

**Memorandum of Association of the “District Disability Rehabilitation Centre, Ahmedabad” (An Apex Autonomous Body Under District Administration, Ahmedabad, Govt. of Gujarat)**

**I. Name** : District Disability Rehabilitation Centre, Ahmedabad, Gujarat (DDRC-Ahmedabad)

**II. Registered office** : Registered office shall be situated at `O` Block, Civil Hospital, Asarwa, Ahmedabad-380016, Gujarat.

Phone (Office) : (079) 22681743,

E-mail: [ddrcahmedabad@gmail.com](mailto:ddrcahmedabad@gmail.com), [www.ddrcahmedabad.in](http://www.ddrcahmedabad.in)

**III. Objectives:**

1. To act as an Autonomous body under District Administration for working in the field of rehabilitation of the persons with disabilities with a holistic approach.
2. To identify & screen the Persons With Disabilities (PWDs) for their rehabilitation.
3. To provide regular clinical services to the PWDs.
4. To distribute Aids & Appliances to the PWDs under ADIP scheme of Govt. of India.
5. To undertake all possible activities and research work for prevention of disabilities.
6. To facilitate the immunization programme and undertake awareness campaign for immunization to minimize occurrence of disabilities.
7. To provide services for use / repair / follow up of assistive devices.
8. To run regular Pre School / Parent Infant Programme / Early Identification & Education Programme for the rehabilitation of the PWDs at District Disability Rehabilitation Centre.
9. To undertake School Screening Programme at different levels.
10. To provide Special School Placement / Integrated Education referral services to the PWDs.
11. To function as District Level Monitoring Agency for the NGOs working in the district in the field of rehabilitation of the PWDs.
12. To Motivate NGOs & Rural Clubs to start school / centre for the PWDs.
13. To conduct Monthly Parent Guidance Programme at different levels.
14. To provide technical support to the Special Schools / Centres.
15. To provide special educational support / Home bound training.
16. To promote Indian Sign Language courses for the parents, teachers and persons with hearing impairment, in collaboration with National Institute and other organization.
17. To promote Information Technology based educational programme for the rehabilitation of the PWDs.
18. To provide supportive and complementary services to promote education, vocational training and employment for PWDs.
19. To identify suitable vocations for PWDs, keeping in view local resources and designing vocational training.
20. To provide vocational training and identifying suitable jobs in collaboration with National Institutes, NHFDC, Community Polytechnic, KVIC and other institutes so as to make them economically independent.

21. To involve District Employment Exchange for registration of adult PWDs for their vocational training and placement.
22. To Provide / disseminate information on suitable vocations, possible job placements and other placement facilities through a special service window of District Employment Exchange at District Disability Rehabilitation Centre..
23. To undertake legal literacy campaign especially for the PWDs and their families.
24. To provide referral services for existing educational, training and vocational institutions.
25. To conduct Sensitization / Orientation programme for the workers at Grass Root Level such as Anganwadi workers, Health workers, Panchayat members, volunteers, parents and others regarding disabilities.
26. To conduct Need Assessment, Diagnostic, Composite, Follow-up, Fitment and other collaborative camps in Ahmedabad and its contiguous Districts.
27. To conduct Community Awareness Programmes and Exhibitions at different levels.
28. To conduct Awareness Campaigns for Prevention of Occurrence of Disabilities and Rehabilitation of PWDs.
29. To work for provision of barrier free environment to the PWDs for better accessibility.
30. To facilitate the Medical Boards to issue Disability Certificates.
31. To mobilize for increasing the number of State Medical Boards and also mobilize medical boards in different places of the Districts.
32. To assist the PWDs to obtain their Disability Certificates.
33. To assist the PWDs to obtain their Identity Cards, Scholarships, Disability Pension, Widow Pension, Old Age Pension and Other facilities from different Government and other departments.
34. To run early identification clinic at District Disability Rehabilitation Centre and in other District and Sub-divisional level hospitals in collaboration with Health department.
35. To establish Low Vision Aid Clinic.
36. To work in collaboration with DPEP in Integrated Education and other related programmes.
37. To refer the cases for Loan assistance under District Rural Industries (DRI) scheme.
38. To provide guidance and reference services to the PWDs for NHFDC loan for their self employment.
39. To guide and mobilize the PWDs to form Self-Help Groups under “SGSY”.
40. To recommend and refer the homeless PWDs living below the poverty line for their house under “Indira Awas Yojana”.
41. To organize and promote Sports, Games, Cultural programmes and other related activities for the PWDs.
42. To work as a resource centre of “National Trust” and run different programmes under the National Trust for the rehabilitation of the Persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities.
43. To guide and encourage the parents to form “Parent Forum” for the betterment of their wards.
44. To guide, refer and recommend the cases for Legal Guardianship under the “National Trust”.
45. To promote community based rehabilitation to ensure community participation.
46. To accelerate convergence of activities with other related departments such as National Institutes, National Trust, Health, Education, Social Welfare, Rural Development, Sarva Siksha Abhijan, & District Employment Exchange etc.
47. To take initiative for Implementation of schemes / policies of the State and Central Government on disability rehabilitation.

48. To work as a resource centre for development, publication and distribution of different materials (Leaflets, Pamphlets, Booklets, Posters etc.) in regional language for different target groups on the following areas:-
  - √ Causes of disability
  - √ Prevention of disability
  - √ Early identification and intervention strategies
  - √ Special education components
  - √ Methods of economic rehabilitation of disabled persons
  - √ Self employment and salaried employment avenues for disabled persons
  - √ Accessibility and barrier free environment for old and disabled persons.
49. To publish and distribute News bulletin and Journals for the propose of community awareness.
50. To work as a resource centre for Ahmedabad and its contiguous districts for Man Power Development in the field of rehabilitation of the PWDs.
51. To run different Diploma and Certificate level training courses at District Disability Rehabilitation Centre in collaboration with RCI, National Institutes, National Trust, Universities and other Institutes.
52. To start Model School for different categories of PWDs under National Institutes and National Trust.
53. To start Study Centres for different courses under State and National Open Schools & Universities for promotion of higher education among the PWDs.
54. To monitor and follow-up survey on maintenance of reserve post of PWDs and ensure placement roster accordingly in collaboration with competent authorities both from the Government and Non Government Sectors.
55. To accept 3% (three percent) of fund allocation of all developmental Schemes under different Ministries of Central and State Governments (i.e. as per PWD Act and relevant Government orders and circulars from all Developmental Schemes i.e. Rashtriya Sama Vikash Yojana, Sampurna Grameen Swarojgar Yojana, Pradhan Mantri Gramodaya Yojna, etc).
56. To receive Grants / Contributions / Donations from State Government, Central Government, National & International Organizations and from individual donors for rehabilitation of PWDs.  
The income and properties of the District Disability Rehabilitation Centre, Ahmedabad howsoever derived or obtained shall be applied solely towards promotion of objectives of District Disability Rehabilitation Centre. and no part there of shall be paid or divided amongst any of the members by way of profit.

IV. The Members of Parliament, Ahmedabad and Jilla Parishad will be the Patrons & Advisors of the District Disability Rehabilitation Centre, Ahmedabad.

**V. Names of the Founder member of the D.D.R.C:**

General Body of District Disability Rehabilitation Centre, Ahmedabad will consist of the

<b><u>Sr. No.</u></b>	<b><u>Name</u></b>	<b><u>Designation</u></b>	<b><u>Address</u></b>	<b><u>Contact No.</u></b>
1.	Smt. D. Thara	Collector Ahmedabad Chairperson DMT DDRC- Ahmedabad	Collector office, Ashram road, Ahmedabad	079-27551681 (O)
2.	Mr. V. Desai	Add. Collector, Ahmedabad	Collector office, Ashram road, Ahmedabad	079-27551682 (O)
3.	Mr. R. Rangasayee	Director AYJNIHH, Mumbai	A.Y.J.N.I.H.H. Bandra reclamation, Bandra west, Mumbai-400050	022-26400215 (O) 022- 26439920 (O)
4.	Dr. M.M. Prabhakar	Med. Supdt., C.H.A.	Civil Hospital, Ahmedabad	079-22683721(O)
5.	Shri Pramod kumar,	Deputy Municipal Commissioner (IPS) (Health)	Municipal Corporation, Danapith, Ahmedabad 380001	079-25391811(O)
6.	Dr. G. K. Vankar	Psychiatrist (H.O.D.)	Civil Hospital, Ahmedabad	079-22684475 (O)
7.	Mr .Prakash N. Lala	Distt. Information Officer	Block-3, polytechnic compound, Ambawadi, Ahmedabad-15	079- 26301147 (O) 26305895 (O)
8.	Mr. Malpani	Dy. General Manager, ,GSFC	Gujarat Rajya finance department, Children hospital building, Mithakhali, Ahmedabad-01	079- 226464480 (O)
9.	Dr. M.M. Prabhakar	Director, Paraplegia Hospital	Civil Hospital, campus, Ahmedabad	079-22683721(O) Ext . No. -1155 079-27912277 (R)
10.	Dr. Bhushan Punani	Director, Blind People`s Associations	Blind People`s Association, Vastrapur, Ahmedabad	079-226308174 (O) 226308118
11.	Dr. Pravinbhai Pandiya	Secretary, Swavlamban Trust	Himavan, Paldi, Ahmedabad-6.	079-26587623(O) 079-27521417(R)
12.	Sukanraj Hundia	Secretary, Mahavir Viklang Artificial Limb manufacturing Centre	Rajasthan Hospital, Shahibaug, Ahmedabad	079-2742644 (O) 079-27551784 (R)
13.	Shri Rajanish Mahajan	Director, National Informatics Centre	NIC, Block-13, 2 <sup>nd</sup> Floor, New Sachivalaya, Gandhinagar-382010	079-23223035 (O) 079-23252403 (O) 9426577266 (M)
14.	Dr. L.S.Desai	Chief Distt. Health officer	Distt. Panchayat building campus, B/H Bhadra kila Ahmedabad-01	079- 25507076 (O)

<b><u>Sr. No.</u></b>	<b><u>Name</u></b>	<b><u>Designation</u></b>	<b><u>Address</u></b>	<b><u>Contact No.</u></b>
15.	Mr. H. R. Purohit	Distt. Employment Officer	Block-O4, New mental hospital campus, Meghaninager, Ahmedabad-16	079-22680329 (O)
16.	Mrs. Bhadra Pandya	Distt. Primary Education Officer	3 <sup>rd</sup> floor Distt. Panchayat building campus, B/H Bhadra kila. Ahmedabad-01	079-25507126 (O)
17.	Mr. C.N. Solanki	Distt. Social Defence Officer	Old leprosy hospital campus, Nr. S.T. depo , Opp. Astodiya gate, Ahmedabad-01	079-25461313 (O)
18.	Dr. N. N. Dafada	Civil Surgeon (H.O.D.)	Sola Civil Hospital, Sarkhej-Gandhinagar Highway, Ahmedabad	079-27474355(O)
19.	Dr. Vikas Sinha	ENT Surgeon (H.O.D.) Panel Doctor, DDRC-Ahmedabad	Civil Hospital, Ahmedabad	079-22683721(O) Ext.NO.-1097
20.	Dr. R. A. Solanki	Ortho. Surgeon Panel Doctor, DDRC-Ahmedabad	Civil Hospital, Ahmedabad	079- 22683721 (O) Ext: 1170 9825367309 (M)
21.	Dr. Vinay Bharti	Eye Surgeon Panel Doctor, DDRC-Ahmedabad	Civil Hospital, Ahmedabad	079-22681010 (O) 9898436904 (M)
22.	Dr. B. K. Sinha	Ass. Prof. C. Psychologist Panel Doctor DDRC-Ahmedabad	Civil Hospital, Ahmedabad	079- 22683721 (O) Ext: 9879063989 (M)

# **Regulations of the District Disability Rehabilitation Centre, Ahmedabad (DDRC)**

1. **Name of the Society:** District Disability Rehabilitation Centre, Ahmedabad, Gujarat.
2. **Address :** District Disability Rehabilitation Centre, O` Block Civil Hospital, Asarwa, Ahmedabad-380016.  
Tel: 079-22681743 E-mail: [ddrcahmedabad@gmail.com](mailto:ddrcahmedabad@gmail.com), [www.ddrcahmedabad.in](http://www.ddrcahmedabad.in)
3. **Area of coverage of District Disability Rehabilitation Centre:** Ahmedabad and its contiguous Districts.
4. **Objectives** of the District Disability Rehabilitation Centre is set out in the Memorandum of Association annexed to the rules.
5. **Membership:** All the member of the general body shall be member of the District Disability Rehabilitation Centre. There shall be no membership fees for becoming a member. The Chairperson / Executive Chairperson can extend membership to the Centre whom they think important.
6. **Authorities of the Centre :** Authorities of the Centre rest on the General Body and the Executive Committee.

**6.1. Composition of the General Body:** All the members of the Centre are the Members of the General Body.

**6.2. Rights, Power & the duties of the General Body:**

**In general** – It will be supreme body of the Centre and it shall oversee the functioning of the Centre and exercise General Supervision and control over functioning of the Centre.

**In particular** – It shall adopt and approve the annual report of the Centre.

- It shall adopt and approve annual accounts of the Centre.

**6.3. Annual General Meeting:**

- a) **Notice:** The Member Secretary shall annually call the Annual General Meeting (AGM) within three months from the end of last financial year, giving 14 days notice to all members. The notice shall contain the place, date, time and agenda of the meeting.
- b) **Agenda of the AGM:** The business to be transacted at AGM shall be –
  - To confirm minutes of last AGM or Special General Meeting.
  - To approve Annual Report of Centre.
  - To approve Audited Account of the Centre of the previous financial year.
  - To appoint qualified Auditor.
  - To transact any other business brought forward by the Executive Committee and mentioned in notice.
  - Miscellaneous.
- c) **Quorum of the meeting:** 1/3 of the members shall constitute the quorum.
- d) **Method of voting:** The Chairman of the meeting shall decide the manner and method of voting at out set of the meeting.

e) **Extra Ordinary General Meeting:** The Chairman / Executive Vice Chairman may convey a special General Meeting to consider on special matter specifying purpose for which the meeting is called.

7. **Confirmation of the Executive Committee:** The Executive Committee of the Centre will be of following members:

**Chairperson** : District Magistrate, Ahmedabad  
**Executive Vice-Chairman** : Additional District Magistrate , Ahmedabad  
**Member Secretary** : Medical Superintendent, Civil Hospital, Asarwa  
Ahmedabad

8. **Confirmation of the Executive Committee:** The Executive Committee of the Centre will be of following members:

**Chairperson** : District Magistrate, Ahmedabad  
**Executive Vice-Chairman** : Additional District Magistrate , Ahmedabad  
**Member Secretary** : Med. Supdt., Civil Hospital, Asarwa, Ahmedabad  
**Joint Secretary** : Ortho. Surgeon, Civil Hospital, Ahmedabad.  
**Treasurer** : Accountant/S.keeper/ Clerk D.D.R.C, Ahmedabad  
**Office Incharge/ DDRO** : Professional staff, DDRC, Ahmedabad.  
**Members** : Audiologist DDRC ,Ahmedabad  
: Prosthetic Orthotic Engineer DDRC, Ahmedabad  
: District Civil Surgeon, Sola, Ahmedabad  
: District Social Defense Officer, Ahmedabad  
: Representatives from two Non Government  
Organizations having experience in the field of  
Rehabilitation of the Disabled (on rotation basis  
For every two years' term).

Any other person who deemed necessary may be invited / co-opted to the Executive Committee meeting by the Member Secretary.

## 9. **Rights, Power & Duties of Executive Committee:**

- 9.1. All property movable, immovable or any other asset shall vest to the executive committee. It shall be responsible for safe custody of the funds, properties and assets of the Centre.
- 9.2. The business and affair of the Centre shall be carried on and managed by the Executive Committee.
- 9.3. The Executive Committee shall have all such powers and shall perform all such functions as are necessary for achievement and furtherance of the objectives of Centre and carry on management of the property and affairs of the Centre.
- 9.4. To accept Gifts, Donations etc. on behalf of Centre.
- 9.5. To receive Grant-in-Aid from Government and other Institutions on behalf of Centre.
- 9.6. To invest and deal with fund of the Centre.
- 9.7. To improve on fees and charges for service rendered by Centre.
- 9.8. To prepare Annual Report and annual financial statement, budget of Centre.
- 9.9. To prepare annual plan of action.
- 9.10. To purchase materials, equipments etc required for the use of the Centre.
- 9.11. To form sub-committee for various issues.
- 9.12. To exercise administrative control and discipline over employees of the Centre.
- 9.13. To sign and execute all such documents as may be necessary for carrying on management of the property or affairs of the Centre.

**10. Meeting of the Executive Committee:** Subject to provision of the act, the Executive Committee shall meet at least once in three months or as often as necessary.

- 10.1. Chairman, Executive Vice-Chairman or Member Secretary may convey Executive Committee meeting as and when necessary.
- 10.2. Any of the above may serve notice for executive committee to every executive committee member. Notice will be served at least 7 days before the meeting. Notice must contain date, time, venue and agenda of the meeting.
- 10.3. **Quorum for the meeting of the Executive Committee:** One third of Executive Committee Members including Chairperson present shall constitute the quorum for any meeting.
- 10.4. **Presiding Officer for Executive Committee:** The District Magistrate and Executive Vice Chairperson of the Centre shall ordinarily preside over all the meetings of the Executive Committee.
- 10.5. **Voting in Executive Committee Meeting:** In case of difference of opinion amongst the members on any matter under discussion in a meeting the opinion of the majority present shall prevail.

## **11. Functions of the Office Bearers:**

**The functions and the powers of the office bearers shall be as follows: -**

### **11.1. Chairperson:**

- 11.1.1. The Chairperson shall whenever present, preside over the General Body Meetings.
- 11.1.2. The Chairperson shall coordinate the effort of various members of the Centre.
- 11.1.3. The Chairperson shall exercise the casting vote in case the votes for and against a particular issue are equal.
- 11.1.4. The Chairperson may direct the Member Secretary to call a special meeting of General Body at a short notice in case of emergency.
- 11.1.5. The Chairperson shall be the sole and absolute authority to judge the validity of the votes cast by members at all General Body meetings.

### **11.2. Executive Vice-Chairperson:**

- 11.2.1. The Executive Vice-Chairpersons shall exercise all the powers of the Chairperson in the absence of the Chairperson.
- 11.2.2. The Executive Vice-Chairperson shall be responsible for the day to day functioning of the Centre.
- 11.2.3. The Executive Vice-Chairperson shall discharge such other functions as may be specifically delegated to him by the Executive Committee.
- 11.2.4. The Executive Vice-Chairperson shall preside over the meetings of the Executive Committee.
- 11.2.5. The Executive Vice-Chairperson shall jointly operate the bank account of the Centre, either with Member Secretary or Treasurer.

### **11.3. Member Secretary:**

- 11.3.1. The Member Secretary shall be the Chief Executive Officer of the Centre.



- 11.3.2. The Member Secretary shall be responsible for the day-to-day management of the affairs of the Centre, subject to decision of Executive Committee and General Body, within overall framework of Government Orders issued from time to time.
- 11.3.3. The Member Secretary shall be responsible for management of staff of the Centre. He shall exercise control and discipline over the employees of the Centre.
- 11.3.4. The Member Secretary shall verify all Bills and countersign them before presenting them for payment.
- 11.3.5. The Member Secretary shall sign and give pay-order on all bills for payments.
- 11.3.6. The Member Secretary shall maintain proper books of accounts for the funds received and expended by the Centre.
- 11.3.7. The Member Secretary shall receive all the funds on behalf of Centre and issue receipts whenever required.
- 11.3.8. The Member Secretary shall jointly operate Bank Account, either with Executive Vice Chairperson or Treasurer.
- 11.3.9. The Member Secretary shall arrange for the audit of the accounts of the Centre by the auditors appointed by the General Body of the Centre.
- 11.3.10. The Member Secretary shall convene the meetings of the General Body for the circulation to the concerned members.
- 11.3.11. The Member Secretary shall maintain Minute Books of all meetings. The approved minutes of the meetings shall be circulated by him.
- 11.3.12. The Member Secretary shall sign all Deeds and Documents on behalf of the Centre according to the directions of the General Body or the Executive Committee.
- 11.3.13. The Member Secretary shall present the report at the Executive Committee and the General Body meetings of the Centre.
- 11.3.14. The Member Secretary shall sue or be sued and defend the Centre in all legal proceedings.
- 11.3.15. The Member Secretary shall sign and seal any document or proceeding requiring authentication by the Centre.
- 11.3.16. The Member Secretary shall be responsible for the Execution of all policies and decisions adopted in different meetings.
- 11.3.17. The Member Secretary shall ensure compliance with statutory requirements.
- 11.3.18. The Member Secretary shall do all such other lawful acts may be necessary to be executed for the achievement of any or all the objectives of the Centre.
- 11.3.19. The Member Secretary can delegate his functions with the previous approval of the Executive Committee to any Officer of the Centre.

#### **11.4. Treasurer:**

- 11.4.1. The Treasurer shall keep overall control over the funds of the Centre and manage them properly within the policies laid down by the Executive Committee.
- 11.4.2. The Treasurer shall collect and receive all sorts of subscriptions, donations and deposit of money and grant receipts thereof.
- 11.4.3. The Treasurer shall arrange for maintenance and keeping of cashbook and such other books of accounts as are necessary.
- 11.4.4. The Treasurer shall be one of the signatories to operate bank account along with the Executive Vice-Chairperson or The Member Secretary.
- 11.4.5. The Treasurer shall prepare the budget in consultation with the Member Secretary for consideration of the Executive Committee.

## **12. Funds of the Centre:**

**The funds of the Centre shall consist of following sources: -**

- Grants-in-aid from the State & Central Government
- Advance / loans from banks and other financial institutions as well as other sources.
- Other grants, gifts, donations and contributions in kind or cash.
- Service Charges.

## **13. Accounts of the Centre:**

The funds of the Centre shall be deposited in one or more bank accounts of any nationalized banks, which shall be jointly operated, at any time, by any two of the following three functionaries: -

- i) Executive Vice-Chairperson
- ii) Member Secretary
- iii) Treasurer

## **14. Financial Year:**

The accounting year for the Centre will be from 1<sup>st</sup> April to 31<sup>st</sup> March. The annual income and expenditure accounts and Balance Sheet of the Centre shall be presented at the annual general body meeting within 3(three) months of the close of the accounting year, duly audited by the competent auditor nominated by the general body.

## **15. Keeping of Accounts:**

The Executive Committee shall arrange for proper maintenance of accounts with respect to:-

1. All sums of money received and spent by Centre.
2. All sales and purchases of goods by the Centre.
3. The assets and liabilities of the Centre.

The books of accounts and other statutory books shall be kept at the registered office of the Centre and shall be open to inspection at such time and place as the Governing Body directs, on a written request made by any members or to authorized Government officials.

## **16. Audit of Accounts:**

An approved Audit Firm shall be appointed as auditor of the Centre at Annual General Body meeting to audit the accounts of the Centre for the ensuing year. The auditor of the Centre shall have access to the books of the accounts and vouchers of the Centre and shall be entered to require such information and explanation as he may think necessary for the performance of his duties as Auditors. The report of the Auditor duly adopted in the General Body meeting shall be filed with the Registrar of Societies, Ahmedabad along with other returns required under the act. Office Accountant will be responsible for producing all documents to Auditor appointed by General Body.

**17. Annual List of Executive Committee:**

Once in every year, a list of the bearers and members of the Centre shall be noted with the Registrar of the Societies, Ahmedabad.

**18. Suits & Legal Proceedings:**

The Centre may sue or be sued in the name of the Member Secretary or such person as may be authorized by the Executive Committee, as per the provision laid down under Societies Registration Act of 1860.

**19. Amendments & Alterations in the Memorandum or Regulations:**

Amendments & Alterations in the Memorandum or Regulations will be carried on in accordance with procedure laid down under Societies Registration Act of 1860. The Memorandum and Regulations may be altered, modified, rescind or added to, by special resolutions passed by the members in General Body Meeting called for the purpose by three-fourths majority of the members present at such meeting.

**20. Application of the Act:**

All the sections of the societies registration act of 1860 shall apply to this Centre.

**21. Directions of Central / State Government:**

The centre shall carry out such directions as may be issued to it from time to time by the Government of India and / or the State Government for the implementation of the programmes / schemes and shall furnish to the Govt. of India and the State Government and their collaborative agencies such reports, returns and other information as may be required by them from time to time. The centre shall also ensure that all the existing orders issued by Government of Gujarat and Government of India is strictly followed while carrying out the activities of the centre.