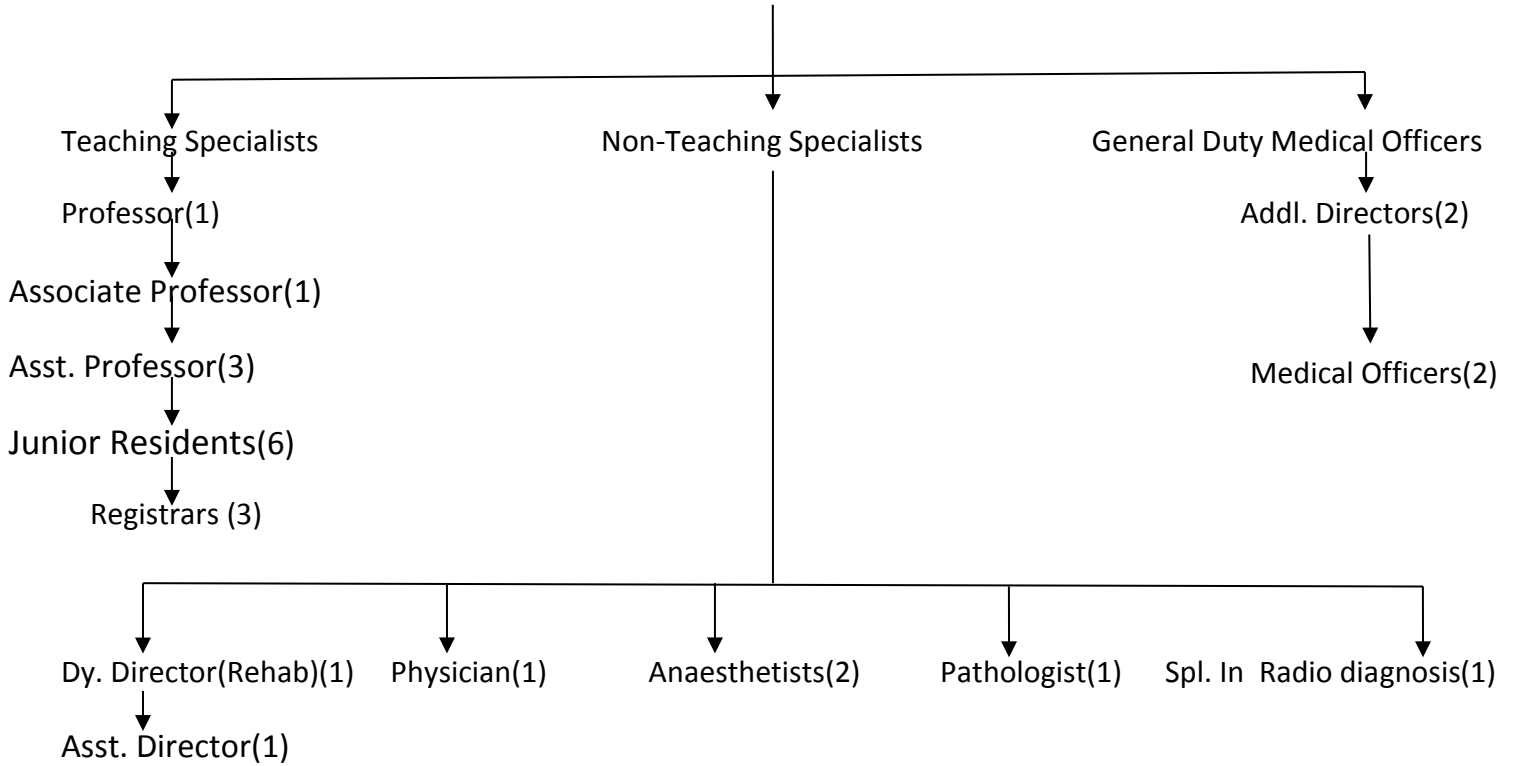


भारत सरकार
स्वास्थ्य एवं परिवार कल्याण मंत्रालय
अखिल भारतीय भौतिक चिकित्सा एवं पुनर्वास संस्थान
हाजी अली, के. खाड्ये मार्ग महालक्ष्मी, मुंबई-400034.

GOVERNMENT OF INDIA
MINISTRY OF HEALTH & FAMILY WELFARE
ALL INDIA INSTITUTE OF PHYSICAL MEDICINE AND REHABILITATION
Haji Ali, K. Khadye Marg, Mahalaxmi, Mumbai - 400 034.

Director



❖ **DUTY LIST ATTACHED WITH EACH POST**

ALL INDIA INSTITUTE OF PHYSICAL MEDICINE AND REHABILITATION
Haji Ali Park, K .Khadye Marg, Mahalaxmi, Mumbai – 400 034.

<u>DUTY LIST ATTACHED WITH EACH POST</u>		
Sr. No.	Designation	Duties
1.	Director	Overall In charge of the Institute & Head of Office. He will have executive & financial powers of Head of Institute. He will be In charge of all World Health Organization and other research projects attached to the Institute. As the Director is a Physical Medicine & Rehabilitation specialist he will also supervise the Clinical & Medical side of the Institute.
2.	Deputy Director	He will be In charge of Rehabilitation along with his team of registrars, residents & Medical Officers and will be responsible mainly for clinical care of the patients in co-ordination with other Heads of Departments under overall control of Head of the Institute. Any other work assigned from time to time.
3.	Consultant Anaesthetist	He will be performing his professional duties and will attend Ward and OPD on Non- Operation days. Attestation of entries in Service Books. Any other work assigned from time to time.

4.	Chief Medical Officer (NFSG)	Academic in charge Administrative duties Any other work assigned from time to time.
5.	Chief Medical Officer (NFSG)	Professional duties as a Medical Officer, Drawing and disbursing officer Administrative duties.

		Any other work assigned from time to time.
6.	Specialist in Radio Diagnosis	In charge of Radiology Department and will be responsible for control of Staff under him/her. Any other work assigned from time to time.
7.	Pathologist	He will perform the duties of Pathologist, both for Indoor & Outdoor patients and will do other duties assigned to him by Head of the Institute. Any other work assigned from time to time.
8.	Junior Medical Officer	Clinical work i.e. O.P.D., ward and Operation Theatre under guidance of the appropriate specialist. Any other work assigned from time to time.
9.	Prosthetic Engineer	1. In charge of Department of Prosthetics & Orthotics, consisting of as fabricated of Prosthetics & Orthotics devices in Prosthetics & Orthotics Workshop. Measurement fitting and repairs of P&O devices in service centre. a) Training in the field of Prosthetics and Orthotics at degree level B.E. (BioMedical) and B.Sc. (P&O), Post-Graduate level (M.Sc.) (P.T.), M.Sc. (O.T.) and M.S. (Ortho) affiliated to University of Mumbai. b) Research in Prosthetics & Orthotics. 2. Participate in Training Programmes conducted by Institute in the field of Rehabilitation. 3. Responsible for execution of Prosthetic and Orthotic Production work and records. 4. Guide the sub-ordinates and students in the research programme of Prosthetics and Orthotics. 5. To look after over all Administration of various above mentioned wings of the Department of Prosthetics and Orthotics. 6. Any other work entrusted by Director.
10.	Lecturer & HOD Physiotherapy Department	In charge of Physiotherapy Department Looks after Administrative Work of Department. Clinical supervision and participation in teaching programmes as well as research activities of the institute. Any other work assigned from time to time.
11.	Lecturer & HOD Occupational Therapy Department	In charge of Occupational Therapy Department Looks after Administrative Work of Department. Clinical supervision and participation in teaching programmes as well as research activities of the institute. Any other work assigned from time to time.
12.	Lecturer. & HOD Vocational Guidance	Administration of Vocational Guidance Department Psychological testing and Counseling of the patients of the institute participation in teaching programmes and attending clinic and case conferences. Any other work assigned from time to time.
13.	Lecturer & HOD Medical Social Work	Administration & supervision of the Department To Identify the Handicaps in the Community and make them aware of the facilities available in the institute and motivate them to avail those facilities. To organize various social relief programmes meant for the Handicapped under the supervision of the Director. Participation in teaching and clinical programme. Any other work assigned from time to time.

14.	Lecturer & HOD Prosthetics and Orthotics Workshop.	<p>1. In-charge of Prosthetics & Orthotics Workshop and over all Supervision and Administration of the same.</p> <p>2 . Assist the Prosthetic Engineer in Training in the field of Prosthetics and Orthotics at degree level B.Sc. (P&O), B.E.(Bio-Medical) and Post- Graduate level M.Sc. (P.T.), M.Sc. (OT) and M.S. (Ortho) affiliated to University of Mumbai. And other Training programmes in the field of Rehabilitation.</p> <p>3. Guide the sub-ordinates and students in the Research Programmes in the field of Prosthetics and Orthotics.</p> <p>4. Any other work entrusted by Director and Prosthetic Engineer.</p>
	Lecturer Prosthetics and Orthotics	<p>1. In-charge of Prosthetics and Orthotics students laboratory/workshop.</p> <p>2. To co-ordinate the various activities regarding training of B.Sc. (P&O) students and other under-graduate courses in Prosthetics and Orthotics.</p> <p>3. Participate in the training of Prosthetics and Orthotics students at degree level (B.Sc.) (P&O) B.E.(Bio-Medical) post-graduate level, M.Sc. (P.T.), M.Sc.(O.T.) and M.S. (Ortho) affiliated to University of Mumbai.</p>
		<p>4. Participate in research programmes in the filed of Prosthetics and Orthotics and guide students in their dissertation work.</p> <p>5. Other administrative duties & responsibilities assigned by P.E. & Workshop Superintendent (P&O) time to time.</p>
15.	Assistant Nursing Superintendent	<p>Allocation of duties to Nursing Staff and Multi Task Workers. Maintenance of leave and Multi Task Workers. Maintenance of leave reports of Nurses and Multi-Task Staff. General supervision of Ward, Operation Theatre & Hospital Section. Co-ordinating and facilitating Training programmes for Nurses. Any other work assigned from time to time.</p>
16.	Lecturer Occupational Therapy	<p>Participation in various Undergraduate and Postgraduate Classroom and Clinical Teaching in Occupational Therapy and Rehabilitation. Evaluation and treatment of patient's Clinical Supervision, assisting the In charge in Administration of Department.</p> <p>Any other work assigned from time to time.</p>
17.	Lecturer & HOD Speech Therapy	<p>Administration & supervision of the Department</p> <p>Attending to patients needing Speech Therapy during O.P.D. hours. Participating in Clinics and giving Lectures to DHLS as well as other students of allied Health Courses.</p> <p>Any other work assigned from time to time.</p>
18.	Lecturer Medical Social Work	<p>Participation in various Undergraduate and Postgraduate Classroom and Clinical Teaching in Medical Social work and Rehabilitation. Evaluation of patients from view point of Socio-Economic factors such as uses of appliances, extent of Economic Hardship, amount of subsidy to be given and home visits for evaluation of environmental conditions.</p>
19.	Lecturer Physiotherapy	<p>Participation in various Undergraduate and Postgraduate Classroom and Clinical Teaching in Physiotherapy and Rehabilitation. Evaluation and Treatment of Patients. Clinical supervision, assisting the In-charge of Administration of Department.</p> <p>Any other work assigned from time to time.</p>

20.	Lecturer Vocational Guidance	Participation in various Undergraduate and Postgraduate Classroom and Clinical Teaching in Vocational Guidance and Rehabilitation as well as Research. Psychological testing and Counseling of Patients.
21.	Manager Vocational Training & Workshop	Supervision of the Department, Administrative Work and engaged in providing Training, Job Adjustment & Work Evaluation Programmes.
22.	Senior Prosthetist	To fit patients with various types of Prosthetic appliances. Supervision of the sections Lecturing Responsibilities related to Orthotic and Prosthetic Department. Any other work assigned from time to time.
	Senior orthotist	To fit patients with various types of orthotic appliances. Supervision of the sections Lecturing Responsibilities related to Orthotic and Prosthetic Department. Any other work assigned from time to time.
23.	Assistant Workshop Manager	Administrative matters related to Prosthetic and Orthotic Workshop. Any other work assigned from time to time.
24.	Private Secretary to Director	Assisting the Director in all matters of correspondence, preparation of agenda of meetings taking notes and preparing Minutes, maintenance of confidential report dossiers of all the staff. Any other work that may be entrusted from time to time.
25.	Accountant	In-charge of Accounts Section of the Institute Scrutiny of bills and preparation of Payment Vouchers and Salary Bills of Staff of the institute. Supervision of Cashier and Other Staff. Any other work assigned from time to time.
26.	Research Officer	1. Head of Research Department. 2. Overall Co-ordinator of all Research activities of the Institute. 3. Identification of Research Areas. 4. Planning and Execution of Research Programmes. 5. To provide technical expertise in Bio-Physical and Electro-Physical measurements and Clinical Evaluations. 6. Participation in Teaching Programmes of the Institute. 7. Dissemination of Research data's to the appropriate allied fields & exchange of information. 8. Liaison with other Research Organization for collaboration. 9. To work as Member Secretary for Research Society of the Institute. Any other work assigned from time to time.
27.	Administrative Officer	1. Looking after all aspects of other Personal in Management in the Institute under overall control of Chief Medical Officer & Director as the case may be. 2. To look after delegated Responsibilities and Assisting Chief Medical Officer/ Director in General and Academic Administration whenever necessary. Any other work assigned from time to time.
28.	Bio- Medical Engineer	1. Maintenance of Bio- Medical Equipment. 2. Clinical assistance for developing Bio-Design and Bio-Materials. 3. Participation in Research and Training. Any other work assigned from time to time.

C. The Procedure Followed in the Decision Making Process, including Channels of Supervision and Accountability:

The Institute is a subordinate office of the Directorate General of Health Services and transaction of work with regard to Administration is done as per the prevailing rules under CCS and in

accordance with Government Orders / Instructions issued from time to time. The Director is the final authority for making decisions to the extent of delegation to the powers of departmental heads as per the powers vested upon him. Beyond this matters are referred to the higher authority.

The Director of the Institute issues Instructions / Orders to be implemented in the Institute and the respective Head of Departments is responsible to carry out the same in the provision of Services, Academic activities and Research. The Rehabilitation Disciplines are responsible to implement discipline related interventions while being accountable to the Director and the beneficiaries in the provision of Services within the framework of the Objectives of the Institute.

Administrative decision-the process involves scrutiny at the level of Administrative Officer, Medical Officer, and Additional Director & Director. Financial decision involves Accountant, DDO, and Additional Director & Director.

Decisions regarding purchase are routed through Technical Specification Committee/ Technical Evaluation Bids Committee, Purchase Approval Committee. Final approval for the purchase lies with the Director.

Decision process for Academic Section- The selection process involves Heads of Department/ Lecturers/Teaching Staff, Academic In-charge & Director. During the process of Decision making for all Departments if required, discussions and meetings are held on critical issues to arrive at a conclusion.

D. The Norms set by it for the Discharge of its functions:

SERVICES: - Steps:

- New Registration for treatment is done on OPD days i.e. Monday, Wednesday, Friday - 9am to 11 am, Free of Cost at present (files are to be deposited in the Records Section and Cards given to the Patients are to be produced to access the files on each visit to the Institute).
- Examination at the OPD level for the Diagnosis, Advice Investigations, Surgical Opinions, Scheduling for Surgeries, Follow- up advice and Team Consultations.
- Investigations - Radiology / Pathology etc. if required.
- Detailed Evaluation of Impairments and functions in the various Departments which could take between 3-7 working days depending on the condition and its severity.
- Interventions in the respective Departments the duration and frequency of which is decided by the Team.
- Prescription of Appliances and Measurements, Trial, Fitting Training and Final Fitting and Delivery.

Time-Frame for Delivery of Appliances:

<u>WAITING PERIOD FOR ORTHOTIC APPLIANCES</u>			
Sr.No	<u>Description of Appliance</u>	Trial	Final
1.	Ankle Foot Orthosis with Boots	6 Weeks	6 Weeks
2.	Ankle Foot Orthosis with Supplied Boots	2 Weeks	2 Weeks
3.	HKAFO / KAFO with Boots	6 Weeks	6 Weeks
4.	HKAFO / KAFO /AFO with Footplate or P.S.I	3 Weeks	2 Weeks
5.	Knee Cage/Knee Orthosis	2 Weeks	2 Weeks

6.	TLSO/LSO/Body Jackets	2 Weeks	1 Week
7.	Milwaukee Brace	4 Weeks	2 Weeks
8.	<u>Cervical Collars/ Belts</u>	03 Days	03 Days
9.	Specialized Appliances	6 weeks	6 weeks

- In the event of Non-Availability of Pre-Fabricated Components, Appliances made from AllIPMR/forged Components will incur a further waiting period of 2 weeks in addition to the period mentioned against each category of appliance.
- Average period for trial of Orthosis mentioned above is further subject to availability of Raw Material & Kits at that particular moment.
- The above-mentioned period is exclusive of Sundays, Public Holidays and of the time required for Training the patient in the use of the appliance. This period may vary from 2 to 3 weeks depending on patient compliance.
- Though every care is taken to stick to the time schedule mentioned above, the Institute is not responsible for delays caused by events (Manmade and or Natural Calamities), which are beyond its control.
- It may be pertinent to note that these norms may be relaxed at the discretion of the Competent Authority in cases of children and patients having medical priority.

Those patients requiring Reconstructive Surgeries are given a date on a case to case basis (normally not exceeding 3 months) which is Co-ordinated with the trial date of the appliances and the entire procedure is completed within the shortest possible time.

Enrolment for Disability Certificate is done on OPD days i.e. Mon, Wed, Fri and Certificates are issued on the same Afternoon between 3 to 4 pm. Those requiring Additional Investigations such as X-rays etc. are normally issued within 10 working days and for those requiring detailed Evaluation and Computations within 15 working days.

After the Medical, Surgical, Rehabilitative, Social and Family Interventions are completed, patients are provided Information /Training in the Vocational Training Workshop and referred for Employment.

<u>WAITING PERIOD FOR PROSTHESES</u>			
Sr. No	<u>Description of Appliance</u>	Trial	Final
1.	Below/Knee Conventional With Foot Piece	<u>6 Weeks</u>	2Weeks
2.	PTB/PTB-SC-SP – Endo Skeletal Assembly	2 Weeks	1 Week
3.	PTB/PTB-SC-SP – Wooden Type	<u>4 Weeks</u>	2Weeks
4.	Above-Knee/ Knee Disartic with Total Contact Plastic Socket – Exoskeletal	6 Weeks	3Weeks
5.	Symes / Extension Prosthesis	6 Weeks	2 Weeks
6.	Below – Elbow Prosthesis (ALIMCO)	3Weeks	2Week
7.	Above – Elbow Prosthesis (ALIMCO)	4Weeks	2Week

CAMPS are undertaken in collaboration with Non-Government Organisations and Government Organisations at District and Sub District Levels.

ACADEMIC: The Selection of Students, to the various Courses conducted in the Institute, is done as per prescribed University Norms and the calendar of events is followed accordingly. The Selection process involves Advertisement, Entrance Test, and Selection on the basis of Merit in respective category declaration of results and Provisional Admission. This process takes around 2 months for allied Medical Courses. Eligibility is granted by the concerned university.

For Post Graduate Medical Courses the students are selected under All India quota for 50% seats, conducted by DGHS and 50% by MH-CET conducted by DMER, Maharashtra.

E. The Rules, Regulations Instructions, Manuals and Records held by it or under its control or used by its Employees for Discharging its Functions:

Fundamental Rules & Supplementary Rules

1. General Financial Rules
2. Delegation of Financial Powers
3. Government Treasury Rules
4. Manual on Establishment & Administration Rules
5. Reservation & Concession ST/SC/OBC
6. CCS Rules

F. A Statement of the Categories of Documents that are held by it under its control:-

Official Documents held by Establishment Section

Files Regarding Recruitment to Various Posts

1. Files Regarding Correspondence with DGHS/ Ministry
2. Recruitment Rules
3. Instructions from Ministry of Health/ DGHS
4. Budget –Plan –Non-Plan
5. Annual Reports
6. Purchase of Various Machines & Equipment
7. Personal Files
8. Service Books

Official Documents held by Accounts Section

1. Files Relating to GPF
2. Files Related to LTC
3. Cash Book
4. Challan File
5. TDS Certificate
6. Students Fee Receipt
7. Patients Fee Receipt
8. Audit Files
9. Salary Register
10. Files related to Arrears
11. Contingent Bill File
12. Expenditure Files

Official Documents held by Vocational Training Workshop

1. Patients Files, Correspondence for APRO

Official Documents held by Assistant Nursing Superintendent

1. Disability Certificates
2. Death Certificates
3. Stock Registers
4. Statistics Hospital Section

G. The 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:

In order to increase public participation for formulation of policies a proposal is being forwarded to DGHS for approval to constitute an advisory body, the members of which would include disabled Patients and Representatives of Government.

Specific Consultations in matters related to Disability and Rehabilitation with regard to Indian Nationals is offered on request. Requests from Foreigners are routed through the Ministry of Health and Family Welfare, New Delhi. All officers can be contacted during office hours on the working days of the Institute mentioned on the Website.

The Mechanism for monitoring the service delivery and Public Grievance Resolution.

The DGHS monitors and controls Administration of the Institute and the Public can approach the Grievance Committee whenever necessary.

H. A Statement of the Board, Council, Committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice; and as to whether meetings of those boards, Council, Committee and other bodies are open to the Public, or the Minutes of such meeting are accessible for public;

The following Boards/ Councils/Committees have been constituted for the efficient Administration and Management of the Institute.

- 1) Public Information Cell
- 2) Canteen Committee
- 3) Committee for Computerization of the Institute & E-governance
- 4) Office Council
- 5) Academic Council /Local Management committee
- 6) Ethics committee
- 7) Medical Education unit
- 8) Purchase Committee
- 9) Selection Committee for Recruitment of Personnel
- 10) MACP committee
- 11) Departmental Promotion Committee
- 12) Selection Committee for selection of Candidates for the various Academic Courses run by the
Institute.
- 13) Committee for Conducting Common Entrance Exam for Courses of the Institute
- 14) Late **M. V. Sant.** Memorial Committee
- 15) Hostel Committee
- 16) Technical Specifications Committee
- 17) Physical Verification Committee.
- 18) Repair and maintenance committee
- 19) Condemnation Committee
- 20) Public Grievances Committee of the Institute
- 14) Website Hosting and Maintenance Committee of the Institute
- 15) Departmental Promotion Committee
- 16) CBR Cell
- 17) Students Hostel Grievances Committee
- 18) Rehab Employees Credit Society
- 19) AIIPMR Employees Association

Meetings of these Boards/ Councils/ Committees are not open to the Public.

Frequently Asked Questions and their Answers:

The process of Rehabilitation includes:

- Maximum efforts made to restore the body parts or organs to help the disabled person to achieve Physical independence, Social and Psychological adjustment and Economic

Productivity. This is done with the help of Rehabilitation Specialists through Medical/Surgical Therapeutic Interventions and the use of appropriate aids and appliances along with Psycho Social and Economic support.

- These individuals are to be placed back into the Family and Community by providing them equal opportunities at all levels.
- It also involves Training of PWD, making changes in their home and work surroundings and protecting their Human Rights.

This is done through the 'Interdisciplinary Team Approach' followed in the Institute.

1. Where is the Institute located?

The Institute is located at Haji Ali (Mahalaxmi) on K.Khadye Marg,(former Clerk road) , opposite the Willington Sports Club and overlooking the Haji Ali Durgah on the Lala Lajpatrai Marg.

The nearest Railway Stations are Mahalaxmi and Mumbai Central on the Western Railway and Byculla on the Central Railway.

BEST Buses are available from all these Stations as well as other routes pass through the Haji Ali bus stop.

2. What are the working days and timings of the Institute?

The Working Days of the Institute are:

Monday – Friday 9am to 4pm and Saturday- 9am to 11 am The Institute follows the Central Govt. List of Holidays.

3. When can I report for treatment?

New Patients are registered on the O.P.D. (Out Patient Dept.) days on Monday Wednesday and Friday between 9am and 11am at the Registration Counter on the Ground floor of the Block 'B'.

4. How do I proceed when I get to the Institute?

After Registration at the Counter you are directed to the OPD in Block 'A' on the Ground Floor, where Rehabilitation Specialist examine you, arrive at a diagnosis and advise for investigations if necessary.

5. What happens next?

If need be, you are directed for further Interventions to the Departments of Physiotherapy, Occupational Therapy, Speech Therapy, Medical Social Work, Psychologist & Prosthetic / Orthotic (aids and appliances).The detailed evaluation before intervention may take a minimum 2-3 days depending on the type and extent of involvement.

6. What type of Patients can avail of services in the Institute?

Services are offered to the various Categories of Locomotors Disability Conditions, which may be a result of Disorders ranging from Congenital, Birth Injuries, and Infections, Metabolic, Traumatic, Hereditary or Degenerative due to the Aging Process.

Some Physical Conditions Managed are:

- Paediatric viz. Cerebral Palsy, Post-polio Residual Paralysis, (Polio) Congenital Anomalies, Arthogryphosis, Myelomeningocele, Rickets, Muscular Dystrophy.
- Neurological viz. Hemiplegia, Head injuries, Parkinsonism, Multiple Sclerosis, Peripheral Neuropathies, Motor Neuron Diseases, Spinal Cord Injuries.
- Orthopaedic viz. Cervical and Lumbar Spondylosis, Osteoporosis, Post Fracture Squeal, Painful conditions of Joints, Peripheral Nerve Injuries, Perthes Disease, Deformities resulting from Leprosy and Secondary Complications of Diabetes.
- Amputations viz Congenital and acquired.
- Arthritic viz Osteoarthritis, Rheumatoid Arthritis, Septic Arthritis, Ankylosing Spondylitis.
- Speech viz delayed Speech and Language Development, Dysarthria, Aphasia.

The Elderly Patients are treated on Priority Basis.

7. Are there any Surgeries done in the Institute?

Reconstructive Surgeries for the above conditions are performed in Upper and Lower Extremities with the purpose of achieving better function with a periodic follow up backed by intensive interventions by the Rehabilitation Therapy Departments.

Surgeries include **Illizarov** method on neglected cases of Polio, Congenital Anomalies, and Muscle Tendon release in cases of Cerebral Palsy and similar Neurologically affected Patients.

8. What is the type of Services Offered?

All the Rehabilitation disciplines function under one roof. These Departments include the Medical / Surgical, basic Investigations of Pathology and Radiology, Nursing, Physiotherapy, Occupational Therapy, Speech and Audiology, Prosthetic and Orthotic dept. (aids and appliances) with the Workshop attached, Medical Social Work, Psychology & Vocational Guidance and Vocational Training Workshop.

9. Is there any Payment for the Services?

There is no Fee or Payment for any Medical/ Surgical/ Therapy interventions Investigation done on the Patient. However, expenses of Post-operative Drugs and Medicines and special Investigations have to be borne by the Patients.

The patients have to bear the cost of Special Mobility Aids and Appliances viz Wheelchairs with Modifications etc.

as the Institute does not manufacture them and the same have to be purchased as per specifications.

10. Is there any Arrangement for Accommodation for Patients coming for Treatment from out of the City?

Patients coming from Out of Mumbai are required to make their own Arrangements for Accommodation in the City. They are guided to the nearby Sanatoria located in the Vicinity of the Institute.

Transport Service is provided up to certain Geographical Limits in the City for the severely Disabled attending the Institute regularly.

11. What are the different Certificates Issued in the Institute?

The following Certificates are issued after a complete Evaluation by the Rehabilitation Team:

1. Disability Certificate.
2. Railway Concession
3. Driving Fitness
4. Certificate to avail of Reserved Quota for Admission in Academic / Vocational / Technical Courses.
5. Writer/ Extra time Facility for Examinations.
6. Screening / Fitness for Specific Jobs.

All Certificates are issued as per Guidelines of Government / Competent Authority.

12. What is the procedure to avail of Disability Certificate?

As per the Government of India regulations, patients with locomotors disability can approach the Civil Surgeon of their respective Districts or Medical Boards constituted for the same. A thorough evaluation as per Guidelines issued by the Government. All efforts are made to expedite the issuance of the Certificates which in the Normal Course would take no more than fifteen days.

13. What are the Other Activities Available in the Institute?

Research is conducted in the Institute in the area of Medical/ Surgical/ Therapeutic Skills and Techniques and New Materials and Designs for Aids and Appliances.

There is Collaborative Research with reputed National and International Institutes of repute viz. WHO.ICMR, IIT to name a few.

14. Is there any Other Service Available in the Institute?

There is a provision to train the locomotor disabled in trades viz. Computer Operating, Photography, Drawing & Painting, Tailoring, Carpentry / Interior Designing and House Wiring & maintenance of Domestic Appliances which may vary from 6-12 months, to enable them to get gainful employment.

I. Directory of Officer and Employees:

Link to 'B'

J. The Monthly Remuneration received by each of its Officers and Employees Including the System of Compensation as provided in its Regulations.

DETAILS OF ACTUAL STAFF STRENGTH (GROUP A, B, C & D)

Government of India
All India Institute of Physical Medicine and Rehabilitation
Mumbai - 400 034.

Staff Strength

Sr. No	Designation	Pay Band with Grade Pay		Staff Strength	Actual as on 31.3.2016	Estimated 2017	Estimated 2018
Group 'A' CHS Post- (Non-Teaching)		Level					
1	Director	14	144200-218200	1	1	1	1
2	Dy Director (Rehab)	13	118500-214100	2	1	2	2
3	Anaesthetist	11	67700-208700	2	1	2	2
4	Spl. in Radio Diagnosis	11	67700-208700	1	1	1	1
5	Pathologist	11	67700-208700	1	1	1	1
6	Physician	11	67700-208700	1	1(on hourly basis)	1	1
Group 'A' CHS Post (Teaching)							
7	Professor (PMR)	13	118500-214100	1	-	1	1
8	Associate Professor (PMR)	12	78800-209200	1	1(on contractual basis)	1	1
9	Assistant Professor (PMR)	11	67700-208700	3	1	3	3
10	Jr. Residents	10	56100-177500	6	3	6	6
Group 'A' CHS Post (GDMO Cadre)							
11	Additional Director	14	144200-218200	2	2	2	2

12	Junior Medical Officer	9	53100-167800	2	2	2	2
Group 'A' (Non-Medical Post)							
13	Professor P & O	13	118500-214100	1	-	1	1
14	Assistant Professor P & O	11	67700-208700	1	-	1	1
15	Prosthetic Engineer	11	67700-208700	1	-	1	1
16	Lecturer, Physiotherapy	10	56100-177500	6	4	6	6
17	Lecturer, Occupational Therapy	10	56100-177500	6	2	6	6
18	Lecturer, Prosthetics & Orthotics	10	56100-177500	6	3	6	6
19	Lecturer, Medical Social Work	10	56100-177500	2	1	2	2
20	Lecturer, Speech Therapy	10	56100-177500	1	1	1	1
21	Lecturer, Vocational Guidance	10	56100-177500	2	-	2	2
22	Assistant Nursing Supdt.	10	56100-177500	1	1	1	1
				50	26	50	50
Group - B (Gazetted)							
23	Assistant Registrar	8	47600-151100	1	—	1	1
24	Private Secretary	8	47600-151100	1	1	1	1
25	Administrative Officer	7	44900-142400	1	—	1	1
26	Research Officer	7	44900-142400	1	—	1	1
27	Hindi Officer	7	44900-142400	1	—	1	1
28	Bio-Medical Engineer	7	44900-142400	1	1	1	1
				6	2	6	6
Group - B (Non-Gazetted)							
29	Sister Tutor	8	47600-151100	1	1	1	1
30	Sister	8	47600-151100	2	2	2	2
31	Operation Theatre Sister	8	47600-151100	1	1	1	1
32	Staff Nurse	7	44900-142400	11	11	11	11
33	Assistant Workshop Manager	7	44900-142400	1	1	1	1
34	Registrar (Tenure Post)	7	44900-142400	3	3	3	3
35	Library & Inf. Asst.	6	35400-112400	2	1	2	2
36	Supdt. Works Evaluation & Adjustment	6	35400-112400	1	—	1	1
37	Senior Orthotist	6	35400-112400	1	1	1	1
38	Senior Prosthetist	6	35400-112400	1	1	1	1
39	Accountant	6	35400-112400	1	1	1	1
40	Assistant Public Relations Officer	6	35400-112400	1	—	1	1
41	Office Superintendent	6	35400-112400	1	1	1	1
42	Occupational Therapist	6	35400-112400	3	3	3	3

43	Physiotherapist	6	35400-112400	7	5	7	7
44	Medical Social Worker	6	35400-112400	1	1	1	1
45	P.T.Sec. Incharge for Ladies Patients	6	35400-112400	1	1	1	1
46	Astt. Lecturer Occupational Therapy	6	35400-112400	3	1	1	1
47	Junior Orthotist	6	35400-112400	1	1	1	1
48	Junior Prosthetist	6	35400-112400	1	1	1	1
49	Brace Maker and Fitter	6	35400-112400	1	1	1	1
50	Foreman	6	35400-112400	1	1	1	1
51	Stenographer Gr.II	6	35400-112400	1	—	1	1
52	Junior Hindi Translator	6	35400-112400	2	2	2	2
53	X-Ray Technician	6	35400-112400	1	1	1	1
54	Hostel Warden	6	35400-112400	1	—	1	1
				49	42	49	49

Group C							
55	Senior Instructor	5	29200-92300	1	1	1	1
56	Designer (pattern maker)	5	29200-92300	1	1	1	1
57	Manager, V.T.W.	5	29200-92300	1	1	1	1
58	Laboratory Technician	5	29200-92300	1	1	1	1
59	Assistant Brace Maker	5	29200-92300	6	3	6	6
60	Photographer	5	29200-92300	1	1	1	1
61	Senior Shoe Maker	4	25500-81100	1	1	1	1
62	Senior Leather Worker	4	25500-81100	1	1	1	1
63	Senior Wood Worker	4	25500-81100	1	1	1	1
64	Senior Metal Worker	4	25500-81100	2	2	2	2
65	Stenographer Gr.III	4	25500-81100	1	-	1	1
66	Upper Division Clerk	4	25500-81100	6	6	6	6
67	Cashier	4	25500-81100	1	1	1	1
68	Store Keeper	4	25500-81100	2	2	2	2
69	Supervisor, V. G.	4	25500-81100	1	1	1	1
70	Instructor	2	19900-63200	7	6	7	7
71	Jr. Tech. (Leather Tech.)	2	19900-63200	7	5	7	7
72	Jr. Tech. (Footwear Tech.)	2	19900-63200	22	19	22	22
73	Jr. Tech. (Prosthetic)	2	19900-63200	12	11	12	12
74	Jr. Tech. (Orthotic)	2	19900-63200	17	15	17	17

75	Jr. Tech. (Blacksmith)	2	19900-63200	1	1	1	1
76	Jr. Tech. (Electroplater)	2	19900-63200	2	1	2	2
77	Lower Division Clerk	2	19900-63200	7	6	7	7
78	Hindi Typist	2	19900-63200	2	1	2	2
79	Operation Theatre Tech.	2	19900-63200	2	2	2	2
80	Van Driver	2	19900-63200	4	3	4	4
81	Staff Hawaldar	2	19900-63200	1	1	1	1
82	Semi-skilled Worker	1	18000-56900	6	4	6	6
83	Multi Tasking Staff	1	18000-56900	19	16	19	19
84	Sr. Aid	1	18000-56900	2	2	2	2
85	Workshop Attendant	1	18000-56900	1	1	1	1
86	Hamal	1	18000-56900	10	10	10	10
87	Ayah	1	18000-56900	1	1	1	1
88	Mess Boy	1	18000-56900	2	-	2	2
89	Stretcher Bearer	1	18000-56900	6	6	6	6
90	Nursing Orderly	1	18000-56900	4	4	4	4
91	Operation Theater Boy	1	18000-56900	1	1	1	1
92	Cook	1	18000-56900	1	1	1	1
93	Ward Boy	1	18000-56900	2	1	2	2
				166	141	166	166

	Number	Remarks
Contractual / Outsourced Workers	Outsourced Workers 1) Housekeeping Services - 19 workers. 2) Security Services - 13 workers	Due to commencement of newly constructed Block 'A' ground + 4 there is increase in need of Security and Housekeeping personnel. The existing staff is inadequate to manage the work. Hence, outside agencies have been engaged to provide these services.
Daily Wages	7 workers	Daily wages are engaged to tide over occasional increase in work

Total Gazetted	32
Total Non-Gazetted	187
Total	219

Sd/-
Director

Sanctioned Staff Strength

Group 'A' =
50
Group 'B' =
55
Group 'C' =
166

271

K. The Budget Allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made:

Budget 2015-16

(₹. in thousand)

योजना/संस्था/कार्यक्रम Scheme/Institution/Programme		Non-Plan	Plan	Total
1		2	3	
	Sub-head			
220201	वेतन / Salaries निरीक्षण समिति बजेट / Oversight Committee Budget	11,86,00	2,00,00	13,86,00

220202	मजदूरी / Wages	--	10,00	10,00
220203	स्वास्थ्य उपचार / Medical Treatment	11,00	5,00	16,00
220211	डोमेस्टिक यात्रा खर्चा / Domestic Travel Expenses	10,00	10,00	20,00
220213	कार्यालय व्यय / Office Expenses	1,20,00	1,10,00	2,30,00
220214	किराया, दर, व कर / Rent, Rates & Taxes	--	10,00	10,00
220221	सामग्री एवं आपूर्ती / Material & Supplies	60,00	60,00	1,20,00
220226	विज्ञापन एवं प्रचार / Advt. & Publicity	--	15,00	15,00
220227	लघु कार्य / Minor Works	--	55,00	55,00
220234	छात्रवृत्ति एवं वृत्तिका / Scholarship / Stipend	1,00	5,00	6,00
220250	.अन्य प्रभार / Other Charges	12,00	1,00,00	1,12,00
229913	सूचना प्रद्योगिकी (कार्यालय व्यय) / Information Technology (Office Expenses)	--	35,00	35,00
220228	व्यवसायिक सेवाएँ / Professional Services		10,00	10,00
	Total-Main Institution	14,00,00	6,25,00	20,25,00
4210	Capital Outlay on Medical & Public Health (Major Head)			
01110	Hospital & Dispensaries (Minor Head)			
09	All India Institute of Physical Medical & Rehabilitation, Mumbai	75.00	--	75.00
90052	Machinery & Equipment	1,00,00	--	1,00,00
090053	Major Works			
	Total –Hospitals & Dispensaries	1,75,00	--	1,75,00

L. The Manner of execution of Subsidy Programmes, including the Amounts Allocated and the details of Beneficiaries

Custom made Aids and Appliances Fabricated in the Institute, are provided to the patients at a Reasonable Cost. These Appliances include both Upper and Lower Extremity Orthotic and Prosthetic Devices, Spinal Orthoses, Modified Footwear, Plastic Orthoses / Splints, Self-Help Devices for Upper Extremities Amputations, etc.

M. Particulars of Recipients of Concession, Permits or Authorization Granted by it. Total number of Patients Evaluated and Treated [Including Surgeries and Rehabilitation Team Interventions]

All Certificates Concessions and Authorizations are issued as per Guidelines prescribed by Competent Authority.

Disability Certificates are issued to the Persons with Disability after a complete Assessment (as per Guidelines for Evaluation of Various Disabilities and Procedure for Certification issued by the Ministry of Social Justice and Empowerment based on Guidelines and Gazette Notification regd.no. DL 33004/99(Extraordinary) PART-2, Section 1 , June 13th 2001 by the Rehabilitation Team. These are signed by the Medical Board Duly constituted as per the Requirements of the

Government of India (GOI) [Details of procedure available on the website www.aiipmr.gov.in.]

Railway Concession Certificates are issued to Eligible Candidates as per Specifications.

Driving Fitness Certificates are issued through an assessment clinic conducted in the Occupational Therapy Department of the Institute for Disabled Candidates Desirous of Driving 2 Wheelers, 3 Wheelers, & 4 Wheelers

Certificates to Disabled Students for availing Extra Time, Writer, and Fitness to perform Job Duties of particular Jobs etc. are issued after Assessment in the Department.

	2013-14	2014-15	2015-16
New Persons with Disabilities Registered	11875	11328	13469
Follow-up PWD	19285	183501	20446
Total No. of PWDs	31160	29678	33915
Admissions in ward for Reconstructive Surgery and in Patient Rehabilitation	519	537	562
• Major Reconstructive Surgical Procedure			
	2034	3248	2898
• Minor Surgeries			
Disability Certificates Issued	1139	842	944
Railway Concession Certificates Issued	726	1291	1602
Driving Certificate Issued	683	884	996
Disabled Students Certificate Issued	29	26	-
Appliances Issued	3910	3955	3906

- N. Details of the Information related to the various schemes which are available in the Electronic format:** Information may be obtained from the Web Site regarding Advertisement, Courses and Tenders which are regularly updated. Online Application process for allied Medical Courses is commencing from the Academic Year 2010-11.

Means, Methods or Facilitation Available to the Public which are adopted by the Department for Dissemination of Information:

This is done through notice board web site and Print Media as well as verbally through Patients of their Families.

- O. The Particulars of Facilities available to Citizens for obtaining information, including the Working Hours of a Library or Reading Room, if maintained for public use:**
The Assistant Public Relations Officer (APRO) is located on the ground floor of the Institute next to the Registration Counter.
Information about Procedure & Facilities is Available with the
APRO. Related to Seeking Information:

- P. The Names, Designation and Other Particulars of the Public Information Officers**
Public Information Cell:
Appellate Authority Dr. Rajendra Sharma, Director
Phone – 022 23528834
E-mail Id. aiipmr@vsnl.com

Public Information Officer Dr. Y. D. Kumar, Chief Medical Officer. Telephone No.:022-23544341-32
 Fax No: 022- 23532737
 Email:
 director@aiipmr.gov.in

Q. Such Other Information as may be prescribed and thereafter update these publications Every Year:

Academic & Research

REPORTS

Sr. No.	Title	Sponsor	Organiser	Year
1	Training of Doctors of PHC & CHC in basic Surgical Skills of Neuromusculo Skeletal affected	WHO & DGHS	Prog. Off.-Dr. B.D.Athani AIIPMR	1 st -5 th Feb,1999.
2	Training in Rehabilitation Management (CBR Approach)	WHO	Prog. Off. Dr. B.D. Athani	20 th Sept- 12 th Nov,1999
3	Silver Jubilee Celebration Souvenir - AIIPMR		AIIPMR	March 1982.
4	Evolving Action Plants for the Development of Rehabilitation Service.	WHO	DGHS & AIIPMR	22 nd - 25 th Nov,1995
5	Survey on Prevalence of Disability at Raigad District of Maharashtra		AIIPMR	April 1996.
6	Tenth Anniversary- Souvenir AIIPMR		AIIPMR	Feb,1968
7	Experiences of Pilot Project on Medical Rehabilitation		AIIPMR	
8	Aids & Appliances – Quality, Quantity, Effectiveness, Functionally, Ergonomically & Otherwise in Locomotor Handicapped.	WHO	AIIPMR	6 th -8 th Nov,1989.
9	Progress Report- Pilot Project on Medical Rehabilitation	WHO	AIIPMR	
10	Workshop on- Identifying & Assessing the Magnitude of Leprosy Patients requiring Rehabilitation.	WHO & DGHS	BLP	3 rd – 5 th March 1997.
11	Action Programme for Inclusion of CBR in Health Care Delivery System	WHO	AIIPMR & DGHS	11 th & 12 th April 1998.
12	Workshop on Care of the Aged	WHO	AIIPMR	687 th April,1995
13	Training in Rehabilitation Management CBR Approach	WHO	AIIPMR	20 th Sept,1999- 12 th Nov,1999.

14	Action Programme for Inclusive of Rehabilitation Services in Health Care Delivery System.	WHO	AIPMR & DGHS	11 th & 12 th April, 1998
15	Pilot Survey on Disability States held in Thrissur District.	WHO	PM & R wing of Directorate of Health Service, Kerala & AIPMR.	
16	Optimal Enablement of Person with Disability by Access to Medical Rehabilitation Services	WHO	Programme Officer Dr.B.D.Athani, AIPMR	26 th January, 2004
17	Primer for Multipurpose Rehabilitation Rural Health Worker- Training for disabled in the Community (Marathi Version Also)		AIPMR	1996
18	Souvenir Released at the Inauguration of the Main Block- AIPMR on 15th Sept. 2006		AIPMR	Sept. 2006

Scientific Papers are published in Professional Journals. (National and International) by Professional Staff of the Institute.

New Schemes Approved:-

- 1) **Expansion of All India Institute of Physical Medicine & Rehabilitation by Establishment of Regional Centres.**
- 2) **Total Knee Replacement for Severely Impaired Knee Joints.**
- 3) **Optimal Enablement of Persons with Disability by Access to Medicine Rehabilitation Services in Primary Health Centre.**
- 4) **Domiciliary Services for Persons with Locomotor Disability in Urban Slum. Training Imparted to Public by Public Authority**

Name of Training Programme with Brief Description Refer to Academic Programme

[Monthly Details of RTI Queries](#)

[CIC](#)

[CITIZENS CHARTER](#)

AIPMR

Annexure 'A'

Format of Application form Under the Right to Information Act, 2005

To:

**The Public Information Officer
AIPMR, K. Khadye Marg,
Mahalaxmi, Mumbai- 400 034.**

- (1) Full Name of applicant :
(2) (a) Address :
(b) Telephone No. if any :
(c) E-mail address, if any :
(3) Citizenship :

(4) Particulars of Information Required

- (i) Subject Matter of Information :
(ii) Period to which the Information Relates :
(iii) Description of the Information required:
(iv) Whether the Information is required
By Post or in Person :

(5) Whether Below Poverty Line : Yes / No

(i) If Yes, proof there of

(ii) If no, Mode of Payment of Fee[^] of Rs. _____ - Cash / on line transfer^{^^}/ DD
or Postal Order No.
(UTRN No. if on line transfer) _____ dated _____.

**DA: Cash Receipt of Rs. 10
Or Proof of 'Below Poverty Line'**

Place:

Date:

Signature of Applicant

* Broad Category of the subject to be indicated such as Services / Training/
Establishment matter.

Relevant Period for which Information is required to be indicated.

\$ Specific details of the Information required is to be indicated.

[^] IPO / DD should be in favour of "Pay and account officer, MHFW Mumbai"

^{^^} The bank mandate for online transfer is as follows

1	Name of Bank	Bank of Baroda
2	Branch Name	Fort Branch
3	IFS code	BARB0PBBMUM
4	Account Number	27940015181048

Kindly quote UTRN number with date on the application form mandatorily for processing of the application

