

NATIONAL INSTITUTE OF AYURVEDA

NOTIFICATION UNDER THE RIGHT TO INFORMATION ACT, 2005

The National Institute of Ayurveda, Jaipur hereby publishes the following for the information of general public under the Right to Information Act, 2005, Clause 4(b):

The National Institute of Ayurveda is an apex Institute under the Department of AYUSH for promoting growth and development of Ayurveda as a model Institute for evolving high standards of teaching, training, research and patient care and also to invoke scientific outlook to the knowledge of Ayurvedic System of Medicine. The Institute is an autonomous body under Department of AYUSH, Ministry of Health and Family Welfare, Govt. of India and is registered under the Rajasthan Societies Registration Act, 1956.

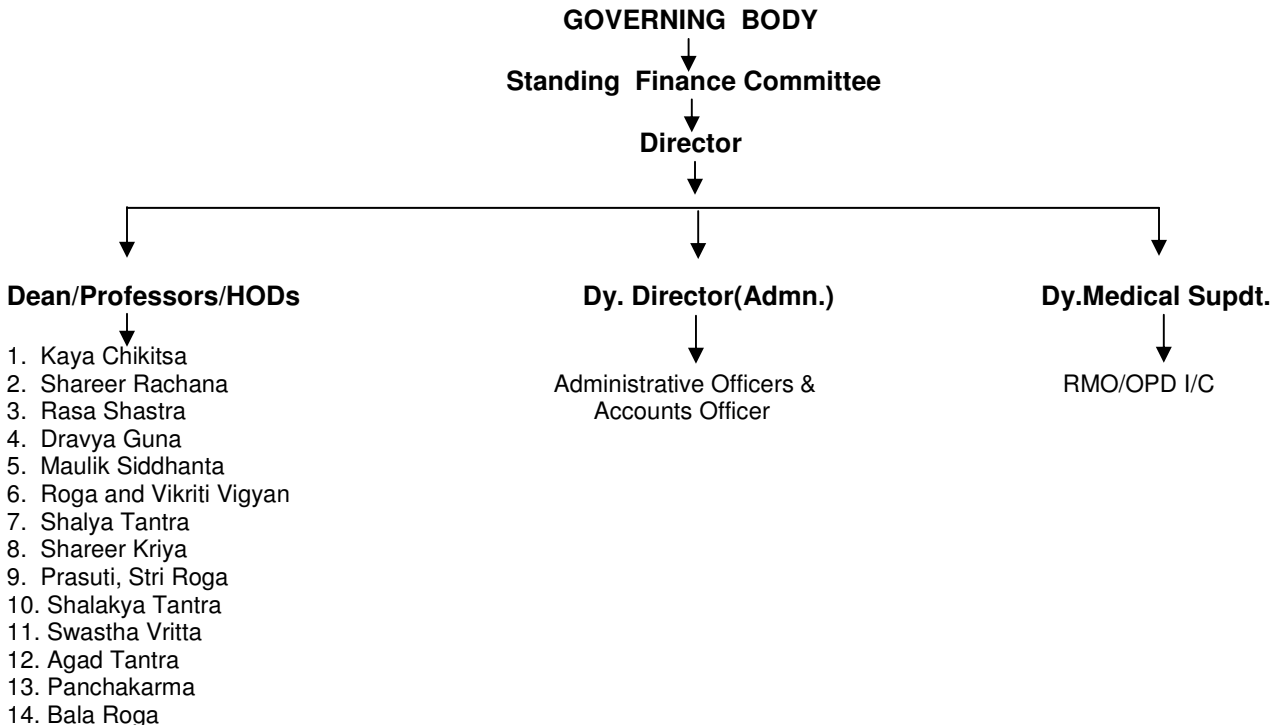
Aims and Objectives:

1. To promote the growth and development of Ayurveda.
2. To produce graduates and post-graduates in all branches of Ayurveda.
3. To conduct research on various aspects of Ayurveda.
4. To provide medical care through Ayurvedic Systems of Medicine to the suffering humanity.
5. To provide and assist in providing service and facilities of highest order for research, evolution, training, consultation and guidance to Ayurvedic System of Medicine.
6. To conduct experiments and develop patterns of teaching under-graduate and post-graduate education in all branches of Ayurveda.

Functions and Duties

- (1) Under Graduate, Post Graduate and Ph.D. level education, teaching, training leading to the Degrees of BAMS, MD/MS(Ayurved) and Ph.D.(Ayurved)
- (2) Training to Medical Officers of Ayurveda as sought from other State Governments.
- (3) Diploma Course in Ayurvedic Compounder/Nursing.
- (4) Providing Ayurvedic treatment to general public through its OPD and IPD (241 beds).
- (5) Providing Ayurvedic treatment to SC and ST inhabited areas of Rajasthan under the SCP/TSP Scheme subject to budgetary allocation.

ORGANISATIONAL CHART



Functions of the Officers of the Institute:

Director

1. Overall In-charge and Chief Executive of the Institute.
2. Implementation of various policies and decisions taken by Governing Body and SFC and also Government orders.
3. Head of the Institute as defined in FR and SR.
4. He has to arrange for the Meetings of Governing Body and Standing Finance Committee.

Dean(Academic)

1. He is the overall In-charge of the academic activities of the Institute like conduct of regular classes, teaching, training, practical classes and other education activities.
2. He has to see and arrange for the conduct of regular and timely annual examinations by the University.
3. He has to make coordination among the University and the Institute with regard to syllabus, curriculum, admission, examination etc. for smooth conduct of various courses.

Professors and Heads of the Departments

1. In-charge of the respective teaching departments and its units.
2. Responsible for carrying out teaching and training activities concerning the respective departments.
3. Responsible for Hospital treatment of both OPD and IPD concerning their subjects as well as beds allotted.
4. Supervising the teachers under them like Associate Professors, Assistant Professors and Lecturers for smooth and regular conduct of classes, teaching, training and patient care activities.
5. Supervising subordinate staff like technical staff, clerical staff and other Group-D employees.
6. Supervising and carrying out various research subjects allocated to PG and Fellowship scholars.
7. To arrange for practical classes in departments, laboratories, hospitals etc. as required in the teaching and training programs of students and scholars.
8. Participating in seminars and conferences in the Institute as well as outside Institutions.
9. To conduct training and preparation of training modules for teachers and physicians training in the respective subjects.
10. To participate in medical camps organized for SC and ST inhabited areas of Rajasthan.

Associate Professors, Assistant Professors and Lecturers

1. To carry out various duties and responsibilities of teaching, classes, practicals etc. allotted in the respective teaching departments and its units.
2. Responsible for carrying out teaching and training activities concerning the respective departments.
3. Responsible for Hospital treatment of both OPD and IPD concerning their subjects as well as beds allotted.
4. Managing for the smooth and regular conduct of classes, teaching, training and patient care activities.
5. Managing the subordinate staff like technical staff, clerical staff and other Group-D employees.
6. Supervising and carrying out various research subjects allocated to PG and Fellowship scholars.
7. To arrange for practical classes in departments, laboratories, hospitals etc. as required in the teaching and training programs of students and scholars.
8. Participating in seminars and conferences in the Institute as well as outside Institutions.
9. To conduct training and preparation of training modules for teachers and physicians training in the respective subjects.
10. To participate in medical camps organized for SC and ST inhabited areas of Rajasthan.

Deputy Medical Superintendent

1. He is responsible for the overall management of the Hospitals having OPD and IPD.
2. He has to supervise and control the Hospital Staff for the smooth functioning of patient care activities.
3. He has to allot duties and responsibilities to the Hospital Staff like Nurses, Pharmacists, Group-D etc. for the smooth functioning of the Hospitals.
4. He is responsible to see that the Hospital services are rendered to the patients satisfactorily including availability of medicines, diet, linen etc.
5. He has to arrange duties and responsibilities of the PG and Ph.D. scholars in the Hospital.

6. He has to see that the Hospital premises and facilities are properly maintained and the cleanliness is provided.

Resident Medical Officer

1. Management of the Hospital for providing better health care facilities including availability of medicines, diet, linen etc.
2. Control the subordinate staff working in the Hospital and allotting them duties.
3. He has to see that better hospital services are rendered to the patients satisfactorily.
4. He has to see that the PG and Ph.D. scholars are at duty at the allotted hours and that they are attending to patients.
5. He has to see that the Hospital premises and facilities are properly maintained and the cleanliness is provided.

OPD In-charge

1. He is responsible for the overall maintenance of OPD services to patients.
2. He has to see that the patients are getting the medicines available in the OPD Counter.
3. He has to maintain proper registry of the patients attending the OPD.
4. He has to see that the Hospital premises is properly cleaned and maintained.

Deputy Director(Administration)

1. He is the overall In-charge of the administration of the Institute.
2. He is responsible for proper management of the administrative machinery like various sections, units etc.
3. He has to manage the budget of the Institute and to see that they are properly utilized.
4. He is the controlling Officer for various sections like establishment, personnel, general, accounts, general stores etc. and he has to see that these sections function properly.
5. He is also the controlling Officer for the Estates of the Institute.
6. He has to complete the Annual Accounts of the Institute for submitting before the Audit.
7. He has to complete the Annual Reports of the Institute for approval.
8. He has to implement various policy decisions taken by Committees and also the Govt.

Administrative Officers

There are 2 Administrative Officers (Administrative Officer(R) and Administrative Officer(K) having different duties of different sections.

Administrative Officer(R)

1. In-charge of the sections like Establishment, Academic, General Administration.
2. He has to see that these sections are functioning properly and the matters are dealt with satisfactorily.
3. He has to see and get the proposals of personal records, leave, GPF, advances, LTC, allotment of quarters, admissions, examinations, are submitted and cleared.
4. He is to make arrangements for the conduct of PG Entrance Test.
5. He has to arrange for the enrollment of students and scholars from the University.
6. He has to maintain liaison with various teaching departments for the smooth conduct of various academic activities.

Administrative Officer(K)

1. Preparation of Agenda for the Meetings of Governing Body, Standing Finance Committee, Selection Committees, DPCs, Parliamentary Committees and the Minutes thereof.
2. Preparation of Annual Report both in English and Hindi and submission for approval.
3. Drafting of Rules & Regulations required.
4. Arranging replies and documents for the Ministry in reply to their correspondences on various subjects and issues.
5. Preparation of documents for visits of Parliamentary Committees and also for Foreign Delegations.
6. Maintaining Annual Confidential Reports of Officers and Staff.
7. Preparation of 5 Years Plans and Annual Plans.

Accounts Officer

1. He is overall In-charge of the Accounts Section.

2. He has to supervise and control the budgetary allocations and to see that they are properly utilized for which it is provided.
3. Preparation of Annual Accounts and conduction of Audit on time.
4. Financial advises on purchases and budgetary utilizations.
5. Preparation of Annual Budget requirements.
6. Compliance of Reports of Audit.
7. Checking and passing of bills and co-signatory for fund operations with the Bank.
8. To supervise and checking of cash.

Other Employees

The employees, both technical and non-technical, working in various departments, sections and units are to work and discharge various duties and responsibilities allotted to them by their respective Heads and In-charge.

The papers or applications received are processed in the concerned section or unit and then they are submitted to the immediate incharge or officer and goes to the level of Director for decision making. If it is within the powers of the Director, they are decided upon or if it is beyond his powers, then they are submitted to the Government or Standing Finance Committee or Governing Body, as the case may be.

Policy decisions are taken at the levels of Director or President, Governing Body or SFC or Governing Body or the Government before they are implemented.

The major functions of the Institute being teaching, training, patient care and similar academic activities, the norms and procedures are decided by the CCIM or the University or the Govt. of India for their implementation in the Institute. Once it is implemented, the Institute has to discharge its various functions and norms for the smooth functioning of various academic activities.

The Institute has so far notified the following rules & regulations for discharge of various functions and activities:

1. Memorandum of Association and Rules & Regulations.
2. Bye-Laws
3. NIA Service Rules
4. NIA Allotment of Staff Quarters Rules
5. NIA Employees GPF Rules
6. Citizens' Charter

For other discharge of its functions, it follows all the Central Government Rules as well as the Norms and Rules prescribed by CCIM and the University of Rajasthan/Rajasthan Ayurved University for administrative as well as academic activities.

The above Rules & Regulations are held by the Institute and are under its control. Apart from this, the Institute has its routine files and documents relating to its overall functions and activities and also Annual Report, Audited Accounts, Small Brochures, etc.

The Institute is primarily engaged in education activities of Ayurveda and the patient care activity being limited to the requirements of teaching and training (and not a general treatment provider), there is no such arrangement exists in the Institute for its policy.

There are only 2 bodies existing in the Institute: Governing Body and Standing Finance Committee. As already stated, the Institute is primarily an educational Institute, so its policies and activities are limited to the Institute only, therefore, they are not accessible to the public. The list of the Governing Body and Standing Finance Committee is given below:

GOVERNING BODY
(Constituted in March 2009 for 3 Years)

- | | | |
|-----|--|------------------|
| 1. | Hon'ble Union Minister of Health & FW
Nirman Bhavan
New Delhi 110011 | President |
| 2. | Hon'ble Union Minister of State for Health & FW
Nirman Bhawan
New Delhi 110011 | Vice-President |
| 3. | Hon'ble Minister of State for Health and Ayurveda
Government of Rajasthan
Secretariat
Jaipur 302005 | Vice-President |
| 4. | Secretary
Department of AYUSH
Government of India
Red Cross Building
Red Cross Road
New Delhi 110001 | Member |
| 5. | Additional Secretary & FA
Ministry of Health & FW
Nirman Bhawan
New Delhi 110011 | Member |
| 6. | Joint Secretary
Department of AYUSH
Government of India
Red Cross Building
Red Cross Road
New Delhi 110001 | Member |
| 7. | Adviser(Ayurved)
Department of AYUSH
Government of India
Red Cross Building
Red Cross Road
New Delhi 110001 | Member |
| 8. | Secretary/Director(AYUSH)
Government of Rajasthan
Secretariat
Jaipur 302005 | Member |
| 9. | Secretary/Director(AYUSH)
Government of Kerala
Department of Health & Ayurved
Secretariat
Thiruvananthapuram | Member |
| 10. | Vice-Chancellor
Rajasthan Ayurved University
Nagaur Road
Kadwad
Jodhpur (Rajasthan) | Member |
| 11. | Prof. Ram Harsh Singh
Professor of Emeritus, BHU
6 Ganga Bagh
Lanka
Varanasi 221005 | Member |

- | | | |
|-----|--|--------------|
| 12. | Dr. Harish Kumar Verma
Renowned Ayurved Physician
A-138 Madhuvan
Vikas Marg
New Delhi 110092 | Member |
| 13. | Prof. S D Seth
Professor of Emeritus, ICMR
N-14/D Mandir Marg
Saket
New Delhi 110017 | Member |
| 14. | Director
Regional Research Laboratory(CSIR)
Canal Road
Jammu 180001 | Member |
| 15. | Director
Central Council for Research in Ayurveda & Siddha
61-65 Institutional Area, Opp. D Block
Janakpuri
New Delhi 110058 | Member |
| 16. | Director, National Institute of Ayurveda, Jaipur | Member-Secy. |

STANDING FINANCE COMMITTEE

- | | | |
|----|--|--------------|
| 1. | Joint Secretary
Department of AYUSH | Chairman |
| 2. | Addl. Secretary(FA)
Ministry of Health & F.W. | Member |
| 3. | Pr. Secretary(Ayurveda)
Government of Rajasthan | Member |
| 4. | Director
Department of AYUSH | Member |
| 5. | Prof. R H Singh
Professor Emeritus, BHU | Member |
| 6. | Prof. S D Seth
Professor Emeritus, ICMR | Member |
| 7. | Director, NIA | Member-Secy. |

Name, Designation of the Officers and their Pay Scales

Name of the Officer	Designation	Pay Band & Grade Pay		
<u>Administration</u>				
1. PROF. AJAY KUMAR SHARMA	Director	PB-4	37400-67000	GP 10000
2. Shrii GL Agrawal	Deputy Dir.(Admn.)	PB-3	15600-39100	GP 6600
3. Shri RP Sharma	Admn. Officer	PB-3	15600-39100	GP 5400
4. Shri NN Kutty	Admn. Officer	PB-3	15600-39100	GP 5400
5. Shri PR Mali	Accounts Officer	PB-3	15600-39100	GP 5400
<u>Academic</u>				
1. Prof. LK Dwivedi	Professor	PB-4	37400-67000	GP 8700
2. Prof. AK Sharma	Professor	PB-4	37400-67000	GP 8700
3. Prof. MS Meena	Professor	PB-4	37400-67000	GP 8700
4. Prof. OP Upadhyaya	Professor	PB-4	37400-67000	GP 8700
5. Prof. HK Kushwaha	Professor	PB-4	37400-67000	GP 8700
6. Prof. MD Sarma	Professor	PB-4	37400-67000	GP 8700
7. Prof. Abhimanyu Kumar	Professor	PB-4	37400-67000	GP 8700
8. Prof. NS Chundawat	Professor	PB-4	37400-67000	GP 8700
9. Dr. VK Gotecha	Associate Professor	PB-3	15600-39100	GP 7600
10. Dr. NK Khemani	Associate Professor	PB-3	15600-39100	GP 7600
11. Dr. (Mrs.) Meeta Kotecha	Associate Professor	PB-3	15600-39100	GP 7600
12. Dr. RS Sharma	Associate Professor	PB-3	15600-39100	GP 7600
13. Dr. CM Jain	Associate Professor	PB-3	15600-39100	GP 7600
14. Dr. K.Shankar Rao	Associate Professor	PB-3	15600-39100	GP 7600
15. Dr. PS Mehta	Associate Professor	PB-3	15600-39100	GP 7600
16. Dr. SK Khandel	Associate Professor	PB-3	15600-39100	GP 7600
17. Dr. Moti Rai	Associate Professor	PB-3	15600-39100	GP 7600
18. Dr. RK Joshi	Associate Professor	PB-3	15600-39100	GP 7600
19. Dr. KL Meena	Associate Professor	PB-3	15600-39100	GP 7600
20. Dr. Nageshwara Rao	Associate Professor	PB-3	15600-39100	GP 7600
21. Dr. MK Shringi	Associate Professor	PB-3	15600-39100	GP 7600
22. Dr. HC Gupta	Associate Professor	PB-3	15600-39100	GP 7600
23. Dr. Bal Dev Kumar	Associate Professor	PB-3	15600-39100	GP 7600
24. Dr. JP Verma	Associate Professor	PB-3	15600-39100	GP 7600
25. Dr. SPS Jaijanya	Associate Professor	PB-3	15600-39100	GP 7600
26. Dr. KK Sharma	Associate Professor	PB-3	15600-39100	GP 7600
27. Dr. DR Bhaskar	Associate Professor	PB-3	15600-39100	GP 7600
28. Dr. DS Mishra	Associate Professor	PB-3	15600-39100	GP 7600
29. Dr. RK Chulet	Assistant Professor	PB-3	15600-39100	GP 6600
30. Dr. CB Sharma	Assistant Professor	PB-3	15600-39100	GP 6600
31. Dr. K. Govardhan	Assistant Professor	PB-3	15600-39100	GP 6600
32. Dr. Srinivas Sharma	Assistant Professor	PB-3	15600-39100	GP 6600
33. Dr. OP Sharma	Assistant Professor	PB-3	15600-39100	GP 6600
34. Dr. BB Pandey	Assistant Professor	PB-3	15600-39100	GP 6600
35. Dr. RPS Chauhan	Assistant Professor	PB-3	15600-39100	GP 6600
36. Dr. RK Sharma	Assistant Professor	PB-3	15600-39100	GP 6600
37. Dr. ML Jaiswal	Assistant Professor	PB-3	15600-39100	GP 6600
38. Dr. A. Ramamurty	Assistant Professor	PB-3	15600-39100	GP 6600
39. Dr. (Mrs.) Sushila Sharma	Assistant Professor	PB-3	15600-39100	GP 6600
40. Dr. P.Suresh	Assistant Professor	PB-3	15600-39100	GP 6600
41. Dr. Pawan Kumar	Assistant Professor	PB-3	15600-39100	GP 6600
42. Dr. OP Dadhich	Assistant Professor	PB-3	15600-39100	GP 6600
43. Dr. J Mani	Assistant Professor	PB-3	15600-39100	GP 6600
44. Dr. (Mrs.) Anita Sharma	Assistant Professor	PB-3	15600-39100	GP 6600
45. Dr. (Mrs.)Nisha Gupta	Assistant Professor	PB-3	15600-39100	GP 6600
46. Dr. SK Sharma	Assistant Professor	PB-3	15600-39100	GP 6600
47. Dr. HR Meena	Assistant Professor	PB-3	15600-39100	GP 6600
48. Dr. UR Saroj	Lecturer	PB-3	15600-39100	GP 5400
49. Dr. YK Pandey	Lecturer	PB-3	15600-39100	GP 5400
50. Dr. Govind Pareek	Lecturer	PB-3	15600-39100	GP 5400

51. Dr. Asit K Panja	Lecturer	PB-3	15600-39100	GP 5400
52. Dr. Sunil Yadav	Lecturer	PB-3	15600-39100	GP 5400
53. Dr. Vikals Bhatnagar	Lecturer	PB-3	15600-39100	GP 5400
54. Dr. Madhukar S Lahenga	Lecturer	PB-3	15600-39100	GP 5400
55. Dr. RP Sharma	Lecturer	PB-3	15600-39100	GP 5400
56. Dr. SK Agrawal	Lecturer	PB-3	15600-39100	GP 5400
57. Dr. MP Meena	Lecturer	PB-3	15600-39100	GP 5400
58. Dr. AK Sharma	Lecturer	PB-3	15600-39100	GP 5400
59. Dr. Narinder Singh	Lecturer	PB-3	15600-39100	GP 5400
60. Dr. CR Yadav	Lecturer	PB-3	15600-39100	GP 5400
61. Dr. Sudipt Rath	Lecturer	PB-3	15600-39100	GP 5400
62. Dr. BK Sevatkar	Lecturer	PB-3	15600-39100	GP 5400
63. Dr. SK Mandal	Lecturer	PB-3	15600-39100	GP 5400
64. Dr.(Mrs.) Nisha Kr. Ojha	Lecturer	PB-3	15600-39100	GP 5400
65. Dr.(Miss) Durgavati Devi	Lecturer	PB-3	15600-39100	GP 5400
66. Dr.(Miss) Pushpalata	Lecturer	PB-3	15600-39100	GP 5400
67. Dr.(Mrs.) Aparna Sharma	Lecturer	PB-3	15600-39100	GP 5400
68. Dr.(Mrs.) U Kharadia	Jr. Lecturer	PB-2	9300-34800	GP 4600
1. Shri S Trivedi	Librarian	PB-2	9300-34800	GP 4600
2. Smt.P. Benson	Matron	PB-2	9300-34800	GP 5400
3. Shri SL Gothwal	Office Supdtt.	PB-2	9300-34800	GP 4200
4. Shri DS Negi	Office Supdtt.	PB-2	9300-34800	GP 4200
5. Shri JP Sharma	PA to Director	PB-2	9300-34800	GP 4200

Apart from this, there are 98 Group-C and 153 Group-D employees working in different Departments, Offices, Hospital and Sections in the Institute.

The Institute is fully financed by the Department of AYUSH, Ministry of Health and Family Welfare, Government of India.

The Budget Allocation made for the Year 2009-2010 is as below. The Proposed Expenditure is also the same during the year.

Rs. 16.81 Crores in Non-Plan
Rs. 12.00 Crores in Plan

The Institute has no subsidy programmes.

All these information given here are given in electronic form.

The information about various activities of the Institute, its Annual Report, etc. can be had from the Institute's Public Information Officer or from its Office from 9 AM to 5.30 PM on working days. The Library is open only to Teachers, Officers, Students and Scholars of the Institute as books, etc. relating to Ayurveda and other Medical Sciences only are available in the Library.

The Names, Designation, Telephone No. of the Public Information Officer:

**Prof. Hemant Kumar Kushwaha
Professor & HOD of Shalya Tantra**

Telephone: Office - 0141-2635744 Extn. 600, 332 and 655 Res. - 0141-2785113
