the following staff members.

Junior Rehabilitation Officer, Orthotic Technician, Multipurpose Rehabilitation Aide, Leather Worker and Ministerial staff and basic servants.

These team of specialists are providing assistance to the disabled persons in the district through camps and Community Based Rehabilitation approach. These officials also co-ordinate with all the other Government department officials

in the district to tap the available resources for the benefit of the disabled persons in the district.

### **National Programme for Rehabilitation of Persons with Disabilities**

National Programme for Rehabilitation of Persons with Disabilities which provides community based rehabilitation services to the disabled. This is being implemented in six districts viz. Kancheepuram, Thiruvannamalai, Theni, Ramanathapuram, Thiruvarur and Thanjavur. In the above districts rehabilitation services are provided at District, Block and Gram Panchayat level.

### **Grant-in-Aid**

#### **Deendayal Disabled Rehabilitation Scheme**

The scheme of the Ministry of Social Justice and Empowerment, Government of India, facilitates and supports the NGOs to promote Voluntary action for persons with disabilities. For example, Special Schools for persons with disabilities, Sheltered Workshops, Projects for the Pre-school and Early Intervention and training etc. are funded as Grant-in-aid by the Government of India. District Disabled Rehabilitation Officers recommends the proposals along with inspection reports to the Special Commissioner for the Disabled. Special Commissioner for the Disabled in turn recommends and forwards the proposals to the Ministry for the sanction of Grant-in-aid.

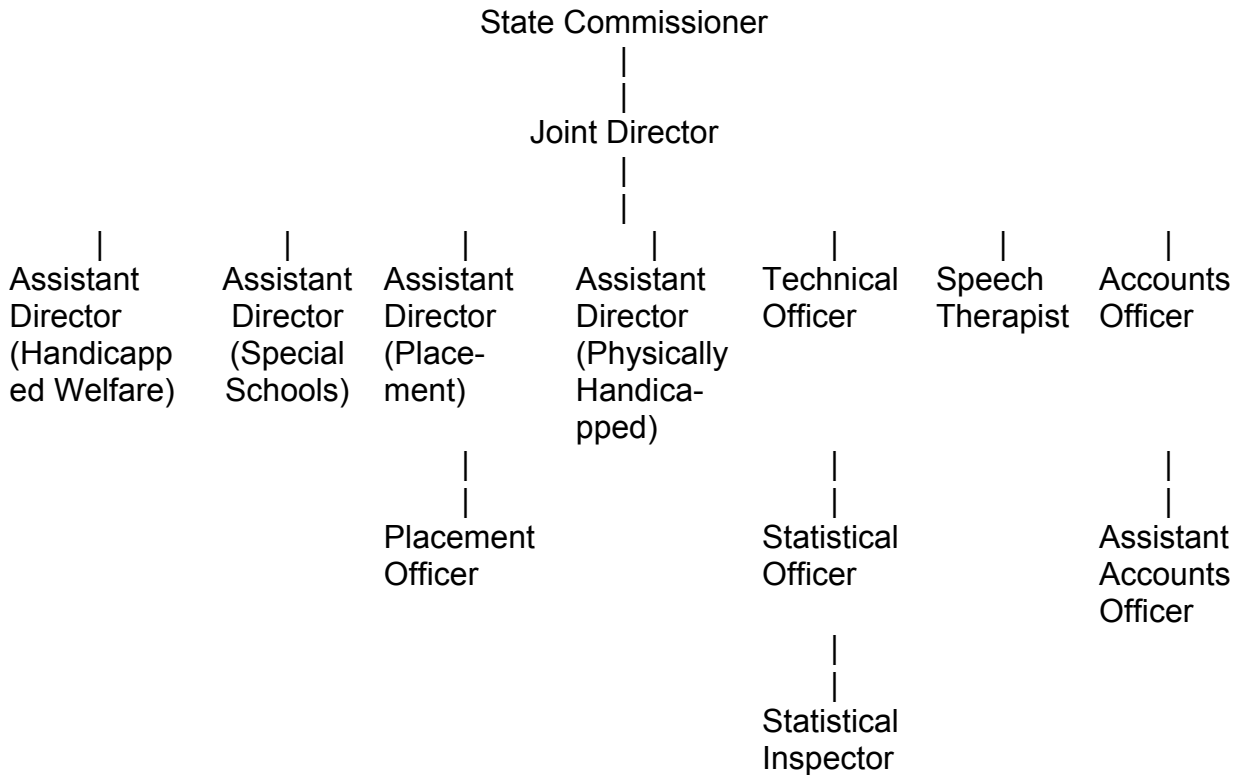
#### **SCHEME OF ASSISTANCE TO DISABLED PERSONS FOR PURCHASE/FITTING OF AIDS AND APPLIANCES (ADIP SCHEME)**

The main objective of the scheme is to assist the needy disabled persons in procuring durable sophisticated and scientifically manufactured, modern, standard aids and appliances that can promote their physical, social and psychological rehabilitation by reducing the effects of the disabilities and enhance their economic potential. The scheme is implemented through NGOs, registered charitable trusts etc.

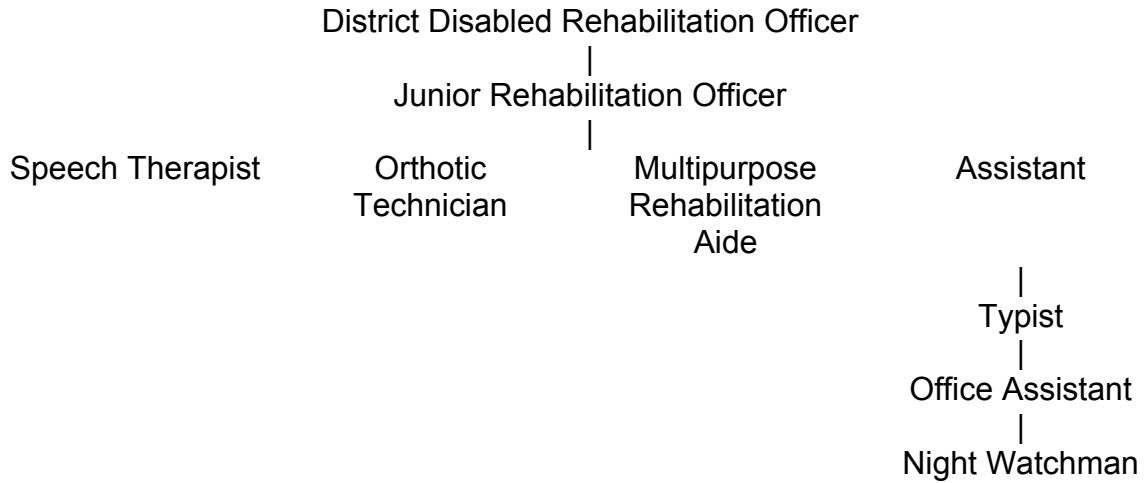
District Disabled Rehabilitation Officers recommends the proposals along with inspection reports to the Special Commissioner for the Disabled. Special Commissioner for the Disabled in turns recommends and forwards the proposals to the Ministry for the purpose of Grant-in-aid.

2.7. Organizational Structure Diagram at various levels namely State, Directorate, region, district, block etc. (whichever is applicable)

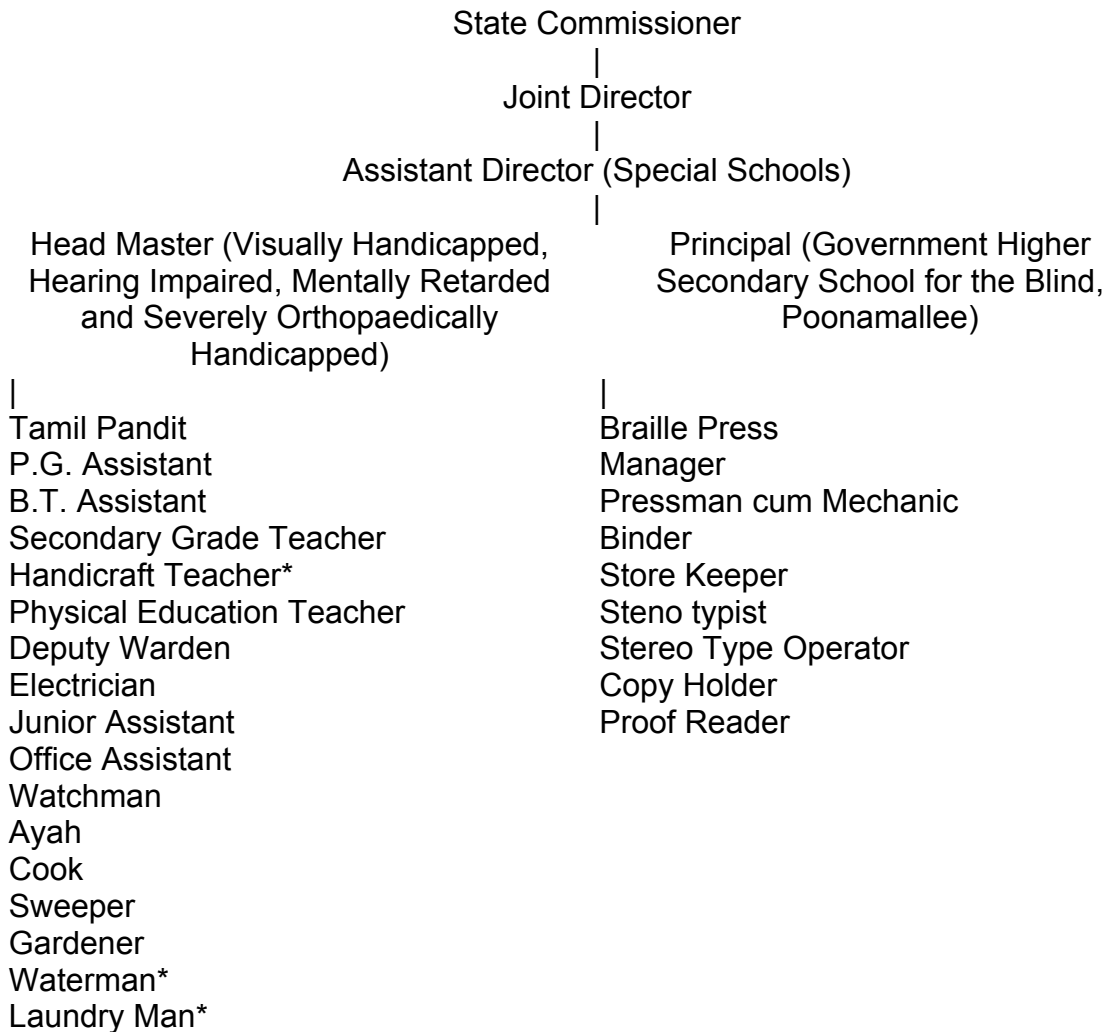
**Organization Structure of the office of the State Commissioner for the Disabled**



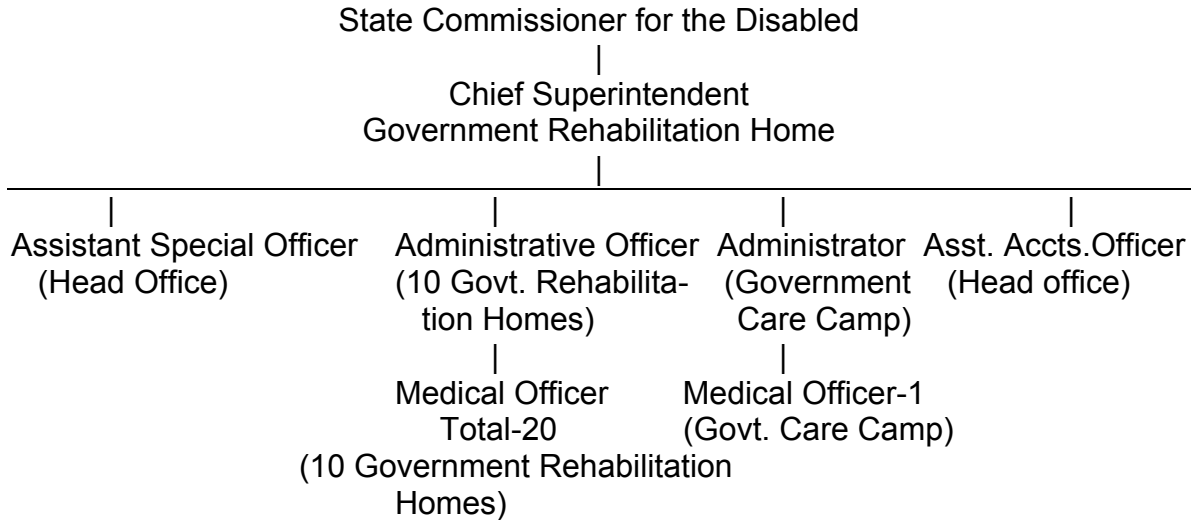
**At the District Level**



**Organization Structure of Special Schools**



## Organization Structure of Government Rehabilitation Homes



2.8. Expectation of the public authority from the public for enhancing its effectiveness and efficiency.

- (1) The State Government expects that Non-Governmental Organisations and the other Stake-holders ensure proposals are submitted in full shape as prescribed by the Ministry and also as per the prescribed norms for availing benefits of various schemes.
- (2) Non-Governmental Agencies are expected to submit regular progress report through internet as well as submit utilization certification of the grants released.
- (3) The Department expects meaningful and useful suggestions which could help the department for better service delivery.

2.9. Arrangements and methods made for seeking public participation / contribution

- (1) The policy and other related important issues are circulated amongst the Association/ Voluntary Organisation / Public whenever considered necessary.
- (2) The representatives NGOs and Experts from various walks of life such as medical profession, rehabilitation profession, social workers, disabled etc. are represented in the State Co-ordination Committee for the implementation of the

Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995.

(3) The representatives of NGOs and Experts from various walks of life such as medical professionals, rehabilitation professionals are represented in the State Executive Committee for the implementation of Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995.

(4) The representatives of NGOs, Rehabilitation Professionals in each field such as Speech and Hearing Impaired, Cerebral Palsy, Mental Illness, Mental Retardation, Multiple Handicapped, Orthopaedically Handicapped are represented in the Steering Committee of the State Resource and Training Centre at K.K. Nagar.

2.10. Mechanism available for monitoring the service delivery and public grievance resolution

(1) The Department has a facilitation counter and public grievance cell to look after the public and staffs of the department. The Special Commissioner and Joint Director are looking after the cell.

(2) In addition, each programme implemented has an inbuilt monitoring mechanism. The monitoring of Deendayal Rehabilitation Scheme is done through State Commissioner for the Disabled.

(3) The State Commissioner for the Persons with Disabilities monitors the implementation of the Persons with Disabilities Act, 1995. He has been given quasi-judicial powers for redressal of grievances of persons with disabilities whenever there is the violation of the Act and rules.

2.11. Addresses of the main office and other offices at different levels (Please categorize the addresses district wise for facilitating the understanding by the user).

Enclosed

2.12. Opening hours of the office: 10.00 A.M.

Closing hours of the office: 17.45 P.M.

### Chapter-3 (Manual-2)

## Powers and Duties of Officers and Employees

3.1. Please provide details of the powers and duties of officers and employees of the organization.

Designation	State Commissioner for the Disabled	
Powers	Administrative	<ol style="list-style-type: none"> <li>1. Taking care of the service matters of the employees of the Office of the Special Commissioner for the Disabled as per the rules and regulations framed by the Personnel and Administrative Reforms Department.</li> <li>2. Reporting officer for the officers working under him.</li> </ol>
	Financial	<ol style="list-style-type: none"> <li>1. To approve and sanction of expenditure up to a limit of Rs.25,000/-.</li> </ol>
Duties		<ol style="list-style-type: none"> <li>1. In charge of the Special Commissionerate for the Disabled, formulating policies planning, organizing, and co-ordinating activities, implementing and monitoring schemes for the disabled.</li> <li>2. To coordinate with other departments like Education, Health and Transport.</li> <li>3. To implement the schemes in consultation with the Government of India and Government of Tamil Nadu and controlling 29 District Disabled Rehabilitation Officers.</li> <li>4. The Special Commissioner to take steps to safeguard the rights and facilities made available to the persons with disabilities under section 57 of the</li> </ol>

		<p>Persons with Disabilities (Equal Opportunities, Protection of rights and Full Participation) Act, 1995. Section 58 &amp; 59 of the Act mandates the duties of the Special Commissioner which covers the prevention and early detection of disabilities and aspects of rehabilitation like early intervention, education, employment and vocational training, reservation of jobs in the state sector, non-discrimination research and manpower development and development of <b>barrier free environments</b>.</p> <p>5. These sections also empower the Special Commissioner to look into the complaints on his / her own motion, take suo moto action in matters relating to the deprivation of rights of the persons with disabilities.</p> <p>6. Monitor and evaluate the impact of policies and programme designed for achieving equality and full participation of Persons with disabilities.</p>
--	--	---



Designation	Joint Director	
Powers	Administrative	<ol style="list-style-type: none"> <li>1. Establishment matters of the office of the Special Commissioner for the Disabled.</li> <li>2. Establishment matters of the Special Schools.</li> <li>3. Establishment matters of the District Disabled Rehabilitation Officers</li> </ol>
	Financial	To approve and sanction of expenditure upto a limit of Rs.25,000/-.
Duties		<ol style="list-style-type: none"> <li>1. Reporting Officer for all the Officers working under Special Commissioner for the Disabled.</li> <li><b>2. Over all in charge of implementation of schemes related to disabled welfare.</b></li> <li>3. Planning, Organizing, Co-ordinating activities related to disabled welfare.</li> <li>4. Approve and sanction of leave for staff above District Disabled Rehabilitation Officer cadre (Assistant Directors, Accounts Officer, Statistical Officer etc.)</li> <li>5. Sanction of periodical increment for the staff above District Disabled Rehabilitation Officer cadre.</li> <li>6. Nodal Officer for Chief Minister's Special Cell petitions.</li> <li>7. Nodal Officer for disciplinary cases.</li> </ol>

Designation	Assistant Director (Physically Handicapped) (At present looking after Administration)	
Powers	Administrative	<ol style="list-style-type: none"> <li>1. Service matters of the Office of the Special Commissioner for the Disabled</li> <li>2. Service matters of the District Disabled Rehabilitation Officers.</li> </ol>
	Financial	<ol style="list-style-type: none"> <li>1. To approve and sanction of expenditure up to a limit of Rs.10,000/-.</li> </ol>
Duties		<ol style="list-style-type: none"> <li>1. In charge of the administration of the office of the Special Commissioner for the Disabled.</li> <li>2. Sanction of periodical increments up to District Disabled Rehabilitation Officer level.</li> <li>3. Sanction of leave up to District Disabled Rehabilitation Officer level.</li> <li>4. Sanction of Earned Leave Surrender up to District Disabled Rehabilitation Officer level.</li> </ol>

Designation	Assistant Director (Handicapped Welfare)	
Powers	Administrative	-NIL-
	Financial	To approve and sanction of expenditure up to a limit of Rs.10,000/-.
Duties		<p><u>In charge of the following schemes:</u></p> <ol style="list-style-type: none"> <li>1. Implementation of the Persons with Disabilities Act, 1995</li> <li>2. Barrier Free Environment</li> <li>3. National Trust Act implementation</li> <li>4. Scholarship to the Disabled</li> <li>5. Grant-in-Aid to NGOs (Deendayal Disabled Rehabilitation Scheme)</li> <li>6. Registration of NGOs serving the disabled.</li> <li>7. Scribe Assistance to Visually Impaired persons.</li> <li>8. Concessions to Normal persons marrying disabled persons.</li> <li>9. Maintenance Allowance to Severely Handicapped.</li> <li>10. Assistance to Physically Handicapped Law Graduates</li> <li>11. International Day of the disabled.</li> <li>12. State Awards</li> <li>13. National Awards</li> <li>14. Distribution of Solar Batteries and Hearing Aids to the Deaf.</li> </ol>

Designation	Assistant Director (Placement)	
Powers	Administrative	-NIL-
	Financial	To approve and sanction of expenditure up to a limit of Rs.10,000/-.
Duties		<ol style="list-style-type: none"> <li>1. Schemes related to Self Employment – Subsidy schemes</li> <li>2. Employment for disabled persons both in Government set up and private organizations.</li> <li>3. Loans at concessional rates through National Handicapped Finance and Development Corporation to the disabled persons.</li> <li>4. Monitoring 3% reservation for disabled persons in Government departments and Government undertakings.</li> <li>5. Unemployment allowance to Visually Impaired persons.</li> <li>6. Individual petitions forwarded to various departments for necessary action / relief.</li> <li>7. Chief Minister's Special Cell petitions sent to districts.</li> <li>8. Relief to disabled persons from Chief Minister Public Relief Fund.</li> <li>9. Demands of various Associations for necessary action and follow up.</li> <li>10. Problems related to eviction of Bunk stall.</li> </ol>

Designation	Assistant Director (Special Schools)	
Powers	Administrative	Looking after the establishment matters of all Special Schools as well as Government Aided Schools.
	Financial	To approve and sanction of expenditure up to a limit of Rs.10,000/-.
Duties		<u>Incharge of the following schemes</u> <ol style="list-style-type: none"> <li>1. Special Schools for the Blind</li> <li>2. Government Regional Braille Press</li> <li>3. Recognition / Renewal of Recognition of Special Schools</li> <li>4. Secondary Grade Teachers Training</li> <li>5. Training to the Teachers of the Special Schools.</li> <li>6. Sheltered Home for Adult Mentally Challenged Girls.</li> <li>7. Training for Physically Handicapped persons.</li> <li>8. Government Institute for Mentally Retarded.</li> </ol>

Designation	Technical Officer	
Powers	Administrative	-NIL-
	Financial	To approve and sanction of expenditure up to a limit of Rs.10,000/-.
Duties		<p><u>I. Free supply of Aids and Appliances to the disabled.</u></p> <ol style="list-style-type: none"> <li>1. Tricycle</li> <li>2. Wheel Chair</li> <li>3. Goggles</li> <li>4. Folding Sticks</li> <li>5. Braille Watch</li> <li>6. Hearing Aid</li> <li>7. Solar Rechargeable Batteries</li> <li>8. Caliper</li> <li>9. Crutches</li> <li>10. Artificial Limbs</li> </ol> <p><u>II. Training for the Handicapped through District Disabled Rehabilitation Centres</u></p> <ol style="list-style-type: none"> <li>1. Diploma Course in Medical Lab Technology course for Physically Handicapped and Hearing Handicapped -2 years duration through Director of Medical Education.</li> <li>2. Computer Training Course for Physically Handicapped, Hearing Handicapped through SIS, Government of India.</li> <li>3. Computer Training for Visually Handicapped through National Institute for Visually Handicapped, Chennai-56.</li> <li>4. Fitter cum Basic Machine Operator – Visually Handicapped (for Male)</li> <li>5. Book Binder – Visually Handicapped (for Male)</li> <li>6. Cutting and Tailoring – Visually Handicapped (for Female)</li> <li>7. Fitter Course for Hearing Handicapped (2 years duration) through I.T.I., Guindy, Chennai-32.</li> </ol> <p><u>III. Free Surgical Correction of Polio and Spinal Cord affected persons.</u></p>

Designation	Speech Therapist	
Powers	Administrative	-NIL-
	Financial	To approve and sanction of expenditure up to a limit of Rs.10,000/-.
Duties		<p>Looking after the following schemes</p> <ol style="list-style-type: none"> <li>1. Pre School for the Hearing Handicapped</li> <li>2. National Programme for Rehabilitation of Persons with Disabilities</li> <li>3. State Resource cum Training Centre</li> <li>4. National Identity Cards</li> <li>5. Free Travel Concession</li> </ol>

Designation	Accounts Officer	
Powers	Administrative	-NIL-
	Financial	-NIL-
Duties		<ol style="list-style-type: none"> <li>1. Budget and Expenditure Control,</li> <li>2. Audit</li> <li>3. Implementation of all schemes relating to financial dealings.</li> <li>4. Matters relating to Public Accounts Committee.</li> <li>5. Attending financial review meetings.</li> </ol>

Designation		Chief Superintendent Government Rehabilitation Home.
Powers	Administrative	<ol style="list-style-type: none"> <li>1. Sanction of Periodical Increment, Leave and temporary Advance of G.P.F. for all staff.</li> <li>2. Impose punishment under the TNCS(CCA) Rules to Cook, Cook maty, Dhoby, Sanitary workers, and Warders.</li> <li>3. Administrative Officers and Medical Officers of all homes and Care Camp, Melpakkam are under the control of Chief Superintendent.</li> </ol>
	Financial	<ol style="list-style-type: none"> <li>1. have powers to purchase dietary items to inmates.</li> <li>2. to make small changes within the dietary expenses prescribed as &amp; when required.</li> <li>3. have powers to purchase of <ul style="list-style-type: none"> <li>Medicines and equipments      Rs. 20,000</li> <li>Linen                                      Rs. 20,000</li> <li>Furniture                                Rs. 20,000</li> <li>Other hospital necessities      Rs. 20,000</li> <li>Tinning brass vessels, repairs, warnishing of furniture, crockery and cooking utensils                      Rs. 20,000</li> </ul> </li> </ol>
Duties	Formulating policies, Planning, organizing and co-ordinating activities, implementing and monitoring schemes for leprosy patients. To monitor all the homes to see that the Administrative Officers and Medical Officers are discharging their duties. Monitoring the income generating programme implemented by DANIDA.	



## Chapter-4 (Manual-3)

# Rules, Regulations, Instructions, Manual and Records for Discharging Functions

- 4.1. Please 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 following format. This format has to be filed for each type of documents.

Name / title of the document	Brief Write-up on the Document	Where one can get the copy of the manual / document
1. Constitution of India		Available at Stationeries and Printing as well as with legal publishers.
2. Tamil Nadu Government Office Manual	This is a standard manual prescribed by Government of Tamil Nadu for office procedures to be followed. This manual also deals with the different registers to be maintained in the office.	Available at Stationeries and Printing, Chennai-2.
3. (1) Tamil Nadu State and Subordinate Service Rules (a) Preliminary Rules (b) General Rules	These are the rules regulating the recruitment to State and Subordinate services.	Available at Commissioner, O/o. The Stationeries and Printing, 110, Anna Salai, Chennai-2. Phone: 28520038-41
4. Fundamental Rules	These rules regulate the conditions and services of the State Government Servant.	
5. Special Rules / Adhoc Rules of various State and Subordinate services		
6. Tamil Nadu Government Servants Conduct Rules		
7. Tamil Nadu Civil Services (Discipline and Appeal Rules)		
8. Tamil Nadu Pension Rules		

<p><u>Financial</u></p> <ol style="list-style-type: none"> <li>1. Tamil Nadu Treasury Code Volume-I, II, III</li> <li>2. Budget Manual</li> <li>3. Financial Code</li> <li>4. The Tamil Nadu Accounts Code Volume-I &amp; II.</li> </ol>	<p>All these books gives the guidelines and rules for the financial transactions with the Government.</p>	<p>Available at Stationeries and Printing, Chennai-2.</p>
<p><u>Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995</u></p>	<p>Persons with Disabilities Act, 1995 comes into force with effect from January 1996 and gives effect to the proclamation on the full participation and equality of the people with disabilities.</p>	<p>The document can be obtained by way of application addressed to Special Commissioner for the Disabled.</p>

## Chapter-5 (Manual-4)

### **Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof**

#### **Formulation of Policy**

- 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 following format.

Sl.No.	Subject / Topic	Is it mandatory to ensure public participation (Yes / No)	Arrangements for seeking public participation
Yes. Involvement of non-Governmental Organizations and public representatives is done in the department's policy formulation whenever consultation / participation is warranted.			

#### **Implementation of Policy:**

- 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 provision in following format.

Sl. No.	Subject / Topic	Is it mandatory to ensure public participation (Yes)	Arrangements for seeking public participation
1.	Implementation of the provisions of the policy regarding persons with disabilities.	Yes	Meetings of State Co-ordination Committee and State Executive Committee are conducted in consultation with the Stake holders.
2.	Implementation of the Persons with	Yes	Representatives of NGOs and

	Disabilities Act, 1995.		<p>persons involved in disabled welfare are there in the State Co-ordination Committee and State Executive Committee. The Committee advises Government on formulation of policies, programmes, legislations and projects with respect to disability .</p>
--	-------------------------	--	---

## Chapter-6 (Manual-5)

### A Statement of the categories of documents that are held by it or under its control

- 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 (Please mention the level in place of writing "Others")

Copies of the Rules and Regulations / Manuals concerning the service matters as framed by State Government Personnel and Administrative Reforms Department is available in the Directorate.

Sl. No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by / under control of
1.	Copy of the Act	The Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 gives effects to the proclamation on the full participation and equality of the peoples with disabilities in the Asian and Pasific Region.	Available at the following website. <a href="http://www.socialjustice.nic.in">http://www.socialjustice.nic.in</a> .	District Disabled Rehabilitation Officer at District level, Assistant Director (Handicapped Welfare) at State Level.
2.	Copy of the Act	The National Trust for the welfare of the Persons with Autism, Cerebral Palsy, mental	Available at the following website. <a href="http://www.socialjustice.nic.in">http://www.socialjustice.nic.in</a> .	District Disabled Rehabilitation Officer at District level, Assistant Director

		retardation and multiple disabilities Act, 1999 provides for the constitution of the Board of National Trust, Local Level Committee Accountability and monitoring of the Trust etc.		(Handicapped Welfare) at State Level.
3.	Copy of the guidelines	Guidelines for evaluation of various disabilities.	Available at the following website. <a href="http://www.socialjustice.nic.in">http://www.socialjustice.nic.in</a> .	
4.	Documents	List of posts identified for persons with disabilities.	Annexure-I & II enclosed (Please see page No.129-146)	
5.	Schemes	1. The scheme to promote voluntary action for persons with disabilities (Deenadayal Disabilities Rehabilitation Scheme). The documents contains the information about the type of the project which can be funded under the scheme details of the project including cost norms, application format, list of circulars issued etc.	Available at the following website. <a href="http://www.socialjustice.nic.in">http://www.socialjustice.nic.in</a> .	Available with District Disabled Rehabilitation Officers
		2. Loan for self		

		employment for disabled persons through Nationalised Banks		
		3. Loans from National Handicapped Finance Development Corporation	Application forms available at the following website. <a href="http://tn.gov.in./rti/proactive/swnmp/newrehabilitation_schemes.pdf">http://tn.gov.in./rti/proactive/swnmp/newrehabilitation_schemes.pdf</a> .	
		The Department is conducting exclusive training to visually impaired persons at Govt. Industrial Training Centre for the Blind, Poonamallee.	Application form for admission to Government Industrial Training Centre for the Blind , Poonamallee is available. <a href="http://tn.gov.in./rti/proactive/swnmp/newrehabilitation_schemes.pdf">http://tn.gov.in./rti/proactive/swnmp/newrehabilitation_schemes.pdf</a>	
		The Department is also conducting special training for the Hearing Impaired persons at Government I.T.I., Guindy.	Applications forms for the Vocational Training for the Hearing Impaired is available at <a href="http://tn.gov.in./rti/proactive/swnmp/newrehabilitation_schemes.pdf">http://tn.gov.in./rti/proactive/swnmp/newrehabilitation_schemes.pdf</a>	
		Diploma in Medical Lab Technology Course-2 years duration. Computer Training – 6 months duration.	Application forms for the training course for the handicapped persons are available at <a href="http://tn.gov.in./rti/proactive/swnmp/newrehabilitation_schemes.pdf">http://tn.gov.in./rti/proactive/swnmp/newrehabilitation_schemes.pdf</a>	
		Free supply of Aids and Appliances for the Disabled (Tricycle, wheel chair, goggles,	Application forms for Aids and Appliances available at <a href="http://tn.gov.in./rti/proactive/swnmp/newrehabilitation_schemes.pdf">http://tn.gov.in./rti/proactive/swnmp/newrehabilitation_schemes.pdf</a>	

		folding sticks, Braille watches, hearing aids, solar rechargeable batteries, calipers, crutches, artificial limbs)		
7.	Schemes	Concessions to Normal persons marrying disabled persons.	Application forms for concessions to normal persons disabled persons are available at <a href="http://tn.gov.in./rti/proactive/swnmp/newrehabilitation_schemes.pdf">http://tn.gov.in./rti/proactive/swnmp/newrehabilitation_schemes.pdf</a>	District Disabled Rehabilitation Officers
8.		Maintenance allowance to severely handicapped	Applications forms for maintenance allowance for severely handicapped are available at <a href="http://tn.gov.in./rti/proactive/swnmp/newrehabilitation_schemes.pdf">http://tn.gov.in./rti/proactive/swnmp/newrehabilitation_schemes.pdf</a>	District Disabled Rehabilitation Officers
9.		Scholarship for the disabled. Under the scheme disabled students undergoing education upto Post Graduation are given financial assistance.	Application forms for the scholarship available at <a href="http://tn.gov.in./rti/proactive/swnmp/newrehabilitation_schemes.pdf">http://tn.gov.in./rti/proactive/swnmp/newrehabilitation_schemes.pdf</a>	District Disabled Rehabilitation Officers
10.		<u>National Awards in the field of disability</u>  The awards recognizes the achievements of persons with disabilities and the individuals and the organization that are working for their welfare. Since 1995	Available at Government of India website <a href="http://www.socialjustice.nic.in">http://www.socialjustice.nic.in</a> .	District Disabled Rehabilitation Officer as well as in Directorates.



		<p>International Day of the Disabled is celebrated on 3<sup>rd</sup> December every year and National Awards are given on that day. National Awards are given in different categories such as Employee, Employer, Role Models, Placement Officer, Technological Innovation and Adaptability etc.</p>		
11.		<p><u>State Awards</u></p> <p>State Awards also distributed to the Best Employer, Best Institution (Disabled), Best Institution (Serving Women), Best Social Worker (Disabled), Best Social Worker (Women), Best Doctor, Best Collector, Best District Disabled Rehabilitation are given in the Independence Day.</p> <p>State Awards for the Best Employer, Best</p>	<p>Applications are available at Directorate as well as District Disabled Rehabilitation Offices</p>	<p>District Disabled Rehabilitation Officer and Directorate.</p>

		Employee, Best Teacher, Best Institution are distributed by the Government during International Day of the Disabled.	
12.		<u>National Identity Cards</u>  National Identity cards will be issued by Medical Boards to persons with disabilities with more than 40% disabilities.	To approach District Disabled Rehabilitation Officers with copy of the Ration Card, 4 passport size photographs.

## Chapter-7 (Manual-6)

### **A statement of boards, council, committees and other bodies constituted as its part**

7.1. Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format:

#### **Committee-1**

- Name and address of the Affiliated Body

State Co-ordination Committee

- Type of Affiliated Body (Board, Council, Committees, Other Bodies)

Committee

- Brief Introduction of the Affiliated Body (Establishment Year, Objective / Main Activities)

The State Co-ordination Committee was constituted by Government of Tamil Nadu under section 13 (1) of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995. The Government of Tamil Nadu constituted the State Co-ordination Committee vide G.O.Ms.No.181, Social Welfare and Nutritious Meal Programme Department, dated 27.5.97. The Committee was reconstituted vide G.O.(1) No.148, Social Welfare and Nutritious Meal Programme Department, dated 7.10.2002. Nomination of additional members were made vide Govt. Lr.No.21761/SW.4/2002-1, dated 16.12.2002. The functions of the State Co-ordination Committee shall be to serve as the State focal point on disability matters and facilitate continuous evolution of a comprehensive policy towards solving the problems faced by persons with disabilities.

- b) Review and co-ordinate activities of all Government Departments and NGOs.
- c) Develop a State Policy
- d) Advise State Government on formulations of policies, programmes, legislations and projects with respect to disability.
- e) Review the funding policies of the donor agencies.
- f) Take such other steps to ensure barrier free environment
- g) Monitor and evaluate the impact of policies and programme designed for achieving equality and full participations of persons with disabilities.

- Role of the Affiliated Body (Advisory / Managing / Executive / Others)

Advisory

- Structure and Member Composition

Minister of Social Welfare	-	Chairperson
Secretary to Government, (Social Welfare and Nutritious Meal Programme Department)	-	Member Secretary
Secretary to Government (Finance, Education, Higher Education, Personnel and Administrative Reforms, Health and Family Welfare, Rural Development, Industries, Agriculture, Labour and Employment, Municipal Administration and Water Supply, Bureau of Public Enterprise)	-	Official Members

- Head of the Body

Hon'ble Minister for Social Welfare

- Address of main office and its branches

O/o. The State Commissioner for the Disabled,  
15/1, Model School Road, Thousand Lights,  
Chennai-600 006.

- Frequency of meetings

Once in 6 months

- Can public participate in the meetings?

No

- Are minutes of the meetings prepared?

Yes

- Are minutes of the meeting available to the public? If yes, please provide information about the procedures to obtain them.

No

## Committee-2

- Name and address of the Affiliated Body

State Executive Committee

- Type of Affiliated Body (Board, Council, Committees, Other Bodies)

Committee

- Brief Introduction of the Affiliated Body (Establishment Year, Objective / Main Activities)

The State Executive Committee was constituted by the Government of Tamil Nadu under section 19 (1) of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 vide G.O.(Rt) No.40, Social Welfare and Nutritious Meal Programme Department, dated 21.3.98. The Committee was reconstituted vide G.O. (1) No.155, Social Welfare and Nutritious Meal Programme Department, dated 25.10.2002. The State Executive Committee shall be the Executive body of the State Co-ordination Committee and shall be responsible for carrying out the decisions of the State Co-ordination Committee.

- Role of the Affiliated Body (Advisory / Managing / Executive / Others)

Executive

- Structure and Member Composition

Secretary to Government, (Social Welfare and Nutritious Meal Programme Department)	-	Chairperson
--	---	-------------

State Commissioner for the Disabled	-	Member
--	---	--------

Joint Secretary to Government Finance Department	-	Member
---	---	--------

Joint Secretary to Government Personnel and Administrative Reforms Department,	-	Official Member
--	---	-----------------

Joint Secretary to Government, Labour and Employment Department,		
---	--	--

Joint Secretary to Government,  
Health and Family Welfare Department,

Joint Secretary to Government,  
Higher Education Department

Joint Secretary to Government,  
School Education Department,

Joint Secretary to Government  
Rural Development Department,

Joint Secretary to Government,  
Municipal Administration and  
Water Supply Department

Joint Secretary to Government,  
Industries Department

Joint Secretary to Government,  
Agriculture Department

**Persons involved in disabled Welfare**

Thiru. Dr. Pitchai - Member  
Director for Rehabilitation of the Disabled (Rtd.),  
Chennai-78.

Thiru. Elango, - Member  
Indian Association for the Blind,  
Tirunelveli.

Tmt. Latha Rajendran, - Member  
Secretary,  
Dr. MGR Home and Higher Secondary  
School for the Blind, Ramavaram.

Thiru. Shokakant Doss, - Member  
Managing Trustee,  
Prabavathi Jayaprakash Seva Kendra,  
Guduvancheri, Kanchipuram District.

Selvi. Vandhana, - Member  
Baniyan,  
Mogaper, Chennai-58.

- |  |   |                  |
|--|---|------------------|
| Tmt. Anne Shyam,<br>Spastic Society of Tamil Nadu,<br>Taramani, Chennai-113.                         | - | Member           |
| Joint Secretary / Additional Secretary<br>Social Welfare and Nutritious Meal<br>Programme Department | - | Member Secretary |
- Head of the Body  
  
Secretary to Government, Social Welfare and Nutritious Meal Programme  
Department.
  - Address of main office and its branches  
O/o. The State Commissioner for the Disabled,  
15/1, Model School Road, Thousand Lights,  
Chennai-600 006.
  - Frequency of meetings  
  
Once in 3 months
  - Can public participate in the meetings?  
  
No
  - Are minutes of the meetings prepared?  
  
No
  - Are minutes of the meeting available to the public? If yes, please provide  
information about the procedures to obtain them.  
  
No

**Committee – 3**

- Name and address of the Affiliated Body  
  
State Resource cum Training Centre
- Type of Affiliated Body (Board, Council, Committees, Other Bodies)  
  
Steering Committee

- Brief Introduction of the Affiliated Body (Establishment Year, Objective / Main Activities)

Under the National Programme for Rehabilitation of Persons with disabilities, the Office of the Special Commissioner for the Disabled, Chennai has established a State Resource cum Training Centre at K.K. Nagar on 31.08.2005.

The main objectives of State Resource cum Training Centre center will be

- 1) Rehabilitation services
- 2) Referral services
- 3) Information on other services
- 4) Training programme
- 5) Man power development
- 6) Research activities

- Role of the Affiliated Body (Advisory / Managing / Executive / Others)

Advisory

- Structure and Member Composition

Dr. Sr. Rita Mary, Director, Guidance Home for Adult Deaf Girls, Plot No.11, First Avenue, Ashok Nagar, Chennai-83.	-	Chairperson
Dr. P. Jeyachandran, Director Vijay Human Services, 4, Illrd Street, Lakshmipuram, Royapettah, Chennai-14.	-	Co-Chairperson
Thiru. R. Natarajan, Junior Rehabilitation Officer, SRTC, Government Peripheral Hospital Campus, K.K.Nagar, Chennai-78.	-	Secretary
Tmt. Saraswathi Narayanaswamy Honorary Director, The School for Young Deaf Children, Bala Vidyalaya, New No.18, 1 <sup>st</sup> Cross Street, Shastri Nagar, Chennai.	-	Members (Speech and Hearing Handicapped)



- |   |   |  |
|---|---|--|
| Tmt. Annie Shyam, Director<br>The Spastic Society of Tamilnadu<br>Taramani, Chennai-113.  | - | Member<br>(Cerebral Palsy)                 |
| Dr. R. Thara, Director<br>SCARF (India),<br>R/7A, North Main Road,<br>West Anna Nagar Extension,<br>Chennai-101.  | - | Member<br>(Mental Illness)                 |
| Tmt. Jaya Krishnaswamy,<br>Programme Coordinator,<br>Madhram Narayanan Centre for<br>Exceptional Children,<br>126, G.N.Chetty Road, T.Nagar,<br>Chennai-17. | - | Member<br>(Mental Retardation)             |
| Tmt. Poonam Nataraj, Director<br>Vidya Sagar,<br>1, Ranjith Road, Kotturpuram,<br>Chennai-85.   | - | Member<br>(Multiple Handicapped)           |
| Thiru. R.S. Kannan, Founder,<br>Life Help Centre,<br>2/546, East Coast Road,<br>Neelangarai, Palavakkam, Chennai.   | - | Member<br>(Orthopaedically<br>Handicapped) |
| Sr. Gemma, Principal,<br>Little Flower Convent Higher<br>Secondary School for the Blind,<br>127, G.N.Chetty Road, T.Nagar,<br>Chennai-17.                   | - | Member<br>(Visually Handicapped)           |
| Tmt. Lalitha Ramanujam,<br>Director, Alpha to Omega School<br>No.1, Manickeswari Road,<br>Kilpauk, Chennai.   | - | Member<br>(Learning Disability)            |
| Tmt. G. Sarala, Representative,<br>Speech Therapist, O/o. The Special<br>Commissioner for the Disabled,<br>Chennai-6.                                       | - | Convener                                   |
- Head of the Body  
State Commissioner for the Disabled

- Address of main office and its branches

Main Office:

O/o. The State Commissioner for the Disabled,  
15/1, Model School Road, Thousand Lights,  
Chennai-600 006.

Branch office:

State Resource cum Training Centre,  
Government Peripheral Hospital Campus,  
Nehru Inner Ring Road, K.K.Nagar, Chennai-78.

- Frequency of meetings

As desired

- Can public participate in the meetings?

No

- Are minutes of the meetings prepared?

Yes

- Are minutes of the meeting available to the public? If yes, please provide information about the procedures to obtain them.

No

**Chapter-8 (Manual-7)**  
**The names, designations and other particulars of  
the Public Information Officers**

8.1. Please provide contact information about the Public Information Officers, Assistant Public Information Officers and Departmental Appellate Authority of the Public authority in the following format

**Name of the Public Authority: O/o. The State  
Commissioner for the Disabled, Chennai-6.**

**State Level**

**Department Appellate Authority:**

Sl. No.	Name	Designation	STD Code	Ph.No. Office	Home	Fax	Email	Address
1.	Thiru. K. Ashok Vardhan Shetty, I.A.S.,	State Commissioner for the Disabled	044	28290740	26151702	28290365	<a href="mailto:scd@tn.nic.in">scd@tn.nic.in</a>	15/1, Model School Road, Thousand Lights, Chennai-6.

**Public Information Officer:**

Sl. No.	Name	Designation	STD Code	Ph. No. Office	Home	Fax	Email	Address
1.	Thiru. E. Shanmuga Sundaram	Joint Director	044	28290286, 28290392, 28290409	24919549	28290365	<a href="mailto:scd@tn.nic.in">scd@tn.nic.in</a>	15/1, Model School Road, Thousand Lights, Chennai-6.

**Assistant Public Information Officer:**

Sl. No.	Name	Designation	STD Code	Ph. No. Office	Home	Fax	Email	Address
1.	R.Santhana Babu	Statistical Officer	044	28290286, 28290392, 28290409	95419 – 27933578	28290365	<a href="mailto:scd@tn.nic.in">scd@tn.nic.in</a>	No.22, Lakshmi-puram, Minjur– 601 203.

## District Level

### Public Information Officers:

Sl. No	Name	Designation	STD Code	Phone No.		Fax No.	E-Mail	Address
				Office	Residence			
1.	Thiru. Chandran, B.Sc., M.A. M.Ed.	District Disabled Rehabilitation Officer, (i/c), Chennai		24315758	24913919			District Rehabilitation Centre, Forest Office Building, D.M.S. Compound, Chennai 600 018.
2.	Tmt. S. Senthil Kumari, D.P.T.M.A.,	District Disabled Rehabilitation Officer, (i/c), Kancheepuram.		27431853	27424357	27426646		District Rehabilitation Centre, G.S.T. Road (Near Court), Chengalpattu 603 001. Kancheepuram District.
3.	Tmt. M. Sakunthala Bose, M.A.,	District Disabled Rehabilitation Officer, (i/c), Thiruvallur.		27662985	24767832	27661200		District Rehabilitation Centre, 10, C.V. Naidu Salai, 1 <sup>st</sup> Street, Jaya Nagar, Thiruvallur.
4.	Thiru. P. Charles Prabhakaran, M.A.,	District Disabled Rehabilitation Officer, (i/c), Vellore	0416	2222737	2256397	2253034		District Rehabilitation Centre, District Panchayat Office Complex, Perumalsamy Building (Ground Floor) Line (Opp. to Muslim School), Vellore.
5.	Thiru. K.I. Varadharajan, M.A. D.H.E.	District Disabled Rehabilitation Officer, (i/c), Thiruvannamalai	04175	209265	251591	232222		District Rehabilitation Centre, Collectorate Office Complex, Ground Floor, Collector Nagar, Thiruvannamalai 606 604.
6.	Thiru. N. Thangavel, M.A.	District Disabled Rehabilitation Officer, (i/c), Cuddalore.	04142	294415	210896			District Rehabilitation Centre, 37, Ramdoss Road, Pudupalayam, Cuddalore 607 001.

7.	Tmt. Santha, M.A.	District Disabled Rehabilitation Officer, (i/c), Villupuram.	04146	225543	251799	222470		District Rehabilitation Centre, No:7, Chairman Shanmugam Street, West Shanmugapuram, Villupuram.
8.	Thiru. M. Imtiaz Ahmed, M.A.	District Disabled Rehabilitation Officer, (i/c), Dharmapuri.	04342	263510	232261	230886		District Rehabilitation Centre, 5/145, A-B Railway Station Main Road, Dharmapuri District.
9.	Tmt. P. Rajeswari, M.A.,	District Disabled Rehabilitation Officer, (i/c), Salem.	0427	2452827	2400431	2400200		District Rehabilitation Centre, Opposite to Government General Hospital, Old Nattanman Building Campus, Near Collectorate Office, Salem 636 001.
10.	Thiru. Chelladurai, M.A.	District Disabled Rehabilitation Officer, (i/c), Namakkal.	04286	280019		281106		District Rehabilitation Centre, District Collector Office Complex, Room No:6,7,8 (Ground Floor), Siluvampatti Post, Nallipalayam, Namakkal 637 003.
11.	Thiru. Paramasivam,	District Disabled Rehabilitation Officer, (i/c), Erode.	0424	2258986	28295734	2260999		District Rehabilitation Centre, District Collectorate Campus, Erode 638 011.
12.	Thiru. K. Govindaraj,	District Disabled Rehabilitation Officer, (i/c), Coimbatore.	0422	2380382		2301523		District Rehabilitation Centre, Collector Office Complex, Coimbatore 641 018.
13.	Thiru. J. Jesuraj, M.A., M.Phil.,	District Disabled Rehabilitation Officer, (i/c), The Nilgiris	0423	2440725		2443971		District Rehabilitation Centre, 29, Club Road, Udhagamandalam, The Nilgiris District.
14.	Tmt. R. Shyamala, M.A.,	District Disabled Rehabilitation Officer,	04362	236791	270528	230857		District Rehabilitation Centre, Plot No: 19, Nirmala Nagar,

	M.A.,B.Ed.,	(i/c), Thanjavur.						Opp. Central Godown, I Vallam Road, Thanjavur 613 007.
15.	Thiru. K. Kaliyamoorthy, M.A.,	District Disabled Rehabilitation Officer, (i/c), Nagapattinam.	04365	253041	04362- 226393	253048		District Rehabilitation Centre, Collectorate Complex, Ground Floor , Palpannaicherry (South) Nagapattinam 611 002.
16.	Tmt. K. Jasmine, M.A., B.Ed.,PG.DPR.,	District Disabled Rehabilitation Officer, (i/c), Tiruvarur.	04366	221397	203194	221033		District Rehabilitation Centre, 102, Dhanam Complex, Guru Dakshinamurthy Nagar, Collector Office Complex, Tiruvarur District.
17.	Thiru. Joseph Xavier, M.A.,D.L.L.	District Disabled Rehabilitation Officer, (i/c), Trichy.	0431	2412590	5505989	2411929		District Rehabilitation Centre, 1/1 Block 1, Ward J, Back side of the District Judicial Court, Near Sub-Treasury Office, Contonment, Trichy 620 001.
18.	Thiru. Manimaran, M.A.,	District Disabled Rehabilitation Officer, (i/c), Karur.	04324	257130		257800		District Rehabilitation Centre, 007, District Collector Campus, Thanthonimalai Post, Karur 639 002
19.	Thiru. A. Sarangapani,	District Disabled Rehabilitation Officer, (i/c), Perambalur.	04328	278374	220563	277875		District Rehabilitation Centre, 520-B, Ellampalur Road, Perambalur 621 212
20.	Thiru. M. Mohammed Abdulla, M.A.,P.G.D.C.	District Disabled Rehabilitation Officer, (i/c), Pudukottai	04322	223678	223567	221658		District Rehabilitation Centre, Sathya Moorthy Housing Unit, Near M.L.A., Office, Pudukottai.
21.	Thiru. S. Velavar, M.A.,M.L.,	District Disabled Rehabilitation Officer, (i/c), Madurai.	0452	2679695		253025		District Rehabilitation Centre, Subramaniyapuram, Villapuram Post, Housing Unit, Madurai-11.

22.	Thiru. S. Mathivanan, M.A.,B.L.,	District Disabled Rehabilitation Officer, (i/c), Theni.	04546	252085	0452-2697884	254956		District Rehabilitation Centre, District Collectorate Complex, Theni.
23.	Thiru. K. Chellamuthu, M.A.,B.L.,DMOL.,	District Disabled Rehabilitation Officer, (i/c), Dindigul.	0451	2460099	04553-242424	2461082		District Rehabilitation Centre, Room No:4, Collectorate, Dindigul District.
24.	Thiru. K. Subramanian, M.A.,D.L.L.	District Disabled Rehabilitation Officer, (i/c), Ramanathapuram.	04567	232254		220648		District Rehabilitation Centre, Collectorate Complex, Pattinamkathan, Ramanathapuram.
25.	Thiru. S. Ramakrishnan, M.A.,D.L.L. & A.AL.,	District Disabled Rehabilitation Officer, (i/c), Sivagangai.	04575	242025	0452-2697884	241525		District Rehabilitation Centre, Collector Office Complex, Maruthupandi Nagar, Sivagangai 623 560
26.	Thiru. Karunagara-pandiyan, M.A.,B.I.L.,	District Disabled Rehabilitation Officer, (i/c), Virudhunagar.	04562	252068		252500		District Rehabilitation Centre, Collector Office Complex, Virudhunagar.
27.	Thiru. N. Selvaraj, M.A.,	District Disabled Rehabilitation Officer, (i/c), Thirunelveli.	0462	2553157		2554190		District Rehabilitation Centre, Colony, Palayamkottai, Thirunelveli 627 007.
28.	Tmt. P. Shanthi Glory Emerald, M.A.,	District Disabled Rehabilitation Officer, (i/c), Tuticorin.	0461	2340626	2353363	2340600		District Rehabilitation Centre, Collector Office Campus, Korampallam, Tuticorin-1.
29.	Thiru. T. Manohar.	District Disabled Rehabilitation Officer, (i/c), Kanyakumari.	04652	279411	2521292	260999		District Rehabilitation Centre, Collectorate Office Campus, Nagerkoil 629 003, Kanniyakumari District.

### Assistant Public Information Officers:

Sl. No	Name	Designation	STD Code	Phone No.		Fax No.	E-Mail	Address
				Office	Residence			
1.	Thiru. Srinivasan	Junior Rehabilitation Officer, District Rehabilitation Centre, Chennai.		24315758	22231799			District Rehabilitation Centre, Forest Office Building, D.M.S. Compound, Chennai 600 018.
2.	Thiru. S.J. Vijayasankar	Junior Rehabilitation Officer, District Rehabilitation Centre, Chengalpattu.		27431853	94438-66101	27426646		District Rehabilitation Centre, G.S.T. Road (Near Court), Chengalpattu 603 001. Kancheepuram District.
3.	Thiru. Joseph D. Ravi	Junior Rehabilitation Officer, District Rehabilitation Centre, Thiruvallur.		27662985	9444119208	27661200		District Rehabilitation Centre, 10, C.V. Naidu Salai, 1 <sup>st</sup> Street, Jaya Nagar, Thiruvallur.
4.	Thiru. R. Balaji	Orthotic Technician, District Rehabilitation Centre, Vellore.	0416	2222737	09443273671	2253034		District Rehabilitation Centre, District Panchayat Office Complex, Perumalsamy Building (Ground Floor) Line (Opp. to Muslim School), Vellore.
5.	Thiru. R. Natarajan	Junior Rehabilitation Officer, District Rehabilitation Centre, Thiruvannamalai.	04175	209265	251591	28352343		District Rehabilitation Centre, Collectorate Office Complex, Ground Floor, Collector Nagar, Thiruvannamalai 606 604.



6.	Thiru. M.C. Santhamurthi	Junior Rehabilitation Officer, District Rehabilitation Centre, Cuddalore	04142	294415	954142-231332			District Rehabilitation Centre, 37, Ramdoss Road, Pudupalayam, Cuddalore 607 001.
7.	Thiru. Kumar	Orthotic Technician, District Rehabilitation Centre, Villupuram.	04146	225543	9443047377	222470		District Rehabilitation Centre, No:7, Chairman Shanmugam Street, West Shanmugapuram, Villupuram.
8.	Thiru. Victor Maria Joseph	Junior Rehabilitation Officer, District Rehabilitation Centre, Dharmapuri	04342	263510	98650 63804	230886		District Rehabilitation Centre, 5/145, A-B Railway Station Main Road, Dharmapuri District.
9.	Thiru. Saravana kumar	Orthotic Technician, District Rehabilitation Centre, Salem.	0427	2452827	94439-68097	2400200		District Rehabilitation Centre, Opposite to Government General Hospital, Old Nattanman Building Campus, Near Collectorate Office, Salem 636 001.
10.	Thiru. Balakrishnan,	Orthotic Technician, District Rehabilitation Centre, Namakkal.	04286	280019	98425-63909	9443495838		District Rehabilitation Centre, District Collector Office Complex, Room No:6,7,8 (Ground Floor), Siluvampatti Post, Nallipalayam, Namakkal 637 003.
11.	Thiru. Jagadeesan,	Orthotic Technician, District Rehabilitation Centre, Erode.	0424	271143	9443846297	2260999		District Rehabilitation Centre, District Collectorate

								Campus, Erode 638 011.
12.	Thiru. R. Chandrasekaran,	Junior Rehabilitation Officer, District Rehabilitation Centre, Coimbatore.	0422		94439-32998	2301523		District Rehabilitation Centre, Collector Office Complex, Coimbatore 641 018.
13.	Thiru. Saravanan	Orthotic Technician, District Rehabilitation Centre, The Nilgiris	0423		9443522978	2443971		District Rehabilitation Centre, 29, Club Road, Udhagamandalam, The Nilgiris District.
14.	Thiru. Ravindran,	Orthotic Technician, District Rehabilitation Centre, Thanjavur.	04362	236791	273315/ 94425-73315	230857		District Rehabilitation Centre, Plot No: 19, Nirmala Nagar, Opp. Central Godown, I Vallam Road, Thanjavur 613 007.
15.	Thiru. Magizhnan,	Orthotic Technician, District Rehabilitation Centre, Nagapattinam.	04365	253041	9942424442	253048		District Rehabilitation Centre, Collectorate Complex, Ground Floor , Palpannaicherry (South) Nagapattinam 611 002.
16.	Thiru. Srinivasan	Orthotic Technician, District Rehabilitation Centre, Tiruvarur.	04366	221397	9443588487	221033		District Rehabilitation Centre, 102, Dhanam Complex, Guru Dakshinamurthy Nagar, Collector Office Complex, Tiruvarur District.
17.	Tmt. Yamunabai	Junior Rehabilitation Officer, District Rehabilitation Centre, Trichy.	0431	2412590	9345227080	2411929		District Rehabilitation Centre, 1/1 Block 1, Ward J, Back side of the District Judicial Court,

								Near Sub-Treasury Office, Contonment, Trichy 620 001.
18.	Thiru. Kannan	Orthotic Technician, District Rehabilitation Centre, Karur.	04324	257130	9865143028	257800		District Rehabilitation Centre, 007, District Collector Campus, Thanthonimalai Post, Karur 639 002
19.	Thiru. Swaminathan,	Orthotic Technician, District Rehabilitation Centre, Perambalur.	04328	278374	225220	277875		District Rehabilitation Centre, 520-B, Ellampalur Road, Perambalur 621 212
20.	Thiru. Vasanthakumar,	Orthotic Technician, District Rehabilitation Centre, Pudukottai.	04322	223678	9842485574	221658		District Rehabilitation Centre, Sathya Moorthy Housing Unit, Near M.L.A., Office, Pudukottai.
21.	Tmt. M. Jayaseeli	Junior Rehabilitation Officer, District Rehabilitation Centre, Madurai.	0452	2679695	2456204	253025		District Rehabilitation Centre, Subramaniyapuram, Villapuram Post, Housing Unit, Madurai-11.
22.	Thiru. Ulaganathan,	Orthotic Technician, District Rehabilitation Centre, Theni.	04546	252085	9344612770	254956		District Rehabilitation Centre, District Collectorate Complex, Theni.
23.	Tmt. K. Sakunthala	Junior Rehabilitation Officer, District Rehabilitation Centre, Dindigul.	0451	2460099	2459529	2461082		District Rehabilitation Centre, Room No:4, Collectorate, Dindigul District.
24.	Thiru. Jothilingam	Orthotic Technician, District Rehabilitation Centre,	04567	232254	9443286347	220648		District Rehabilitation Centre, Collectorate Complex,

		Ramanathapuram.						Pattinamkathan, Ramanathapuram.
25.	Thiru. Jayaprakash	Orthotic Technician, District Rehabilitation Centre, Sivagangai.	04575	242025	9443289779	241525		District Rehabilitation Centre, Collector Office Complex, Maruthupandi Nagar, Sivagangai 623 560
26.	Thiru. A.M. Karunakara- pandian	Junior Rehabilitation Officer, District Rehabilitation Centre, Virudhunagar.	0452	252068	0452- 2486059	252500		District Rehabilitation Centre, Collector Office Complex, Virudhunagar.
27.	Thiru. P. Sekar,	Junior Rehabilitation Officer, District Rehabilitation Centre, Tirunelveli.	0462	2553157	98420- 65794	2554190		District Rehabilitation Centre, Colony, Palayamkottai, Thirunelveli 627 007.
28.	Thiru. Thangavel	Orthotic Technician, District Rehabilitation Centre, Tuticorin.	0461	2340626	94434-63171	2340600		District Rehabilitation Centre, Collector Office Campus, Korampallam, Tuticorin-1.
29.	Thiru. M. George Doss,	Junior Rehabilitation Officer, District Rehabilitation Centre, Kanniyakumari.	04652	279411	235116	260999		District Rehabilitation Centre, Collectorate Office Campus, Nagerkoil 629 003, Kanniyakumari District.

**Government Rehabilitation Homes  
At State Level**

**Department Appellate Authority:**

Sl. No.	Name	Designation	STD Code	Ph. No. Office	Home	Fax	Email	Address
1.	Thiru. K. Ashok Vardhan Shetty, I.A.S.,	State Commissioner for the Disabled	044	28290740	26151702	28290365	<a href="mailto:scd@tn.nic.in">scd@tn.nic.in</a>	15/1, Model School Road, Thousand Lights, Chennai-6.

**Public Information Officers:**

Sl. No.	Name	Designation	STD Code	Ph. No. Office	Home	Fax	Email	Address
2.	Thiru. E. Shanmuga Sundaram	Chief Superintendent (i/c.)	044	28290286 28290409 28290392	24919549	28290365	<a href="mailto:scd@tn.nic.in">scd@tn.nic.in</a>	15/1, Model School Road, Thousand Lights, Chennai-6.

**At District Level**

**Public Information Officers:**

Sl. No.	Name	Designation	STD Code	Ph. No. Office	Home	Fax	Email	Address
1.	Dr. P.R. Vijaya lakshmi	Administrative Officer (i/c.)	044	27464242	22239566	--	--	Government Rehabilitation Home, Paranur, Chengalpet Taluk, Kanchipuram District.
2.	Dr. R. Elangovan	Administrative Officer (i/c.)	04149	221059	04151 224733	--	--	Government Rehabilitation Home, Vellaiyur P.O., Ulundurpet Taluk, Villupuram.

3.	Dr. R. Lakshmi	Administrative Officer (i/c.)	04175	241226	227520	--	--	Government Rehabilitation Home, Mallavadi P.O., Thiruvannamalai District.
4.	Dr. Indhumathi	Administrative Officer (i/c.)	04343	266134	04179 222431	--	--	Government Rehabilitation Home, Annanagar, Bargur, Krishnagiri District.
5.	Dr. S. Ragamathunisa	Administrative Officer (i/c.)	04322	271612	260219	--	--	Government Rehabilitation Home, Pudukottai Taluk and District.
6.	Dr. S. Velmurugan	Administrative Officer (i/c.)	0452	2091127	5354304	--	--	Government Rehabilitation Home, Y.Pudupatti P.O., Madurai District.
7.	Dr. R. Jayaraman	Administrative Officer (i/c.)	04282	209627	240565	--	--	Government Rehabilitation Home, Deviakurichi, Attur Taluk, Salem District.
8.	Dr. S. Sundaravadhanam	Administrative Officer (i/c.)	04342	288435	261560	--	--	Government Rehabilitation Home, Selliyampatti, Dharmapuri District.
9.	Dr. R. Jayaraman	Administrative Officer (i/c.)	04362	--	221371	--	--	Government Rehabilitation Home, Manayeripatti P.O., Tanjore District.
10.	Dr. V. Gurumathi	Administrative Officer	04295	263130	0422 2510678	--	--	Government Rehabilitation Home, Vinnampalli P.O., Sathiyamangalam Taluk, Erode District.
11.	Dr. A. Yasodha	Administrator	044	26800145	26257788	--	--	Government Care Camp, Melpakkam, Chennai-77.

## Assistant Public Information Officers:

Sl. No.	Name	Designation	STD Code	Ph. No. Office	Home	Fax	Email	Address
1.	Dr. T. Mathivanan, M.B.B.S.,	Medical Officer	044	27464242	26154717	--	--	Government Rehabilitation Home, Paranur, Kanchipuram District.
2.	Dr. S. Geetha, M.B.B.S.,	Medical Officer	04342	288435	984121 7364	--	--	Government Rehabilitation Home, Sellampatti, Dharmapuri District.
3.	Dr. A. Arumugam, M.B.B.S., M.M.R.D.,	Medical Officer	04175	241226	226970	--	--	Government Rehabilitation Home, Mallavadi 606 806. Tiruvanna-malai District.
4.	Dr. P. Rasamayil, M.B.B.S., D.D.,	Medical Officer	04343	266134	04179/ 221064	--	--	Government Rehabilitation Home, Bargur 635 104. Krishnagiri District.
5.	Dr. A. Ravindran, M.S. D.L.O.,	Medical Officer	04322	271612	04322 260838	--	--	Government Rehabilitation Home, Pudukottai 622 094.
6.	Dr. G.A. Rajmohan, M.B.B.S., D.Ortho.	Medical Officer	0452	2091127	9443533930	--	--	Government Rehabilitation Home, Y.Pudupatti 625 104, Madurai District.
7.	Dr. K. Arul, M.B.B.S.,	Medical Officer	04282	209627	--	--	--	Government Rehabilitation Home, Deviyakurichi, Salem District.
8.	Dr. M. Kasthuri,	Medical Officer	04295	263130	9443044666	--	--	Government Rehabilitation

	M.B.B.S.,							Home, Vinnapalli, Erode District.
9.	Dr. S. Natarajan, M.B.B.S.,	Medical Officer	--		00435/ 2222744	--	--	Government Rehabilitation Home, Manayeripatti, Tanjore District.
10.	Tmt. G. Kebi	Superintendent	04149	221059	--	--	--	Government Rehabilitation Home, Ulundurpet, Villupuram District.
11.	Thiru. R. Boopalan	Superintendent		26800145	--	--	--	Government Care Camp, Melpakkam, Chennai-77.



## Chapter-9 (Manual-8)

### Procedure followed in Decision Making Process

- 9.1. What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and Rule of Business Manual, and other rules / regulations etc. can be made).

Following the Government Rules and Regulations.

- 9.2. What are the documented procedures / laid down procedures / Defined Criteria / Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?

Procedures envisaged in the Government Rules and Regulations.

- 9.3. What are the arrangements to communicate the decision to the public?

General Information to the public	Gazette notification Advertisement in the paper All India Radio Outdoor media such as exhibition
For individual information	Letters, orders, office memorandum
In case of launch of new schemes	Press note will be released under the leadership of Hon'ble Minister for Social Welfare and Secretary to Government, Social Welfare and Nutritious Meal Programme Department.

- 9.4. Who are the officers at various levels whose opinions are sought for the process of decision making?

Officers working in the Directorate as well as District Officers.

- 9.5. Who is the final authority that vets the decision?

For all general matters Special Commissioner for the Disabled is the competent authority in taking decisions. However, on all important matters the Head of Department takes the approval of the Secretary / Hon'ble Minister of Social Welfare.

9.6. Please provide information separately in the following format for the important matters on which the decision is taken by the public authority

Sl. No.	1
<u>Administration</u>	
Subject on which the decision is to be taken	Service matters of the staff of the State Commissioner for the Disabled as per the procedures laid down under the rules and regulations prescribed by the Personnel and Administrative Reforms Department.
Guideline / Direction, if any	Guidelines prescribed by Personnel and Administrative Reforms Department
Process of Execution	Through the procedures as stated above.
Designation of the officers involved in decision making	Assistant Director (Administration), Joint Director, Special Commissioner for the Disabled
Contact information of above mentioned officers	O/o. The State Commissioner for the Disabled, 15/1, Model School Road, Thousand Lights, Chennai-600 006. Phone No.28290286, 28290392, 28290409 Fax: 28290365 Email : <a href="mailto:scd@tn.nic.in">scd@tn.nic.in</a>
If not satisfied by the decision, where and how to appeal	Department of Social Welfare and Nutritious Meal Programme, Secretariat, Chennai-9.

Sl. No.	2
Subject on which the decision is to be taken	<u>Policy Issues</u>  Policy issues implementation of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995
Guideline / Direction, if any	As per the Acts Rules and Regulations of the scheme as the case may be.
Process of Execution	Through the prescribed channels of submission of cases.
Designation of the officers involved in decision making	Assistant Director (Handicapped Welfare), Joint Director, Special Commissioner for the Disabled
Contact information of above mentioned officers	O/o. The State Commissioner for the Disabled, 15/1, Model School Road, Thousand Lights, Chennai-600 006. Phone No.28290286, 28290392, 28290409 Fax: 28290365 Email : <a href="mailto:scd@tn.nic.in">scd@tn.nic.in</a>
If not satisfied by the decision, where and how to appeal	Department of Social Welfare and Nutritious Meal Programme, Secretariat, Chennai-9.

Sl. No.	3
Subject on which the decision is to be taken	ADIP SCHEME (Assistance for the disabled persons (Aids/Appliances)
Guideline / Direction, if any	As per the scheme
Process of Execution	Through the prescribed channels of submission of cases.
Designation of the officers involved in decision making	District Disabled Rehabilitation Officers, Assistant Director (Handicapped Welfare), Joint Director, Special Commissioner for the Disabled
Contact information of above mentioned officers	O/o. The State Commissioner for the Disabled, 15/1, Model School Road, Thousand Lights, Chennai-600 006. Phone No.28290286, 28290392, 28290409 Fax: 28290365 Email : <a href="mailto:scd@tn.nic.in">scd@tn.nic.in</a>
If not satisfied by the decision, where and how to appeal	Proposals are recommended and forwarded to Government of India by the Special Commissioner for the Disabled. Final decision is taken by Ministry of Social Justice and Empowerment, Government of India, Shastri Bhavan, New Delhi-110 001.

Sl. No.	4
Subject on which the decision is to be taken	Deendayal Disabled Rehabilitation Scheme
Guideline / Direction, if any	As given in the scheme
Process of Execution	Through the Voluntary Organisations
Designation of the officers involved in decision making	District Disabled Rehabilitation Officers Assistant Director (Handicapped Welfare), Joint Director, Special Commissioner for the Disabled.
Contact information of above mentioned officers	O/o. The State Commissioner for the Disabled, 15/1, Model School Road, Thousand Lights, Chennai-600 006. Phone No.28290286, 28290392, 28290409 Fax: 28290365 Email : <a href="mailto:scd@tn.nic.in">scd@tn.nic.in</a>
If not satisfied by the decision, where and how to appeal	Proposals are recommended and forwarded to Government of India by the Special Commissioner for the Disabled. Final decision is taken by Ministry of Social Justice and Empowerment, Government of India, Shastri Bhavan, New Delhi-110 001.

Sl. No.	5
Subject on which the decision is to be taken	National Award for Persons with Disabilities
Guideline / Direction, if any	Guidelines as given in the scheme
Process of Execution	Awarded to various categories as specified in the scheme. State Level Screening Committee nominates the persons for the National Award.
Designation of the officers involved in decision making	District Disabled Rehabilitation Officers, Assistant Director (Handicapped Welfare), Joint Director, Special Commissioner for the Disabled, Secretary of Social Welfare, Members in the State Level Screening Committee.
Contact information of above mentioned officers	O/o. The State Commissioner for the Disabled, 15/1, Model School Road, Thousand Lights, Chennai-600 006. Phone No.28290286, 28290392, 28290409 Fax: 28290365 Email : <a href="mailto:scd@tn.nic.in">scd@tn.nic.in</a>
If not satisfied by the decision, where and how to appeal	Proposals are recommended and forwarded to Government of India by the Special Commissioner for the Disabled. Final decision is taken by Ministry of Social Justice and Empowerment, Government of India, Shastri Bhavan, New Delhi-110 001.

Sl. No.	6
Subject on which the decision is to be taken	State Awards
Guideline / Direction, if any	Guidelines prescribed by the Government.
Process of Execution	Awarded to various categories as specified in the scheme. State Level Screening Committee nominates the persons for the State Award.
Designation of the officers involved in decision making	District Disabled Rehabilitation Officers, Assistant Director (Administration), Joint Director, Special Commissioner for the Disabled and Committee Members.
Contact information of above mentioned officers	O/o. The State Commissioner for the Disabled, 15/1, Model School Road, Thousand Lights, Chennai-600 006. Phone No.28290286, 28290392, 28290409 Fax: 28290365 Email : <a href="mailto:scd@tn.nic.in">scd@tn.nic.in</a>
If not satisfied by the decision, where and how to appeal	Department of Social Welfare and Nutritious Meal Programme, Secretariat, Chennai-9.

Sl. No.	7
Subject on which the decision is to be taken	Recognition of Special Schools
Guideline / Direction, if any	As prescribed by the Department.
Process of Execution	District Disabled Rehabilitation Officers submit the proposals along with inspection reports to the Special Commissioner for the Disabled.
Designation of the officers involved in decision making	District Disabled Rehabilitation Officers, Assistant Director (Special Schools), Joint Director, Special Commissioner for the Disabled
Contact information of above mentioned officers	O/o. The State Commissioner for the Disabled, 15/1, Model School Road, Thousand Lights, Chennai-600 006. Phone No.28290286, 28290392, 28290409 Fax: 28290365 Email : <a href="mailto:scd@tn.nic.in">scd@tn.nic.in</a>
If not satisfied by the decision, where and how to appeal	Department of Social Welfare and Nutritious Meal Programme, Secretariat, Chennai-9.



Sl. No.	8
Subject on which the decision is to be taken	Registration of Non-Governmental Organisations serving the disabled as per the Persons with Disabilities Act, 1995.
Guideline / Direction, if any	Guidelines prescribed by the Persons with Disabilities Act, 1995 under section-52, Special Commissioner for the Disabled is the competent authority for the purpose of according Registration.
Process of Execution	District Disabled Rehabilitation Officers submit the proposals along with inspection reports to the Special Commissioner for the Disabled.
Designation of the officers involved in decision making	District Disabled Rehabilitation Officers, Assistant Director (Handicapped Welfare), Joint Director, Special Commissioner for the Disabled
Contact information of above mentioned officers	O/o. The State Commissioner for the Disabled, 15/1, Model School Road, Thousand Lights, Chennai-600 006. Phone No.28290286, 28290392, 28290409 Fax: 28290365 Email : <a href="mailto:scd@tn.nic.in">scd@tn.nic.in</a>
If not satisfied by the decision, where and how to appeal	Department of Social Welfare and Nutritious Meal Programme, Secretariat, Chennai-9.

## Chapter-10 (Manual-9) Directory of Officers and Employee

10.1. Please provide information district wise in following format

### Directory-1 (O/o. The State Commissioner for the Disabled, Chennai-6)

<i>S.No</i>	<i>Name</i>	<i>Designation</i>	<i>Address</i>	<i>Ph.No/ Mobile No. / Email id</i>
1	E. Shanmugasundaram	Joint Director	No:1, Lakshmi Complex, Ellaiyamman Koil Street, Beach Besant Nagar, Chennai-90	24919549  jdsctn@eth.net
2	T.S. Neelavathi	Assistant Director (Admn)	64, Mukathal Street, (Opp. Old Purasawalkam, Chennai 600 007.	26610991 9840444210 neela_ad@yahoo.co.in
3	S. Manoharan	Assistant Director (HW)	T-121, Avvai Street, Thirunagar, Jaffarkhanpet, Chennai 600 083	24895180, 23718666 9840185762  manoharan_ad@yahoo.co.in
4	M. Nandhitha	Assisant Director (Placement)	14/36, Janakiram Flats, Unnamalai Amman Street, T.Nagar, Chennai 600 017.	22440452 9840125830 nand_ad@yahoo.co.in
5	A. Gunasekaran	Assistant Director (SS)	4/124, Gandhi Street, Senneerkuppam, Chennai 600 056.	26490232 9444109493

<b>S.No</b>	<b>Name</b>	<b>Designation</b>	<b>Address</b>	<b>Ph.No/ Mobile No. / Email id</b>
6	C.R.Chellampillai	Accounts Officer	78, Saraswathi Street, Lakshmi Nagar, Mugalivakkam, Porur, Chennai	55349928  scd_ao@yahoo.co.in
7	A. Chelliah	Technical Officer	14, Devi Karumaniamman Koil Indira Nagar, Pallikaranai, Chennai 601 302.	22461735 9444144101 toscdtn@yahoo.co.in
8	Sarala, G	Speech Therapist,	79, IV Avenue, Ashok Nagar, Chennai 600 083	24890973 9840214974 saralasinath2004@ yahoo.co.in
9	Santhana Babu, R.	Statistical Officer	No.22, Lakshmipuram Minjur, 601 203.	954119-233578
10	Nagalakshmi,	Assistant Accounts Officer,	No:10, Sannathi Street, Theradi, Thiruvattiyur, Chennai	25726135

<b>S.No</b>	<b>Name</b>	<b>Designation</b>	<b>Address</b>	<b>Ph.No/ Mobile No. / Email id</b>
11	R. Hema,	Superintendent	No.20, Thai Nagar, Kodungaiyur, R.V.Nagar Post, Chennai-118.	
12	Kamalakumari,	Superintendent	23, Corporation Line, III Lane Dharmapuram Main Road, North T. Ngar, Chennai-17.	28343612
13	Sridharran, C.A.R.	Placement Officer	11/9, Nammalvar Street - II Floor, Triplicane, Ice House, Chennai 600 005.	28441099 9884044109
14	Selvaraj, S.	Superintendent	Deva Kirubai Flats, 52-A, Tiruvalluvar Nagar 1st Keelkattalai, Chennai. 15 Superintendent No.26,Somasundaram 3rd 26440809 Ayanavaram, Chennai 600 023.	Jayalkshmi Shankar 9841508414

<b>S.No</b>	<b>Name</b>	<b>Designation</b>	<b>Address</b>	<b>Ph.No/ Mobile No. / Email id</b>
16	Nagarathinam, R.	Statistical Inspector,	Plot No:47, N.G.O. Colony, Brindavanam Plots, Chrompet, Chennai-44	
17	Sathyavathi, A.	Assistant	115, Bharathi Street, Saligramam, Chennai 600 093.	23624419
18	Mohan, D.	Assistant	M-25, TNHB Government Staff Foreshore Estate, Chennai 600 028.	
19	Vimala, R.	Assistant	P/3, TNHB Quarters, Rajamannar Salai, K.K.Nagar, Chennai-78.	
20	Jothilakshmi	Junior Assistant	5/10 M.G.R Street, Near Kambar Nagar, Chennai 600 099.	

<b>S.No</b>	<b>Name</b>	<b>Designation</b>	<b>Address</b>	<b>Ph.No/ Mobile No. / Email id</b>
21	Vijaya Rani, A.	Junior Assistant	12, Nagammal Nagar, Kamarajar Salai, Anagaputhur, Chennai 600 070	
22	John Josaiah, R.	Vocational Instructor	191, Yadhaval Street, Adambakkam, Chennai 600 088.	
23	Indira, P.	Junior Assistant	19, Karunambikai Colony, Velacherry, Chennai 600 042.	
24	Sundar, S.	Assistant	2, Rajaji Cross Street, Radha Nagar, Chrompet, Chennai-44.	22364205
25	Hilda Nesam, A.	Assistant	5, Asokan Street, Chitlapakkam, Chennai 600 064	

<b>S.No</b>	<b>Name</b>	<b>Designation</b>	<b>Address</b>	<b>Ph.No/ Mobile No. / Email id</b>
26	Duraikannu, U.	Junior Assistant	Rutherfordpuram Street, Mylapore, Chennai 600 004.	
27	Pushpavathi, E.	Assistant	No.40, 1st Street, V.O.C. Nagar, Chennai 600 072.	26404421
28	Senthilkumaran, S.	Assistant	Gomathi Illam, Flat No:21, Door 36th Main Road, Krishna Nagar, Hasthinapuram, Chrompet, Chennai-44.	22238885
29	Saravana Sankari, A.	M.R.A.	No:16/A, SriRam Nagar, Vyasarpadi, Chennai 600 039.	
30	Natarajan, R.	JRO	37/13, Muthu Mudali Street, Royapettah, Chennai 600 014.	28352343

<b>S.No</b>	<b>Name</b>	<b>Designation</b>	<b>Address</b>	<b>Ph.No/ Mobile No. / Email id</b>
31	Meyyakkal, M.	Junior Assistant	248, 9th Cross, MKB Nagar, Chennai 600 039.	25513372
32	Sathasivan, N.	Assistant	Plot No:6, New Kuberan Nagar Madipakkam, Chennai 600 091.	55399971
33	Kantha, P.	Assistant	No:10, Bajanai Koil Street, Vadapalani, Chennai 600 026.	
34	Kamakshi, V.	Assistant	Plot No:5/487 Sathsangam Madipakkam, Chennai 600 091.	
35	Padmavathy,	Assistant	No:20, Vemru Bangaru Rao South Mada Street, Triplicane, Chennai 600 005.	9443910327



<b>S.No</b>	<b>Name</b>	<b>Designation</b>	<b>Address</b>	<b>Ph.No/ Mobile No. / Email id</b>
36	Suresh Babu, A.V.	Assistant	No:15, Bujankarao Street, Sillavanpettai, Vellore 632 001	
37	Krishnamurthy, S.	Steno-Typist	6/146, Mogappair West, Chennai 600 058.	55666275
38	Nagarathinam, S.	Steno-Typist	273, R.K. Nagar, Vanniampathi, Mandaveli, Chennai 600 028.	
39	Sathia Bama.B	Steno-Typist	AB-48, T.N.H. Board, Todhunder Nagar, Saidapet, Chennai 600015.	24333660
40	Uma Maheswari.B.R	Steno-Typist	Old No.86/4, New No.78, T.S.V. Koil Street 1st Lane, Mylapore, Chennai-600 004.	

<b>S.No</b>	<b>Name</b>	<b>Designation</b>	<b>Address</b>	<b>Ph.No/ Mobile No. / Email id</b>
41	Charumathi.V	Steno-Typist,	AH-43, T.N.H.Board, Todhunder Nagar, Saidapet, Chennai 600 015.	
42	Parameswari, S.S.	Typist	Block No.33 B 2/249 Gajalakshmi Kattupakkam Post, Chennai	
43	Rajini Kanth, L.	Typist	21/19 Peters Colony, Royapettah, Chennai 600 014.	
44	Sundar.D	Receptionist	B.S.5 Royal Residency, 48/1 Arcot Road, Saligramam, Chennai-93.	23764603
45	Velayutham.N	Office Assistant	No.4, Anna Nagar 3rd Corss 143 Madambakkam, Chennai 600 073.	

<b>S.No</b>	<b>Name</b>	<b>Designation</b>	<b>Address</b>	<b>Ph.No/ Mobile No. / Email id</b>
46	Panneer Selvam.A	Office Assistant	Bharathy Street, Pooncheri Village, Mamallapuram (Via),	
47	Devarajulu.S	Office Assistant	No.18 Bharathiar Street, Rajeeg Nagar, Urapakkam, Kancheepuram 603 202.	
48	Baskhar.S	Office Assistant	380/671 T.H. Road, Chennai 600 081.	
49	Ruban Kirubanandam, A	Office Assistant	Malangananthapuram 4h Street, Jamin Pallavaram, Chennai 600 043.	
50	Kumar.K.S.	Driver	R.C.18 Lloyds Colony, Royapettah, Chennai 600 014.	

<b>S.No</b>	<b>Name</b>	<b>Designation</b>	<b>Address</b>	<b>Ph.No/ Mobile No. / Email id</b>
51	Sekar.G	Driver	13 Muthumariamman Koil Street, Periyar Nagar, Chennai 600 81	23774191
52	Subramanian.K	Watchman	No.9, Nedungundram, CSI Church Street, Kolappakkam Post (Via)	09443273671
53	Balaji	Orthotic Technician	21 Athaullah Street, Sholinger Road, Arakonam, Vellore District-631 001.	

**Directory-2 (O/o. The Chief Superintendent, (Government Rehabilitation Homes), Chennai-6**

Sl No	Name	Designation	STD Code	Phone No.		Fax	E. Mail	Address
				Office	Home			
1	Thiru. E. Shanmuga Sundaram	Chief Superintendent (i/c.)		28290286 28290392 28290409	24919549	28290365	<a href="mailto:scd@tn.nic.in">scd@tn.nic.in</a>	Flat No.1, Lakshmi Complex, Ellaiamman Koil Street, Besant Nagar, Chennai-90.
2	Dr. Sridevi Karthikeyan	Assistant Special Officer			9444 205472	28290365	<a href="mailto:scd@tn.nic.in">scd@tn.nic.in</a>	97/7, Mullai Colony, Mugappair, Chennai 50.
3	Tr. V. Ramu	Assistant Accounts Officer			22582688			3/334, Govindasamy Nagar, 7 <sup>th</sup> Street Madipakkam, Chennai 77.
4	Tmt. G. Saraswathy	Superintendent			24492168			14 & 15, Rajendra Garden, vettuvankani, Chennai.
5	Tmt. Pushpa	Superintendent			24848800			40 A/14, Sowrashtra Nagar, 9 <sup>th</sup> St., Choolaimedu, Chennai 94.

6	Tr. D.V. Jayasingh Kovilpillai	Assistant			944379413 7			A3 1 <sup>st</sup> Floor Mathi Apartment Bharath Nagar 1 <sup>st</sup> Cross Pallavaram. Chennai.
7	Tr. Muruganandam	Assistant						C/o. Govindaraj, Devi Cycle Stand, Railway station Road, Pallavakam, Chennai.
8	Tmt. K. Premalatha	Assistant			42318331			240, L.I.G. Flats 34C, Ashok Nagar, 7 <sup>th</sup> Avenue, Madras 600 083
9	Tmt. R. Vadivalagi	Assistant						Type I, 44/3, HVF Estate Avadi, Chennai 54.
10	Tr. Natarajan	Junior Assistant			984114201 0			53, Gandhi Nagar, Ist Street, Guduvancherr y, Kancheepura m.

11	Tmt. C. Mary Florence	Steno Typist Grade II						28, Murugappa St., Triplicane, Chennai 5.
12	Tr. K.R. Jothi,	Selection Grade Driver						233/2, Big Street, Triplicane, Chennai 5.
13	Tmt. Karimunnisha	Office Assistant						6/452, Rajeswari Nagar, Pozhichalur, Chennai 73.
14	M. Solai	Office Assistant						648/11 <sup>th</sup> Street, Sasthri Nagar, Vyasarpady, Chennai 39.
15	M. Paulsamy,	Office Assistant						No.261/5, Gandhi Nagar, 7 <sup>th</sup> St., Vyasarpady, Chennai 39.

**Directory-3 (District Disabled Rehabilitation Officers)**

Sl. No	Name	Designation	STD Code	Phone No.		Fax No.	E-Mail	Address
				Office	Residence			
1.	Thiru. Chandran, B.Sc., M.A. M.Ed.	District Disabled Rehabilitation Officer, (i/c), Chennai		24315758	24913919			District Rehabilitation Centre, Forest Office Building, D.M.S. Compound, Chennai 600 018.
2.	Tmt. S. Senthil Kumari, D.P.T.M.A.,	District Disabled Rehabilitation Officer, (i/c), Kancheepuram.		27431853	27424357	27426646		District Rehabilitation Centre, G.S.T. Road (Near Court), Chengalpattu 603 001. Kancheepuram District.
3.	Tmt. M. Sakunthala Bose, M.A.,	District Disabled Rehabilitation Officer, (i/c), Thiruvallur.		27662985	24767832	27661200		District Rehabilitation Centre, 10, C.V. Naidu Salai, 1 <sup>st</sup> Street, Jaya Nagar, Thiruvallur.
4.	Thiru. P. Charles Prabhakaran, M.A.,	District Disabled Rehabilitation Officer, (i/c), Vellore	0416	2222737	2256397	2253034		District Rehabilitation Centre, District Panchayat Office Complex, Perumalsamy Building (Ground Floor) Officer's Line (Opp. to Muslim School), Vellore.
5.	Thiru. K.I. Varadharajan, M.A. D.H.E.	District Disabled Rehabilitation Officer, (i/c), Thiruvannamalai	04175	209265	251591	232222		District Rehabilitation Centre, Collectorate Office Complex, Ground Floor, Collector Nagar, Thiruvannamalai 606 604.
6.	Thiru. N. Thangavel, M.A.	District Disabled Rehabilitation Officer, (i/c), Cuddalore.	04142	294415	210896			District Rehabilitation Centre, 37, Ramdoss Road, Pudupalayam, Cuddalore 607 001.



7.	Tmt. Santha, M.A.	District Disabled Rehabilitation Officer, (i/c), Villupuram.	04146	225543	251799	222470		District Rehabilitation Centre, No:7, Chairman Shanmugam Street, West Shanmugapuram, Villupuram.
8.	Thiru. M. Imtiaz Ahmed, M.A.	District Disabled Rehabilitation Officer, (i/c), Dharmapuri.	04342	263510	232261	230886		District Rehabilitation Centre, 5/145, A-B Railway Station Main Road, Dharmapuri District.
9.	Tmt. P. Rajeswari, M.A.,	District Disabled Rehabilitation Officer, (i/c), Salem.	0427	2452827	2400431	2400200		District Rehabilitation Centre, Opposite to Government General Hospital, Old Nattanman Building Campus, Near Collectorate Office, Salem 636 001.
10.	Thiru. Chelladurai, M.A.	District Disabled Rehabilitation Officer, (i/c), Namakkal.	04286	280019		281106		District Rehabilitation Centre, District Collector Office Complex, Room No:6,7,8 (Ground Floor), Siluvampatti Post, Nallipalayam, Namakkal 637 003.
11.	Thiru. Paramasivam,	District Disabled Rehabilitation Officer, (i/c), Erode.	0424	2258986	28295734	2260999		District Rehabilitation Centre, District Collectorate Campus, Erode 638 011.
12.	Thiru. K. Govindaraj,	District Disabled Rehabilitation Officer, (i/c), Coimbatore.	0422	2380382		2301523		District Rehabilitation Centre, Collector Office Complex, Coimbatore 641 018.
13.	Thiru. J. Jesuraj, M.A., M.Phil.,	District Disabled Rehabilitation Officer, (i/c), The Nilgiris	0423	2440725		2443971		District Rehabilitation Centre, 29, Club Road, Udhagamandalam, The Nilgiris District.
14.	Tmt. R. Shyamala, M.A.,	District Disabled Rehabilitation Officer,	04362	236791	270528	230857		District Rehabilitation Centre, Plot No: 19, Nirmala Nagar,

	M.A.,B.Ed.,	(i/c), Thanjavur.						Opp. Central Godown, I Vallam Road, Thanjavur 613 007.
15.	Thiru. K. Kalliyamoorthy, M.A.,	District Disabled Rehabilitation Officer, (i/c), Nagapattinam.	04365	253041	04362-226393	253048		District Rehabilitation Centre, Collectorate Complex, Ground Floor , Palpannaicherry (South) Nagapattinam 611 002.
16.	Tmt. K. Jasmine, M.A., B.Ed.,PG.DPR.,	District Disabled Rehabilitation Officer, (i/c), Tiruvarur.	04366	221397	203194	221033		District Rehabilitation Centre, 102, Dhanam Complex, Guru Dakshinamurthy Nagar, Collector Office Complex, Tiruvarur District.
17.	Thiru. Joseph Xavier, M.A.,D.L.L.	District Disabled Rehabilitation Officer, (i/c), Trichy.	0431	2412590	5505989	2411929		District Rehabilitation Centre, 1/1 Block 1, Ward J, Back side of the District Judicial Court, Near Sub-Treasury Office, Contonment, Trichy 620 001.
18.	Thiru. Manimaran, M.A.,	District Disabled Rehabilitation Officer, (i/c), Karur.	04324	257130		257800		District Rehabilitation Centre, 007, District Collector Campus, Thanthonimalai Post, Karur 639 002
19.	Thiru. A. Sarangapani,	District Disabled Rehabilitation Officer, (i/c), Perambalur.	04328	278374	220563	277875		District Rehabilitation Centre, 520-B, Ellampalur Road, Perambalur 621 212
20.	Thiru. M. Mohammed Abdulla, M.A.,P.G.D.C.	District Disabled Rehabilitation Officer, (i/c), Pudukottai	04322	223678	223567	221658		District Rehabilitation Centre, Sathya Moorthy Housing Unit, Near M.L.A., Office, Pudukottai.
21.	Thiru. S. Velavar, M.A.,M.L.,	District Disabled Rehabilitation Officer, (i/c), Madurai.	0452	2679695		253025		District Rehabilitation Centre, Subramaniyapuram, Villapuram Post, Housing Unit, Madurai-11.

22.	Thiru. S. Mathivanan, M.A.,B.L.,	District Disabled Rehabilitation Officer, (i/c), Theni.	04546	252085	0452-2697884	254956		District Rehabilitation Centre, District Collectorate Complex, Theni.
23.	Thiru. K. Chellamuthu, M.A.,B.L.,DMOL.,	District Disabled Rehabilitation Officer, (i/c), Dindigul.	0451	2460099	04553-242424	2461082		District Rehabilitation Centre, Room No:4, Collectorate, Dindigul District.
24.	Thiru. K. Subramanian, M.A.,D.L.L.	District Disabled Rehabilitation Officer, (i/c), Ramanathapuram.	04567	232254		220648		District Rehabilitation Centre, Collectorate Complex, Pattinamkathan, Ramanathapuram.
25.	Thiru. S. Ramakrishnan, M.A.,D.L.L. & A.AL.,	District Disabled Rehabilitation Officer, (i/c), Sivagangai.	04575	242025	0452-2697884	241525		District Rehabilitation Centre, Collector Office Complex, Maruthupandi Nagar, Sivagangai 623 560
26.	Thiru. Karunagara-pandiyan, M.A.,B.I.L.,	District Disabled Rehabilitation Officer, (i/c), Virudhunagar.	04562	252068		252500		District Rehabilitation Centre, Collector Office Complex, Virudhunagar.
27.	Thiru. N. Selvaraj, M.A.,	District Disabled Rehabilitation Officer, (i/c), Thirunelveli.	0462	2553157		2554190		District Rehabilitation Centre, N.G.O. 'P' Colony, Palayamkottai, Thirunelveli 627 007.
28.	Tmt. P. Shanthi Glory Emerald, M.A.,	District Disabled Rehabilitation Officer, (i/c), Tuticorin.	0461	2340626	2353363	2340600		District Rehabilitation Centre, Collector Office Campus, Korampallam, Tuticorin-1.
29.	Thiru. T. Manohar.	District Disabled Rehabilitation Officer, (i/c), Kanyakumari.	04652	279411	2521292	260999		District Rehabilitation Centre, Collectorate Office Campus, Nagerkoil 629 003, Kanniyakumari District.

## Chapter-11 (Manual-10)

### The Monthly Remuneration Received by Each of its Officers and Employees, including the System of Compensation as Provided in Regulations

11.1. Please provide information in following format

Sl. No.	Name	Designation	Monthly remuneration	Compensation/Compensatory Allowance	The Procedure to determine the Remuneration as given in the Regulation
(1)	(2)	(3)	(4)	(5)	(6)
1	Thi. K. Ashok Vardhan Shetty, I.A.S.,	State Commissioner	48771-	--	--
2	Thi.E.Shanmuga Sundaram	Joint Director	28203-	--	--
3	Thi.C.R.Chellam Pillai	Accounts officer	17106-	--	--
4	Tmt.T.S.Neelavathi	Assistant Director	17975-	--	--
5	Thi.S.Manoharam	Assistant Director	16038-	--	--
6	Tmt.M.Nanditha	Assistant Director	17566-	--	--
7	Thi.A.Chelliah	Technical Officer	16038-	--	--
8	Tmt.G.Sarala	Speech Therapist	18484-	--	--
9	Tmt.SNagalaskshmi	Asst. Accounts Officer	16163-	--	--
10	Thi.R.Santhanababu	Statistical Officer	18409-	--	--
11	Thi.M.R.Chandrasekaran	Production Asst.	20571-	--	--
12	Thi.K.Siddarthan	Superintendent	14685-	--	--

13	Thi.C.Selvaraj	Superintendent	14425-	--	--
14	Tmt.Jayalakshmi Shankar	Superintendent	14934	--	--
15	Tmt.M.Kamalakumari	Superintendent	11688-	--	--
16	Tmt.R.Nagarathinam	Statistical Inspector	10611-	--	--
17	Thi.C.A.R.Sridharan	Placement Officer	14073-	--	--
18	Thi.Syed Ibrahim	Foreman	16769-	--	--
19	Thi.G.Kannan	Foreman	15353-	--	--
20	Thi.K.Balaraju	Electrician	11785-	--	--
21	Tmt.A.Hildanesam	Assistant	11772-	--	--
22	Tmt.E.Pushpavathi	Assistant	8294-	--	--
23	Tmt.P.Kantha	Assistant	9751-	--	--
24	Tmt.A.Sathiyavathi	Assistant	8467-	--	--
25	Tmt.R.Vimala	Assistant	8237-	--	--
26	Thi.D.Mohan	Assistant	8417-	--	--
27	Thi.Senthil Kumaran	Assistant	8417-	--	--
28	Tmt.B.H.Padmavathi	Assistant	7789-	--	--
29	Tmt.R.J.Prema	Assistant	7723-	--	--
30	Thi.S.Sundar	Assistant	8426-	--	--
31	Thi.N.Sathasivan	Assistant	12356-	--	--
32	Thi.A.V.Sureshbabu	Assistant	8300-	--	--
33	Tmt.V.Kamatchi	Assistant	8237-	--	--
34	Tmt.A.Vijayarani	Junior Assistant	5799-	--	--
34	Thi.U.Duraikannu	Junior Assistant	6611-	--	--
35	Tmt.R.Sumathy	Junior Assistant	6574-	--	--
36	Tmt.P.Indra	Junior Assistant	7567-	--	--
37	Tmt.M.Meyyakkal	Junior Assistant	8467-	--	--
38	Tmt.V.Charumathi	Steno-typist	8666-	--	--
39	Tmt.B.R.Uma Maheswari	Steno-typist	9100-	--	--
40	Tmt.S.Nagarathinam	Steno-typist	7145-	--	--
41	Tmt.B.Sathyabama	Steno-typist	12106-	--	--
42	Thi.S.Krishnamurthy	Steno-typist	12907-	--	--
43	Thi.L.Rajinikanth	Typist	8495-	--	--
44	Tmt.S.S.Parameswari	Typist	8195-	--	--

**Government Rehabilitation Home**

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Monthly remuneration</b>	<b>Compensation/Compensatory Allowance</b>	<b>The Procedure to determine the Remuneration as given in the Regulation</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>
1	Thiru. E. Shanmuga Sundaram	Chief Superintendent (i/c.)	28203-	--	--
2	Dr. K. Sridevi	Assistant Special Officer	15970-	--	--
3.	Thiru. V. Ramu	Assistant Accounts Officer	15495-	--	--
4.	Tmt. P. Pushpa	Superintendent	13710-	--	--
5.	Tmt. G. Saraswathy	Superintendent	11296-	--	--
6.	Tmt. K. Premalatha	Assistant	11104-	--	--
7.	Thiru. D.V. Jeyasingh Kovil Pillai	Assistant	8052-	--	--
8.	Thiru. S. Muruganandam	Assistant	7818-	--	--
9.	Tmt. C. Mary Florance	Steno typist (Grade-II)	12356-	--	--
10.	Thiru. S. Natarajan	Junior Assistant	6083-	--	--
11.	Thiru. K.R. Jothi	Driver	11239-	--	--
12.	Tmt. Karimunizha	Office Assistant	6359-	--	--
13.	Thiru. M. Solai	Office Assistant	6772-	--	--

## Chapter – 12 (Manual – 11)

### THE BUDGET ALLOCATED TO EACH AGENCY

**(Particulars of all plans, proposed expenditures and reports on disbursement made)  
For Public Authorities responsible for developmental, Construction, technical works.**

12.1. Please provide information about the details of the budget for different activities under different schemes in the given format.

#### **Year 2004-2005**

Sl. No.	Name of the Scheme	Activity	Starting date of the activity	Planned and date of the activity – On going scheme	Amount Proposed	Amount Sanctioned	Amount released/ Disbursed (No. of instalments)	Actual Expenditure for the last year	Responsibilities officer for the quality and the complete execution of the work
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
1	All Schemes related to the welfare of Disabled persons.	Special Education for the Disabled persons	1992	1992	667.78	667.78	667.78	531.22	Special Commissioner for the Disabled
2		20 Pre Schools for Speech and Hearing impaired Children	1988	1988	34.65	34.65	34.65	29.06	
3		Government Regional Braille Press	1968	1968	13.03	13.03	13.03	13.12	
4		Scholarships to Physically Handicapped Students from Std. I to PG courses/Medicine/ Engg.	1977-78	1977-78	117.20	117.20	117.20	117.20	
5		Special Education – Assistance to Schools for Handicapped.	1979	1979	562.92	562.92	562.92	498.18	
6		Scribe Assistance to Students - Scribes assisted to visually handicapped students	1997	1997	3.35	3.35	3.35	3.35	
7		Teachers Special Trg. Programme – Trg. to handle different categories of disability persons.	1989	1989	15.20	15.20	15.20	7.54	
8		Diploma course in Medical Laboratory Technology	2001-2002	2001-2002	10.32	10.32	10.32	9.46	
9		Computer Training Course	2002-2003	2002-2003	4.65	4.65	4.65	4.65	

10		Spl. Section for Speech & Hearing impaires in ITI. Guindy – Fitter trade	1984-85	1984-85	1.35	1.35	1.35	1.23	
11		Govt. Industrial Centre for Visually handicapped lat Poonamallee – Fitter, Basic Machine Operator, Cutting & Tailoring and Book binding	1967	1967	15.59	15.59	15.59	13.40	
12		Shelter Home for the Adult Mentally Challenged Girls at Madurai, Salem, Tuticorin, Sivaganga, Thanjavur & Vellore	1997-98	1997-98	15.00	15.00	15.00	10.79	
13		Self employment Programme for the handicapped Rs.3000 or 1/3 of the loan whichever less.	1981-82	1981-82	20.00	20.00	20.00	16.03	
14		Unemployment allowances to unemployed lvisually handicapped persons registered with employment exchanges of the state.	1981	1981	30.00	30.00	30.00	28.00	
15		Distribution of tricycles to poor Orthopaedic persons at free of cost.	1975	1975	47.50	47.50	47.50	47.50	
16		Distribution of wheel chairs to poor Orthopaedic persons at free of cost.	1981-82	1981-82	2.70	2.70	2.70	2.70	
17		Distribution of Braille watches to poor visually handicapped persons at free of cost.	1997-98	1997-98	3.60	3.60	3.60	3.60	
18		Distribution of Hearing aids to poor hearing impaired persons at free of cost.	1975	1975	9.00	9.00	9.00	6.88	
19		Distribution of rechargeable batteries to poor hearing impaired persons at free of cost.	1995-96	1995-96	3.15	3.15	3.15	3.00	
20		Distribution of Goggles and Folding Sticks to poor visually handicapped persons at free of cost.	1975	1975	1.75	1.75	1.75	1.75	
21		Distribution of Calipers to poor Orthopaedic persons at free of cost.	1975	1975	4.00	4.00	4.00	4.00	
22		Distribution of Crutches to poor Orthopaedic persons at free of cost.	1989	1989	2.45	2.45	2.45	2.45	
23		Distribution of Artificial limbs to poor Orthopaedic persons at free of cost.	1998	1998	2.00	2.00	2.00	2.00	
24		District Rehabilitation Centres in the state – Rehabilitation measures distributed to the people through Dist. Dis. Rehab. Officers.	1997-1998	1997-1998	264.27	264.27	264.27	249.24	
25		Concession to Normal persons marrying visually handicapped	1987-88	1987-88	10.00	10.00	10.00	8.00	
26		Concession to Normal persons marrying Locomotor Disabled	1997-98	1997-98	14.50	14.50	14.50	14.50	
27		Concession to Normal persons marrying Speech and Hearing impaired	1998-99	1998-99	14.50	14.50	14.50	14.50	
28		Maintenance allowance to severely disabled persons at Rs.200- per month to per person	1989-90	1989-90	211.94	211.94	211.94	211.94	



29		Surgical Correction to Orthopaedically handicapped persons/Spinal Cord injured persons. (Rs.500- Operative care + Do ctor Honararium 300- per person	2003-2004	2003-2004	4.00	4.00	4.00	4.00	
30		Free Travel concession to Disabled persons – Bus Passes to disabled persons.	1997	1997	62.00	62.00	62.00	62.00	
31		Recanners Salary – in 27 District Disabled Rehabilitation Offices except Chennai and Madurai.	1992	1992	11.44	11.44	11.44	11.36	
32		Assistance to Physically handicapped Law graduates towards fees for Registration in the Bar Council and for purchase of Law Books – 10 persons per ylear at Rs.3000- per person.	1993-94	1993-94	0.30	0.30	0.30	0.30	
33		Disrict Rehabilitation Centre at Chengalpattu – To provide comprehensive Rehabilitation Services to the handicapped in the project area consisting of Kattankolathur, Maduranthangam, Wallajabad, Uthiramerur and Thirukazhukundram Blocks.	1986	1986	36.23	36.23	36.23	13.20	
34		Government Rehabilitation Homes for the Leprosy patients.	1971	1971	421.66	421.66	421.66	315.41	
35		Government Care Camp for beggars at Melpakkam.	1954	1964	45.87	45.87	45.87	29.96	

### Budget Allocation (Government Rehabilitation Homes)

Year 2004-2005

Sl. No.	Name of the Scheme	Activity	Starting date of the activity	Planned and date of the activity	Amount Proposed	Amount Sanctioned	Amount released/ Disbursed (No. of instalments)	Actual Expenditure for the last year	Responsibilities officer for the quality and the complete execution of the work
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
1	Leprosy Beggars Rehabilitation Home 2235-02-104-AI	Sheltering and feeding of Leprons in 10 homes	1.4.04	31.3.05	--	4,21,66	4,10,56	3,92,50	Chief Superintendent, Government Rehabilitation Homes
2.	Government Care Camp	Sheltering and feeding of convicted beggars	1.4.04	31.3.05	--	45,87	33,96	31,99	Chief Superintendent, Government Rehabilitation Homes

## Chapter-13

### The Manner of Execution of Subsidy Programmes

13.1. Please provide the information as per the following format:

Name of Programme/Scheme	Self Employment Subsidy Scheme  1. Bank Loan Subsidy Scheme 2. Bunk Stall Subsidy Scheme
Duration of Programme/ Scheme	On- Going Programme
Objective of the Programme	To assist the disabled persons to avail loan from Nationalised Banks towards Self- Employment ventures including setting up of bunk stalls.
Physical and Financial targets of the programme ( Current year)	Physical Target: 1050 beneficiaries. Financial Target: Rs. 32.50 Lakhs.
Eligibility of Beneficiary	Any disabled person in the age group of 18 and above. The family income should be below Rs. 12,000/- per annum.
Pre- requisites for the benefit	Some experience in undertaking the trade for which the loan has been requested from the Nationalised Bank by the beneficiary.
Procedure to avail the benefits of the programme	Application forms available in the Office of the District Disabled Rehabilitation Officer should be filled and submitted with relevant certificates to the District Disabled Rehabilitation officer (DDRO) in districts which will be forwarded to concerned Nationalised Banks with DDRO's recommendations. The applications are scrutinized by the Bank Officials for the viability of the project and the efficiency of the beneficiary.

Criteria for deciding eligibility	Income Certificate from the Tahsildhar, Disabled Identity Card, Family card (Ration card) and quotation for installing bunk.
Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)	Based on the sanction letters received from the Nationalised Banks, Government Subsidy equal to 1/3 <sup>rd</sup> of loan amount or Rs.3,000/- whichever is less is paid for the Bank Loan scheme. Bunk stall subsidy of Rs. 5,000/- or 1/3 <sup>rd</sup> of the loan amount whichever is less will be given to disabled persons who desires to install bunk stall.

### **For other Public Authorities**

Sl. No.	Head	Proposed Budget	Sanctioned Budget	Amount released/disbursed (no. of instalments)	
Not applicable					

- Where to contact in case of process related complaints
- Details of the available fund (At various levels like District Level, Block Level etc.)
- List of beneficiaries in the format given below:

T. No./ Code	Beneficiary Name	Amount of Subsidy	Parent/ Guardians	Criteria of selection	Address			
					District	City	Town/ Village	House No.
Regarding the list of beneficiaries the website will be updated later								

## Chapter-14 (Manual-13)

### Particulars of Recipients of Concessions, permits or authorization granted by it

14.1. Please provide the information as per the following format:

- Name of Programme

-

Giving recognition to Special School for Disabled run by NGOs such as

- a) Special School for Visually Handicapped
- b) Special School for Hearing Handicapped
- c) Special School for orthopaedically Handicapped
- d) Special School for Mentally Handicapped.

- Type (Concession / Permits / Authorization)

Giving Recognition to Special Schools for Disabled.

- Objective

- I. To issue recognition to all the unrecognized Special Schools in Tamil Nadu so that they conform to certain minimum standards prescribed in the matter of employment of Special Educators in ratio prescribed (1:8 for schools for Blind/Deaf/Mentally Retarded) (1:35 for Special School for Orthopaedically Handicapped) follow certain safeguards such as

- a) ensuring structural stability of building
- b) ensuring cleanliness and neatness
- c) ensuring fire safety measures
- d) ensuring that the students are not kept over crowded in rooms/ institutions (by obtaining building license from Tahsildar).

- II. Renewal of recognition to institutions for their continuity.

- Targets set (For the last year)

No targets.

- Eligibility and Criteria

- I. To get recognition, the following conditions have to be fulfilled (Applicable for both minority and non-minority run institutions)

A) The Special School should be run for

- a) Visually Handicapped Children,
- b) Hearing Handicapped Children
- c) Mentally Handicapped Children
- d) Orthopaedically Handicapped
- e) Leprosy Cured

B) Should have 25 children minimum

C) Special Educators should be appointed in the following ratio,

- a) for Special School for Visually Handicapped
  - b) for Special School for Hearing Handicapped
  - c) for Special School for Mentally Handicapped
- } Student Teacher ratio is : for every eight students there should be one fully qualified Special Educator i.e. (1:8 ratio)
- d) For Special School for Orthopaedically Handicapped the Student Teacher ratio is 1:35 i.e. for every 35 students there should be atleast one qualified teacher.

- Pre-requisites

II. The following documents should accompany the prescribed application form

- a) Structural stability certificate obtained from Chartered Engineer (OR) Executive Engineer, Public Works Department (Civil),
- b) Sanitary certificate from Health Officer of area concerned or from deputy director (Public Health).
- c) Building License from Tahsildar (OR) from Personal Assistant to Collector (General),
- d) No objection certificate from Fire Service Department.

III. ENDOWMENT (Applicable only for Non-minority institutions)

S.No.	Class	Amount to be deposited in Fixed Deposit	To be deposited for a period of 7 years in
1.	I std to V std.	Rs.25,000/-	Co-operative / Nationalised Bank in the name of Institution or Educational Agency which runs the institutions
2.	VI std. to VIII std.	Rs.25,000/- to be deposited in addition to deposit already made for I-V std.	
3.	IX & X std.	Rs.50,000/- in addition to deposit already	

		made for earlier standards	
4.	Higher Secondary Course	Rs.25,000/- in addition to deposit already made.	

IV. One month's Teachers salary to be kept in savings bank Account. (Xerox copy / Bank Statement copy to be enclosed). (Applicable only for Non-Minority Institutions)

The idea is that in case of any shortage of funds, the salary of teachers can be paid from out of Savings Bank Account and subsequently replenished.

Minority Institution is one which is run by linguistic or Religious Minority as declared by High Court of Judicature or by State Government. All Non-Minority Institutions should apply for permission to open a special school for disabled from Special Commissioner in the prescribed format, get permission to open a special school, and then only start special school for disabled. Within 3 months from date of obtaining permission, application with full details may be sent for getting recognition.

There is separate application form for applying for recognition by Minority / Non-Minority institutions. The institutions should apply in the prescribed format applicable to them.

Who is a fully qualified Special Educator?

The following are approved qualifications for Special Educators.

The formula to find out whether a person is fully qualified Teacher or not is,

- a) Duration of the Special Educators' Course should be atleast 10 months,
- b) It should be approved by RCI (Rehabilitation Council of India) as a Special Educators' Course.
- c) It should be run by any of the institutions mentioned below:
  - 1) National Institute for Visually Handicapped,
  - 2) Ali Yawar Jung National Institute for Hearing Handicapped,
  - 3) National Institute for Mentally Handicapped,
  - 4) National Institute for Orthopaedically Handicapped,
  - 5) National Institute for Empowerment of Persons with Multiple Handicapped
  - 6) Should be run by University UGC approved / Deemed University,
  - 7) Should be run by State Government,
  - 8) Should be run by NGO approved by Government.

### **Details of Special Educators Course approved**

- 1) Junior / Senior Diploma in Teaching Visually Handicapped run by Government of Tamil Nadu at Government Higher Secondary School for Blind, Poonamallee campus. Examination conducted and certificate issued by Director of Government Examinations.
- 2) Junior / Senior Diploma in Teaching Hearing Handicapped run by Little Flower Convent High Secondary School for Deaf at Chennai-6 with State Government aid and examination conducted and certificate issued by Director of Government Examinations.
- 3) Junior / Senior Diploma in Teaching Mentally Challenged conducted at Balavihar Training School, No.10, Halls Road, Kilpauk, Chennai-10. The examination is conducted and certificate issued by Director of Government Examinations.
- 4) Diploma in Special Education (DSE) in area of visually handicapped, hearing handicapped, mentally handicapped conducted by National Institutes concerned directly or by approved Non-Governmental Organisations.
- 5) Post Graduate Diploma in Special Education (Mentally Retarded) offered by Madurai Kamaraj University.
- 6) B.Ed. (in Special Education – Mentally Retarded) offered by “ANBAGAM” Madurai.
- 7) B.Ed. (in Special Education) offered by IHRDC International Human Resource Development Centre (Sri Ramakrishna Mission Vidyalyaya, Coimbatore).
- 8) Diploma in Special Education (Deaf, Blind and Mentally Retarded) offered by Clarke School for Deaf, Chennai-4.
- 9) Diploma in Special Education (Hearing Handicapped) offered by Sri Rangammal Memorial Special School for Hearing Handicapped, Thiruvannamalai.
- 10) Diploma in Vocational Training Education (Mentally Retarded) offered by Navajyothi Trust (for Vocational Training for Mentally Retarded only).
- 11) Diploma in Special Education (Early Intervention for Mentally Retarded) offered by Vijay Human Services, Chennai.
- 12) Diploma in Special Education offered by Holy Cross College, Tiruchi.

13) B.Ed. in Special Education offered by "BHOJ" University, Madhya Pradesh.

- Procedure to avail the benefits

Application in the prescribed form with all the prerequisites (along with application processing fees) is submitted to the District Disabled Rehabilitation Officers. District Disabled Rehabilitation Officers along with the Inspection Reports scrutinize the proposal forwarded it to Special Commissioner for recognition.

- Time limit for the concession / Permits / Authorization

Generally three years is accorded as recognition to special schools.

- Application fee (Where applicable)

Rs.200/- as "Application Processing Fee" to be paid in Treasury in Social Welfare Department Receipt Head of Account.

Head of Account:

0235-Social Security and Welfare-60-Other Social Security and Welfare Programmes. 800-Other Receipt-BE-Receipt of Commissioner for the Disabled. (D.P. Code No.0235-60-800-BE-0000).

- Application format (where applicable)

APPLICATION FOR OPENING OF A PRE-PRIMARY / PRIMARY / MIDDLE SCHOOL (VIDE RULE 6 (1))

- 1 a) Name of the Centre (In Block : letters) where the Pre-Primary / Primary / Middle School is proposed to be opened
- b) Name of the School :
2. Revenue District Taluk Post : Office
3. i) Details of the Educational : agency which proposed to open the school
- ii) Is the educational agency a :



registered body, if so the details should be furnished

4. Standards proposed to be opened :
5. Whether the Centre where the proposed school is to be opened lies in :
  - a) Taluk Headquarters Town (or) :
  - b) Municipality / Township (or) :
  - c) Panchayat / Union (or) :
  - d) Rural are not coming under any of the above categories :
- 6 a) Population of the Centre and also of the continuous place from where pupils might seek admission into the school (men and women should be furnished separately)  
(Explanation: The name of Villages, population and distance to the Centre should be furnished separately) :
- b) No. of school-age children in the centre :

	Boys	Girls	Total
i) 2 ½ - 6 age Group			
ii) 6 – 11 age Group			
iii) 11 – 14 age Group			
c) No. already brought under instruction in the existing school			
d) No. yet to be brought under instruction			
- 7 a) No. of other Pre-Primary / :

Primary / Middle School in the joining locality

- b) Distance of such schools from :  
the proposed school
- c) Particulars of strength :  
attendance (roll and attendance)  
of such schools (standardwise  
particulars should be furnished)
- 8. Name of the schools that are :  
likely to feed the proposed  
school together with their  
distance from the proposed  
school (The standard wise  
particulars regarding strength  
etc. to be furnished)
- 9. Whether there is any natural : 10.  
barrier between the existing  
schools and the proposed  
school if so, the same may be  
explained in full details a rough  
copy sketch plan should be  
enclosed
- 10. Whether an application was :  
made for permission to previous  
years, if so, the reference no,  
and date and the nature of  
orders passed by the competent  
authority should be furnished
- 11. Whether the proposal is for the :  
conversion of a pre-primary  
school into primary school or a  
primary school into the middle  
school for opening new school
- 12. What is the accommodation :  
proposed to be provided for the  
proposed school
- a) It the building ready for :  
occupation

- b) A rough sketch showing the :  
accommodation proposed for  
class room etc. duly marked  
should be attached.
- c) Whether it is owned or rented or :  
rent free
- d) Whether the building is in pucca, :  
attached or a tiled one
- e) Extent of area available for each :  
standard
- 13) Whether the educational agency :  
is prepared to ceate
- a) Endowment as required in rule :  
9(2) (C) (i)
- b) Cash reserve as required in rule :  
9(2) (C) (88)
- 14) A rough sketch of the place :  
where the school is proposed to  
be opened, specifying the  
following particulars should be  
submitted
- a) The locality where the school is :  
proposed to be opened
- b) Pre-primary / primary / Middle :  
school in the area with distance  
duly marked
- 15) Number of pupils expected to :  
join in each of the standards of  
the proposed schools

APPLICATION FOR RECOGNITION OF SCHOOL (Vide Rule 9 (1))

- 1) Name of the School with full :  
address
- 2) Date of Opening of the School :  
ref. number and date of orders  
of the competent authority  
permitting the opening of the  
Schools to be furnished. In case  
of minority schools and other  
schools existing on the date of  
commencement of the act, the  
reference No. & date of  
submission of the statement  
should be indicated.
- 3) Name of the educational Agency :  
managing the schools
- 4) Name of the Secretary :
- 5) Standard for which recognition is :  
sought for
- 6)a) Standard wise strength and :  
attendance
- b) Whether all the standards are :  
having economic strength
- c) List of teaching and non- :  
teaching staff employed in the  
school with details of  
qualification, designation etc. to  
be furnished
- d) Whether the teaching and non- :  
teaching staff are qualified
- 7)a) Details of accommodation and :  
sanitation available should be  
furnished
- b) Whether owned or rented or rent :  
free

- c) Whether adequate and suitable :
- 8)a) Details of furniture, appliances and apparatus :
- b) Whether adequate and suitable :
- 9)a) Whether library is provided :
- b) Whether is it adequate :
- 10) Whether registers are maintained in the prescribed forms :
- 11) Whether arrangements have been made for the compulsory Medical Inspection of the Public :
- 12) Play ground :
- i) Area available (in Acres) :
- ii) Owned or leased :
- iii) Whether adequate and it is for use :
- 13)i) Whether the school has created
- a) Endowment as required in rule 92 (C) :
- b) Cash reserve as required in Rule 92 (C) :
- ii) Property full details regarding extent of the property value of the property etc. should be furnished :
- iii) If the endowment is in the share of cash full details the amount and mode of investment should be furnished :

- iv) Whether the endowment is :  
uncompared and whether it  
stands absolutely in the name of  
school without any reversionary  
rights
- v) Net annual income derived from :  
the endowment
- vi) Whether the original deed or :  
property has been verified by the  
Government Pleader and  
certified that the deed conveys  
absolute rights to the school  
without any reversionary rights  
to the donor and that it is  
incumbered
- vii) Whether the original cash :  
investment certificate have been  
verified by the District  
Educational Officer
- viii) Whether the attested copy of the :  
Government Pleader opinion,  
income certificate, E.C. in  
respect of the property endowed  
to the schools are enclosed
- ix) Details of the balance :  
endowment to be created, if any
- 14) Whether the Educational Agency  
is agreeable to abide by the  
conditions for recognition in rule-  
9 and the provision of Tamil  
Nadu Recognised Private  
Schools (Regulation) Act, 1973  
(Tamil Nadu Act 29-1974) and  
the rules made thereunder.

## DECLARATION

On behalf of the Educational Agency of the School, I hereby declare that all the conditions specified in the rules and Departmental orders have been fulfilled. I also declare that we shall abide by the conditions for recognition in rule 9 and the provisions of the Tamil Nadu Recognised Private Schools (Regulation) Act 1973 (Tamil Nadu Act 29 of 1974) and the rules made thereunder.

SIGNATURE OF THE PERSON DULY  
AUTHORISED BY THE EDUCATIONAL  
AGENCY

STATION:

DATE:

- List of attachments (certificates / documents)
  1. Eligibility qualification and particulars of special training.
  2. Detailed strength of disabled students
  3. Place of location
  4. Blue print of the building should be produced
  5. List of furnitures
  6. List of library books
  7. Copy of last recognition letter
  8. Recent sanitary certificate received from District Primary Health Centre
  9. Building stability certificate issued by the Public Works Department authorities
  10. Building license issued by the Thasildar / P.A. to Collector
  11. If Minority School, Minority Institution Certificate issued by the Court
  12. Trust Deed details
  13. Encumbrance Certificate (Except Non-Minority Schools)
  14. Caution Deposit should be done in any Nationalised Bank in the name of the school (only for non-minority schools)
  15. One month salary of the school teachers should be in bank current account
  16. Recommendation of the District Disabled Rehabilitation Officers
  17. Remittance of Rs.200/- in Social Welfare Department Receipt Head towards processing fees.
  18. N.O.C. Certificate from the Fire Service Department
  19. Declaration obtained from the Correspondent to know whether the teachers appointed full time or part time.

- Format of Attachments

Tahsildar's Certificate about the building license, Encumbrance certificate (Except Non-Minority Schools), Trust Deed Details, (Except Non-Minority Schools), Court order (Minority School), Fire Certificate, Sanitation Certificate received from District Primary Health Officer.

- List of beneficiaries in the format given below:

Sl. No.	Beneficiary Name	Validity Period	Parent / Guardian	Address			
				District	City	Town / Village	House No.

\* Regarding list of beneficiaries the website will be updated latter.

Also provide the following information for Concession

- Detail of the benefit given
- Distribution of benefits



## Chapter-15 (Manual-14)

### Norms set by it for the discharge of its functions

- 15.1. Please provide the details of the Norms / Standards set by the department for execution of various activities / programmes.

The Department as a whole generally follows norms as set for itself in its Citizen Charter as available at the Tamil Nadu Government website <http://tn.gov.in>. In addition some of the sections in the department follow the norms as mentioned below:

#### Administrative Division

As per the procedure laid down in the rules and regulations framed by Personnel and Administrative Reforms Department.

#### Deendayal Disabled Rehabilitation Scheme

For sanction of the new projects under the scheme duly completed application forms as prescribed in the scheme along with the inspection reports from the District Disabled Rehabilitation Officers is submitted to the Special Commissioner for the Disabled and Special Commissioner for the Disabled is the recommending authority for the proposals to the Ministry of Social Justice and Empowerment.

#### National Award

Applications for National Awards are routed through the State Government State Commissioner for the Disabled. State Level Selection Committee nominates the persons for National award to the Ministry of Social Justice and Empowerment.

#### State Award

Applications for the State Award are routed through the Special Commissioner for the Disabled and he is the recommending authority. State Level Screening Committee nominates the persons for State Awards to the State Government.

#### Persons with Disabilities Act, 1995

State Commissioner for the Disabled monitors and co-ordinates the activities relating to the implementation of the Act. The Act also ensures

representation of public in the State Co-Ordination Committee. He has been given a quasi-judicial powers for redressal of grievances of persons with disabilities whenever there is the violation of the Act and rules.

The Special Commissioner for the Disabled may also look into the complaints relating to

- (a) Deprivation of rights of persons with disabilities
- (b) Non-implementation of Laws, rules, bylaws, regulations, executive orders, guidelines or instructions made or issued by the appropriate Government and Local authorities for the welfare and protection of rights of persons with disabilities and take up the matter with appropriate authorities.

#### Special School recognition

To accord recognition to all Special Schools for the Disabled in Tamil Nadu Special Commissioner for the Disabled is the competent authority.

#### Scheme of assistance to disabled persons for purchase/fitting aids/appliances (ADIP Scheme)

For sanction of new projects under the scheme duly completed application forms routed through the State Commissioner for the Disabled to the Ministry of Social Justice and Empowerment. Special Commissioner for the Disabled is the recommends and forwards it to the Ministry.

#### Registration of NGOs

State Commissioner for the Disabled is the competent authority to issue the certificate of registration for institutions serving the disabled.

## Chapter-16 (Manual-15)

### Information available in electronic format

16.1. Please provide the details of the information related to the various schemes which are available in electronic format.

Under the Right Information Act-2005, the appointment of officers at the Head of the department level and at District level (Appellate Authority, Public Information Officer, Assistant Public Information Officer) are already hosted in the Right Information Act website [http://www.tn.gov.in/rti/pio\\_appellate.htm](http://www.tn.gov.in/rti/pio_appellate.htm).

To make the information available to the common people Citizen Charter (Special Commissioner for the Disabled) (English), and Policy Note (English) are already hosted in the Government of Tamilnadu website

URL: [http://www.tn.gov.in/policynotes/swnmp\\_rehabilittion\\_schemes.pdf](http://www.tn.gov.in/policynotes/swnmp_rehabilittion_schemes.pdf) and also at [http://www.tn.gov.in/rti/proactive/swnmp/new\\_rehabilitation\\_schemes.pdf](http://www.tn.gov.in/rti/proactive/swnmp/new_rehabilitation_schemes.pdf) website

## Chapter-17 (Manual-16)

### Particulars of the facilities available to citizens for obtaining information

17.1. Means, methods or facilitation available to the public, which are adopted by the department for dissemination of information, like

- Office Library

Available at  
State Resource Training Centre,  
Government Peripheral Hospital Campus,  
Nehru Inner Ring Road, K.K. Nagar, Chennai-78.

- Drama and Shows

-Nil-

- Through Newspapers  
Every year Secondary Grade Teacher Training for Blind and Orthopaedically Handicapped are advertised in leading Tamil and English Daily.

- Exhibition

Aids and Appliances for the Disabled and the items prepared by the Disabled persons are being exhibited every year in the All India Trade and Industrial Fair at Chennai.

- Notice Board

Available

- Inspection of Records in the office

Not available

- System of issuing of copies of documents

Copies of the Citizen's Charter is available to the public.

- Printed Manual Available

Scheme copies for the Disabled are available for dissemination of information at District Disabled Rehabilitation Offices.

- Website of the Public Authority

Under preparation.

- Other means of advertising

Advertisements calling for tenders in respect of Aids and Appliances, Transport Contract, machinery and equipment etc. are published in two leading newspapers one in Tamil and one in English.

## Chapter-18 (Manual-17)

### Other Useful Information

#### 18.1. Frequently asked questions and their answers by public

1)	Will all the disabled persons get the concessions/facilities?	If a person has a degree of disability above 40% in a particular category, only then benefits/concessions may be given to such persons.
2)	Whom should one contact to get the National Identity Card with disability certificate?	A disability certificate will be issued by a Medical Board as per Persons with Disabilities Act, 1995. Medical Board is available at District Level. Contact District Disabled Rehabilitation Officer with Xerox copy of Ration Card, 4 passport size photographs. Disability Certificate are also issued at State Resource cum Training Centre, K.K.Nagar, Chennai-78 on every Tuesdays.
4)	Whom should one contact to get the scholarship concession?	Contact District Disabled Rehabilitation Officer at your district. Application forms are available at Government website <a href="http://www.tn.gov.in/rtdi/proactive/swnmp/new_rehabilitation_schemes.pdf">http://www.tn.gov.in/rtdi/proactive/swnmp/new_rehabilitation_schemes.pdf</a> .
5)	How the NGOs are selected for implementation of the schemes for the disabled?	The State Commissioner for the Disabled along with the inspection reports from the District Disabled Rehabilitation Officers recommends the proposals to the Ministry of Social Justice and Empowerment. For selecting Non-Governmental Organisation, a Screening Committee has been constituted in the Ministry of Social Justice and Empowerment. The Screening Committee considers these proposals on the basis of certain criteria laid down for the purpose.
6)	What are the criteria for availing bus pass concession?	<ul style="list-style-type: none"> <li>• Should be a disabled person.</li> <li>• Certificates should be produced from the recognized Educational Institution / Training Centre.</li> </ul>
7)	When do disabled persons get Government job?	At present there is a ban on recruitment for C & D category of posts except recruitment in Police, Doctors and Teachers. Whenever the ban is lifted, the disabled can get the Government jobs through Employment Exchange or Tamil Nadu Public Service Commission or Teachers Recruitment Board as per 3% reservation in C & D categories vacancies/seats arising in all the State/Public Services and Educational Institutions under all kinds of Managements (Government, Local Bodies etc.) have been reserved for the disabled. Of these vacancies, 1% has been reserved for Visually Handicapped, 1% for Speech and Hearing

		<p>Impaired and 1% for Locomotor Disabled respectively.</p> <p>In Education Department, with regard to teaching posts 2% of vacancies have been reserved for visually handicapped and 2% of vacancies in non-teaching posts to Hearing Impaired persons.</p>
8)	Is the reservation followed in Private Organisations for the Disabled Persons?	At present it is not mandatory for Private Organisation to adopt reservation for disabled persons in their organizations. Best Employer Award are being given by the State Government and Central Government to the private employers who provide more employment opportunities to disabled persons in their concern.
9)	Is there any loan concessions provided for disabled persons?	<p>Subsidy is given by the Government to the disabled persons who set up self employment ventures @ Rs.3,000/- or 1/3<sup>rd</sup> of the total loan amount whichever is lesser. Subsidy is also given to disabled persons who set up bunk stalls in public places with prior permission from the concerned departments @ Rs.5,000/- or 1/3<sup>rd</sup> of the total cost of loan amount, whichever is lesser. The application forms are available at all District Rehabilitation Centres in the districts. The maximum loan amount provided in this scheme will be upto Rs.20,000/-.</p> <p>The loan applications forwarded by District Disabled Rehabilitation Officers to Nationalised Banks are scrutinized by Bank Officials and the loan amount are decided by Bank after inspecting the disabled persons house and stall.</p>
10)	Is there is any scheme for getting more loan amount and setting up bigger projects?	National Handicapped Finance and Development Corporation (NHFDC), Faridabad is a statutory board under the Ministry of Social Justice and Empowerment, New Delhi is implementing schemes for the social and economical upliftment of the disabled persons. Under this scheme, the individual disabled persons can get loan upto Rs.2.50 lakhs. The interest rates are very low (maximum upto 5%) for the disabled persons. The application forms are available with District Disabled Rehabilitation Officers. For further details please contact: <a href="http://www.socialjustice.nic.in">http://www.socialjustice.nic.in</a> .
11)	What happens if there is a delay on the part of District Disabled Rehabilitation Officers in recommending the proposals to Special Commissioner for the Disabled or what is the alternative if District Disabled Rehabilitation Officers do not conduct the inspection or do not furnish the reports?	In deserving circumstances the Department deutes its own official to carry over the inspection report for the purpose. The Department also has the monitoring mechanism to check if there is a delay in furnishing reports from the District Disabled Rehabilitation Officers.

## 18.2. Related to seeking information

Ministry of Social Justice and Empowerment, Government of India may also be able to give information regarding the schemes for the disabled. Website address: <http://www.socialjustice.nic.in>.

- Application form (a copy of filled application form for reference)

### Form of Application for seeking information under the RTI Act 2005

RTI Application No.

To be filled by the Office

To

The PIO/APIO

- 1) Name of applicant
- 2) Postal address
- 3) Telephone No. / Fax / E mail etc.
- 4) Particulars of information required
- 5) A fee of Rs.                    has been deposited in the office vide receipt No.                    dated                    or the demand draft in favour of State Commissioner for the Disabled, Chennai-6.

- Fee
- How to write a precise information request – Few tips

Specify the details of the name, address of the applicant, name of the scheme/programme for which information sought for.

- Right of the Citizen in case of denial information and procedure to appeal  
Any person on denial of information / aggrieved by the decision of the Public Information Officer may appeal to Appellate Authority as mentioned in the section-19 of the Right Information Act 2005. Appellate Authority is the State Commissioner for the Disabled (Phone No.28290740).



18.3. With relation to training imparted to public by Public Authority

<b>Description</b>	<b>Reply</b>
1. Name of the Training Programme with Brief Description	Diploma in Medical Laboratory Technology course for Orthopaedically Handicapped and Hearing impaired candidates for two years is given through Directorate of Medical Education at the following 6 centres at free of cost 1. Chennai, 2. Salem, 3. Madurai, 4 Coimbatore , 5 . Tanjore & 6. Trichy
2. Time Period for Training Programme/Scheme	Two Years
3. Objective of the Training	This training programme will enable disabled persons to seek jobs , to improve their standard of living and to make a disabled persons self dependent.
4. Physical & Financial Target Last Year	Physical Target : 60 Disabled Persons Financial Target : 10.32 Lakhs
5. Eligibility for Training	Passed + 2 with following subjects: 1. Maths , Physics, Chemistry & Biology (or) 2. Physical , Chemistry; Botony & Zoology
6. Pre-requisite for training (if any)	--
7. Financial & Other form of help is any	A sum of Rs. 300/- per month is given to the trainees as stipend during training period
8. Description of help (mention the amount of financial help if any)	
9. Procedure of giving help	
10. Contact information for applying	District Disabled Rehabilitation Officers of all District

11. Application fee(Wherever applicable)	Free of cost
12. Other Fees	Nil
13. Application forms	Available at all District Disabled Rehabilitation Offices
14. List of Enclosures/Documents	1.Xerox Copy of Qualification Certificate 2.Xerox copy of Income Certificate 3. Xerox copy of I.D Card / Doctors Certificate 4. Community Certificate
15. Format of enclosures / Document	Nil
16. Procedure of application	Filled in applications along with enclosures should be submitted to concerned District Disabled Rehabilitation Officers
17. Selection Procedure	Interview will be conducted by DDROs of concerned centre and selection will be made based on the merit
18. Time table of Training Programme	Training will be given to the selected candidates at concerned District Medical Colleges
19. Process to inform the trainee about the training schedule	Date of Joining will be informed by the concerned DDROs to the selected candidates
20.Arrangements made by the public authority for creating public awareness about the training programmes	District Disabled Rehabilitation Officers are instructed to inform concerned District Employment officers about the training Programme and create public awareness
21. List of Beneficiaries of the Training Programmes at various levels like District Level Block Levels Etc.,	1. Chennai Centre : 09 2, Salem Centre : 10 3. Madurai Centre : 10 4. Coimbatore Centre: 07 5. Tanjore Centre : 10 6. Trichy Centre : 10

**COMPUTER TRAINING FOR PHYSICALLY HANDICAPPED AND HEARING  
IMPAIRED THROUGH SISI AND VISUALLY HANDICAPPED THROUGH  
NATIONAL INSTITUTE FOR VISUALLY HANDICAPPED**

<b>Description</b>	<b>Reply</b>
1. Name of the Training Programme with Brief Description	Six months computer training to Orthopaedically handicapped and Hearing Impaired candidates is given through SISI a Government of India Organisation in all Districts and Training for the Blind Candidates is given in NIVH(National Institute for Visually Handicapped)
2. Time Period for Training Programme/Scheme	Six months
3. Objective of the Training	This training programme will enable disabled persons to seek jobs , to improve their standard of living and to make a disabled persons self dependent.
4. Physical & Financial Target Last Year	Physical Target : 115 Financial Target: 4.65 Lakhs
5. Eligibility for Training	Age: 30 Years Qualification : + 2 passed
6. Prerequisite for training (if any)	Nil
7. Financial & Other form of help is any	A sum of Rs. 300/- per month is given to the trainees as stipend during training period
8. Description of help (mention the amount of financial help if any)	--
9. Proceedure of giving help	--
10. Contact information for applying	District Disabled Rehabilitation Officers of all District
11. Application fee(Wherever applicable)	At free of cost
12. Other Fees	Nil

13. Application forms	Available at all District Disabled Rehabilitation Offices
14. List of Enclosures/Documents	1.Xerox Copy of Qualification Certificate 2.Xerox copy of Income Certificate 3. Xerox copy of I.D Card / Doctors Certificate 4. Community Certificate
15. Format of enclosures / Document	Nil
16. Procedure of application	Filled in applications along with enclosures should be submitted to concerned District Disabled Rehabilitation Officers
17. Selection Procedure	Interview will be conducted by DDROs of concerned centre and selection will be made based on the merit
18. Time table of Training Programme	Training will be given to the selected candidates at concerned SISI Training Centres & NIVH, Poonamallee, Chennai-56
19. Process to inform the trainee about the training schedule	Date of Joining will be informed by the concerned DDROs to the selected candidates
20. Arrangements made by the public authority for creating public awareness about the training programmes	District Disabled Rehabilitation Officers are instructed to inform concerned District Employment officers about the training Programme and create public awareness
21. List of Beneficiaries of the Training Programmes at various levels like District Level Block Levels Etc.,	During the Year 2004-05 SISI computer Training conducted in the following six centres namely: 1. Chennai Centre : 17 2. Salem Centre : 17 3. Madurai Centre : 17 4. Trichy Centre : 17 5. Tirunelveli Centre : 17 6. Coimbatore Centre : 17

**TRAINING FOR VISUALLY HANDICAPPED AT GOVERNMENT INDUSTRIAL CENTRE FOR THE VISUALLY HANDICAPED, CHENNAI – 56.**

<b>Description</b>	<b>Reply</b>
1. Name of the Training Programme with Brief Description	Training for the Adult Visually Handicapped in the trade of Fitter and Basic Machine Operator (for Male), Cutting & Tailoring (for Female) and Book Binder course (for Male) at Government Industrial Training Centre for the Blind, Poonamallee, Chennai-56
2. Time Period for Training Programme/Scheme	One Year
3. Objective of the Training	This training programme will enable disabled persons to seek jobs, to improve their standard of living and to make a disabled persons self dependent.
4. Physical & Financial Target Last Year	Physical Target : 24(Fitter & Basic Machine Operator-12, Cutting & Tailoring-6 and Binder-6) Financial Target: 15.59 Lakhs
5. Eligibility for Training	Age: Above 18 Years & Below 30 Years Qualification : 8 <sup>th</sup> Standard Pass Should be blind and free from any other Handicapped
6. Prerequisite for training (if any)	Nil
7. Financial & Other form of help is any	Free Training , Free Boarding & Lodging and other facilities provided during the Training
8. Description of help (mention the amount of financial help if any)	---
9. Procedure of giving help	---
10. Contact information for applying	District Disabled Rehabilitation Officers of all District and The Principal – Investigator, Government Industrial Training Centre for the Blind, Poonamallee, Chennai-56

11. Application fee(Wherever applicable)	At free of cost
12. Other Fees	Nil
13. Application forms	Available at all District Disabled Rehabilitation Offices and The Principal-Investigator, Government Industrial Training Centre for the Blind, Poonamallee, Chennai-56
14. List of Enclosures/Documents	1.Xerox Copy of Qualification Certificate 2.Xerox copy of Transfer Certificate 3. Xerox copy of I.D Card / Doctors Certificate 4. Xerox Copy of Community Certificate
15. Format of enclosures / Document	Nil
16. Procedure of application	Filled in applications along with enclosures should be submitted to concerned District Disabled Rehabilitation Officers or The Principal – Investigator, Government Industrial Training Centre for the Blind, Poonamallee, Chennai-56
17. Selection Procedure	Interview will be conducted at Government Industrial Training Centre for the Blind, Poonamallee, Chennai 56 and Selection will be made based on the merit
18. Time table of Training Programme	Training will be given to the selected candidates at Government Industrial Training Centre for the Blind, Poonamallee, Chennai-56
19. Process to inform the trainee about the training schedule	Date of Joining will be informed by the Principal – Investigator, Government Industrial Training Centre for the Blind, Poonamallee, Chennai-56
20.Arrangements made by the public authority for creating public awareness about the training programmes	District Disabled Rehabilitation Officers are instructed to inform concerned District Employment officers about the training Programme and create public awareness
21. List of Beneficiaries of the Training Programmes at various levels like District Level Block Levels Etc.,	Beneficiaries during the Year 2005-06 1.Fitter cum Basic Machine Operator: 7 2.Cutting & Tailoring - 5 3.Binder - 6

**TRAINING FOR HEARING IMPAIRED PERSONS AT GOVERNMENT  
INDUSTRIAL TRAINING CENTRE (MEN), GUINDY, CHENNAI-32**

Description	Reply
1. Name of the Training Programme with Brief Description	Providing special training facility exclusively for Hearing Impaired in the trade of Fitter (For Male) AT Government Industrial Training Centre (Men), Guindy, Chennai-32.
2. Time Period for Training Programme/Scheme	Two years
3. Objective of the Training	This training programme will enable disabled persons to seek jobs, to improve their standard of living and to make a disabled persons self dependent.
4. Physical & Financial Target Last Year	Physical Target : 16 Financial Target: 1.48Lakhs
5. Eligibility for Training	Age: 18-25 Years Qualification : 10 <sup>th</sup> Passed Should be Deaf and free from another handicap.
6. Prerequisite for training (if any)	Nil
7. Financial & Other form of help is any	A sum of Rs. 100/- per month is given to the trainees as stipend during training period
8. Description of help (mention the amount of financial help if any)	--
9. Proceedure of giving help	--
10. Contact information for applying	District Disabled Rehabilitation Officers of all District and The Special Commissioner for the Disabled, Thousandlights, Chennai-6.
11. Application fee(Wherever applicable)	At free of cost
12. Other Fees	Nil

13. Application forms	Available at all District Disabled Rehabilitation Offices and The Special Commissioner for the Disabled, Thousand Lights, Chennai-6.
14. List of Enclosures/Documents	1.Xerox Copy of Qualification Certificate 2.Xerox copy of Transfer Certificate 3. Xerox copy of I.D Card / Doctors Certificate 4. Xerox Copy of Community Certificate
15. Format of enclosures / Document	Nil
16. Procedure of application	Filled in applications along with enclosures should be submitted to concerned District Disabled Rehabilitation Officers (or) The State Commissioner for the Disabled, Thousand Lights, Chennai-6
17. Selection Procedure	Interview will be conducted at the office of The State Commissioner for the Disabled, Thousand Lights, Chennai-6
18. Time table of Training Programme	Training will be given to the selected candidates at Government Industrial Training Centre (Men), Guindy, Chennai-32.
19. Process to inform the trainee about the training schedule	Date of joining will be informed by the Office of the Special Commissioner for the Disabled, Thousand Lights, Chennai-6.
20. Arrangements made by the public authority for creating public awareness about the training programmes	District Disabled Rehabilitation Officers are instructed to inform concerned District Employment officers about the training Programme and create public awareness
21. List of Beneficiaries of the Training Programmes at various levels like District Level Block Levels Etc.	16 Hearing Impaired persons are benefited during the year 2004-06.



### Special Training for the Teachers of the Disabled

1	Name of the Training Programme with brief description	Special Training for the Teachers of Disabled.
2	Time period for Training Programme / Scheme	10 months course
3	Objective of Training	This training programme will enable the person as Special Educators to teach the blind; Mentally retarded and Deaf students
4	Physical and Financial Target	<p><b>Physical Target:</b></p> <p><b>Deaf:</b> 50. 25 in Junior Diploma and 25 in Senior Diploma.</p> <p><b>Blind:</b> 15. All 15 seats are only in Junior Diploma.</p> <p><b>Mentally Retarded:</b> This 25 is shared for both Junior Diploma and Senior Diploma.</p> <p><b>Financial Target:</b></p> <p>For Deaf: Rs.5.62 lakhs  For Blind: Rs.6.41 lakhs  For Mentally Retarded: Rs.3.00 lakhs</p>
5	Eligibility for Training	<p>Age above 18 years</p> <p><b>Qualification:</b> Secondary Grade Teacher Training Certificate  for Junior Diploma – B.A. / B.Sc.  for Senior Diploma – B.A. /B.Sc. + B.Ed.</p>
6	Pre requisite for teaching if any	--
7	Financial and other form of help (if any)	Free training and stipend Rs.400/- per month.
8	Description of help , mention the amount of financial help if any	The stipend amount of Rs.400/- is paid as cash every month to the trainees.
9	Procedure of giving help	The stipend is given every month.
10	Contact information for applying	State Commissioner for the Disabled, 15/1, Model School Road, Thousand Lights, Chennai-600 006.
11	Application fee wherever	Application is issued at free of cost.

	applicable	
12	Other fees (wherever applicable)	NIL
13	Application form (in case the application is made on plain paper, please mention the details which the applicant has to provide)	Available at the office of the State Commissioner for the Disabled.
14	List of enclosures / documents	<ol style="list-style-type: none"> <li>1. Xerox copy of the educational qualification.</li> <li>2. Xerox copy of the Transfer Certificate'</li> <li>3. Xerox copy of the Community Certificate</li> </ol>
15	Format of enclosures / documents	NIL
16	Procedure of application	Filled applications along with the enclosures should be submitted to State Commissioner for the Disabled, Chennai-600 006.
17	Selection procedure	<p>Purely merit basis. Marks scored in the Professional educational qualifications. Training will be given to the selected candidates in three different places.</p> <p><b>Blind:</b> Government Higher Secondary School for the Blind, Poonamallee, Chennai-56.</p> <p><b>Deaf:</b> Little Flower Convent for the Deaf, Teynampet, Chennai-600 006.</p> <p><b>Mentally Retarded:</b> Balavihar Training Centre for the Mentally retarded, Kilpauk, Chennai 600 010.</p>
18	Time table of training programme ( in case available)	--
19	Process to inform the trainee about the training schedule	Date of joining will be informed by the State Commissioner for the disabled.
20	Arrangements made by the Public Authority for creating public awareness about the training programme	Paper advertisement will be given by the State Commissioner for the Disabled and the District Disabled Rehabilitation Officers are instructed to paste the paper cutting at their Notice Board and create public awareness.
21	List of beneficiaries of training programme at various levels like district level, block etc.	<b><u>2005-2006</u></b> <b><u>Deaf</u></b> <b><u>Bind</u></b> <b><u>MR</u></b> 29              15              12

**Secondary Grade Teachers Training for the visually handicapped and orthopaedically handicapped**

1	Name of the Training Programme with brief description	Secondary Grade Teachers Training for the visually handicapped and orthopaedically handicapped
2	Time period for Training Programme / Scheme	Two academic years
3	Objective of Training	This training programme will enable disabled persons to seek jobs, to improve their standard of living and to make a disabled persons as self dependent persons.
4	Physical and Financial Target	<b><u>Physical Target:</u></b> 40 disabled persons among the 40 disabled 20 from visually handicapped and 20 from orthopaedically handicapped.  <b><u>Financial Target:</u></b> Rs.5.00 lakhs
5	Eligibility for Training	Age above 18 years and below 35 years, in case of widows, destitutes, the age limit is extended upto 40 years.  <b><u>Qualification:</u></b> Educational qualification should be completed +2.
6	Pre requisite for teaching if any	--
7	Financial and other form of help (if any)	Free training and stipend Rs.500/- per month
8	Description of help , mention the amount of financial help if any	The stipend amount of Rs.500/- is paid as cash every month to the trainees.
9	Procedure of giving help	The stipend is giving every month.
10	Contact information for applying	State Commissioner for the Disabled.
11	Application fee wherever applicable	Application fees is Rs.500/- for O.C., B.C. and M.B.C. candidates and Rs.250/- for S.C. / S.T. candidates.

12	Other fees (wherever applicable)	Rs.5000/- is collected from the trainees for admission fee and remitted in the Directorate of Teacher Education, Research and Training.
13	Application form (in case the application is made on plain paper, please mention the details which the applicant has to provide)	Available at the office of the State Commissioner for the Disabled.
14	List of enclosures / documents	<ol style="list-style-type: none"> <li>1. Xerox copy of 12<sup>th</sup> std. Mark list.</li> <li>2. Xerox copy of the Transfer Certificate.</li> <li>3. Xerox copy of Identity Card issued by the District Disabled Rehabilitation Officers.</li> <li>4. Xerox copy of the Community Certificate</li> </ol>
15	Format of enclosures / documents	NIL
16	Procedure of application	Filled applications along with the enclosures should be submitted to State Commissioner for the Disabled, Chennai-600 006.
17	Selection procedure	Purely merit basis. Marks scored in the Higher Secondary public examination and training will be given to the selected candidates in the campus of Government Higher Secondary School for the Blind, Poonamallee, Chennai-56
18	Time table of training programme ( in case available)	--
19	Process to inform the trainee about the training schedule	Date of joining will be informed by the State Commissioner for the disabled.
20	Arrangements made by the Public Authority for creating public awareness about the training programme	Paper advertisement will be given by the State Commissioner for the Disabled and the District Disabled Rehabilitation Officers are instructed to paste the paper cutting at their Notice Board and create public awareness.
21	List of beneficiaries of training programme at various levels like district level, block etc.	<p style="text-align: center;"><b><u>Beneficiary list</u></b></p> <p>20 Visually handicapped 20 Orthopaedically handicapped</p>

18.4. With relation to Certificate, No Objection Certificate etc. issued by the Public Authority not included in Manual-13.

- Name and description of the certificates and NOCs
- Eligibility for applying
- Contract Information for applying
- Application Fee (Wherever applicable)
- Other Fees (Wherever applicable)
- Application form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures / documents
- Format of enclosures / documents
- Procedure of application
- Process followed in the Public Authority after the receipt of application
- Normal time taken for issuance of certificate
- Validity period of certificate (if applicable)
- Process of renewal (if any)

**Not applicable**

**18.5 With relation to registration process**

- Objective: To maintain certain minimum standards in institutions for the disabled.
- Eligibility for Registration: Organization to be registered under Societies Registration Act / Indian Trust Act / Indian Companies Act.
- Pre-requisites (if any): Institution should serve the cause of the disabled.

- Contact information the Disabled, for applying: Office of the State Commissioner for 15/1, Model School Road, Thousand Lights, Chennai-600006.  
Office of the District Disabled Rehabilitation Officers in all Districts.
- Application Fee : Nil.
- Other Fees : Nil.
- Application Form : Prescribed form available in O/o. the District Disabled Rehabilitation Officer and O/o. the Special Commissioner for the Disabled.
- List of Enclosures Documents:
  1. Structural Stability Certificate from Executive / Engineer, Public Works Department / Chartered Engineer approved by District Collector.
  2. Building License from Thasildar.
  3. No Objection Certificate from Fire Service Department.
  4. Sanitary Certificate from Municipal Health Officer / Deputy Director, Health.
  5. It is enough to submit the copy of Recognition in the case of Special Schools.
- Procedure of Application: Application may be submitted to O/o. the District Disabled Rehabilitation Officer. The O/o. the Special Commissioner for the Disabled issues the certificate of Registration.
- Process of Application: After inspecting the NGO, the District Disabled Rehabilitation Officer forwards the application to the Special Commissioner along with recommendation. Upon scrutiny the O/o. the State Commissioner for the Disabled issues the certificate of Registration.
- Validity period of Regn. : 3 Years or validity of Building License which ever is earlier.
- Process of Renewal : Application in the same format to be submitted 3 months in advance along with the above enclosures / documents.

18.6 With relation to collection of tax by Public Authority (Municipal Corporation, Trade Tax Entertainment Tax etc.)

- Name and description of tax
- Purpose of tax collection
- Procedure and criteria for determination of tax rates
- List of major defaulters

**Not applicable**

18.7 With relation to issuing new connection electricity / water supply, temporary and permanent disconnection etc. (This will be applicable to local bodies like Municipal Corporation / Municipalities / UPCL)

- Eligibility for connection
- Pre-requisites (if any)
- Contact Information for applying
- Application Fee (Wherever applicable)
- Other Fees / Charges (Wherever applicable)
- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures / documents
- Format of enclosures / documents
- Procedure of application
- Process followed in the Public Authority after the receipt of application
- Brief description of terms used in the bills
- Contact information in case of problems regarding bills or service
- Tariff and other charges

**Not applicable**

## 18.8. Details of any other public services provided by the Public Authority

State Resource cum Training Center for persons with disabilities is functioning at the following address:

State Resource cum Training Centre,  
Government Peripheral Hospital Campus,  
(opp to Udhayam Theater bus stop),  
Jawarlal Nehru Inner ring road,  
K.K.Nagar, Chennai-78.

The following services will be provided initially at the Centre by the Non Governmental Organizations and Governmental Organizations:

1. Providing out patients services to all type of persons with disabilities
2. Issue of National Identity Cards and Disability certificate.
3. Awareness creation on training on employment opportunities available for persons with disabilities.
4. To set up legal unit for persons with disabilities.
5. To conduct training programmes.
6. Initially participating NGOs will provide services at least once in a week.
7. Showcase best practices of Governmental Organizations.

Persons with disabilities of all categories will be provided specialized services under one roof. The expertise of various NGOs in the field of disability will be availed. Various kinds of training programmes will also be conducted here. The Training Hall at SRTC can be used as a multi-purpose hall for various activities like training, interactions of parents, leisure club, and unit to display aids and appliances as well as the products made by the persons with disabilities, exhibition, and sales event to promote marketing of products made by persons with disabilities. No charges will be collected from persons with disabilities/ NGOs.

The mailing group catering to persons with disabilities, parents and NGOs will also be created. This Centre will be first of its kind in the entire country where almost all services / information available under one umbrella. Timings of SRTC will be from 10-00 a.m. to 5-45 p.m. (Monday to Friday).

Team Assessment of Persons with Disabilities will be done on Mondays by a team of medical and paramedical specialists. Persons with disabilities will be given National Identity Cards/Disability certificate on the same day(by District Disabled Rehabilitation Officer, Chennai).

The details of NGOs who are initially involved and their services will be available on the following days:



Out patient day	Category / Services	Name of the NGO
Monday	Barrier Free / Employment	Ability Foundation, Chennai.
Tuesday	1. Mentally Retarded  2. Visually handicapped and Low vision	1. Vijay Human Services Chennai. & Madhuram Narayan Centre for Exceptional Children, Chennai  2. National Institute for Visually Handicapped, Chennai and Keel Ottivakkam Grama Sangam.
Wednesday	1. Orthopaedically handicapped	1. Life Help Centre, Palavakkam
Thursday	1. Cerebral Palsy  2. Mental illness	1. Spastic Society of Tamil Nadu, Chennai. and Vidya Sagar, Chennai.  2. SCARF India, Chennai
Friday	Speech and Hearing handicapped	Bala Vidyalaya, Chennai and Sri Ramachandra Medical College and Research Institute, Chennai.

The State Resource cum Training Center has been provided with a mobile van (Tempo Traveler) which has a provision of ramp and railing to enable the wheel chair/tricycle users to enter the van at a cost of Rs.6.91 lakhs. This mobile van will be used for awareness creation and fitted with audio visual equipments.

The State Resource cum Training Center for persons with disabilities will be inaugurated on 31.08.05 by the Honorable Minister for Social Welfare, Government of Tamilnadu. Persons with disabilities and NGOs in the field of disabilities are requested to make use of the services provided at State Resource cum Training Centre.

For further details please contact:

Office of State Commissioner for the Disabled,  
15/1, Model School Road,  
Thousand Lights,  
Chennai-6  
Phone: 28290409/ 28290392  
E-Mail: [scd@tn.nic.in](mailto:scd@tn.nic.in)

## **ANNEXURE – I**



### PERSONNEL AND ADMINISTRATIVE REFORMS DEPARTMENT (PERSONNEL-S.)

G.O.NO.99, DATED 26<sup>TH</sup> FEBRUARY 1988

Public Services – Welfare of the Physically Handicapped – Reservation of appointment in Public Services and reservation of seats in educational institutions for Physically Handicapped persons – Percentage of reservation – Further orders – issued.

---

The Government now direct that the 3 per cent of the quota reserved for Physically handicapped persons as described in paragraph 1 above should be made as indicated below:

Category of the handicapped	Percentage of reservation
1. Blind	1%
2. Deaf	1%
3. Orthopaedically handicapped	1%

---

### **ANNEXURE - I**

#### DEFINITIONS OF THE CATEGORIES OF THE HANDICAPPED FOR PURPOSES OF RESERVATION IN EMPLOYMENT

##### **The Blind:**

The blind are those who suffer from either of the following conditions:

- Total absence of sight;
- Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with Correcting lenses;
- Limitation of the field of vision subtending an angle of 20 degrees or worse.

##### **The Deaf:**

The Deaf are those in whom the sense of hearing is non-functional for ordinary purposes of life. They do not hear/understand sounds at all even with amplified speech. The cases included in this category will be those having hearing loss more than 90 decibels in the better ear (profound impairment) or total loss of hearing in both ears.

**The Orthopaedically handicapped:**

The Orthopaedically handicapped are those who have a physical defect or deformity which causes an interference with the normal functioning of the bones, muscles and joints.

**POST IDENTIFIED FOR "C" AND "D" GROUP:****ANNEXURE – II**

<b>S.No.</b>	<b>Category of handicap</b>	<b>Occupational Groups</b>
1 (a)	ORTHOPAEDICALLY HANDICAPPED- Upper Extremities— (i) Major Defects  (ii) Minor Defects	Accounts Clerks (U), Copy-holders (U), Office Clerks (U-A), Office Superintendents (U), Peons (U), Proof-Readers (U), Receptionists (U), Stamp Vendors (Postal), Watermen (U)  Caretakers (A), Chowkidars (A), Copy-holders, Dak Messengers, Daftries (A), Documentation Assistants (A), Editorial Assistant (A), Gardeners, Farashs, Gestetner Operators, Junior Engineers (Civil), Key-punch Operators (A), Laboratory Assistants (Chemical), Laboratory Assistants (Clinical), Laboratory Attendants, Library Clerks (A), Liftmen (A), Meter Readers, office Clerks (A), Office Superintendents, Peons, Photographic Retouchers, Proof Readers, Receptionists, Research Investigators, Retiring Room Attendants, Salesmen (Shop) (A), Sweepers, Teachers (Primary), Telegraph Messengers, Technical Assistants, Telephone Operators (A), Time-Keepers (A), Translators (A), Waiting Room Attendants, Watermen, Ward Boys/ Ayahs (A), Wireless Operators (A).
(b)	Lower Extremities— (i) Major Defects	Accounts Clerks, Computers, Copy-holders, Editorial Assistants, Hand Compositors (A), Junior Engineers,(Civil) (only designing jobs), Key-punch Operators, Liftmen, Office Clerks, Office Superintendents, Painters, Projectionists (A-MNR),

<p>(ii) Minor Defects</p>	<p>Proof Readers, Radio Technicians, Receptionists, Stenographers, Stamp Vendors (Postal), Sub-Postmasters, Telephone Operators, Telex Operators, Translators, Typists.</p> <p>Architectural Assistant (A-MNR), Book Binders, Caretakers (A/MNR), Carpenters (A), Cashiers (A), Compounders, Chowkidars (A-MNR), Commercial Artists, Daftries 9MNR), Documentation assistants (A-MNR), Dressers, Draughtsmen, Ferro Printers, Farashes, Gestetner Operators, Instrumentationists (Staff Artists) (MNR), Laboratory Assistants (Chemical), Laboratory Assistants (Clinical), Librarians (Junior) (A-MNR), Library Clerks (A-MNR), Musicians (Staff Artists) (MNR), Packers, Peons (MNR), Photographer (MNR), Photographic Retouchers, Retiring Room Attendants 9MNR), Salesmen (Shop) (MNR), Statistical Assistants 9MNR), Sweepers (MNR), Teachers (Deaf), Teachers (Primary), Technical Assistants 9MNR), Time-keepers (A), Tracers, Vehicle Cleaners 9MNR), Waiting Room Attendants (MNR), Watermen, Wireless Operators.</p>
<p>II DEAF and DEAF and DUMB</p>	<p>Accounts Clerks, Book Binders, Canteen Boy; Carpenter, Computers, Commercial Artists Daftries, Ferro Printers, Gardeners, Gestetner Operators, Hand Compositors, Key-punch Operators, Meter Readers, Office Clerks, Packers, Painters, Photographers, Photographic Retouchers, Statistical Assistants, Store-Keepers, Sweepers, Telex Operators, Translators, Tracers, Typists, Vehicle Cleaners, Waterman.</p>
<p>III DEAF</p>	<p>Postmen, Telegraph Messengers.</p>

IV	PARTIALLY DEAF	Architectural Assistants (A), Caretakers (A), Cashiers, Compounders, Chowkidars (A), Dak Messengers, Draughtsmen (A), Dressers, Editorial Assistants, Electricians, Junior Engineers, (Civil) (A), Laboratory Assistants (Chemical), Laboratory Assistants (Clinical), Laboratory Attendants, Librarians, (Junior) (A), Library Clerks (A), Peons, Postmen, Projectionists (A), Research Investigators, Retiring Room Attendants, Scientific Assistants Salesman (Shop) (A), Stenographers (A), Security Guards (A), Stamp Vendors (Postal) (A), Sub Postmasters (A), Technical Assistants, Teachers (Deaf) (A), Teachers (Primary) (A), Time Keepers (A), Waiting Room Attendants, Ward Boys / Ayahs.
V	BLIND	Announcers at Railway Stations, Bus stops and Airports (T), Cane Weavers (T), Instrumentalists (Staff Artists) (T), Office Superintendents (H), Masseurs (T), Musician (T), Music Teachers (T), Packers (T), Stenographers (with Dictaphone and Digital Typewriters), Teachers (Primary-T and A), Telephone Operators (Small Boards with Electronic Beep and Embossed Digits), Lathe Operators, press Operators, Stampers, Wavers, Packers, Drillers, Filers, Chippers, Teachers in Social Sciences.
VI	PARTIALLY BLIND	Dak Messengers, Despatch Clerk (T), Gardeners (T), Gestetner Operators (T and A), Liftmen (T) and Digital controls), Peons, Receptionists (T and A.) Retiring Room Attendants, Sweepers, Watermen (T), Waiting Room Attendants, Lottery Ticket Sellers.

Explanations: U= Unilateral, A=with aids, T=with Training, H=with a Helper, MNR=Mobility not restricted.

Note: ---1. Jobs which can be performed by those having major deformities can also be performed by those having minor deformities. Job which can be performed by Deaf can be performed by partially Deaf also. Jobs which can be performed by Blind can be performed by partially Blind also.

Note: ----2. There would be a number of jobs in each occupational groups. These have not been given separately. For example, Office Clerks includes Lower Division Clerks and Upper Division Clerks, Stenographers includes Junior and Senior Stenographers.

**Annexure-II**

**As per G.O.Ms.No.52, Social Welfare and Nutritious Meal Programme  
Department, dated 11.4.2005(Group A&B categories of post identified and  
reserved in Public Services / Educational Institution for the disabled  
persons)**

**FINAL LIST OF POSTS IDENTIFIED UNDER GROUP A & B CATEGORIES  
COMING UNDER THE PURVIEW OF TEACHERS RECRUITMENT BOARD FOR  
THE PERSONS WITH DISABILITIES**

<b>S. No.</b>	<b>Name of the Post and Department</b>	<b>Physical require- ments</b>	<b>Categories of disabled persons suitable for the job</b>	<b>Group</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>
1.	Post Graduate Lecturer (Pre-law) Government Law colleges	ST,H	B/PB/ORTHO	A
2.	Post Graduate Lecturer	ST,H	ORTHO/B/PB	A
3.	Senior Lecturer, Directorate of Teachers Education Research and Training / District Teachers Training Institute	ST,H	B/PB/ORTHO	A
4.	Lecturer a) Governments Arts / Science Colleges, b) Government Engineering Colleges c) Government Polytechnics	ST,H	B/PB/ORTHO  B/PB/ORTHO  B/PB/ORTHO	A
5.	Principal, Government Teachers Training Institute	ST,H	B/PB/ORTHO	A
6.	Lecturers, Directorate of Teacher's Education Research and Training / District Teacher's Training Institute	ST,H	B/PB/ORTHO	B
7.	Post Graduate Teacher of a) School Education Department b) Adidraavidar Welfare Department c) Most Backward Class / Denotified Communities Welfare Department d) Social Welfare Department e) Chennai, Madurai and Coimbatore Corporation Schools	ST,H	B/PB/ORTHO	B

(1)	(2)	(3)	(4)	(5)
8.	Lecturer a) Directorate of Teacher Education Research and Training b) District Teachers Training Institute	ST,H	B/PB/ORTHO	B
9.	Junior Lecturer a) Government Teacher Training Schools b) Part time Lecturer , Government Law Colleges	ST,H	B/PB/ORTHO	B
10.	Graduate Teachers (Including Language Teachers) a) School Education Department b) Adidraida Welfare Department c) Most backward Class / Denotified Communities Welfare Department d) Social Welfare Department e) Chennai, Madurai and Coimbatore Corporation Schools.	ST,H	B/PB/ORTHO	B



**FINAL LIST OF POSTS IDENTIFIED UNDER GROUP A & B CATEGORIES  
COMING UNDER THE PURVIEW OF TAMIL NADU PUBLIC SERVICE  
COMMISSION FOR THE PERSONS WITH DISABILITIES**

S. No.	Name of the Post and Department	Physical requirements	Categories of disabled persons suitable for the job	Group
(1)	(2)	(3)	(4)	(5)
	Group I Services			
1.	Tamil Nadu General Service District Employment Officer, <b>Employment and Training Department</b>	S/ST/RW/W	B/PB/PD	B
2.	Group I-B Services <b><u>Tamil Nadu Hindu Religious and Charitable Endowment Administrative Service</u></b> Assistant Commissioner of Hindu Religious and Endowments, Department of Hindu Religious and Endowments	S/W/SE/ RW/ST	PB/PD/ ORTHO	B
3.	<b><u>Combined Subordinate Services- Tamilnadu Social Defence Subordinate Service</u></b> Probation Officer, Department of Social Defence	S/W/SE/ RW/ST/H	PB/PD/ ORTHO	B
4.	Women Welfare Officer, Department of Social Defence	S/W/SE/ RW/ST/H	B/ PB/PD/ ORTHO	B
5.	<b><u>Tamilnadu Commercial Taxes Subordinate Service</u></b> Assistant Commercial Taxes Officer, Department of Commercial Taxes	S/ST/W/ SE/H/RW	PB/PD/ ORTHO	B

(1)	(2)	(3)	(4)	(5)
6.	<b><u>Tamilnadu Municipal Commissioner Subordinate Service</u></b> Municipal Commissioner – Grade II Department of Municipal Administration and Water Supply	S/ST/RW/W	PB/PD/ ORTHO	B
7.	Group VII Service <b><u>Tamil Nadu Hindu Religious and Charitable Endowment Service</u></b> Executive officer Grade I in Hindu Religious and Charitable Endowments Department	S/W/SE/ RW/ST	PB/PD/ ORTHO	B
8. 9. 10.	<b><u>Combined Engineering Services Tamilnadu Engineering Service</u></b> <b>Assistant Engineer</b> a) (Civil) PWD b) (Electrical) PWD c) (Mechanical) PWD	ST/B/SE/W ST/B/SE/W ST/B/SE/W	PD/ORTHO PD/ORTHO PD/ORTHO	B B B
11.	<b><u>Tamilnadu Highways Engineering Service</u></b> Assistant Engineer (Civil) Post	ST/B/SE/W	ORTHO/PD	B
12.	Assistant Engineer(Mechanical) Post	ST/B/SE/W	ORTHO/PD	B
13.	Assistant Engineer (Electrical) Post	ST/B/SE/W	ORTHO/PD	B
14.	<b><u>Tamilnadu Agricultural Extension Service</u></b> <b><u>Tamilnadu Agricultural Service</u></b> <b>Agriculture Officer</b>	S/SE/RW/W	PD/ORTHO	B

15.	Tamilnadu Agricultural Service	S/SE/RW/W	PD/ORTHO	B
16.	<b>District Agricultural Officer</b>	S/SE/RW/W	PD/ORTHO	B
17.			PD/ORTHO	B
18.	<b>Divisional Agricultural Officer</b>	<b>S/SE/RW /W</b>	PD/ORTHO	B
	<b>Agricultural Officer (Research)</b>	S/SE/RW/W		
	Agricultural Officer (Chemistry)			

(1)	(2)	(3)	(4)	(5)
19.	<b><u>Tamilnadu Animal Husbandry Service</u></b> Bio-Chemist	S/W/SE/RW/ST	PD/Ortho	B
20.	Veterinary Assistant Surgeon	S/W/SE/RW/ST	“	B
21.	<b>Tamilnadu Educational Service</b> Special Officer, Regional schools of Printing	ST/B	PD/Ortho	B
22.	<b><u>Tamilnadu Educational Subordinate Service</u></b> Lecturers in Government Colleges of Arts and Crafts	ST/S/SE/RW	PD/Ortho	B
23.	<b><u>Tamilnadu Employment and Training Service</u></b> Principal, Industrial Training Institute/Directorate of Employment of Training, AD Training	ST/H/SE/RW	PD/Ortho	B
24.	<b><u>Tamilnadu Employment and Training Subordinate Service</u></b>	ST/H/SE/RW	PB/PD/Ortho	B
25.	<b>Training Officer</b>	ST/H/SE/RW	PB/PD/Ortho	B
26.	<b>Directorate of Employment and Training</b>	S/W/SE/R/W/ST	PD/Ortho	B
27.	Training Officer (Non-Engineering)	S/W/SE/R/W/ST	PB/PD/Ortho	B
28.	<b>Assistant Apprenticeship Advisor</b>  <b>Technical Assistant in Office of the Directorate of Employment and Training</b>  Training Superintendent	S/RW/ST	PB/PD/Ortho	B
29.	<b><u>Tamilnadu Fisheries Service</u></b> Fishery Economist	S/ST/W/RW	PB/PD/Ortho	B

(1)	(2)	(3)	(4)	(5)
30.	<b><u>Tamilnadu General Subordinate Service</u></b> Special Officer, (Guidance Bureau) Social Welfare Department	S/RW	B/ PB/ PD/Ortho	B
31.	Deputy Librarian in Connemara Public Library	S/SE/RW/ST	PB/PD/ Ortho	B
32.	Curator	ST/W/SE/RW	PB/PD/ Ortho	B
33.	Archaeological Officer	ST/W/SE/RW	PB/PD/ Ortho	B
34.	Research Assistant Directorate of Evaluation and Applied Research	S/W/SE/RW /ST	PB/PD/ Ortho	B
35.	<b><u>Tamilnadu General Service</u></b> <b>Librarian in Tamil Nadu Archive</b>	S/SE/RW/ST	PB/PD/ Ortho	<b>B</b>
36.	<b>Research Officer in the Evaluation and Applied Research Department</b>	S/W/SE/RW/ ST	PB/PD/ Ortho	<b>B</b>
37.	<b>Research Officer (cataloging and indexing) in Tamil Nadu Archives</b>	<b>SE/ST/H/R W</b>	PB/PD/ Ortho	<b>B</b>
38.	Superintendent Rehabilitation Home with sheltered workshop for the Blind	S/RW	PB/PD/ Ortho	B
39.	Nutrition Specialist, Social Welfare Department	S/RW	PB/PD/ Ortho	B
40.	Project Officer in the Institute for Mentally Retarded in Social Welfare Department	S/RW	PB/PD/ Ortho	B
41.	Psychologist in Social Welfare Department	S/RW	PB/PD/ Ortho	B
42.	Child Development Project Officer/Zonal Project Nutrition Officer in Social Welfare Department	S/RW	PB/PD/ Ortho	B

(1)	(2)	(3)	(4)	(5)
43.	<b><u>Tamilnadu Industries Service</u></b> Assistant Director of Industries and Commerce	S/ST/W/H/SE	PB/PD/ Ortho	B
44.	Assistant Director of Industries and Commerce (Survey and Statistics)	S/ST/W/H/SE	PB/PD/ Ortho	B
45.	Assistant Director of Industries and Commerce (Sericulture)	S/ST/W/H/SE	PB/PD/ Ortho	
46.	Assistant Director of Industries and Commerce (Leather)	S/ST/W/H/SE	PB/PD/ Ortho	B
47.	Personal Assistant to Director of Industries and Commerce	S/ST/H/RW	PB/PD/ Ortho	B
48.	<b><u>Tamilnadu Jail Service.</u></b> Psychologist	S/ST/SE/RW/ H	PB/PD/ Ortho	B
49.	<b><u>Tamil Nadu Medical Service</u></b> Assistant Medical Officer (Sidha) in Department of Indian Medicine and Homeopathy	ST/RW/H	Ortho	B
50.	Assistant Medical Officer (Ayurvedha)	ST/RW/H	Ortho	B
51.	Assistant Medical Officer (Unani)	ST/RW/H	Ortho	
52.	Assistant Medical Officer (Homeopathy)	ST/RW/H	Ortho	B
53.	Assistant professor of Psychology	S/ST/RW/ SE/H	Ortho	B
54.	Speech Therapist in Institute of Rehabilitation of Speech and Hearing Handicapped	S/ST/RW/ SE/H	Ortho	B
55.	Social Scientist	S/ST/W/SE/ H/RW	B/ PB/ PD/Ortho	B
56.	Rehabilitation Teacher	S/ST/W/SE/ H/RW	Ortho	B
57.	Reader/Professor in Nursing (Paediatric Nursing)	S/ST/W/SE/ H/RW	Ortho	B
58.	Reader in Nursing (Medical and Surgical)	S/ST/W/SE/ H/RW	Ortho	A
59.	Reader in Nursing (Obstetrics)	S/ST/W/SE/ H/RW	Ortho	A
60.	Non Medical Tutor in Microbiology	S/ST/W/SE/ H/RW	Ortho	B

(1)	(2)	(3)	(4)	(5)
61.	Non Medical Tutor in Anatomy	S/ST/W/SE/ H/RW	Ortho	B
62.	Non Medical Tutor in Pharmacology	S/ST/W/SE/ ST/W	Ortho	B
63.	Non Medical Tutor in Physiology	S/ST/W/SE/ ST/RW	Ortho	B
64.	Lecturer in Pharmacology	S/ST/W/SE/ H/RW	Ortho	B
65.	Research Assistant (Non-Medical)	S/ST/W/SE/ H/RW	Ortho	B
66.	Lecturer in Bio Chemistry in the Department of Indian Medicine	S/ST/W/SE/ H/RW	Ortho	B
67.	Bio-Chemists in Government Medical Institutions	ST/RW/H	Ortho	B
68.	Women State Planning Officer	S/ST/W/SE/ H/RW	PB/PD/ Ortho	B
69.	Statistical Officer in the State Family Welfare Bureau	S/RW	PB/PD/ Ortho	B
70.	Editor	SE/ST/RW	PB/PD/ Ortho	B
71.	Nursing Tutor Grade-I	S/ST/W/SE/ H/RW	Ortho	B
72.	Nursing Tutor Grade-II	S/ST/W/SE/ H/RW	Ortho	B
73.	Non-Medical Research Officer	SE/RW/H	Ortho	B
74.	Assistant Reader in Pharmaceutics in Government Medical Colleges.	SE/H/RW/S/ ST/W	Ortho	B
75.	Assistant Reader in Pharmacology in Government Medical Colleges	S/ST/W/SE/ H/RW	Ortho	B
76.	Assistant Reader in Pharmaceutical Chemistry in Government Medical Colleges	S/ST/W/SE/ H/RW	Ortho	
77.	Librarian in the Directorate of Indian Medicines and Homeopathy	S/SE/RW/W	Ortho	B
78.	<u>Tamil Nadu Medical Subordinate Service</u> Non-Medical Assistant to Professors of Bio-Chemistry	S/SE/RW/ W/RW	PD/Ortho	A
79.	Librarian in the Directorate of Medical Education	S/SE/RW/W	PB/PD/ Ortho	B
80.	Statistician	S/SE/RW/W	PB/PD/ Ortho	B

(1)	(2)	(3)	(4)	(5)
81.	Vocational Counsellor	S/SE/RW/W	B/PB/PD/ Ortho	B
82.	<u>Tamil Nadu Public Health Service</u> Health Officer	S/ST/W/SE/H/ RW	Ortho	B
83.	Microbiologist	S/ST/W/SE/ H/RW	Ortho	B
84.	Public Health Nurse	S/ST/W/SE/ H/RW	Ortho	B
85.	Senior Entomologist	S/ST/W/SE/ H/RW	Ortho	B
86.	Social Psychologist	S/ST/W/SE/ H/RW	B/PB/PD/ Ortho	B
87.	Statistical Officer	S/ST/W/SE/ H/RW	B/PB/PD/ Ortho	B
88.	Mass Education Information Officer	RW/ST/H	B/PB/PD/ Ortho	B
89.	<u>Tamil Nadu Public Health Subordinate service</u> Statistical Investigator	S/ST/W/SE/ H/RW	Ortho/PB /PD	B
90.	Health Educators	S/ST/W/SE/ H/RW	PB/PD/ Ortho	B
91.	Health Education Officer	S/ST/W/SE/ H/RW	PB/PD/ Ortho	B
92.	<u>Post in the Tamil Nadu Public Service Commission</u> Research Officer	S/W/SE/RW/ ST	Ortho/PB /PD	B
93.	Librarian	S/W/SE/RW/ ST	Ortho/PB /PD	B
94.	Senior Research Assistant	S/W/SE/RW/ ST	Ortho/PB /PD	B
95.	Assistant Section Officer	S/W/SE/RW/ ST	Ortho/PB /PD	B
96.	<u>Tamil Nadu Educational Subordinate Service</u> District Education Officer	S/ST/W/SE H/RW	Ortho/PB /PD	B
97.	<u>Tamil Nadu School Education Subordinate Service</u> Lecturer in Education of the Blind	S/ST/W/SE H/RW	Ortho/PB /B	B
98.	Supervisor, Regional Training Centre for Teachers in Government Schools for the Blind, Poonamallee	S/ST/W/SE H/RW	Ortho/PB /B	B



(1)	(2)	(3)	(4)	(5)
99	<u>Tamil Nadu Social Defence Service</u> Deputy Superintendent, Government Approved Schools	S/ST/W/SE/H/ RW	Ortho/PB /PD	B
100	<u>Tamil Nadu Social Defence Subordinate Service</u> Head Master	S/ST/W/SE H/RW	PB/PD/ Ortho	B
101	School Assistant	S/ST/W/SE H/RW	B/PB/PD/ Ortho	B
102	<u>Tamil Nadu State Judicial Service</u> Civil Judge (Junior Division/Judicial Magistrate – First Class)	S/ST/W/SE H/RW	PB/PD/ Ortho	A
103	<u>Tamil Nadu State Treasury and Accounts Service</u> Class III Post (Accounts Officer)	S/ST/W/SE/ H/RW	PB/B/ Ortho	B
104	<u>Tamil Nadu Town and Country Planning Subordinate Service</u> Research Assistant (Statistics)	S/W/SE/RW/ ST	PB/PD/ Ortho	B
105	Research Assistant (Economics)	S/W/SE/RW/ ST	PB/PD/ Ortho	B
106	Research Assistant (Geography)	S/W/SE/RW/ ST	PB/PD/ Ortho	B
107	Research Assistant (Sociology)	S/W/SE/RW/ ST	B/PB/PD/ Ortho	B

## **KEY**

	<b><u>CODE</u></b>	<b><u>PHYSICAL REQUIREMENTS</u></b>
1.	F	Work performed by manipulating with Fingers
2.	PP	Work performed by Pulling and Pushing
3.	L	Work performed by Lifting
4.	KC	Work performed by Kneeling and Crouching
5.	B	Work performed by Bending
6.	S	Work performed by Sitting
7.	ST	Work performed by Standing
8.	W	Work performed by Walking
9.	SE	Work performed by Seeing
10.	H	Work performed by Hearing/Speaking
11.	RW	Work performed by Reading/Writing

## **FUNCTIONAL CLASSIFICATION**

<b><u>CODE</u></b>	<b><u>FUNCTIONS</u></b>
<b>BL</b>	<b>Both legs affected</b>
BA	Both arms affected
BLA	Both legs affected
OL	One leg affected
OA	One arm affected
BH	Stiff back and hips
MW	Muscular weakness and limited Physical endurance
<b>B</b>	<b>Blind</b>
<b>PB</b>	<b>Partially Blind</b>
D	Deaf
PD	Partially Deaf
Ortho	Orthopaedically Handicapped
VH	Visually Handicapped

**ESSENTIAL EQUIPMENTS FOR PHYSICALLY HANDICAPPED PERSONS**  
**APPOINTED TO GROUP A & B**

1. For Blind persons : Pocket frame, Braille, Tape Recorder, Dictaphone, Hand and Table Magnifiers both lighted and unlighted, Talking scientific calculator, A computer terminal with Audio or Braille output, A drawing Kit, Abacus, An embossed foot rule.
2. Locomotor Handicapped Persons : NIL
3. Hearing and Speech Impaired Persons : NIL