

REHABILITATION COUNCIL OF INDIA
B-22, QUTAB INSTITUTIONAL AREA,
NEW DELHI - 110016

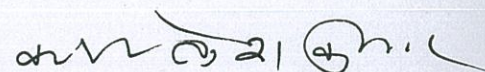
10-75/ZCC/Policy/ 2017

09 May, 2018

Circular

This is with reference to the recommendations received during All India Zonal Coordination Committee Meeting held on 10th April 2018, all the Zonal Coordinators and ZCC Members are requested to strictly follow the following instructions:

1. Zonal Co-ordinators will organize quarterly meeting of all ZCC members to review the zonal activities, as prescribed in the guidelines. The dates and venue etc. should be informed to RCI well in advance.
2. ZCC Members will not to visit the institutions unless asked by RCI or prior permission is obtained from RCI.
3. Inspection report on prescribed format is to be submitted to the Council by the Zonal Coordinators, when asked for the inspection.
4. Respective Zonal coordinators have to submit quarterly report about the activities and statement of expenditure etc. to the Council on prescribed formats.
5. ZCC members and Coordinators should provide the photograph and contact details to RCI for issuance of I-cards by RCI. Letter head format, visiting card and ID card will be designed and finalised by the Council.
6. Tentative calendars of the programs proposed to be organised annually to be submitted by the respective ZCC within one month from the date of receipt of this circular. In future, the same shall be submitted to the Council by end of May every year.



(Kamlesh Kumar Pandey)
Chairperson

CC:

1. To all concerned. (ZCC co-ordinators and members, all)
2. PS to MS for information and necessary action
3. All officers of the Council
4. RCI website