

F.No: 8-A/Policy/2019/ RCI
Rehabilitation Council of India
(Department of Empowerment of Persons with Disabilities (Divyangjan)
(A Statutory Body of Ministry of Social Justice & Empowerment)
Govt. of India

B-22, Qutab Institutional Area
New Delhi – 110016
Dated: 13 May,2024

To

All Head/Coordinator
RCI approved training institutes

Sub: Submission of monthly information w.r.t. the activities conducted – reg.

Madam / Sir,

Consequent upon the decision of the Chairperson, RCI with reference to the activities undertaken by the approved institutions of RCI on monthly basis, it is requested to all the Head/Coordinators of the institutes conducting RCI approved programmes to submit monthly report latest by 25th of every month on the following activities:

- a. Major activities undertaken during the month:
- b. Total No. of beneficiaries served under various clinical and/or other services. (Only total figures separately for new follow up and supportive services may be furnished) -
- d. Conferences / Job Fairs / Seminars conducted during the month or any other events -
- e. Skill Development activities -
- f. Awareness Generation / Distribution and other Camps organized -
- g. Action taken / progress made in:
 - i. E-governance -
 - ii. Swachh Bharat Abhiyan -
 - iii. Sugamya Bharat Abhiyan -
 - iv. Progressive use of Hindi (Rajbhasha) -
- h. Redressal of Public Grievances -
- i. Major Important Achievements of the organization / Institute -
- j. Any other activities initiated -
- k. New initiatives, if any -
- l. Any other information considered important to be intimated -

The monthly report may be emailed to rci-depwd@gov.in positively by 25th of every month.

This issues with the approval of competent authority.



(Dr. Sandeep Tambe)
Dy. Director

Copy for information to:

- (i) PS to Chairperson, RCI
- (ii) PA to Member Secretary, RCI
- (iii) RCI website