



सत्यमेव जयते

**REPORT
ON STAFFING STUDY OF SWAMI VIVEKANAND
NATIONAL INSTITUTE OF REHABILITATION
TRAINING AND RESEARCH, OLATPUR, PO: BAIROI,
DIST: CUTTACK, ODISHA-754010 (MINISTRY OF
SOCIAL JUSTICE AND EMPOWERMENT,
DEPARTMENT OF EMPOWERMENT OF PERSONS WITH
DISABILITIES, GOVERNMENT OF INDIA).**

SVNIRTAR



REPORT NO. 1 of 2016-17

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**Government of India
Ministry of Finance, Department of Expenditure
STAFF INSPECTION UNIT**

October, 2016

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PREFACE

On the request of Department of Empowerment of Persons with Disabilities, Ministry of Social Justice & Empowerment, New Delhi, SIU conducted study of Swami Vivekanand National Institute of Rehabilitation Training and Research during May-June, 2016. The Report contains the assessment and recommendations of SIU after conducting staffing study of SVNIRTAR, Cuttack, Odisha. The Report has been prepared following guidelines laid down in SIU Handbook of 2003.

EXECUTIVE SUMMARY

The staffing study of Swami Vivekanand National Institute of Rehabilitation Training and Research (SVNIRTAR), an autonomous organization was included in the SIU program of studies for 2015-16 at the instance of Department of Empowerment of Persons with Disabilities, Ministry of Social Justice & Empowerment, Government of India. Staff Inspection Unit (SIU) carried out on-the-spot study of SVNIRTAR, Cuttack during 30th May to 10th June, 2016 and made a detailed study of organizational set up in SVNIRTAR. The various existing departments in SVNIRTAR were studied for assessing manpower requirement at present level of workload. The observations and recommendations of Staff Inspection Unit (SIU) are summarized below:

1. The existing units which are 17 in number are almost retained barring one merger i.e. merging of Logistic Department under Stores Department. Thus a total of 16 Departments are retained.
2. Due to growing awareness and demand for rehabilitation training and services and prototype designed aids and appliances, the activities at both the service and academic sides have grown exponentially over the years. Implementation of more and more rehabilitation schemes of the government has also contributed to this growth. Recommendations have been made to strengthen both the academic and service sides to address the growing demands for such services/activities.
3. Most of the services such as watch and ward staff, housekeeping staff, gardener/ mali, transport services, canteen, ward boys/attendant, aayas/nursing attendant, MTS (barring a few required for confidential/sensitive matters), etc. have been recommended to be managed through outsourcing as and when these posts get vacated.
4. **Director's Secretariat:** No major changes have been suggested except recommendation of one post of Chief Accounts Officer to oversee the finance and accounts matters of the entire institute and support the Director in these matters.
5. **General Administration:** The unit was having no sectional level supervisory staff and adequate dealing Assistants. One Assistant Admin Officer in the place of Office Superintendent as sectional supervisor and one Legal Assistant to handle the legal matters have been recommended. The services of watch and ward staff, Canteen staff, Drivers, and MTS (except confidential/essential services) were recommended to be managed by outsourcing as and when incumbents retire/vacate the posts.
6. **Hindi Section:** No changes effected in the Hindi Section.
7. **Accounts Department:** This is one of the key departments of the institution. It is not only managing the various grants in aid but also finance and accounts relating to Hospital services, Academic

activities, fitment services, skill development training, extension and outreach services, provident fund, NPS, pension fund, etc. It is maintaining the books and records and handling budget monitoring and control, preparation and finalization of annual accounts, investment planning, Audit compliances, etc. Two Jr. Accountants have been recommended in the place of two Jr. Assistants.

8. **Stores Department:** Stores unit and Logistic unit is merged under Stores Department as a single unit. One sectional supervisory post, i.e. Commercial officer is recommended at the place of Asstt. Commercial officer.
9. **Establishment Section:** On post of Establishment Officer has been recommended in the place of Asstt. Establishment Officer as sectional supervisor.
10. **Construction and Maintenance Department:** No major changes have been made. Certain services like that of Mason, Instructor in Carpentry, etc. has been recommended to be managed by outsourcing.
11. **Department of Academics:** This Branch looks after all the academic and related activities of various UG and PG courses and research activities of the Institute. One Post of Assistant Registrar has been recommended against the vacant post of Programme Officer to oversee the overall activities of the Academic Branch.
12. **Physical Medicine and Rehabilitation Department:** This department is having a 100 bedded Hospital which looks after both in and out patients, carry out assessment and evaluation of patients to provide curative and rehabilitation services and corrective and reconstructive surgery, wherever needed, of persons with various locomotors/orthopedic disabilities. The department is under expansion from 100 bed to 150 bed hospital. The essential technical and professional staff have been recommended keeping in view norms as well as functional requirements of the department. The services of ward boys, aaya/nursing attendant, etc. clubbed as MTS (Hospital) have been recommended to be managed through outsourcing as and when these posts get vacated. Additional recommendation has been made in the Annex- II separately for 50 additional beds in the Hospital on its operationalization.
13. **Department of Physiotherapy:** The recommendation has been made for additional academic and service staff keeping in view the rehabilitation norms as well as increased volume of works/activities and functional requirements.
14. **Department of Occupational Therapy:** The recommendation has been made for additional academic and service staff keeping in view the rehabilitation norms as well as increased volume of works/activities and functional requirements.
15. **Department of Prosthetics and Orthotics:** The recommendation has been made for additional academic and service staff keeping in view the rehabilitation norms as well as increased volume of works/activities and functional requirements. Additional assessment has also been made in the workshop under the

department keeping in view the growing demand for Prosthesis and Orthosis and other Aid & appliances, fitment services, and larger coverage of beneficiaries under ADIP scheme and backlog of jobs thereof.

16. **Department of Psychology, Department of Social work and Department of Speech and Hearing:** Additional staff has been recommended keeping in view the rehabilitation services provided by these departments.

17. **Department of Library and Information Centre:** This is a central/technical/medical Library. It is running in two shifts. Two posts viz. Information & Documentation Officer and Assistant Programmer has been recommended for abolition. Two posts viz. Library & Information Officer and Library Attendant have been assessed in their places.

The sanctioned strength, existing strength, vacant posts, additional demand for posts and recommendations SIU for SVNIRTAR, Cuttack are stated in the table below:-

Sl. No.	Name of Organization	Sanctioned strength	Existing strength	Vacant	Addl. Demand	Recommendation
1	SVNIRTAR	282	174	108	186	247

CHAPTER – I

INTRODUCTION

1.1 Department of Empowerment of Persons with Disabilities has set up the following National Institutes for human resource development in the field of disability, providing rehabilitation services to the persons with disabilities and research and development:

- National Institute for Visually Handicapped (NIVH), Dehradun
- National Institute for Mentally Handicapped (NIMH), Secunderabad
- Ali Yuvar Jung National Institute for Hearing Handicapped (AYJNIHH), Mumbai.
- National Institute for Orthopaedically Handicapped (NIOH), Kolkata.
- Swami Vivekanand Rehabilitation Training Research and Rehabilitation Centre(SVNIRTAR), Cuttack, Odisha.
- Pandit Deen Dayal Upadhyay Institute for Physically Handicapped (PDDUIPH), New Delhi.
- National Institute for Empowerment of Persons with Multiple Disabilities (NIEPMD), Chennai.

Based on the recommendations of the Baswan Committee, constituted by the Ministry of Social Justice and Empowerment, the Department of Disability Affairs has made its proposal for strengthening of National Institutes as Centre of Excellence at par with international standards and to bring them at par with Universities and Medical Colleges in the Country by adopting a governance model, general as well as academic, in line with the NITs under Central Act.

ORGANISATIONAL SET UP

- 1.2 Swami Vivekananda National Institute of Rehabilitation Training and Research (SVNIRTAR) is one of the seven national institutes established under Ministry of Social Justice and Empowerment, Government of India. The institute was established in the year 1975 as National Institute for Prosthetic and Orthotic Training (NIPOT), an adjunct unit of Artificial Limbs Manufacturing Corporation of India (ALIMCO), Kanpur. NIPOT was brought under the MoSJ&E on 22nd February 1984 to give thrust to the community based rehabilitation and human resource development. Its name was changed from NIPOT to NIRTAR in 1984 and subsequently to SVNIRTAR in the year 2004.
- 1.3 The Institute is an autonomous body under the administrative control of the Department of Empowerment of Person with Disabilities (DEPWD), Ministry of Social Justice & Empowerment (MoSJ&E). The General Council (GC) and Executive Council (EC) govern the activities of the Institute. The Secretary to the Government of India, DEPWD is the President of General Council and the Joint Secretary (DEPWD) is the Chairman of Executive Council (EC). The General Council lays down guidelines and policies for the Institute whereas the responsibility of ensuring the execution of these guidelines by the Institute lies with the Executive Council. A full time Director is heading the Institute to oversee its day to day affairs. Director is the Member Secretary of both the Council.
- 1.4 It is one of the Premier Institutes in the country in the field of rehabilitation of the Persons with Disabilities and providing comprehensive rehabilitation services to the PwDs. The Institute is located in a rural area and, has been working for the noble cause of serving the differently-abled persons by means of providing Hospital services, Human Resource development, research activities, fabrication/manufacturing/distribution of aids and appliances, rendering fitment services, etc. since last 40 years. Presently the Institute is conducting several long term courses like 4½ years Bachelor of Physiotherapy, Bachelor of Occupational Therapy, Bachelor of Prosthetic and Orthotic courses and 2 years MPT & MoT courses. Besides the Institute is catering to two seats of DNB in Physical Medicines and Rehabilitation (equivalent to MD in PMR) with a course duration of three years. The Institute has got the approval from RCI for starting Master Degree in Prosthetics & Orthotics for maximum 15 students from academic session 2016-17. Institute is also carrying out various research activities in the field rehabilitation therapy.

- 1.5 Under the service activities, the Institute has a 100 bedded Hospital under PMRD providing Locomotors Rehabilitation Services to patients with various PwDs like polio, cerebral palsy, limb deformities from birth and carrying out reconstructive surgeries for cured leprosy patients etc. The department is under expansion from 100 beds to 150 bed hospital. The other major departments, DPT, OPT, P&O, Psychology, Social Work and Speech Hearing are rendering rehabilitation services to patients with various types of locomotors/ orthopaedic disabilities.
- 1.6 A well equipped Library is also functioning in the Institute to cater to library needs of Occupational Therapy, Physical therapy, prosthetic& Orthotics students and faculty. At present, it has a collection of more than 8,200 books and 9000 journals, periodicals, reports, reprints, etc. which is catering to the need of around 800 students and 150 staff members.

CHAPTER- II

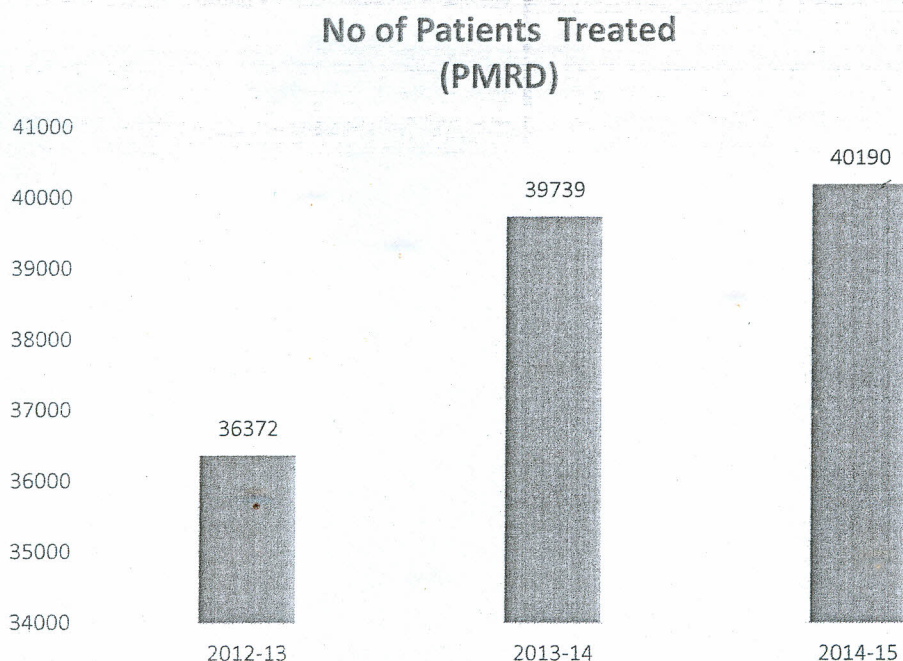
2. MAIN OBJECTIVES & FUNCTIONS

- Manpower Development –Long term, short term courses, training for rehabilitation personnel such as Doctors, Engineers, Prosthetists, Orthotists, Physiotherapists, Occupational Therapists, Multipurpose Rehabilitation Therapists and other personnel for the rehabilitation of the physically handicapped;
- Promotion, distribution and subsidies the manufacturing of prototype designed aids and appliances;
- Development of models of service delivery programmes in the field of locomotors disability;
- Vocational training, placement and rehabilitation of physically handicapped;
- Document and disseminate information on disability and rehabilitation in India and abroad;
- Research – To conduct and coordinate research activities on biomedical engineering leading to the effective evaluation of the mobility aids for the orthopedically disabled persons or suitable surgical or medical procedures and for development of new aids and appliances;
- Extension and Outreach Services;
- Undertake any other action in the area of rehabilitation in India and abroad;
- To achieve these objectives, the following functions are being performed by the various departments/units of the Institute:

❖ **Department of Physical Medicine and Rehabilitation (PMRD)**

This department is having a 100 bedded hospital which looks after both in and out patients, provides curative and rehabilitation services and carry out corrective surgery, wherever necessary, of persons with various locomotor/orthopedic disabilities like polio, cerebral palsy, limbo deformities from birth and reconstructive surgeries for cured leprosy patients etc. The department is under expansion from 100 beds to 150 bed hospital. The department has been modernized with setting up of modular OT, digital X-rays and other advance equipment. In addition to academic classes in UG

& PG courses in PT, OT & PO, the department is catering to the Diplomat in National Board Course. Number of beneficiaries under PMR has increased exponentially over the years from 6000 in 1984-85 to 90,000 during 2015-16. The number of patients treated by PMRD during the last three years is shown in the graph:

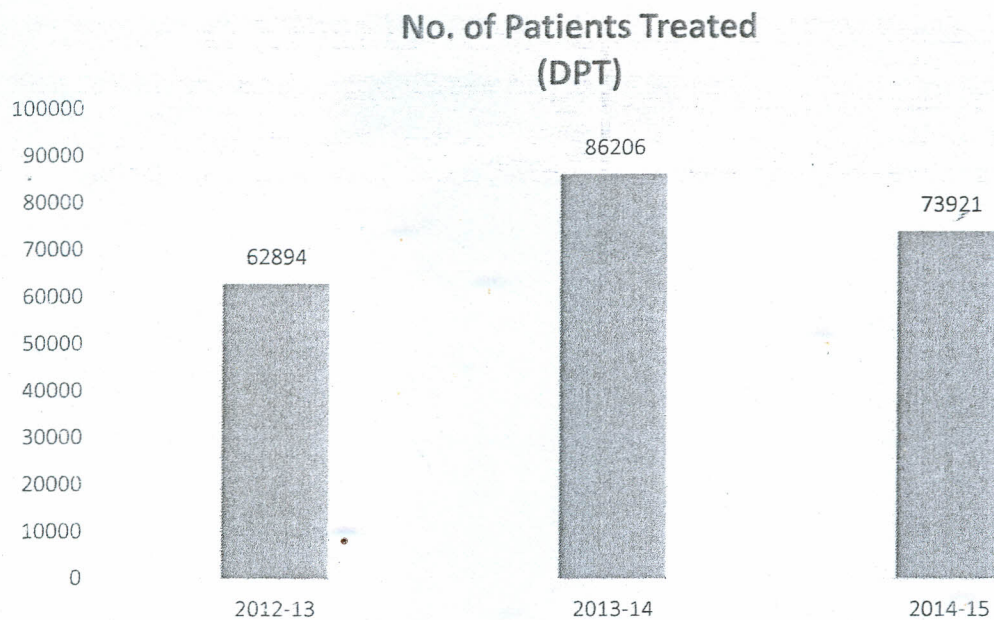


❖ Department of Physiotherapy (DPT)

The Department of Physiotherapy is one of the oldest physiotherapy departments in India. The department which was started as a patient care unit has expanded to HRD, Research, etc. The Department of Physiotherapy incorporates a Musculoskeletal Unit (Manual Therapy & Traction, Electro-therapy, Heat therapy and Action Therapy), Paediatrics Unit and Neuro Rehabilitation unit besides a gait laboratory and hydrotherapy unit. The department is research intensive and is committed to research-informed teaching. The department has 13 publications in Journals, 5 scientific presentations and 52 research works to its credit.

Physical Therapy Department runs a Bachelor degree course in Physiotherapy(BPT). The course is of four years' duration and the students are given six-month Internship after successful completion of 4th year. During the 1st year, subject like Anatomy, Physiology, Pathology and Pharmacology are taught along with MBBS Students at SCB Medical College. From 2nd year onwards the students are taught various subjects at the Institute. It also conducts Post Graduate degree for a duration of 2 ½ in Physiotherapy. The Institute has an intake capacity of 62 students in BPT and 15 students in MPT per year. At a given point of time, the Department is having a total capacity of 248 students in UG and 30 students in PG.

Number of beneficiaries under the department has been increased from 1357 in 1984-85 to 128550 during 2015-16. The number of patients treated by DPT during the last three years is shown in the graph:

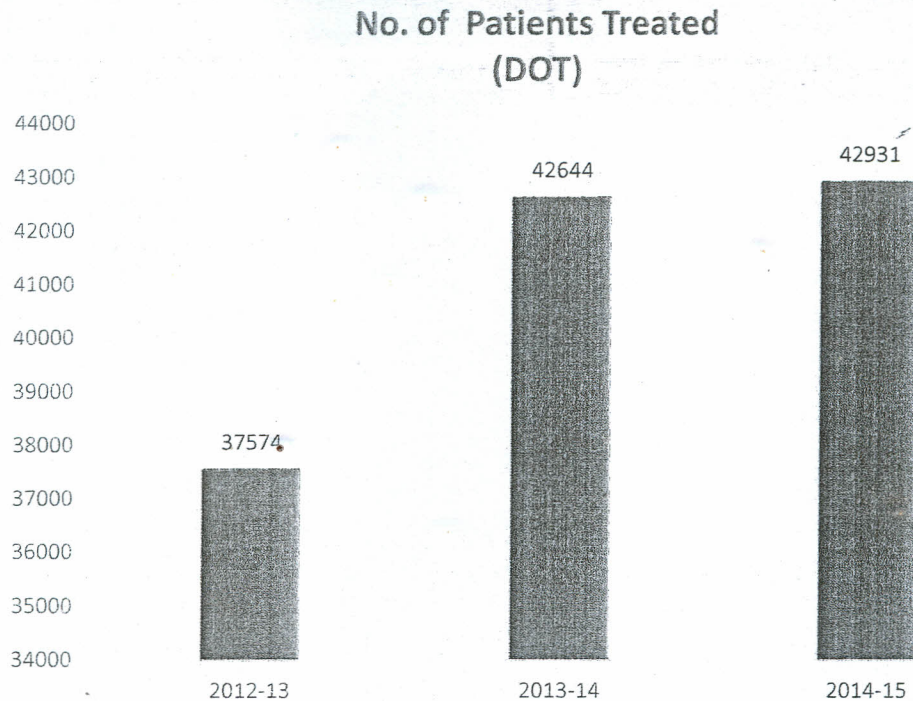


❖ Department of Occupational Therapy (DOT)

The Department of Occupational Therapy is one of the large Occupational Therapy Department in India. It aims at providing therapeutic treatment and management to the disabled persons (both physical and mental) so as to enable them to perform maximum possible function independently. The Department has two major functions viz. Human Resource Development (HRD) and Clinical Services (CS). It conducts two long term Bachelor of Occupational Therapy (BOT) and Masters of Occupational Therapy (MOT) programmes. The Bachelor course is for 4 ½ years' duration and Master Degree is for 2 ½ years' duration. The Department has intake capacity of 62 students per year in BoT (248 in four years) and 15 students per year in MoT (30 in two years). Several short-term programs are undertaken distributed through the years. The teaching of the undergraduate and post graduate students includes Theory, Practical demonstration and clinical teaching. The Department also conducts Research activities to cater the present need.

Under its Clinical activities, the department conducts the assessment and the Occupational therapeutic services to various types of patients. The Department has eight sections viz. General Occupational Therapy, Hand Therapy, Hand splinting Workshop, Activities of Daily Living (ADL), Pediatric OT, Sensory Integration (SI) Intervention, Special Equipment, Assessment & follow - up to cater to the needs of the PWDs.

The Department has been modernized to provide quick services to the patients. Initially started as a patient care unit, the activities of the Department have been significantly expanded over the years. The beneficiaries have been increased from 461 in 1984-85 to 63443 in the year 2015-16. The number of patients treated during the last three years is shown in the graph:



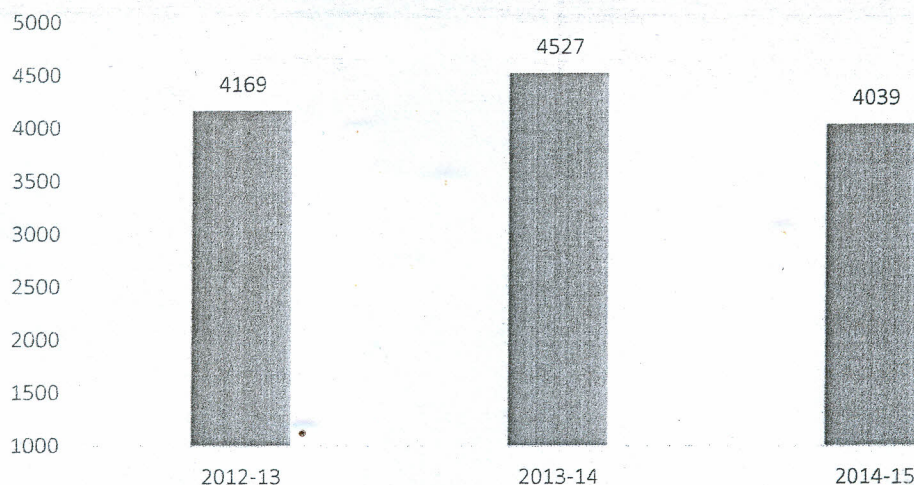
❖ Department of Prosthetics and Orthotics(DPO)

The Department of Prosthetics and Orthotics is one of the unique department in the field of rehabilitation services in India. Its activities include both service and academic. It conducts Long-term training programme i.e. Bachelor Degree in Prosthetics and Orthotics (BPO) with 4½ years' duration with an intake capacity of 49 students per year. At present, the department is having a capacity of 230 students. The department has got the approval from RCI to start the Master Degree course (MPO) for 2 ½ years' duration for a maximum of 15 students per year from the academic session 2016-17.

Prosthetic is replacement of a body part artificially which functions with the help of bio-mechanic principles, whereas orthotics is support to the weak muscularity of the body part. The Department has two well equipped workshops and a leather section for fabricating rehabilitation aids and appliance, providing fitment services to persons with disabilities and imparting training to the student of Bachelor of Prosthetics and Orthotics course. The appliances are designed in a manufacturing process as per the requirement of individual patients. There are about 4000 aids and appliances and about 2000 aids and appliances are provided per year at the Institute and Rehabilitation Camps respectively. The department is having heavy backlog of jobs owing to growing demand for such prosthesis and orthotic and fitment appliances in recent years. Number of services in

the department has increased significantly from hundreds in initial years to 5000 in 2015-16. The number of aids and appliances fitted/supplied by DoP&O during the last three years is shown in the graph:

Fitment of Aids and Appliances (DoP&O)



❖ Department of Academic (DA)

One of the Key activities of the Institute is to develop Manpower in the field of rehabilitation of persons with locomotors disability. Keeping this objective in view and to implement the policies and programmes of Government in providing comprehensive rehabilitation services, the Institute is conducting five long term and eleven short term courses. The long term courses are Bachelor Degree in PT, OT and P&O and Master degree in PT and OT and DNB(PMR)course for Doctors. Besides, the Institute has got the approval to start the Master Degree course in Prosthesis& Orthosis (MPO) from academic session 2016-17. The department conducts various short term courses with a duration of one day to one week to update the knowledge of various rehabilitation Professionals working in different government and non-governmental organisations.

The academic department looks after all the academic and related activities associated with these courses. It conducts the All India Common Entrance Test for admission into these courses, conduct university examinations (two semesters six monthly per year) and declare the results, issue certificates, give scholarships to students, arranges outside classes for specialized subjects in medicine and engineering. At present, around 800 students are pursuing various UG & PG courses at the Institute.

❖ Department of Speech and Hearing

Speech and Hearing services was initially a part of the Physical Medicine and rehabilitation Department. A separate department for these services

was formed in the year 2012. The department carries out assessment of hearing impaired and speech language impaired persons with or without locomotors disability such as C.P., TBI, Hemiplegic, ADHD, Autistic, Cleft lip and Palate, stammering, mis-articulation and delayed developmental mile stone, etc. and provides them with aids and appliances. It also provides them counseling and therapeutic services. The number of beneficiaries who received the above services was 5397 in the year 2015-16.

Department of Psychology

Psychology is a branch of treatment that deals with the disorder by psychological mean to facilitate the patient's maximum psychological adjustment through various stages of rehabilitation so that patient is able to resume a productive role in the society. Clinical activities include the early identification, assessment and planning and providing psychological services and counseling. Clinical Psychological services were a part of PMR earlier. A separate department has been formed in the year 2012. A total of 2585 beneficiaries got the services during 2015-16.

❖ Department of Social Work

Department of Social Work was created in the year 2012. The main activities of the department include social and vocational services such as skill development training, evaluation and socio-psychological counseling, social security support, vocational counseling and guidance, self-employment guidance and placement, publication, recreation and extension services, etc. The Department is having a Vocational training Centre which is at present imparting training on "Applique & Embroidery", "Screen Printing", "Phenyl and Candle Making' to the disable persons.

❖ Department of Library and Information Centre

This is a central-cum-technical-cum-medical Library. At present, it has a collection of more than 8,200 books and 9000 journals, periodicals, reports, reprints, etc. At the moment, the Library is catering to the need of more than 760 students and more than 150 academic/service/support staff. Library work includes document and disseminate information on disability and rehabilitation field, procuring of books, journals, teaching materials, data base etc. for the library.

❖ Accounts and Finance Department

Accounts Department of the Institute discharges a pivotal role in management of Finance and various accounts of the Institute by administering economy to derive optimum utilization of Government Fund without wastage. This is one of the key departments of the institute. It vests with the charge of managing the various grants- in- aid and accounts relating to Hospital services, Academic activities, fitment services, skill

development training, extension and outreach services, provident fund, NPS, pension fund, CSR proposal, ADIP grants, etc. It maintains the books and records, looks after budget monitoring and control, prepare and finalize annual accounts, investment planning, audit compliances, etc. It also looks after the statutory activities like Income Tax, Sales Tax, Professional Tax, GPF, etc. The Balance Sheet of the Institute envisages a turnover of around Rs. 95 Crores during the year 2014-15.

❖ **Department of Administration**

The General Administration deals in transport, security, garden, sanitation and hygiene, canteen, dak receipt/dispatch, firefighting, publication of orders like, General Orders, Admn. /Pers. Instructions, SVNIRTAR Circular, Court cases, Disciplinary/ Vigilance cases, etc.

❖ **Establishment Section**

The Establishment Section deals in recruitment, RRs, ACRs, placement, postings, transfers, training, leave, LTC, deputation, temporary duty CPF/GPF, Pension etc.

❖ **Hindi Section**

Hindi Section is entrusted with the task of implementation of Official Language Policy in the institute. It is also providing Hindi training to untrained officers /employees as per roster prepared for this purpose. Institute's Annual Report is compiled and prepared every year by Hindi Section and translation work from English to Hindi of the Institute.

❖ **ADIP Activities**

Initially no ADIP Activities were being conducted by the Institute. Now Ministry regularly remits 2 to 3 crores of GIA under the head for conducting camp and through Headquarter for rehab surgeries and distribution of Aid & Appliances. Around 5000 patients are covered every year under the scheme. The Staff of technical and Administrative Department are deployed as an added responsibility to attend to these jobs.

❖ **Extension Centres**

There are four Extension Centres of the Institute (Cuttack, Dhenkanal, Bhubaneswar & Balangir). These extension Centres are being managed by outsourcing staff and monitored by Permanent staff of NIRTAR.

❖ **Composite Regional Centres**

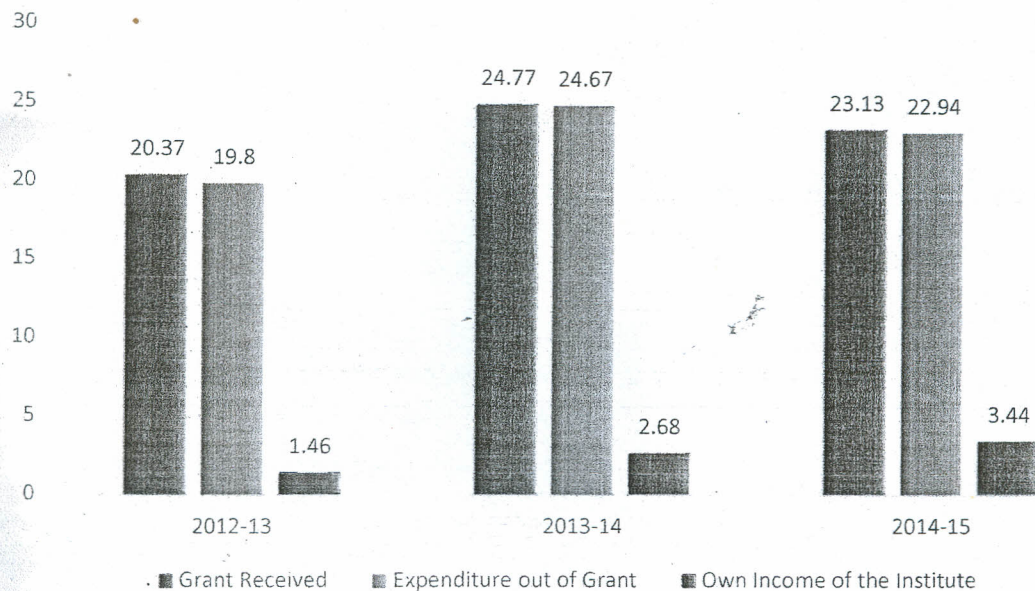
SVNIRTAR monitors the activities of two CRCs, viz. one at Guwahati and another newly set up at Rajnandgaon, Chhattisgarh.

❖ Income and Expenditure of the Institute

The Institute is fully funded by Ministry of Social Justice and Empowerment, Department of Empowerment of Persons with Disabilities, Government of India. It receives plan, non-plan and ADIP grants from the Ministry. It also generates its own income from sales of aids and equipment, hospital and therapeutic services, academic services, etc. It is also receiving fund under CSR activities. The modular OT has been set up with the assistance of Rs. 2 crores from REC under CSR. Another Rs.12crores is under pipeline from REC under CSR for setting up additional infrastructure for 50 more beds in the Hospital. The financial position of the Institute for the last 3 years is as follows:

Particulars	(Rs. In Crores)		
	2012-13	2013-14	2014-15
Grants Received	20.37	24.77	23.13
Expenditure out of the grant	19.80	24.67	22.94
Own Income of the Institute	1.46	2.68	3.44
Own income transferred to the Corpus fund	1.46	2.68	3.44

The financial position of the Institute for the last 3 years
(Rs. in Crores)



CHAPTER - III

SCOPE & COVERAGE OF THE STUDY

- 3.1 Initially, the Department of Empowerment of Persons with Disabilities had requested SIU to make an assessment whether the existing infrastructure facilities of these institutes are sufficient for their up-gradation, and how much additional manpower etc., are required for making these institutes of national importance. It was made clear to the Department that SIU has no role in up-gradation of the existing infrastructure facilities and same is to be done by the administrative Ministry whereas SIU's mandate is only to work out the manpower requirement in relation to activities being undertaken by the Institute.
- 3.2 Scope of the study was to review the manpower requirement of the Swami Vivekanand National Institute of Rehabilitation Training and Research (SVNIRTAR) with respect to its assigned mandate.
- 3.3 The study has covered a total of 282 posts of SVNIRTAR.

METHODOLOGY

- 3.1 Before taking up on-the-spot study, the preliminary/basic data in the prescribed proforma was obtained in advance from SVNIRTAR. The data was first scrutinized and got updated during on-the-spot study and supplementary data, wherever considered necessary was also obtained during the course of study. During the course of study, SIU team discussed regarding activities of the Institute with Director, Heads of the Departments and various functionaries in each department.
- 3.2 As per the assigned functions and allocation of work, details of jobs performed by the personnel deployed in each Unit, was obtained from each individual through their supervisors and Head of Units. This was further discussed in detail with the officials and through direct observation, per unit time required for completion of given job was ascertained. Time taken for each job was also found by way of Analytical Estimation/Time Observation. Annual frequencies of the jobs were also ascertained through case study on random basis for estimating the quantum of work. In addition to this, workload on account of seasonal/original items of work was also accounted for. Analytical estimation criterion was mainly adopted for working out the manpower requirement of the Institute.
- 3.3 It may be stated here that Rehabilitation Council of India(RCI) is a regulatory body, which decides parameters like staff requirements (Core faculty as well as part time faculty), infrastructure facilities, space requirement, etc. to start a bachelor course/ master degree course in Prosthetics & Orthotics(P&O). There is no such regulatory body in the country for deciding such parameters in bachelor courses/ master degree courses for Physical Therapy (PT) and Occupational Therapy (OT). SIU has gone into details of instructions issued by RCI and requirement of faculty staff for bachelor and master degree courses has been assessed as per the guidelines given by the RCI. Similarly, assessment of manpower requirement of faculty, medical professionals and paramedics/technical staff under PMR has been worked out by applications of standard norms of MCI, as applicable. In all cases the positional and functional requirements have also been taken into account.
- 3.4 A workshop is functioning in SVNIRTAR under the P&O Department. It is catering to fitment services for persons with disabilities. A number of aids and equipment are designed and fabricated for the disabled persons here. It is also fabricating aids and appliances for the disabled persons who attend camps under

the extension programmes. Besides, another workshop under the department is facilitating training and research activities. SIU has discussed the work undertaken by workshop with the Head of the Department and the functionaries working in the workshop. The total no of aids and equipment fabricated in the year 2015 were taken into account. The time requirement for fabrication for these aids and equipment was discussed. Care was taken to provide various allowances for travelling time to camps, fatigue involved in the fabrication, time taken for measurements, etc.

- 3.5 The assessment of staff requirement for Academic, Administration, Accounts, and Stores units has been done keeping in view of the expansion of activities (both service and academic) of various departments of the Institute as well as the annual workload of these units. The positional and functional requirements were also taken into account. While finalizing the requirement for Academics, Administration, Accounts and Housekeeping, SIU norms wherever applicable has also been applied.

CHAPTER – IV

FINALISATION OF MANPOWER ASSESSMENT

- 4.1 After having made an in depth study of present level of workload being handled by the SVNIRTAR and keeping in view the sanctioned strength of 282 posts and additional demand of 186 posts of various categories projected by the Institute, Department/Unit- wise provisional assessment of staff was prepared. The assessment of staff has been finalized after taking into consideration of the views of Director, SVNIRTAR.
- 4.2 Assessment of Staff for additional 50 beds in the Hospital under PMR has been made separately which would be available on the operationalisation of increased bed strength from current level of 100 beds to 150 beds.
- 4.2 Departments/Units wise details of sanctioned strength, working strength, vacancy position, additional demand for posts and recommendations of Staff Inspection Unit (SIU) for SVNIRTAR is as follows :

SUMMARY OF THE POSTS

Sl. No.	Name of the Division	S.S.	E.S.	Vacant	Addl. Demand	Assessment
1.	Director's Secretariat	8	4	4	2	8
2.	General Administration	52	29	23	8	7
3.	Hindi Section	2	1	1	0	2
4.	Accounts Department	11	7	4	5	10
5.	Stores Department	13	5	8	3	7
6.	Establishment Section	5	4	1	3	6
7.	Construction and Maintenance Department	19	11	8	6	16
8.	Department of Academic	7	4	3	4	7
9.	Physical Medicine & Rehabilitation Department	84	55	29	69	63
10.	Department of Physiotherapy	14	12	2	12	24
11.	Department of Occupational Therapy	14	8	6	12	24
12.	Department of Prosthetics and Orthotics	44	29	15	39	62
13.	Department of Psychology	1	1	0	2	2
14.	Department of Social Work	1	1	0	15	2
15.	Department Speech and Hearing	1	1	0	3	2
16.	Department of Library and Information Centre	6	2	4	3	5
	TOTAL	282	174	108	186	247

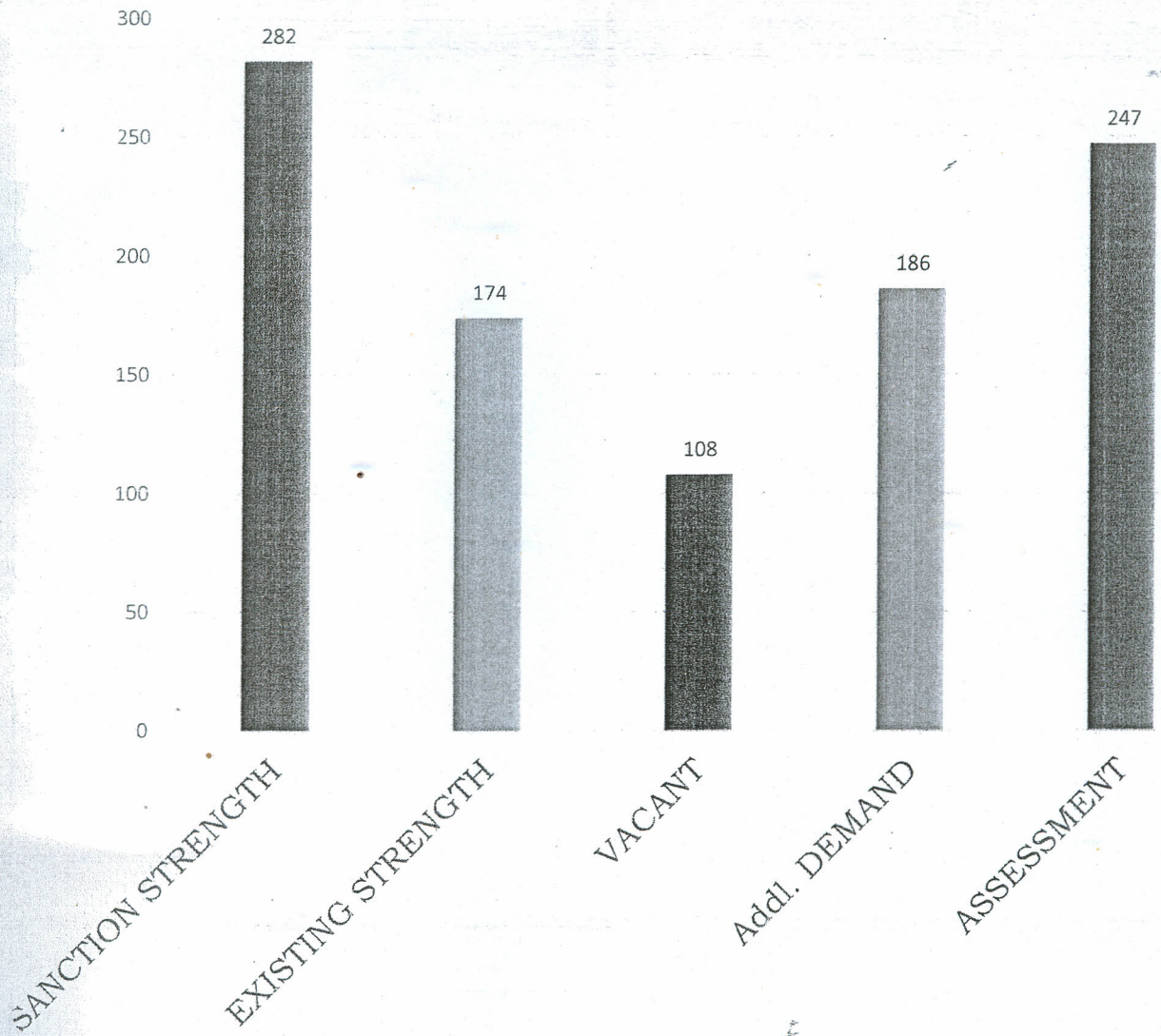
Note: S.S.- Sanctioned Strength, E.S.- Existing Strength

The department/unit-wise detailed recommendations of SIU in respect of SVNIRTAR, Cuttack is at **Page.29-46.**

The additional assessment for additional 50 beds in the Hospital under PMRD is at **Page. 47.**

The summary of Posts of SVNIRTAR is depicted in the chart below:

SUMMARY OF POSTS



ACKNOWLEDGEMENT

The SIU takes the opportunity to place on record their sincere thanks to officials of SVNIRTAR for their active assistance and cooperation extended to the Study Team during the course of Study.

CONSOLIDATED ASSESSMENT OF STAFF STRENGTH IN SVNIRTAR

Sl.No.	Name of Post (Designation)	Grade Pay	Sanctioned Strength	Assessment
1	Director	8700	1	1
2	Dy. Director (Tech.)	8700	1	1
3	Professor (PMR/Ortho)	8700	0	1
4	Professor (PT)	8700	0	1
5	Professor (OT)	8700	0	1
6	Dy. Director (P&A)	7600	1	1
7	Associate Professor(Ortho./PMR)	7600	1	1
8	Associate Professor(PT)	7600	1	1
9	Associate Professor (OT)	7600	1	1
10	Associate Professor(P&O)	7600	0	1
11	Sr. Anaesthetist	7600	1	1
12	Anaestheist	6600	1	1
13	Sr. Resident Doctor		0	2
14	JR. Resident Doctor		0	1
15	Assistant Professor (Ortho/PMR)	6600	2	2
16	Assistant Professor (PMR)	6600	1	1
17	Assistant Professor (PT)	6600	1	3
18	Assistant Professor (OT)	6600	1	3
19	Assistant Professor (P&O)	6600	1	3
20	Information & Documentation Officer	6600	1	0
21	Administrative Officer	5400	1	1
22	Chief Accounts Officer	6600	0	1
23	Accounts Officer	5400	1	1
24	Stores officer	5400	1	1
25	Asstt. Engg. (Maintenance) Civil	5400	1	1
26	Asst. Director (OL)	5400	1	1
27	Lecturer(GDMO)	5400	6	6
28	Lecturer (PT)	5400	2	4
29	Lecturer (OT)	5400	2	4
30	Lecturer (P&O)	5400	3	6
31	Lecturer Computer Engg.	5400	1	1
32	Research Officer	5400	1	1
33	Assistant Registrar	5400	0	1
34	Library and Information Officer	5400	0	1
35	Programme Officer	5400	1	0
36	Establishment Officer	4600	0	1
37	Asst. Admin Officer	4600	0	1
38	Audit Officer	4600	1	1
39	Asst. Matron	4600	1	1
40	Sr. PT-cum-Jr. Lect.	4600	3	5
41	Sr. OT-cum-Jr. Lecture	4600	3	5

42	Lecturer (Mec. Engg.)-II	4600	1	1
43	Asst. Manager-(W.S.)workshop	4600	1	1
44	Jr. Lecturer (P&O)	4600	2	2
45	Asst. Lib. &Inf. Officer	4600	1	1
46	CL Psy.-cum-Jr.Lecturer	4600	1	1
47	Audiologist &Speech Therapist	4600	0	1
48	Commercial Officer	4600	0	1
49	Legal Assistant	4200	0	1
50	P.A. to Director	4200	1	1
51	Sr. Stenographer	4200	2	1
52	Office Superintendent	4200	1	0
53	Asst. Comm.Officer (P)	4200	1	0
54	Asst. Estt.Officer	4200	1	0
55	Accountant	4200	1	1
56	Sr. Assistant	4200	7	7
57	Cashier	4200	1	1
58	Asst. Stores Officer	4200	1	1
59	Sr. Store Keeper	4200	1	0
60	Jr. Engineer (E&M)	4200	1	1
61	Jr. Engineer Civil	4200	1	1
62	Hindi Translator	4200	1	1
63	Nursing Sister	4200	6	8
64	Staff Nurse	4200	12	17
65	Sr. Radiographer	4200	1	1
66	Radiographer Gde-II	4200	1	1
67	Medical Social Worker	4200	0	1
68	Pharmacist Gde-I	4200	1	1
69	Sr. Registration clerk	4200	1	1
70	Demonstrator (PT)	4200	2	4
71	Physiotherapist	4200	2	4
72	Demonstrator (OT)	4200	2	4
73	Occupational Therapist	4200	2	4
74	Demonstrator (P&O)	4200	2	8
75	Prosthetist /Orthotist - I	4200	2	4
76	Demonstrator- Mech.	4200	1	1
77	Lib. &Information Assistant	4200	1	1
78	Data Entry Operator	4200	1	1
79	Assistant Programmer	4200	1	0
80	Hostel Warden	4200	2	2
81	Social Worker cum V.C.	4200	1	1
82	Speech Therapist	4200	1	1
83	Prosthetist /Orthotist - II	2800	13	20
84	Sr. Artist	4200	1	0
85	O.T.Technician Grade-I	2800	1	1
86	Laboratory Tech.Gde-I	2800	1	1
87	Pharmacist Gde-II	2800	1	1

88	Jr. Stenographer	2400	1	1
89	Junior Assistant	2400	10	8
90	Canteen Supervisor	2400	1	0
91	Driver M.T.(HD)	2400	7	0
92	Surgical Boot maker -I	2400	1	1
93	Stores Keeper	2400	1	1
94	O.T.Technician Grade-II	2400	1	1
95	Lab. Technician Gde-II	2400	1	1
96	CSSD Central Sterilization Tech.	2400	1	1
97	Junior Accountant	2400	0	2
98	Jr. Store Keeper	1900	4	2
99	Typist/Clerk(H/E)	1900	8	8
100	Cook Gde-I	1900	1	0
101	Driver M.T.	1900	4	0
102	Sr. Security Guard	1900	5	0
103	Surgical Boot Maker -II	1900	3	3
104	Surgical Boot Maker -III	1900	5	5
105	Electrician Gde-I	1900	1	1
106	Plant Operator Gde-II	1900	1	1
107	Mason	1900	1	0
108	Instr. In Carpentry	1900	1	0
109	Electrician Gde-II	1900	4	4
110	Electrician -Plant Optr.	1900	1	1
111	Pipe Fitter Gde-I	1900	1	1
112	Maintenance Fitter	1900	1	1
113	Plaster Technician	1900	2	2
114	Technician	1900	1	1
115	Dresser	1900	0	2
116	Plaster Assistant	1800	0	1
117	Medical Store Attendant	1800	0	1
118	Dark Room Assistant	1800	0	1
119	Library Attendant	1800	0	1
120	Cook	1800	2	0
121	Security Guard	1800	3	0
122	Jamadar	1800	3	0
123	Plant Attendant	1800	1	1
124	Pipe Fitter Gde-II	1800	2	2
125	MTS(Hospital)	1800	35	2
126	MTS(Admin)	1800	39	7
	Total		282	247

**SWAMI VIVEKANANDA NATIONAL INSTITUTE OF REHABILITATION TRAINING AND RESEARCH
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Director's Secretariat

Sl. No.	Name of the Posts	G.P. (in Rs.)	S.S.	E.S.	Vacant	Add. Demand	Assessment	Remark by SIU
1.	Director	8700	1	1	0	-	1	
2.	Dy. Director (Tech.)	8700	1	0	1	-	1	
3.	Dy. Director (P & A)	7600	1	0	1	-	1	
4.	Chief Accounts Officer	6600	0	0	0	1	1	Keeping in view the volume financial transaction, grants, statutory obligations, accrual basis of accounting system and ministerial and CAG compliances, presentation before Executive and General Council, etc as detailed in Annex.II workload. 1 post of CAO is assessed.
5.	PA to Director	4200	1	1	0		1	
6.	Sr Stenographer	4200	2*	1	1		1	Presently engaged in Academic
7.	Jr. Stenographer	2400	1	0	1		1	
8.	MTS (Admn.)	1800	1	1	0		1	
9.	P.S. to Director	4600	0	0	0	1	-	Not assessed as PA post is available for Director as per entitlement.
	Total		8	4	4	2	8	

**SWAMI VIVEKANANDA NATIONAL INSTITUTE OF REHABILITATION TRAINING AND RESEARCH
(SVNIRTAR), CUTTACK**

General Administration

Sl. No.	Name of the Post(s)	G.P. (in Rs.)	S.S.	E.S.	Vacant	Addl. Demand	Assessment	Remark by SIU
1.	Administrative Officer	5400	1	1	0		1	The AO looks after both Gen. Admn. and Estt. Sections.
2.	Asst. Admin Officer	4600	0	0	0	1	1	1 post is recommended as Sectional Head in the place of Office Superintendent. The post is to be operationalised as and when the post of Office Superintendent is abolished.
3.	Office Superintendent	4200	1	1	0	2	-	Not assessed in view of the assessment of the post of AAO. The post is to be abolished as and when the incumbent vacate the post and Asstt. AO post is created.
4.	Legal Assistant	4200	0	0	0	1	1	The post is recommended keeping in view the no. and types of court cases and Disciplinary proceedings pending / being handled in the organization for which a person with legal background can only be able to handle properly.
5.	Sr. Asstt.	4200	1	1	0	1	2	One additional post is assessed keeping in view the volume of work by diverting from Accounts.
6.	Typist/Clerk(H/E)	1900	1	0	1		1	
7.	M.T.S. (Admin)#	1800	22	11	11		1	1 post is assessed in the permanent strength keeping in view the nature of work in the Admn. Section. The rest requirement for MTS (Admn.) is recommended to be outsourced as and when the present incumbent(s) vacate the post(s).
8.	Sr. Security Guard	1900	5	3	2		-	Not assessed as these services are recommended to be outsourced as and when the incumbent(s) vacate

								the post(s).
9.	Security Guard	1800	3	0	3		-	- Do -
10	Zamadar	1800	3	3	0		-	- Do -
11	Canteen Supervisor	2400	1	0	1		-	- Do -
12	Cook Gde 1	1900	1	1	0	1	-	- Do -
13	Cook	1800	2	2	0	2	-	- Do -
14	Driver MT(HD)	2400	7	6	1		-	- Do -
15	Driver (MT)	1900	4	0	4		-	-Do -
	TOTAL		52	29	23	8	7	

Consolidated Sanctioned strength of MTS(Admn.).

SWAMI VIVEKANANDA NATIONAL INSTITUTE OF REHABILITATION TRAINING AND RESEARCH
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Hindi Section

Sl. No.	Name of the Post(s)	G.P. (in Rs.)	S.S.	E.S.	Vacant	Addl. Demand	Assessment	Remark by SIU
1.	Asst. Director (OL)	5400	1	0	1		1	
2.	Hindi Translator	4200	1	1	0		1	
	Total		2	1	1		2	

**SWAMI VIVEKANANDA NATIONAL INSTITUTE OF REHABILITATION TRAINING AND RESEARCH
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Accounts Department

Sl. No.	Name of the Post(s)	G.P. (in Rs.)	S.S.	E.S.	Vacant	Addl. Demand	Assessment	Remark by SIU
1.	Accounts Officer	5400	1	1	0		1	
2.	Audit Officer	4600	1	0	1	-	1	
3.	Accountant	4200	1	0	1	1	1	
4.	Cashier	4200	1	1	0		1	
5.	Sr. Assistant	4200	2	2	0		1	One diverted to Administration.
6.	Jr. Assistant	2400	4	2	2		2	2 posts is assessed against 4 as 2 posts of Jr. Accountant is recommended as per additional demand.
7.	MTS (Admn.)	1800	1	1	0		1	Confidential
8.	*Asst. Accounts Officer	4600	0	0	0	2	-	
9	Jr Accountant	2400	0	0	0	2	2	One for Pension & PF Cell, Other for day to day Bill and Accounts Work
	TOTAL		11	7	4	5	10	

Note: Audit Officer belongs to Separate Deptt i.e. AD-9 (Audit Department) which is merged with Accounts Deptt.

**SWAMI VIVEKANANDA NATIONAL INSTITUTE OF REHABILITATION TRAINING AND RESEARCH
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Stores Department

[Note: Stores and Logistic Departments have been merged and renamed as Stores Department.]

Sl. No.	Name of the Post(s)	G.P. (inRs.)	S.S.	E.S.	Vacant	Addl. Demand	Assessment	Remark by SIU
1	Stores Officer	5400	1	0	1		1	
2	Commercial Officer	4600	0	0	0	1	1	1 post is recommended as Sectional Head in the place of Asst. Commercial Officer. The post is to be operationalised as and when the post of Asst. Commercial Officer is abolished.
3	Asst. Commercial Officer	4200	1	1	0	1	-	Not assessed in view of the assessment of the post of Commercial Officer. The post is to be abolished as and when the incumbent vacate the post and Commercial Officer post is created.
4	Asstt. Stores Officer	4200	1	0	1	1	1	
5	Sr. Store Keeper	4200	1	0	1		-	Not assessed.
6	Store Keeper	2400	1	1	0		1	
7	Jr. Store Keeper	1900	4	0	4		2	Two posts recommended for abolition.
8	Sr. Assistant	4200	1	1	0		-	Diverted to Esstt.
9	Jr. Assistant	2400	1	1	0		-	Diverted to Academics.
10	Typist Clerk	1900	1	0	1		-	Diverted to Social Work
11	MTS (Admn.)	1800	1	1	0		1	
	TOTAL		13	5	8	3	7	

**SWAMI VIVEKANANDA NATIONAL INSTITUTE OF REHABILITATION TRAINING AND RESEARCH
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Establishment Section

Sl. No.	Name of the Post(s)	G.P. (in Rs.)	S.S.	E.S.	Vacant	Addl. Demand	Assessment	Remark by SIU
1.	Establishment officer	4600	0	0		1	1	1 post is recommended as Sectional Head in the place of Asstt. EO. The post is to be operationalised as and when the post of Asstt. EO is abolished.
2.	Asstt. Establishment Officer	4200	1	1	0	1	-	Not assessed in view of the assessment of the post of EO. The post is to be abolished as and when the incumbent vacate the post and EO post is created.
3.	Sr. Assistant	4200	1	1	0	1	2	One post added diverting from Stores.
4.	Jr. Assistant	2400	2	1	1		2	
5.	MTS (Admn.)	1800	1	1	0		1	
	TOTAL		5	4	1	3	6	

**SWAMI VIVEKANANDA NATIONAL INSTITUTE OF REHABILITATION TRAINING AND RESEARCH
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Construction and Maintenance Department.

Sl. No.	Name of the Post(s)	G.P. (in Rs.)	S.S.	E.S.	Vacant	Addl. Demand	Assess ment	Remark by SIU
1.	Maintenance Engg. (Civil)	6600	0	0		1	-	
2.	AE (Civil)	5400	1	1	0		1	
3.	AE(Elect.)	5400	0	0		1	-	
4.	JE (E & M)	4200	1	0	1	1	1	
5.	JE (Civil)	4200	1	1	0	1	1	
6.	Typist Clerk	1900	1	0	1		1	
7.	Refrigerator & AC mechanic	2400	0	0		2	-	
8.	Mason	1900	1	0	1		-	Recommended for abolition. Work may be outsourced.
9.	Instructor In Carpentry	1900	1	0	1		-	Recommended for abolition. Work may be outsourced.
10.	Electrician Gr.I	1900	1	1	0		1	
11.	Electrician Gr.II	1900	4	3	1		4	
12.	Electrician & Plant Operator	1900	1	1	0		1	
13.	Plant Operator Gde-II	1900	1	1	0		1	
14.	Maintenance Fitter	1900	1	1	0		1	
15.	Pipe Fitter Gr.I	1900	1	1	0		1	
16.	Pipe Fitter Gr.II	1800	2	0	2		2	
17.	Plant Attendant	1800	1	1	0		1	
18.	MTS (Admin)	1800	1	0	1		-	Not assessed. Services to be outsourced.
	TOTAL		19	11	8	6	16	

**SWAMI VIVEKANANDA NATIONAL INSTITUTE OF REHABILITATION TRAINING AND RESEARCH
(SVNIRTAR), CUTTACK**

Department of Academic

Sl. No.	Name of the Post(s)	G.P. (in Rs.)	S.S.	E.S.	Vacant	Addl. Demand	Assessment	Remark by SIU
1.	Assistant Registrar	5400	0	0	0	1	1	For co-ordination and supervisory work of entire academic branch.
2.	Programme officer	5400	1	0	1		-	Recommended for abolition being vacant since 2005. A new post of AR has been recommended in its place.
3.	Programmer	5400	0	0	0	1	-	
4.	Hostel Warden	4200	2	2	0	2	2	
5.	Sr. Assistant	4200	1	1	0		1	
6.	Jr. Assistant	2400	0	0	0		1	Additionally given by diverting from Stores .
7.	Data Entry operator	4200	1	1	0		1	
8.	Typist Clerk	1900	2	0	2		1	One post diverted to Psychology
	TOTAL		7	4	3	4	7	

**SWAMI VIVEKANANDA NATIONAL INSTITUTE OF REHABILITATION TRAINING AND RESEARCH
(SVNIRTAR), CUTTACK**

Physical Medicine & Rehabilitation Department

Sl. No.	Name of the Post(s)	G.P. (in Rs.)	S.S.	E.S.	Vacant	Addl. Demand	Assessment	Remark by SIU
1.	Professor(Ortho/PMR)	8700	0	0	0	1	1	Head of the Department
2.	Assoc. Prof (PMR/Ortho.)	7600	1	0	1	2	1	
3.	Asstt. Professor (Ortho./PMR)	6600	2	1	1	3	2	
4.	Asstt. Professor(PMR)	6600	1	0	1	2	1	
5.	Sr. Anaesthetist	7600	1	0	1	3	1	
6	Anaesthetist	6600	1	1	0	0	1	
7.	Sr. Resident Doctor*	0	0	0	0	2	2	Assessed as per DNB norms for PG in PMR. To be given consolidated pay as per prescribed norms.
8	Jr. Resident Doctor*	0	0	0	0	1	1	Assessed as per DNB norms for PG in PMR. To be given consolidated pay as per prescribed norms.
9.	Neurologist	0	0	0	0	1	0	Services may be hired on need basis.
10.	Plastic surgeon	0	0	0	0	1	0	Services may be hired on need basis.
11.	Urologist	0	0	0	0	1	0	Services may be hired on need basis.
12.	Pediatrician	0	0	0	0	1	0	Services may be hired on need basis.
13.	Medical Officer* (GDMO/Lecturer)	5400	6	5	1	10	6	
14.	Asst. Matron	4600	1	1	0	0	1	
15.	Sr.Registration Clerk	4200	1	1	0	1	1	
16.	Sr. Radiographer	4200	1	1	0		1	
17.	Radiographer Gr.II	4200	1	0	1	5	1	
18.	Nursing Sister	4200	6	6	0	5	8 (6+2)	## There are three shifts for nursing services are provided. For the ward duty, the existing strength was retained. Additionally assessed: 4 for two Major OT+ 1 for one Minor OT+ One for OPD+ 1 for injection room as per norms)
19.	Staff Nurse	4200	12	7	5	15	17 (12+5)	
20	Medical Social Worker	4200	0	0	0	1	1	As per norms.

21.	Pharmacist Gr-I	4200	1	1	0	1	1	
22.	Pharmacist Gr-II	2800	1	0	1	4	1	
23.	Lab. Technician Gr-I	2800	1	1	0	1	1	
24.	OT. Technician Gr-I	2800	1	1	0	1	1	
25.	Lab. Technician Gr.-II	2400	1	1	0	4	1	
26.	OT. Technician Gr-II	2400	1	0	1	4	1	
27.	CSSD Sterilizer Technician	2400	1	0	1	0	1	
	Sr. Asstt.	4200	1	1	0	0	1	
28.	Jr. Asstt.	2400	1	1	0	0	1	Transferred to RTI Cell temporarily
29.	Plaster Technician	1900	2	1	1	3	2	
30.	Dresser	1900	0	0	0	2	2	
31.	Dark Room Assistant	1800	0	0	0	1	1	To assist the Radiographer in developing the slides.
32.	Technician	1900	1	1	0	0	1	
33.	Typist/Clerk	1900	1	0	1	0	-	Diverted to PT deptt.
34.	Medical Store Attendant	1800	0	0	0	1	1	To assist in the Pharmacist in the medical store.
35.	Plaster Assistant	1800	0	0	0	1	1	To assist in the OT and Plaster Technician.
36.	MTS (Hospital)	1800	33	20	13	20	-	To be abolished as and when the post(s) get vacated. The services of MTS (Hospital). to be outsourced as per requirement.
37.	MTS (Adnin)	1800	4	4	0	0	-	To be abolished as and when the post(s) get vacated. The services may be outsourced.
	TOTAL		84	55	29	69	63	

Note: For additional 50 bed in the Hospital, the assessment is given at annex.1.

There are 100 beds which are segregated as:8 cabins + male ward (5 rooms/39 beds) + female ward including paediatric beds (3 rooms/ 39 beds) + 14 Dormitory for amputee patients under ADIP scheme). These beds are catering to spinal injury /paralysis (10 beds), fractured(6 beds), physiotherapy (30-35beds) & remaining beds are for rehabilitation(50-55beds). At present out of 18 sanction strength(6 Nursing Sister + 12 Staff Nurse), 14 are on roll. Nursing services are provided in 3 shifts(morn- 7.30am-3.30pm/Eve-3.30pm-11.30pm/Night-11.30pm-7.30am). The duties include bed change, dressing, preparation of patients for OT, pre and post-operative services, duty in the recovery rooms (4 bed), fitting catheters to patients, low back traction etc. As there are no dedicated nurses for major and minor OT, the services of nursing sisters and staff nurses are taken by withdrawing from wards to attend the OT. There is no nursing staff at the OPD and Injection room. The services in OPD and Injection room are provided by contractual staff and MTS. Based on our discussion with the HoD and Assistant Matron and SIU norms on nursing staff, we observed that the present sanctioned strength of 18 Nursing staff + will be adequate for the ward duty. However, the following additional nursing staffs are recommended: 4 for 2 major OTs + 1for minor OT + 1for OPD + 1 for Injection room = 7 in total. Thus the total strength of nursing staff comes to 18+7=25.

* To be employed on consolidated pay as applicable.

**SWAMI VIVEKANANDA NATIONAL INSTITUTE OF REHABILITATION TRAINING AND RESEARCH
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Department of Physiotherapy

Sl. No.	Name of the Post(s)	G.P. (in Rs.)	S.S.	E.S.	Vacant	Add. Demand	Assessment	Remark by SIU
1.	Professor(PT)	8700	0	0	0	1	1	Head of the department
2.	Associate Professor (PT)	7600	1	1	0	1	1	
3.	Assistant Professor (PT)	6600	1	1	0	2	3	
4.	Lecturer (PT)	5400	2	1	1	2	4	
5.	Sr. Physiotherapy-cum-Junior Lecturer (PT)	4600	3	3	0	2	5	
6.	Demonstrator (PT)	4200	2	2	0	2	4	
7.	Physiotherapist	4200	2	1	1	2	4	
8.	Typist Clerk	1900	0	0	0		1	Additionally given diverting from PMR
9.	MTS(Admn)	1800	3	1	2		1	Two vacant posts to be abolished. The rest requirement of MTS to be outsourced.
	TOTAL		14	12	2	12	24	

**SWAMI VIVEKANANDA NATIONAL INSTITUTE OF REHABILITATION TRAINING AND RESEARCH
(SVNIRTAR), CUTTACK**

Department of Occupational Therapy

Sl. No.	Name of the Post(s)	G.P. (in Rs.)	S.S.	E.S.	Vacant	Addl. Demand	Assessment	Remark by SIU
1.	Professor (OT)	8700	0	0	0	1	1	Head of the Department
2.	Associate professor(OT)	7600	1	0	1	1	1	
3.	Asstt. Professor (OT)	6600	1	1	0	2	3	
4.	Lecturer (OT)	5400	2	1	1	2	4	
5.	Senior Occupational Therapist- cum - Junior Lecturer (OT)	4600	3	2	1	2	5	
6.	Demonstrator OT	4200	2	1	1	2	4	
7.	Occupational Therapist	4200	2	1	1	2	4	
8.	Jr. Asstt.	2400	1	1	0		1	
9.	MTS(Admn.)	1800	1	0	1	0	-	The rest requirement of MTS to be outsourced.
10.	MTS(Hospital)	1800	1	1	0		1	
	TOTAL		14	8	6	12	24	

**SWAMI VIVEKANANDA NATIONAL INSTITUTE OF REHABILITATION TRAINING AND RESEARCH
(SVNIRTAR), CUTTACK**

Department of Prosthetics and Orthotics

Sl. No.	Name of the Post(s)	G.P. (in Rs.)	S.S.	E.S.	Vacant	Addl. Demand	Assessment	Remark by SIU
1	Associate Professor	7600	0	0	0	1	1	Head of the Department
2.	Assistant Professor (P&O)	6600	1	1	0	3	3	
3.	Lecturer (Prosthetic & Orthotic)	5400	3	1	2	5	6	
4	Lecturer in Computer Engg.	5400	1	1	0		1	
5.	Research Officer	5400	1	0	1		1	
6.	Lecturer Gde.II (Mech. Engg.)	4600	1	1	0		1	
7.	Asstt. Manager (Workshop)	4600	1	0	1		1	
8.	Jr. Lecturer (P&O)	4600	2	2	0		2	
9.	Sr. Artist	4200	1	0	1		0	Recommended for abolition.
10.	Jr. Assistant	2400	1	1	0		1	
11.	Typist/Clerk	1900	1	0	1		1	
12.	Demonstrator (Orthotics and Prosthetics)	4200	2	1	1	14	8	
13.	Demonstrator (Mechanical)	4200	1	1	0		1	
14.	Prosthetist/OrthotistGde.I	4200	2	2	0	2	4	
15.	Prosthetist/Orthotist Gde.II	2800	13	9	4	10	20	
16.	Surgical Boot Maker Gde.I	2400	1	1	0		1	
17.	Surgical Boot Maker Gde.II	1900	3	3	0	2	3	
18	Surgical Boot Maker III	1900	5	1	4	2	5	
19.	MTS (Hospital)	1800	1	1	0		1	Two MTS posts to be abolished as and when incumbent retires/vacates the post. The rest requirement of MTS to be outsourced.
20.	MTS (Admn)	1800	3	3	0		1	
	TOTAL		44	29	15	39	62	

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Department of Psychology

Sl. No.	Name of the Post(s)	G.P. (in Rs.)	S.S	E.S.	Vacant	Addl. Demand	Assessment	Remark by SIU
1.	Asst. Prof. Cl.Psy.	6600	0	0	0	1		
2.	Lecturer Cl. Psy.	5400	0	0	0	1		
3.	Clinical Psychologist cum Junior Lecturer	4600	1	1	0		1	
4.	Typist Clerk	1900	0	0	0		1	Diverted from DA.
	TOTAL		1	1	0	2	2	

SWAMI VIVEKANANDA NATIONAL INSTITUTE OF REHABILITATION TRAINING AND RESEARCH
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Department of Social Work

Sl. No.	Name of the Post(s)	G.P. (in Rs.)	S.S	E.S.	Vacant	Addl. Demand	Assessment	Remark by SIU
1	Asst. Prof. MSW	6600	0	0	0	1		
2.	Lecturer MSW	5400	0	0	0	1		
3.	Medical Social worker	4200	0	0	0	2		
4.	Vocational training supervisor	4200	0	0	0	1		
5.	Social worker -cum- Vocational Counselor	4200	1	1	0		1	
6	Typist Clerk	1900	0	0	0		1	Diverted from Stores
7.	Vocational Instructor					10		May be outsourced as per requirement.
	TOTAL		1	1	0	15	2	

SWAMI VIVEKANANDA NATIONAL INSTITUTE OF REHABILITATION TRAINING AND RESEARCH
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Department of Speech and Hearing

Sl. No.	Name of the Post(s)	G.P. (in Rs.)	S.S.	E.S.	Vacant	Addl. Demand	Asses sment	Remark by SIU
1.	Asst. Prof.S&H	6600	0	0	0	1		
2.	Lecturer S&H	5400	0	0	0	1		
3.	Audiologist & Speech Therapist	4600	0	0	0	1	1	One post is recommended considering the workload.
4.	Speech Therapist	4200	1	1	0		1	
	TOTAL		1	1	0	3	2	

**SWAMI VIVEKANANDA NATIONAL INSTITUTE OF REHABILITATION TRAINING AND RESEARCH
(SVNIRTAR), CUTTACK**

Department of Library and Information Centre

Sl. No.	Name of the Post(s)	G.P. (in Rs.)	S.S.	E.S.	Vacant	Addl. Demand	Assessment	Remark by SIU
1.	Information & Documentation Officer	6600	1	0	1		-	Recommended for abolition as post is lying vacant for more than 5 years.
2.	Library and Information Officer	5400	0	0	0	1	1	To be the overall incharge.
3.	Assistant Library and Information Officer	4600	1	1	0		1	
4.	Assistant Programmer	4200	1	0	1		-	Recommended for abolition as the post is lying vacant more than 15 years.
5.	Library and Information Assistant	4200	1	1	0	1	1	
6	Typist/Clerk	1900	1	0	1		1	
7	Library Attendant	1800	0	0	0	1	1	Recommended
8	MTS	1800	1	0	1		-	May be outsourced.
	TOTAL		6	2	4	3	5	

**+ Assessment of SIU for Additional Manpower for additional 50 beds in the Hospital under
Physical Medicine & Rehabilitation Department, SVNIRTAR, Cuttack**

Sl. No.	Name of the Division	G.P. (in Rs.)	S.S	E.S	Vacant	Addl. Demand	Assessment	Remark by SIU
1.	Assoc. Prof (PMR/Ortho.)	7600	-	-	-	1	-	
2.	Assistant Professor	6600	-	-	-	3	2	
3.	Medical Officer/Lecturer	5400	-	-	-	5	3	
4.	Radiographer	4200	-	-	-	1	1	
5.	Staff Nurse	4200	-	-	-	5	5	
6.	Pharmacist	2800	-	-	-	4	1	
7.	Lab. Technician	2800	-	-	-	1	1	
8.	Office Asstt.	2400	-	-	-	1	-	To be outsourced as per requirement
9.	MTS (skilled)- Nursing Assistant	1800	-	-	-	4	-	To be outsourced as per requirement.
10	MTS (Ward Attendant)	1800	-	-	-	4	-	To be outsourced as per requirement.
11	Sanitary Staff	1800	-	-	-	6	-	To be outsourced as per requirement.
TOTAL						32	13	

+ Note: This assessment for additional manpower for 50 beds will be applicable/available on the operationalization of the additional 50 bed in the Hospital.