REHABILITATION COUNCIL OF INDIA

NOTIFICATION

New Delhi, 27th March, 1997

F.No. 5-62/93-RCI.—In exercise of the powers conferred by section 29 of the Rehabilitation Council of India Act, 1992 (34 of 1992). The Rehabilitation Council of India with the previous sanction of the Central Government, hereby makes the following regulations, namely :—

1. **Short Title and Commencement**—(1) These regulations may be called the Rehabilitation Council of India Regulations, 1997.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. **Definitions**— In these regulations, unless the context otherwise requires of —

(a) "Act" means the Rehabilitation Council of India Act, 1992, (34 of 1992);

(b) "Council" means the Rehabilitation Council of India constituted under section 3 of the Act;

(c) "Executive Committee" means the Executive Committee of the Council constituted under section 7 of the Act;

(d) "Form" means a Form annexed to these regulations;

(e) all other words and expressions used in these regulations, but defined in the Act, shall have the meaning assigned to them in that Act.

3. **Constitution of the Council**—The Council shall be constituted in accordance with the provisions of sub-sections (1) and (3) of Section 3 of the Act.

4. **Powers and Duties of the Chairperson**—The Chairperson shall,—(1) be responsible for the proper functioning of the Council and the Committees thereof and the implementation of the decisions arrived at by the Council or by the committee and the discharge of duties imposed on him by these regulations or under the provisions of the Act.

(2) exercise such supervisory and administrative control over all officers and employee of the Council as may be necessary for efficient discharge of functions under the Act.

5. **Powers of the Council**—(1) The Council shall have general control on the affairs of the Council and authority to exercise all the powers, and perform all the acts and deeds of the Council consistent with these regulations and the provisions of the Act.

(2) The Council shall keep accounts, prepare and sanction budget estimates, sanction expenditure, enter into contract and control the investment of the funds of the Council.

(3) The Council may accept the management and administration of any endowment, or trust fund, or any subscription, or donation provided that the same is not accompanied by any condition, inconsistent or in conflict with the objectives of the Council.

(4) Any assistance from a foreign agency not being in pursuance of any subsisting agreement shall require prior approval of the Central Government.

(5) The property of the Council shall vest in the Council.

(6) In any legal proceeding the Council may sue or be sued in the name of the Member-Secretary or such other member appointed by the Council for the purpose.

6. **Termination of membership**—(1) When a person becomes a member of the Council by reason of the office or appointment he holds, his membership of the Council shall terminate when he ceases to hold that office or appointment, as the case may be.

(2) The members of the Council elected by the Rajya Sabha and the Lok Sabha shall cease to be members on ceasing to be member of the Rajya Sabha and the Lok Sabha respectively.

7. **Annual General Meeting**—(1) An annual meeting of the Council shall be held at least once in a year and at such time and place as the Chairperson may decide.

(2) General meetings of the Council may be held at any time during the year and at such time and place as the Chairperson may decide and shall be called forthwith on a requisition signed by seven members of the Council.

(3) The Council may —

(a) consider the Annual Report;

(b) consider the Balance Sheet and the Audited accounts for the previous year;

(c) receive and consider budget proposals for the following years;

(d) regulate the training policies and programmes in the field of rehabilitation of disabled people;

(e) bring about standardisation of training courses for professionals dealing with disabled persons;

(f) prescribe minimum standards of education and training for various categories of professionals dealing with disabled persons;

(g) regulate these standards in Governmental institutions, Central as well as the State;

(h) recognise institutions training/professionals/in the field and to recognise the degrees/diplomas/ certificates awarded by these institutions, and to withdraw such recognition.m

(i) recognise foreign degrees/diplomas/certificates awarded by these institutions, and to withdraw such recognition;

(j) collect information on a regular basis on education and training in the field of

rehabilitation of disabled persons from institutions in India and abroad;

(k) consider such other matter or matters as the Chairperson may raise;

(l) consider any other business on the agenda.

8. **Agenda of the meeting**—(1) The Member-Secretary may with the approval of Chairperson issue the notice of the meeting alongwith a preliminary agenda paper showing the business to be brought before the meeting, the terms of all motions to be moved of which notice in writing has previously reached him/her and the names of the movers.

(2) A member, who wishes to move a motion not included in the preliminary agenda paper or an amendment to any item so included, shall give notice thereof to the Member-Secretary not less than seven clear days before the date fixed for the meeting.

(3) The Member-Secretary shall, not less than ten clear days before the date fixed for the meeting, in the case of a special meeting, give the notice of the meeting and issue a complete agenda paper showing the business to be brought before the meeting.

(4) A member, who wishes to move an amendment to any item included in the complete agenda paper, shall give notice to the Member-Secretary not less than three clear days before the date fixed for the meeting.

(5) The Member-Secretary shall, if time permits, cause a list of all amendments of which notice has been given under sub-regulation (4) to be made available for the use of every member.

(6) A motion shall not be admissible,—

(a) if the metter to which it relates is not within the scope of the Council's functions;

(b) unless it is clearly and precisely expressed and raises one definite issue;

(c) if it contains arguments, inferences, ironical expressions or defamatory statements.

(7) The Chairperson may disallow any motion which in his opinion is inadmissible under sub-regulation (1):

Provided that if a motion is rendered admissible by amendment the Chairperson may in lieu of disallowing the motion admit it in an amended form.

(8) When the Chairperson disallows or amends a motion, the Member-Secretary shall inform the member who gave notice of the motion of the order of disallowance or, as the case may be, of the form in which the motion has been admitted.

9. **Special Meetings**—(1) The Chairperson may convene a special meeting of the Council, whenever he/she thinks it necessary to do so, by giving not less than 14 days notice and indicating the purpose of the meeting.

(2) At such special meeting of the Council, no business other than the business included in the notice of the meeting shall be conducted.

(3) The Council shall have the power to invite representatives of such other organisations or institutions and individuals at the meetings, as they deem desirable in the interests of the Council.

10. **Minutes of the Council/Committee**—(1) The minutes of the meeting of the Council shall be prepared and preserved by the Member-Secretary and shall be authenticated by the Chairperson.

(2) A copy of the minutes of each meeting shall be submitted to the Chairperson within ten days of the meeting for his approval and thereafter a copy shall be sent to each member within twenty days of the meetings.

(3) If any objection regarding the correctness of the minutes is received within thirty days by the Member-Secretary, such objection together with the minutes as recorded shall be put up before the next meeting of the Council and no question shall be raised except as to the correctness of the records of the meeting :

Provided that if no objection regarding a decision taken by the Council at a meeting is received within thirty days by the Member-Secretary of the minutes of that particular meeting such decision may, if expedient, be put into effect before the confirmation of the minutes at the next meeting :

Provided further that the Chairperson may direct that action be taken on a decision of the Council before the expiry of the period of thirty days mentioned above.

(4) The Member-Secretary shall be responsible for any business which may be necessary for the Council to perform except as may be placed before its Annual Meeting, may be carried out by circulation among all of its members and any resolution so circulated and approved by a majority of the member signing shall be binding as if such resolution had been passed at a meeting of the Council, provided that at least eight members of the Council have recorded their views on the resolution.

11. **Meeting of the Executive Committee**—(1) The Executive Committee of the Council shall meet atleast once in every four months.

(2) The meeting of the Executive Committee may be convened by the Chairperson of the Executive Committee or any other member of the Executive Committee who may be authorised by him on his behalf.

(3) The meeting of the Executive Committee shall be presided over by the Chairperson and in his absence any member elected by the members present from amongst themselves at the meeting, shall function as Chairperson of that particular meeting.

12. **Powers and functions of the Executive Committee**—(1) Subject to the general control and directions

of the Council, the Executive Committee shall be responsible for the management and administration of the affairs of the Council and shall :—

(a) lay down broad policy to carry out the purpose of the Council;
(b) review and sanction budget estimates;
(c) sanction expenditure as defined in financial rules;
(d) invest the funds of the Council;
(e) borrow on terms and conditions expedient;
(f) create posts, recruit and appoint staff.

(2) Creation of all posts with a basic pay of Rs. 3000 and above shall be done with prior approval of the Central Government.

(3) Creation of, appointment and promotion to other posts shall be made by the Executive Committee.

(4) When the matter is so urgent that its decision cannot wait till the holding of next meeting of the Executive Committee the same may be decided by circulation to all members of the Executive Committee.

(5) When the matter is so urgent that even the reference to members of the Executive Committee by circulation shall defeat its object, the Chairperson may exercise the power of the Council provided that in such cases the action taken by the Chairperson shall be required to be ratified by the Executive Committee in its next meeting :

Provided that where the Executive Committee modifies or reverses the decision taken by the Chairperson, such modification or reversion shall be without prejudice to the validity of any action taken before such modification or reversion.

(6) All decisions taken by Executive Committee shall be placed before the Council at its next meeting.

(7) The Executive Committee of the Council may by resolution delegate to the Chairperson or the Member-Secretary or jointly to both of them such of its administrative and financial powers as it may deem fit for the conduct of day to day business.

(8) The Chairperson of the Executive Committee shall have the power to invite representative or representatives of such other organisations or institutions and individuals at the meetings, as he deems desirable in the interest of the Committee.

13. **Committees** — (1) The Council may by resolution constitute one or more committees or sub-committees for such purposes as the Council deems necessary.

(2) The sub-committee shall have the powers to invite one or more persons with the approval of the Chairperson.

(3) The Member-Secretary of the Council shall be the Member-Secretary of sub-committees constituted under sub-regulation (1) above.

(4) The Chairperson may constitute a sub-committee for specific purpose as he deems fit for the conduct of business provided that in such cases action taken by the Chairperson shall be required to be ratified by the Executive Committee :

Provided that where the Executive Committee modifies or reverses the decision taken by the Chairperson , such modification or reversion shall be without prejudice to the validity of any action taken before such modification or reversal.

(5) The functions of each committee shall be such as may be assigned by the Chairperson with the approval of the Council. In general the task to be assigned to the Committee shall be as follows :—

(i) to recommend to the Council the course and period of study of trainnig to be undertaken, the subjects of examination and standards of the proficiency therein to be obtained in any University or any institution for grant of recognised rehabilitation qualification; and
(ii) to recommend to the Council the standards of staff, equipment, accommodation, training and other facilities for study of training of the rehabilitation professionals;
(iii) to recommend to the council the conduct of examinations, qualification of examiners, and the condition of the admission to such examinations;

(6) The council shall notify the acceptance of such recommendation, as it deem necessary.

(7) The accepted recommendations shall be binding and will be uniformally applicable to all institutions recognised under the Act.

14. **Time and Place of business for meetings of the council**—

(1) The meetings of the council shall ordinarily be held at Delhi or at such other place in India and on such date as may be fixed by the Chairperson.

(2) The place of meetings of the Committees/sub-committees shall be decided by the Chairperson.

15. **Quorum**—(1) One-third members of the Council shall constitute a quorum at a Council meeting or a special meeting of the Council.

(2) One-third members of the Executive Committee shall from the quorum at any meeting of the Executive Committee.

(3) If at any adjourned meeting of the Council or Executive Committee there is no quorum, the members present shall constitute the quorum.

(4) A written notice shall be sent to every member of the Council or Executive Committee, as the case may be, either personally or through post at the address mentioned in the latest roll of the member ;

(5) Non-receipt of the notice of any meeting of the Council or Executive Committee by any member shall not invalidate the proceeding of the meetings.

(6) The minimum period of notice for meeting of the Council or Executive Committee shall be as follows :—

IndiaCode

(a) for the Annual General Meeting of the Council—twenty-one days.

(b) for special meetings of the Council—fourteen days.

(c) for ordinary meetings of the Executive Committee—fourteen days.

(d) for extraordinary meeting of the Executive Committee—seven days.

(7) In case of differences of opinion among the members of the Council or the Executive Committee at any meetings, the opinion of the majority shall prevail.

16. **Roll of Member**—The council shall maintain a roll of the members and their address and occupations.

17. **Resolution by circulation**—Any business in respect of which the Chairperson is satisfied that the matter is urgent and that is not possible to hold a meeting of the Executive Committee in the near future may be carried out by circulation among all its members of the Executive Committee and shall be effective and binding as if such resolution has been passed at a meeting of the Executive Committee.

18. **Tenure of office, powers and duties of the Member-Secretary and other employees of the Council—**

(1) The term of the office of the Member-Secretary shall be fixed by the Central Government :

Provided that the term of office may be extended in exceptional circumstances by the Central Government when the Council so recommends.

(2) Subject to the general control and directions of the Council, the Member-Secretary shall exercise the powers of the head of the Administration

(3) The Member-Secretary shall be responsible for the safety of the property of the Council; the control and management of the office/accounts, correspondence; shall allot and supervise the work of other employees of the Council and perform such other duties as may be required by the Council for the purposes of the Act.

(4) All contracts shall be executed on behalf of the council by the Member-Secretary after approval of the Chairperson.

(5) The Member-Secretary shall be responsible to keep and maintain the Register.

19. **Office of the Rehabilitation Council of India**—Office of the rehabilitation council of India shall be situated in Delhi.

Subject to the provisions of the Act and these regulations —Maintenance of Accounts, Payment of funds and audit of Accounts

20. The executive Committee shall exercise and discharge the following powers and duties subject to the provisions of the Act and these regulations :—

1. (a) To pay the charges and expenses preliminary and incidental to the establishment.

(b) To purchase property for the Council.

(c) Subject to the instructions and guidelines issued by the Central Government, the Council may invest and utilise the funds in such manner as it thinks fit and from time to time may vary and realise such investments.

(d) To enter into negotiations and contracts and rescind or vary all such contracts and execution and do all such acts, deeds and things in the name and on behalf of the council.

2. (a) The Member-Secretary shall exercise such financial powers as may be delegated to him by the Council.

(b) The Member-Secretary shall certify the traveling, halting and other allowances of the members, Inspectors, Visitors, and employees of the Council.

Preparation of Budget Estimates :

(3) The Ministry is required to submit the Budget Estimates.— plan as well as Non-Plan to the Planning Commission, Ministry of Finance in October—The Ministry shall, therefore, expect these estimates to be submitted by 30th September. The Member-Secretary shall prepare the budget and submit it to the Chairperson of the Executive Committee by September 15th, and to the Executive Committee by September 30th. The Budget Estimates shall be put up to the Council at its Annual Meeting for approval. The observations of the Council, if any, on the budget proposals shall be communicated to the Ministry of Welfare, the estimates shall be revised, if the Ministry of Welfare do not agree to the allocation asked for.

The Council shall contain the following details :—

(a) The Council shall give the Plan and Non-Plan estimates separately.

(b) It shall give capital and revenue estimates.

(c) The Council shall give previous year expenditure, current year's budget and the next year's estimates in the budget.

(d) The budget shall show a break-up of the various activities of the Council and the allocation of funds proposed for each activity. The budget shall show a General Head indicating Salaries and Allowances, contributions to Leave Salary, Provident Fund, Expenditure on Fixture and furniture, office equipment, Expenditure on Post and Telegraphs, Telephone, Expenditure on rent, Telex, Electricity, Water charges, and other

contingencies like vehicle maintenance. In each activity area it shall contain requirements of funds for capital, equipments, consumable stores and non-consumables stores, stipend., etc. The budget estimates shall be accompanied by write up giving the following particulars :—

(i) Requirements of funds for current programmes.

(ii) Requirements of funds for new programme.

(iii) Physical targets achieved during the previous years, proposed to be achieved in current year and in next year.

(4) The funds of the Council shall consist of,—

(a) Grants made by the Central Government or State Government;

(b) Contributions from other sources;

(c) Other Income and receipts; which shall be entered into the relevant register and shall show the expenditure on specific heads and specified items.

Sanction of Budget Estimates

(5) The approval of the Executive Committee shall be obtained in regard to schemes/projects proposed to be financed from the funds of the Council and for any new scheme, likely to be introduced for development of original scheme, which has not been included in the estimates for that year. A proposal with financial implication shall be made to the Executive Committee for financing it by means of supplementary grant or by re-appropriation within sanctioned estimates.

(6) At the close of the financial year, a Balance Sheet covering assests and liabilities with due considerations of receipts and expenditure shall be prepared.

(7) The accounting year of the Council shall be from the first dav of April to the Thirty first day of March of the following year.

21. **Maintenance of Fund and Operation of Accounts**—(1) The funds of the Council shall be deposited into a Nationalised bank and operated by two signatories i.e. the Member-Secretary and the Chairperson or as decided by the Executive Committee from time to time.

Audit :

(2) The Council shall maintain proper accounts and other relevant records and prepare an annual statement of accounts including the income and expenditure account and the balance-sheet in such form as may be specified by the Central Government in consultation with the Comptroller and Auditor General of India.

(3) The accounts of the Council shall be audited by the Comptroller and Auditor General of India at such intervals as may be specified by them and any expenses incurred in connection with such audit shall be payable by the Council to the Comptroller and Auditor General.

(4) The Comptoller and Auditor General of India and any person appointed by him in connection with the audit of the accounts of the Council shall have the same rights and privileges and authority in connection with such audit as the Comptroller and Audit General of India has in connection with the audit of Government accounts and in particular, shall have the right to demand the production of books, accounts, connected vouchers and other documents and papers and to inspect the office of the Council.

(5) The accounts of the Council certified by the Comptroller and Auditor General of India or any other person appointed by him in this behalf together with the audit report thereon shall be forwarded annually to the Central Government and that Government shall cause the same to be laid before each House of Parliament.

Appropriation/Reappropriation

(6) The Member-Secretary of the Council with the approval of the Chairperson shall have the power to appropriate and/or re-appropriate for valid reasons the funds from one primary or secondary unit to another and to have the same ratified by the Executive Committee in its next meeting.

Investments

(7) The fund of the Council may be invested in short-term fixed deposits to yield better return if feasible after keeping sufficient balance at the disposal of the Council or in such manner and the Executive Committee may authorise.

(8) The Member-Secretary shall maintain a register of securities held by the Council.

All Investments of the funds of the Council shall be made in the name of the Council. All purchases, sales or alterations of such investment shall be effected and all contracts, transfer deeds or other documents necessary for purchasing, selling or altering the investments of the Council shall be executed by the Member-Secretary after approval of the Chairperson on behalf of the Executive Committee. The safe custody of the receipts/securities shall remain in the personal charge of the Member-Secretary and shall be verified once in six months with the register of securities in his custody and a certificate of such verification shall be recorded in the register after every verification.

IndiaCode

Contracts

(9) The Member-Secretary after approval of the Chairperson shall sign and execute all agreements, contracts, transfer deeds, deed of conveyance and other documents in connection with the affairs of the council with due consultation and advice of the Legal Advisers appointed by the Council.

(10) The Member-Secretary shall sue or be sued in all matters of dispute arising out of any contract.

Disposal of property

(11) The Member-Secretary with the approval of the Chairperson shall form a condemnation board to dispose off the non-expendable and other articles and to write off all the unserviceable and condemned articles.

Drawal of funds

(12) The Member-Secretary shall keep watch over expenditure and accord sanction to the payments within the grants sanctioned and not exceeding the powers delegated to him by the Council. He shall be assisted by Officers authorised under the financial bye-laws made in this behalf by the Council.

(13) The funds shall drawn from the Bank by cheque to meet the expenditure.

(14) The Cheque Books shall remain in the personal custody of the Member-Secretary or any other officer as may be authorised by the Member-Secretary on his behalf.

(15) The Member-Secretary shall be assisted in respect of receipts and expenditure by the accounts Officer/Accountant who shall maintain proforma accounts and submit all claims in respect of Pay and Allowances. Travelling Allowance and contingent bills in the prescribed forms shall be counter-signed by the Member-Secretary or by the Officer authorised in his behalf, before those are passed for payment by means of Demands Draft/Cheques or cash, as the case may be. The Accounts Officer/ Accountant shall apply a check of a nature of a pre-audit to all payments from the funds of the Council.

Hiring of office accommodation

(16) The Member-Secretary shall have powers to acquire hired accommodation for office premises with the approval of the Executive Committee, whenever necessary at rates not exceeding those specified by the Central Government for similar purposes and/or in the absence of such specified rates with the approval of the Central Government as laid down in entry 16 of annexure to Schedule V of the Delegation of Financial Powers Rules, 1978.

The chairperson shall have the power to hire/purchase the residential accommodation for the staff of the Council with the prior approval of the Council, in case the alternative arrangements are not made from the Central pool accommodation.

Maintenance of Register

(17) The following books and registers shall be maintained by the Council :—

Register of Grants.

Register of Assets.

Register of outstanding dues recoverable from parties other than employees of the Council.

Register of Loans and Advances given to employees with recovery position.

Register of Rents.

Register of Cheque Books.

Register of Receipt Books.

Register of sanctioned post with authority of sanction.

General Provident Fund Accounts, Ledger and Balance-Sheets.

Service Books.

Register of Selection Committee's proceedings.

Register of Library Books.

Acquitance rolls and register of periodical increments.

Cash Books and Imprest Cash Books.

Bank reconciliation register (if possible to be maintained with the Cash Book).

Ledger for control of expenditure.

Travelling Allowance/Dearness Allowance Register.

Pay Bill Register.

Contingent Bill Register.

Fuel Accounts Register.

Stamp Account Register.

Stock Register.

Stationary Register.

Bill Control Register.

Register of Securities.

Miscellaneous Expenditure Register.

NOTES: Under the overall supervision of the Member-Secretary, the Officers of the Council shall maintain proper accounts in the relevant Registers and forms as mentioned above with detailed instruction for opening and maintenance of these registers.

(18) Sale of publications (i) Whether a publication shall be priced or not, shall be determined by the Member-Secretary in consultation with the Chairperson.

(ii) The price of a publication shall be calculated as under

(a) The Member-Secretary shall declare the number of complimentary copies required for distribution free of cost.

(b) The number of complimentary copies shall be deducted out of the total number of copies printed and total cost of printing divided by the remaining number of copies.

(c) The price thus calculated shall be rounded off to the next higher digit divisible by five.

(iii) The price of publication fixed, shall be reported to a subsequent meeting of the Council.

(iv) The publications shall be sent to the indentors by V.P.P., registered post or book post, as considered desirable by the Member-Secretary in each case.

(v) The expenditure on postage, except in the case of complimentary copies shall be recovered from the indentor.

(vi) All copies in stock of a publication which is amended or revised and reprinted or becomes obsolete, shall be disposed off after obtaining the approval of the Chairperson and their value written off.

(vii) The cost of all copies of publications in stock which are damaged or lost for any reason without any fault on the part of any employee of the Council shall be written off by the orders of the Chairperson.

22. **Inspection of Examinations**—The inspections of examination under section 15 of the Act shall be carried out in accordance with the following regulations:—

(1) It shall be the duty of the Member-Secretary periodically to ascertain from the Examining Bodies the date and place of every examination which may be inspected by the Council.

(2) The Council shall appoint Inspectors to attend at such qualifying and other examinations as the Chairperson or the Executive Committee shall direct and report thereon.

(3) Every Inspector shall receive from the Chairperson a formal commission in writing under the seal of the Council, his instructions shall specify the examination or examinations which he is required to inspect and shall inform him that he is to report thereon to the Executive Committee in accordance with these regulations.

(4) It shall be the duty of the Inspector :—

(a) to make himself acquainted with such previous reports on the qualifying examination or examinations which he is appointed to inspect as the Chairperson may direct and with the observations of the Executive Committee of the Council thereon. He shall be provided by the Member-Secretary with a copy of these documents and the recommendations of the Council in regard to professional examinations, and of the Resolutions with regard to professional education ;

(b) to attend personally every examination which he is required to inspect, but not interfere with the conduct thereof;

(c) to report to the Executive Committee independently and separately his opinion as to the sufficiency or insufficiency of each examination inspected by him if required by the Chairperson;

(d) to set forth in his reports in order all necessary particulars as to the questions proposed in the written order and practical parts of each examination inspected by him, the cases and the appliance provided for clinical and practical examinations, the arrangements made for invigilations, the method and scale of marking, the standard of knowledge shown by successful candidates, and generally all such details as may be required for adjudicating on the scope and character of the examinations.

(e) To report on the adequacy of the teaching programme in the institutions inspected with particular reference to class and demonstration rooms, teaching equipment, number of rehabilitation professionals, facilities for practical experience in the institution, field, supervision of practical work during day, hours of duty, arrangements for living and recreation and the student health service.

(f) To include in his report, in the form of a brief diary a record of the days and hours when he was present during the course of the examination inspected and of the parts or division of each examination in progress on each day.

(g) To include also in his reports a statement of the extent to which the recommendations of the council in regard to professional examinations have been carried out in the case of each examination inspected by him, and also to what extent the resolutions of the council on professional education have been given effect to the education of the students in the particular subjects or subject with which he concerned in the inspection.

(5) Every report of an inspector shall be printed if required under direction of the Chairperson.

(6) Report of Inspectors shall be confidential unless in any particular case the Council otherwise directs.

(7) As soon as any report by an Inspector has been received, sufficient copies thereof shall be made and forwarded to after being marked 'confidential', to the University/Institution concerned, if considered necessary with request that the University shall furnish to the council with as little delay as possible, such observations, thereon as it may deem necessary.

(8) A confidential copy of report of an Inspector, with the observations of the University/Institution thereon, shall be supplied to members of the council, if required, and shall be considered together with the report of the executive committee thereon, by the Council at their next meeting.

(9) A copy of every report by an Inspector with the observations of the University, concerned, and the opinion of the executive committee thereon, shall, after appoval by the Council, be forwarded to the Central Government.

(10) A list of Universities/Institutions recommended for recognition shall be sent to the Central Government from time to time for issuing gazette notification to include their qualification in the Schedule to the Act as recognised rehabilitation qualification.

(11) No Inspector shall take part in the inspection of any examination in the University or Instituion in which he is a teacher or examiner.

23. **Appointment of Visitors—**

(1) (a) Subject to the provisions of section 16 of the Act, a visitor may be either a member of the council or a person who is, or has been a teacher at an Institution conferring any qualification included in the schedule to the Act.

(b) A visitor shall be paid travelling and other allowances according to the scales prescribed for members for attending the meetings of the council and a visitor who is not a Member of the council shall be paid in accordance with the scale admissible to an Inspector.

(c) Every visitor shall receive from the Chairperson a formal commission in writing under the seal of the council, the commission shall specify the examination or examinations and the professional colleges and oher Institutions where education in rehabilitation is given which he is required to visit and shall inform him that he is to report thereon to the Chairperson in accordance with these regulations and to conduct enquiries or make inspection regarding specific issues mentioned in the commission, in accordance with these regulations.

Duties of visitors :

(2) It shall be the duty of a Visitor,—

(a) to attend personally every examination which he is required to visit and to see for himself the teaching facilities provided.

(b) to report to the Chairperson of the Council on every examination visited by him.

(c) to include in his report in the form of a brief diary, a record of the days and hours when he was present during the course of each examination visited and of the parts or divisions of examination in progress on each day and of the Institutions which he visited.

(d) to include also in his report a statement to the extent to which the recommendations of the council in regard to professional examinations have been carried out in the case of each examination visited by him and also to what extent the recommendations of the council on professional education have been given effect to in the education of the students in the particular subject or subjects with which he is concerned in the visitation, and also the facilities for teaching in regard to accommodation, Training Staff, Equipment and other facilities prescribed for giving education to the rehabilitation professionals or on sufficiency of every examiation, existing in the institution and other institutions visited by him.

(e) to include in his report such other relevant observation he may deem desirable.

(f) to make such inspections and enquires on behalf of the Council as he might think necessary so as to enable him to draw up a report to the Chairperson the specific issue for which the visitation is made.

(g) to compare on receipt from the member secretary such a copy of his report with the original, and correct, sign and return it to the Member Secretary for preservation in the records of the Council as the authoritative copy of such report. The report of a visitor shall be treated as 'confidential' unless in any particular case the chairperson otherwise, directs :

Provided that if the Central Government requires a copy of the report of a visitor, the council shall furnish the same.

24. **Norms for starting a Rehabilitation Professional Course—**

(1) No Institute of rehabilitation professional course shall be started without the prior approval of Council/the Central Government.

(2) To obtain approval of the council, the institution desirous of starting the Degree/Diploma/ certificate courses shall approach the council through the respective State Government/Union Territory Administration. The State Government/Union Territory Administration shall be requested to assess the requirements of various professionals.

(3) The state Government/Union Territory Administration must indicate in clear terms whether they are or not in favour of starting of a college/or institutions managed by a Non-Governmental Organisation.

(4) The management of the institute shall adopt the standards of Staff, space and equipments as recommended by the Council and give an undertaking for their phased implementation within the stipulated period.

(5) the management of institute, must submit in writing, the willingness of university/Board who can grant affiliation if the council permits the degree/diploma course to be started.

(6) The management of the institute must satisfy the council about possessing enough training facilities to undertake the degree/diploma course.

(7) The management must provide adequate facilities of administrative and teaching staff required for the degree/diploma course as per the recommendations of the council.

(8) The management of the Institute must submit a plan for the construction of fullfledged division and appoint competent personnel to man the same.

(9) On receipt of an application from an organisation for permission to start new rehabilitation professional course, the Council shall call for if not done by the Organisation, the recommendations/views of the State Government. In case the recommendations/ views of the State Government are not received within a period of ninety days, the council shall be entitled to process the application on its own with the support of his committees and thereafter take such decision as it deem necessary.

25. **Maintenance and Publication of Central Rehabilitation register—**

(1) The Member-Secretary shall maintain the register and it shall bear the seal of the council.

(2) The register of the council shall bear a preface which shall contain a covering page with the seal of the council and also indicate abbreviations of the qualification shown in register, uptodate list of recognised qualification as decided by the Council and to be specified in the Schedule to the Act and the important mention pertaining to rehabilitation professionals in different fields.

(3) It shall be the duty of the Member Secretary of the council to keep the register in accordance with the provisions of section 23 of the act and from time to time revise the register and publish it in the Gazette of India.

(4) Such register shall contain two parts : One part shall contain the names of the professionals who have already obtained the requisite degrees or other prescribed rehabilitation qualifications and gained expertise as specified by the concerned Committees set up under the act for his particular area of rehabilitation. Those registered under this part shall be called rehabilitation professionals in terms of the Act. The other part of the register shall contain the names of those who, either by virtue of their having acquired rehabilitation qualifications or by virtue of their experience or on the lines of working for the rehabilitation of the handicapped has been registered as rehabilitation personal. They shall be eligible to have themselves upgraded as rehabilitation professionals after acquiring the prescribed qualifications and the requisite experience.

(a) Every application for registration with the Council under section 19 of the Act shall be made in Form 'A'.

(b) A fee of Rupees two hundred and fifty shall be charged as registration fee for every such application.

(c) A certificate in Form 'B' shall be issued by the Member Secretary under his seal to all persons who are registered with the Council.

(d) Applications for registration of additional qualification in the Register of the Council shall be made to the Council in Form 'C'.

(5) **Certificate of Good Standing :**—Any rehabilitation professional desirous of obtaining certificate of good standing shall apply in Form 'D'.

(6) **Appeal for restoration of Name in Register—** Any person whose name has been removed from the Register on a ground other than that he is not in possession of the requisite rehabilitation qualifications, he may appeal to the Central Government under sub-section (1) of section 22 of the Act in Form 'E'. Every appeal so filed shall be accompanied by a fee of Rupees One hundered and twenty five by a Demand Draft in favour of Secretary, Ministry of Welfare, Shastri Bhavan, New Delhi-110001 within stipulated period of thirty days.

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Form-'A'

[See regulation 25 (4) (a)]

APPLICATION FORM FOR REGISTRATION U/S 19 OF THE REHABILITATION COUNCIL OF INDIA ACT, 1992

(General terms and conditions : (a) The applicants should submit photo-copies of all certificates alongwith the application, (b) Incomplete applications, applications without copies of certificates will not be entertained).

D D./ IPO No. :

Dated : _____

Amount Rupee : _____

Ref., if any : _____

REGISTRATION APPLIED FOR

(Tick mark the discipline)

Attested

Photograph

(Three numbers)

(i) Audiologist and Speech Therapists; [ ]

(ii) Clinical Psychologist; [ ]

(iii) Hearing Aid and ear mould Technicians; [ ]

(iv) Rehabilitation Engineers and Technicians; [ ]

(v) Special teachers for educating and training the handicapped; [ ]

(vi) Vocational counsellors, Employment Officers and Placement Officers; [ ]

(vii) Multi-Purpose Rehabilitation therapists, Technicians; or [ ]

(viii) Any other category in the field of Rehabilitation Please write the name [ ]

1. Name of the Candidate (in block letters) : _____

2. Father's/Husband's Name : _____

3. Correspondence Address : _____

a. : _____

b. Permanent Address : _____

_____

_____

4. Date of birth and age : _____

5. Sex : _____

6. Nationality : _____

7. Community status : _____ _____

8. Language known

Speak	Read	Wirte
_____	_____	_____
_____	_____	_____
_____	_____	_____

9. Educational Qualification :

Sl. No.	Name of the School/College/ University/Institution	Subject	Year of entry	Year of passing	Certificate/ diploma/ degree	Examination passed
1	2	3	4	5	6	7

10. Particulars of professional training/professional qualification

Sl. No.	Nature of training	Year of entry	Year of passing	Duration	Certificate/ Degree/ Diploma	Name of the organisation
1	2	3	4	5	6	7

11. Service experience :———— years

Sl. No.	Name of the Employer/Office/ Institution/Organisation	Period		Post held	Nature of Duties (In details)	Scale of Pay	Pay/salary drawn
		From	to				
1	2	3	4	5	6	7	8

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12. Experience Certificate from the Employer (if applicable) :

13. Give the names and addresses of three persons who are in a position to testify from personal knowledge of your professional experience (they must not be related to you) : (i)

(ii)

(iii)

14. Any other information :

15. *List of enclosures* :

I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my registration is liable to be cancelled.

Place : ..... Signature : .....

Dated : ..... Name : .....

Please read carefully requirements on the reverse page and comply with each requirements.

Note :

(1) The Attested copies of Degree or Diploma Certificate from the University or Dean of the College/Govt. Gazetted Officer.

(2) Copy of Certificate of Practical Training duly attested.

(3) Certificate from the employer (in case person employed) regarding:
   (i) Experience
   (ii) Knowledge of the field
   (iii) Character

(4) A sum of Rs. 250/- by bank draft in favour of **Member Secretary, Rehabilitation Council of India** payable at New Delhi is to be sent alongwith the application.

Form 'B'

[See regulation 25(4)(c)]

CERTIFICATE UNDER SECTION 19 OF THE REHABILITATION COUNCIL OF INDIA ACT 1992

REGISTRATION CERTIFICATE

Certificate No. RCI/_____

Name Father's Name	Address	Date of Registration	Qualification and date thereof

Hereby certified that this is a true copy of the above specified Name in the Rehabilitation Register as Rehabilitation Professional/ Rehabilitation Personnel.

New Delhi the,_____ Rehabilitation Council of India

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IMPORTANT NOTICES

Every Rehabilitation Professional should be careful to send to the Member-Secretary's immediate notice of any change in his address and also answer all enquiries that may be sent to him by the Member-Secretary in regard thereto in order that his correct address may be duly inserted in the Rehabilitation Register.

No change is made for alternation of address.

All person registered under whatever Degrees/Diplomas are legally qualified for the practitioner of Rehabilitation Profession as per code of conduct, etiquette and ethics.

(M) & (F) indicates (Male) & (Female) respectively.

Every Rehabilitation Professional should frame this registration certificate and it should be prominently displayed in his place of work and he should enter his registration number in all the certificates, reports and documents.

Form 'C'

[See regulation 25(4)(d)]

REGISTRATION OF ADDITIONAL QUALIFICATION (S) IN THE CENTRAL REHABILITATION REGISTER AS PER COUNCIL ACT, 1992

1. (a) Name and address of Professional as given in the Central Rehabilitation Register
   (b) Registration Number
2. Present Address
   (IN BLOCK LETTERS)
3. Permanent Address
   (IN BLOCK LETTERS)
4. Qualification with name of University and year of obtaining the same
5. Recognised Additional Qualification(s) subsequently obtained/Name of University and year of obtaining the same. The subject of Post Graduate qualification should be given.

Dated :

Signature of the Candidate

.....

I solemnly affirm and declare that the above entries are correct.

Signature of the Candidate

.....

INSTRUCTIONS TO CANDIDATES FOR FILLING THE FORM APPLICATION FOR REGISTRATION OF ADDITIONAL QUALIFICATION IN THE REHABILITATION COUNCIL OF INDIA ACT 1992

REGISTERS OF REHABILITATION COUNCIL OF INDIA

(1) The application form should be properly and neatly filled in.

(2) A Bank Draft of Rs. 50/- (Rupees fifty only) in favour of Member-Secretary, Rehabilitation Council of India, New Delhi, payable at New Delhi.

(3) The Candidate is required to send the original as well as a copy duly attested by Magistrate/Gazetted Officer on the Degrees/Diplomas or Provisional Certificate of Post-Graduate additional qualification attested/issued by the Registrar of the University/Institutes concerned as shown in Col. (4) of the application form. The originals will be returned alongwith the certificate of registration of additional qualification and the attested copies will be retained in this office.

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(4) The application is to be forwarded direct to this office and be addressed to the Member-Secretary, Rehabilitation Council of India, 4-Vishnu Digamber Marg, New Delhi-110002.

(5) The Certificate will be issued only to those who possess a registrable qualification and subsequently has obtained recognised Post-Graduate qualification(s) as included in the Schedule to the Rehabilitation Council of India Act 1992.

Form 'D'

[See regulation 25(5)]

APPLICATION FORM

(For obtaining a Certificate of Good Standing)

(1) Name of the Posfessionals
(*as given in the Rehabilitation Register*).

(2) Present Address :

(3) Qualification
(Name of University with Year)

(4) Name of the College in which applicant studied and qualified from :

(5) Places at which he had worked during the last five years with full details
(Please use separate sheet if space is not sufficient).

(6) Two testimonials of character and conduct from persons of standing (in Original)

(7) Name and full address of two Prominent persons who personally know the applicant to whom a reference can be made.

Dated:— ———— Signature of the candidate————

RECOMMENDATION OF THE REHABILITATION COUNCIL OF INDIA

(1) Certified that the particulars given above are correct to the best of my knowledge and according to the record available with me.

(2) Certified that the persons holds current registration with this Council and no disciplinary proceedings had been taken or were in progress against him on this date by this Council.

MEMBER-SECRETARY
REHABILITATION COUNCIL OF INDIA

NOTES : The Certificate of Good Standing issued by the Rehabilitation Council of India will be valid upto three months from the date of issue.

INSTRUCTIONS TO CANDIDATES FOR FILLING THE APPLICATION FORM FOR OBTAINING A CERTIFICATE OF GOOD STANDING.

(i) The Application form should be properly and neatly filled in—

(ii) A Bank Draft of Rs. 250/- (Rupees Two Hundred Fifty Only) in favour of Member-Secretary, Rehabilitation Council of India, payable at New Delhi should be sent alongwith the application.

(iii) The testimonials of character and conduct as stated in Col. '7' of the application form should be from persons of standing i.e. Gazetted Officers, Members of Parliament, Member of Legislative Assembly/Magistrate 1st Class, and the Principals and Professors of Colleges in any discipline or from other persons of similar status.

(iv) The names of the reference may be mentioned with complete and correct addresses to whom a reference could be made. These should not be the same persons who have issued a certificate as asked for in Col. '7' of the application.

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Form 'E'

[See regulation 25(6)]

APPEAL FOR RESTORATION OF NAME IN THE CENRTAL REGISTER

To,

The Secretary to the Government of India
Ministry of Welfare,
Shastri Bhavan,
NewDelhi-110001.

Sir/Madam,

(1) The undersigned _____
(Full name in block letters beginning with surname)
holding qualification of _____ declare
(State the qualifications)
that the following are the facts of my case on which I seek restoration of my name in the Central Register.

(2) My name was duly registered in the Central Register having registration number _____ Rule dated _____

(3) At an enquiry held on the _____ day of _____ by Rehabilitation Council of India, my name was directed to be removed from the Central Register and the offence for which the Council directed for removal of my name was _____ (use separate sheet for details, if necessary).

(4) Since the removal of my name from the Central Register, have been residing at _____ and my occupation has been _____

(5) The grounds for the present application are below :

(6) The prescribed fee of Rupees one hundred and twenty five has been deposited by Bank Draft No. _____ dated _____ payable to the Secretary, Ministry of Welfare, New Delhi.

(7) I request that orders may be passed for restoration of my name in the Central Register of Rehabilitation Council of India.

Place _____

Dated _____

Signature
Full name and address.

DR. B. P. YADAV, Chairman.

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