



**NATIONAL INSTITUTE OF AYURVEDA**  
(Ministry of AYUSH, Government of India)

**THE RIGHT TO INFORMATION ACT, 2005**  
(Updated on 1-4-2016)

Jorawar Singh Gate, Amer Road  
JAIPUR - 302002 (Raj.)  
Tel: 0141-2635816, 2635740, 2635292, 2635744(EPABX), Fax: 2635709  
Website: [www.nia.nic.in](http://www.nia.nic.in) E-Mail: [nia-rj@nic.in](mailto:nia-rj@nic.in)

**Manual-1**  
**Particulars of Organization, Functions and Duties**  
**[Section 4(1)(b)(i)]**

**1. PARTICULARS OF THE ORGANIZATION, FUNCTIONS AND DUTIES**

The National Institute of Ayurveda, established on 7-2-1976, is an apex Institute under the Ministry of AYUSH, Government of India 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.

**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 and Teachers of Ayurveda as sought from other State Governments.
3. Diploma Course in AYUSH Nursing & Pharmacy.
4. Conducting Panchakarma Attendant Training Course.
5. Conducting Short Term Training Programs for Foreign Medical and Non-Medical Professionals.
6. Providing Consultation and Treatment to general public through its OPD and 300 Bedded Hospital.
7. Providing Ayurvedic treatment to SC and ST inhabited earmarked areas of Rajasthan under SCP/TSP Scheme subject to budgetary allocation.

**Affiliation**

The Institute is affiliated to the Dr. Sarvepalli Rajasthan Ayurved University, Jodhpur for Academic and Examination purposes and follows the Syllabus and Curriculum prescribed by the Central Council of Indian Medicine as adopted by the University. The Institute Director and Teachers are well-represented in various Bodies of the University like Board of Management, Academic Council, Faculty of Ayurveda, Board of Studies, etc. and give their valuable suggestions, opinions and expertise, from time to time, for enriching and developing Ayurvedic Education, Research and Patient Care Activities.

**Teaching Departments**

The following 14 Teaching Departments are covered in both UG and PG Education in the Institute and fully equipped with all the necessary facilities for a national level institution. Each Department is headed either by a Professor or an Associate Professor as Head of the Department:

- |                                      |                                  |
|--------------------------------------|----------------------------------|
| 1. Agad Tantra                       | Toxicology & Forensic Medicine   |
| 2. Dravya Guna                       | Materia Medica & Pharmacology    |
| 3. Kaumar Bhritya                    | Pediatrics                       |
| 4. Kayachikitsa                      | Medicine                         |
| 5. Maulik Siddhanta                  | Fundamental Principles           |
| 6. Panchakarma                       | Penta Bio-Purification Methods   |
| 7. Prasuti Stri Roga                 | Gynaecology & Obstetrics         |
| 8. Roga & Vikrit Vigyan              | Diagnostic Procedure & Pathology |
| 9. Rasa Shastra & Bhaishajya Kalpana | Ayurvedic Pharmaceuticals        |
| 10. Sharir Rachana                   | Anatomy                          |
| 11. Sharir Kriya                     | Physiology                       |
| 12. Shalya Tantra                    | Surgery                          |
| 13. Shalakya Tantra                  | ENT & Eye                        |
| 14. Swastha Vritta                   | Preventive & Social Medicine     |

## COURSES OFFERED - AT A GLANCE

| Name of the Course  | Level                | Duration                                | Seats                        | Seats Available for:  | Admission Qualification  | Mode of Admission  | Fees   | Monthly Stipend   |
|---|----------------------|---|------------------------------|---|--|--|--|---|
| <b>BAMS – Ayurvedacharya</b>  | <b>Graduate</b>      | 5½ Years including 1Year Internship     | 92                           | 2 for Foreign Nationals (Sponsored by ICCR).<br><br>10 for South-East Asian Countries (Through Ministry of AYUSH, Govt. of India).<br><br>10 for Girls. General, SC, ST, OBC, PH.   | Pass in 12 <sup>th</sup> Std. Examination with Science Subjects (Physics, Chemistry & Biology) from a recognized Board of Education. | From the Merit of an all India Entrance Test conducted by Dr. Sarvepalli Radhakrishnan Rajasthan Ayurved University, Jodhpur.<br><br>The Notification for Entrance Test is published in Newspapers on all India level and also on the Websites of the University and NIA, normally in April-May. | 1 <sup>st</sup> Year Rs. 27,100<br>2 <sup>nd</sup> Year Rs. 17,500<br>3 <sup>rd</sup> Year Rs. 17,500<br>4 <sup>th</sup> Year Rs. 26,250   | Rs. 12,684 During Internship  |
| <b>Ayurveda Vachaspati MD/MS(Ayurveda)</b><br><i>Agad Tantra<br/>Dravya Guna<br/>Kayachikitsa<br/>Kaumara Bhritya<br/>Maulik Siddhanta<br/>Panchakarma<br/>Prasuti Tantra-Stri Roga<br/>Roga &amp; Vikriti Vigyan<br/>Rasa Shastra &amp; Bhaishajya Kalpana<br/>Shalya Tantra<br/>Shalakya Tantra<br/>Sharir Kriya<br/>Sharir Rachana<br/>Swasth Vritta</i> | <b>Post-Graduate</b> | 3 Years                                 | 104 Spread over 14 Subjects. | 3 for BIMSTEC Countries (Sponsored by ICCR)<br><br>3 for South-East Asian Countries(Through Ministry of AYUSH, Govt. of India).<br><br>1 for Malaysia (Through Ministry of AYUSH, Govt. of India).<br><br>General, SC, ST, OBC, PH. | Pass in BAMS and Completion of Internship  | From the Merit of an all India Entrance Test conducted by Dr. Sarvepalli Radhakrishnan Rajasthan Ayurved University, Jodhpur.<br><br>The Notification for Entrance Test is published in Newspapers on all India level and also on the Websites of the University and NIA, normally in April-May. | 1 <sup>st</sup> Year Rs. 40,300<br>2 <sup>nd</sup> Year Rs. 27,700<br>3 <sup>rd</sup> Year Rs. 27,700<br><br>Hostel Fee Rs. 12,000 Per Year if Hostel is allotted, subject to availability.                  | 1 <sup>st</sup> Yr. Rs. 15,820<br>2 <sup>nd</sup> Yr. Rs. 16,950<br>3 <sup>rd</sup> Yr. Rs. 18,080<br><br>Plus DA at Central Govt. Rate |
| <b>Regular Fellowship - Ph.D.(Ayurveda)</b><br><i>In all the above 14 Subjects</i>  | <b>Post-Doctoral</b> | 2 Years                                 | 28 (2 Seats in each Subject) | 1 for BIMSTEC Countries (Sponsored by ICCR)<br><br>1 for South-East Asian Countries (Through Ministry of AYUSH, Govt. of India)<br><br>General,SC, ST, OBC, PH  | MD/MS (Ayu.) in the Subject concerned.   | Through a Screening Test and Interview conducted by Dr. Sarvepalli Radhakrishnan Rajasthan Ayurved University, Jodhpur.<br><br>The Notification for Admission is published in Newspapers on all India level and also on the Websites of the University and NIA, normally in July.                | 1 <sup>st</sup> Year Rs. 54,150<br>2 <sup>nd</sup> Year Rs. 41,550<br><br>Hostel Fee: Rs. 18,000 Per Year if Hostel is allotted, subject to availability.  | 1 <sup>st</sup> Yr. Rs. 18,702<br>2 <sup>nd</sup> Yr. Rs. 19,323<br><br>Plus DA at Central Govt. Rate                                   |
| <b>Diploma in AYUSH Nursing &amp; Pharmacy (DANP)</b>   | <b>Diploma</b>       | 2 ½ Years including 6 Months Internship | 30                           | General, Girls, SC, ST, OBC, PH   | Pass in 12 <sup>th</sup> Std. Examination from a recognized Board of Education.  | On the basis of Merit of the Marks of 12 <sup>th</sup> Standard Examination.<br><br>The Notification for Admission is published in Newspapers on all India level and also on the Websites of the University and NIA, normally in July.   | 1 <sup>st</sup> Year Rs. 15,000<br>2 <sup>nd</sup> Year Rs. 15,000<br><br>Hostel Fee:<br>1 <sup>st</sup> Year Rs. 3,600<br>2 <sup>nd</sup> Year Rs. 5,400<br>if Hostel is allotted, subject to availability. | Rs. 500 during Internship   |
| <b>Panchakarma Attendant Certificate</b>  | <b>Certificate</b>   | 4 Months including 1 Month Internship   | 20                           | 10 for SC<br>10 for Others  | Pass in 10 <sup>th</sup> Std. Examination from a recognized Board of Education.  | On the basis of Merit of the Marks of 10 <sup>th</sup> Standard.<br><br>The Institute invites applications by publishing in newspapers and also on the Website.  | No Fee is charged from SC Candidates.<br>Rs.3,000 for ST Candidates<br>Rs. 5,000 for Others  | Nil   |

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## PATIENT CARE ACTIVITIES

### OPD and 300 Bedded IPD Hospital

The Institute provides general and specialized treatment facilities to the general public for which there is a 300 bedded Hospital in the Campus and a 20 bed Hospital located in the Main Walled City in Kishanpol Bazar. The Beds in the IPD are distributed among almost all the Departments and are looked after by the Teachers of the respective Departments. Apart from patients suffering from generalized diseases, patients seeking specialized treatments are also admitted. Medicines, Diet, Milk, Fruits etc. are provided to patients free of cost. Patients are looked after and followed-up with utmost care to their satisfaction. The Hospital is attached with OPD facilities served by all the Departments and the entire Teachers are available on turn basis.

There are 2 Deluxe Wards, 5 Cottage Wards and 4 Cubical Wards available in the Hospital. The Per Day Charges are given below. These Wards are allotted on first come first served basis and subject to availability.

|         |                |                    |
|---------|----------------|--------------------|
| Deluxe  | Rs. 700 for AC | Rs. 500 for Non-AC |
| Cottage | Rs. 450 for AC | Rs. 300 for Non-AC |
| Cubical | Rs. 250 for AC | Rs. 150 for Non-AC |

### Laboratory Services

There is a Central Laboratory attached to the Hospital to meet the requirements various investigations and tests, both for OPD and IPD Patients. The following investigation facilities are available:

- Hematological Tests
- Urine Tests
- Biochemical Tests
- Serological Tests
- Sonography
- X-Ray
- ECG
- Spirometry
- T M T

### Specialty Clinics

**Primary Emergency Care Unit:** There is a Primary Emergency Unit functioning round the clock in the Hospital for in-house emergency. A number of Ayurvedic Drugs along with life saving drugs and Oxygen and other apparatus kept in readiness in this Unit. It is managed by Teachers of various Departments assisted by PG and Ph.D. Scholars and Para-medical Staff round the clock.

**Panchakarma Unit:** The Panchakarma Unit of the Institute is very popular for various Panchakarma Therapies and Treatments. This is housed in a separate beautiful building and has facilities for all Panchakarma Procedures with separate facilities for dignitaries, VIPs etc.

**Eye Unit:** This Specialized treatments for various Eye Diseases like Myopia, Progressive Myopia, Amblyopia, Diabetic Retinopathy, Central Serous Retinopathy, Retinitis Pigmentosa, Macular Degeneration, CRVO, CRAO, Glucoma, Hypertensive Retinopathy, Uvitis etc. are successfully treated in this Centre of Excellence.

**Specialty Clinics for Diabetes, Allergy, Geriatric, Dietary, Child Mental Health** etc. are also available in the Hospital for specialized consultation, treatment etc.

**Para-Surgical Procedures:** Ksharasutra, Jalokavacharana, Agnikarma, Siravedha, Dhantotpatana, Vranopachara etc.

**Satellite Clinic:** The Institute has a Satellite Clinic at Jawahar Nagar, a popular Commercial and Residential area of the City, 7 kms. away from the Main Campus. Consultation and medicine dispensing is available all the seven days.

**Dental Unit:** There is a Dental Unit equipped with latest Computerized Dental Chair with a BDS qualified Dentist to assist in diagnosis for various dental disorders. As per the diagnostic report of the Dentist, Ayurvedic Medicines are dispensed to patients.

**Child Mental Health Unit (Bio-Neuro Feed Lab.):** This Unit is functioning under the Department of Kaumara Bhryta (Pediatrics) to take care of various mental disorders of children. This Unit is providing consultation, treatment and management of various mental disorders of children.

**Yoga Unit:** There is a Yoga Unit demonstrating and imparting practices on various *Yogasanas* and Treatment to general public. It conducts *Yogasanas* every day morning right from 5 to 7 in which patients, residents in the Campus and also some general public participate to make good use of the program to maintain sound health.

**Free Medical Camps & Medicines for SC & ST Population:** The Institute organizes Medical Camps in a number of Gram Panchayats, Villages and remote areas in SC and ST inhabited Districts of Udaipur, Dungarpur, Banswara, Sirohi, Jalore, Barmer, Jaisalmer, Chhitorgarh, Sikar etc. Medical Camps 4 to 6 days duration are organized in various villages of these Districts in which Consultation, Examination and Dispensing of Medicines are done free of cost to the patients. 1-Day Camps are also organised in SC, ST and slum areas in and around Jaipur City for the benefit of the population living in these areas and who find it difficult to come over to Campus Hospital for Treatment. If felt necessary, the Patients are asked to come over to the Campus Hospital for further treatments, at OPD or IPD.

**Manual-2**  
**Powers and Duties of Officers and Employees**  
**[Section 4(1)(b)(ii)]**

**POWERS AND DUTIES OF OFFICERS AND EMPLOYEES**

**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.

The Powers and Functions of the Director of the Institute are given in Annexure-1 attached herewith.

**Deputy Director(Admn.)**

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.
3. 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.
4. He is also the controlling Officer for the Estates of the Institute.
5. He has to complete the Annual Accounts of the Institute for submitting before the Audit.
6. He has to complete the Annual Reports of the Institute for approval.
7. He has to implement various policy decisions taken by Committees and also the Govt.
8. Preparation of Agenda for the Meetings of Governing Body, Standing Finance Committee, Selection Committees, DPCs, Parliamentary Committees and the Minutes thereof.
9. Preparation of Annual Report both in English and Hindi and submission for approval.
10. Drafting of Rules & Regulations required.
11. Arranging replies and documents for the Ministry in reply to their correspondences on various subjects and issues.
12. Preparation of documents for visits of Parliamentary Committees and also for Foreign Delegations.
13. Maintaining Annual Confidential Reports of Officers and Staff.
14. Preparation of 5 Years Plans and Annual Plans.

**Administrative Officer**

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.

**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.

**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 regarded 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 carryout various duties and responsibilities of teaching, classes, practiclas 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 has responsible to see that the Hospital services are rendered to the patients satisfactory 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.

**Other Employees**

The ministerial, technical and non-technical employees 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.

**Manual-3**  
**Procedures followed in Decision Making Process**  
**[Section 4(1)(b)(iii)]**

The Procedures followed in Decision Making Process are in accordance with the Manual of the Office Procedure, various Rules and Regulations and the Bye-Laws of the Institute. All the cases and matters are dealt with in the Office of the Institute.

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**Manual-4**  
**Norms Set for Discharge of Functions**  
**[Section 4(1)(b)(iv)]**

Proposals are implemented as per the Bye-Laws of the Institute after obtaining approval of the Competent Authorities.

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**Manual-5**  
**Rules, Regulations, Instructions, Manuals and Records for Discharging Functions [Section 4(1)(b)(v)]**

The Institute follows the Rules, REgulations, Directives and Guidelines of the Government of India, as applicable from time to time and also the Rules framed by it based on Government of India guidelines. Some of these are as under:

1. Manual of Office Procedure
  2. General Financial Rules
  3. Fundamental Rules and Supplementary Rules (FR & SR)
  4. Delegation of Financial Power Rules
  5. CCS (Classification, Control and Appeal) Rules
  6. CCS (Conduct) Rules
  7. CCS (Medical Attendance) Rules
  8. CCS (Leave) Rules
  9. CCS (Pension) Rules
  10. CCS (LTC) Rules
  11. NIA Service Rules
  12. NIA GPF Rules framed in accordance with GPF Rules of Govt. of India
  13. NIA Staff Quarters Rules
  14. NIA Hostel & Mess Rules
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**Manual-6**  
**Particulars of any Arrangement that exists for Consultation with, or Representation by the Members of the Public in relation to the Formulation of its Policy or Implementation thereof. [Section 4(1)(b)(vii)]**

No such arrangement exists in the Institute.

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**Manual-7**  
**Statement of Boards, Council, Committees and other Bodies Constituted)**  
**[Section 4(1)(b)(viii)]**

- 1. Governing Body**
- 2. Standing Finance Committee**
- 3. Institutional Ethics Committee**

The Meetings of these Bodies are not open to the public and that the Minutes of Meetings of these Bodies are also not accessible for the public.

**GOVERNING BODY**

The Institute has a Governing Body Presided Over by Hon'ble Union Minister of State for AYUSH for the control and management of activities of the Institute. The Governing Body is reconstituted every three year. The composition of the Governing Body is as follows:

- |    |  |                |
|----|--|----------------|
| 1. | Hon'ble Union Minister of State for AYUSH<br>(Independent Charge)<br>AYUSH Bhawan<br>B-Block, GPO Complex, INA<br>New Delhi-110023 | President      |
| 2. | Minister for Medical, Health, Family Welfare & Ayurveda<br>Government of Rajasthan<br>Secretariat<br>Jaipur                        | Vice-President |
| 3. | Secretary<br>Ministry of AYUSH<br>Government of India<br>AYUSH Bhawan<br>B-Block, GPO Complex, INA<br>New Delhi-110023             | Member         |
| 4. | Additional Secretary(FA)<br>Ministry Health & Family Welfare<br>Government of India<br>Nirman Bhawan<br>New Delhi-110001           | Member         |
| 5. | Joint Secretary<br>Ministry of AYUSH<br>Government of India<br>AYUSH Bhawan<br>B-Block, GPO Complex, INA<br>New Delhi-110023       | Member         |
| 6. | Adviser(Ayurveda)<br>Ministry of AYUSH<br>Government of India<br>AYUSH Bhawan<br>B-Block, GPO Complex, INA<br>New Delhi-110023     | Member         |
| 7. | Principal Secretary/Director(Ayurveda)<br>Government of Rajasthan<br>Secretariat<br>Jaipur   | Member         |

|        |  |              |
|--------|--|--------------|
| 8.     | Vice-Chancellor<br>Dr.Sarvepalli Radhakrishnan Rajasthan Ayurved University, Jodhpur | Member       |
| 9-12.  | Four Ayurveda Experts nominated by Government of India                               | Members      |
| 13-14. | Two Ayurveda Experts nominated by Government of Rajasthan                            | Members      |
| 15.    | Director, National Institute of Ayurveda   | Member-Secy. |

#### STANDING FINANCE COMMITTEE

There is a Standing Finance Committee under the Chairmanship of Joint Secretary, Ministry of AYUSH, Government of India to consider and recommend various financial proposals, developmental activities etc. The composition of the present Standing Finance Committee is as under:

|         |  |                 |
|---------|--|-----------------|
| 1.      | Joint Secretary, Ministry of AYUSH, Govt. of India | <b>Chairman</b> |
| 2.      | Addl. Secretary and FA, Ministry of Health & FW.   | Member          |
| 3.      | Principal Secretary(Ayurveda), Govt. of Rajasthan  | Member          |
| 4.      | Director, Ministry of AYUSH, Government of India   | Member          |
| 5. & 6. | Two Non-Official Members of Governing Body         | Member          |
| 6.      | Director, NIA                                      | Member-Secy.    |

#### INSTITUTIONAL ETHICS COMMITTEE

The Institute has an Institutional Ethics Committee, with the following composition, to govern, regulate and review various research proposals in the Institute. This is constituted on the Guidelines stipulated by ICMR in its Ethical Guidelines for Biomedical Research on Human Subjects.

|     |  |  |   |
|-----|--|--|---|
| 1.  | Prof. Banwari Lal Gaur<br>Former Vice-Chancellor of<br>Dr. Sarvepalli Radhakrishnan<br>Rajasthan Ayurveda University, Jodhpur and<br>Ex-Director of National Institute of Ayurveda | Chairman                                   | 80, Behind Senapati House<br>Chambal Marg, Prem Nagar,<br>Jhotwara 302012<br>2340344, Mob. 9829077697 |
| 2.  | Prof. Dr. S.S. Yadav<br>Unit Head, Department of Urology<br>S.M.S. Medical College & Hospital, Jaipur  | Clinician<br>Member                        | J-52, Krishna Marg,<br>C Scheme, Jaipur<br>Mob. 9414515858  |
| 3.  | Prof. Dr. Raj Kumar Yadav<br>Cardio-Vascular & Thoracic Surgeon<br>S.M.S. Medical College & Hospital, Jaipur   | Clinician<br>Member                        | Mob. 9413333766   |
| 4.  | Shri Shiv Charan Gupta<br>Advocate, Rajasthan High Court   | Legal<br>Expert<br>Member                  | 48- Salyavihar Colony Near<br>IBS Hospital Vidhan Sabha<br>Jaipur, Mob. 9413974255                    |
| 5.  | Prof. Dr. Kamal Kant Dadhich<br>Ex-Professor of Sanskrit<br>Deptt. of Collage Education, Govt. of Rajasthan  | Commonmen<br>Representative<br>Member      | Ashok Vihar Vistar<br>Gopalpura By pass<br>Jaipur, Mob. 9414227881                                    |
| 6.  | Prof. Dr. Shiv Dutt Sharma<br>Ex-Professor & HOD, ENT Department<br>S.M.S. Medical College & Hospital, Jaipur  | Basic Medical<br>Scientist<br>Member       | Tonk Hospital, Sahakar Marg<br>Imali Phatak, Jaipur<br>Mob. 9414889161                                |
| 7.  | Shri Anil Shukla<br>Sangthan Mantri<br>Sewa Bharti, Jaipur   | Non-Govt.<br>Voluntary<br>Agency<br>Member | C 2/107, F2, Chitrakoot<br>Gandipath, Vaishali Nagar<br>Jaipur, Mob. 9460060029                       |
| 8.  | Dr. Kamalesh Kumar Sharma<br>Associate Professor & Head<br>Deptt. of Swasth Vritta, NIA  | Medical<br>Scientist<br>Member             | NIA, Jaipur<br>Mob. 9413345633  |
| 9.  | Dr. Kedar Lal Meena<br>Associate Professor & Head<br>Deptt. of Maulik Siddhant, NIA  | Medical<br>Scientist<br>Member             | NIA, Jaipur<br>Mob. 9414638857  |
| 10. | Dr. Pawan Kumar Godatwar<br>Associate Professor & Head<br>Deptt. of Rog Nidan & Vikriti Vigyan, NIA  | Medical<br>Scientist<br>Member-Secy.       | NIA, Jaipur<br>Mob. 9314502834  |

**Manual-8**  
**Directory of Officers and Employees**  
**[Section 4(1)(b)(ix)]**

EPBX No. 0141-2635744 2635753 2636476 2632815 2634613 2633477

FAX No. 0141-2635709

| S.No. | Name                 | Designation            | Direct Tel. No.   | Mobile/Residence    |
|-------|----------------------|------------------------|-------------------|---------------------|
| 1.    | Prof. K. Shankar Rao | Director               | 2635816 - 2631595 | 9887181781          |
| 2.    | Shri JP Sharma       | Dy. Director(Admn.)    | 2635740           | 9414042886, 2177911 |
| 3.    | Shri BK Sharma       | Administrative Officer | 2635292           | 8769116196          |

| S.No. | Name                    | Designation                   | Direct Tel. No. | Mobile     |
|-------|-------------------------|-------------------------------|-----------------|------------|
| 1.    | Prof. Ram Kishore Joshi | Professor & DMS               | --              | 9414322297 |
| 2.    | Dr. Om Prakash Dadhich  | Assoc. Prof. & Dean(Academic) | 2635292         | 9829264232 |

| S.No. | Name                       | Designation         | Mobile     |
|-------|----------------------------|---------------------|------------|
| 1.    | Prof. K Shankar Rao        | Professor           | 9887181781 |
| 2.    | Prof. Ram Kishor Joshi     | Professor           | 9414322297 |
| 3.    | Prof. P Hemantha Kumar     | Professor           | 9414056362 |
| 4.    | Prof. (Mrs.) Mita Kotecha  | Professor           | 9414078872 |
| 5.    | Dr. Kedar Lal Meena        | Associate Professor | 9414638857 |
| 6.    | Dr. Harish Chandra Gupta   | Associate Professor | 9413334294 |
| 7.    | Dr. V Nageshwar Rao        | Associate Professor | 9828066878 |
| 8.    | Dr. Jagdish Prasad Verma   | Associate Professor | 9461070056 |
| 9.    | Dr. Kamlesh Kumar Sharma   | Associate Professor | 9413345633 |
| 10.   | Dr. Bal Dev Kumar          | Associate Professor | 9414238740 |
| 11.   | Dr. Om Prakash Dadhich     | Associate Professor | 9829264232 |
| 12.   | Dr. (Mrs.)Sushila Sharma   | Associate Professor | 9660843984 |
| 13.   | Dr. Pawan Kumar Godatwar   | Associate Professor | 9314502834 |
| 14.   | Dr. Santosh Kumar Bhatted  | Associate Professor | 9414048459 |
| 15.   | Dr. (Mrs.) Shamsa Fiaz     | Associate Professor | 8764009846 |
| 16.   | Dr. Sunil Kumar            | Associate Professor | 9460470592 |
| 17.   | Dr. Chandra Bhanu Sharma   | Associate Professor | 9829210222 |
| 18.   | Dr. Mohan Lal Jayswal      | Associate Professor | 9414778431 |
| 19.   | Dr. Parimi Suresh          | Associate Professor | 9214002003 |
| 20.   | Dr. Surendra Kumar Sharma  | Associate Professor | 9414361874 |
| 21.   | Dr. Anita Sharma           | Associate Professor | 9414078653 |
| 22.   | Dr. Aku Rama Murthy        | Assistant Professor | 9314513659 |
| 23.   | Dr. J Manohar              | Assistant Professor | 9414784759 |
| 24.   | Dr. Hem Raj Meena          | Assistant Professor | 9414280347 |
| 25.   | Dr. Nisha Gupta            | Assistant Professor | 9828087640 |
| 26.   | Dr. Rajendra Prasad Sharma | Assistant Professor | 9414401151 |
| 27.   | Dr. Sanjay Kumar           | Assistant Professor | 9887644272 |
| 28.   | Dr. Chhaju Ram Yadav       | Assistant Professor | 9460866101 |
| 29.   | Dr. Bal Krishan Sewatker   | Assistant Professor | 9352311105 |
| 30.   | Dr. Ashok Kumar            | Assistant Professor | 9649180572 |
| 31.   | Dr. Udai Raj Saroj         | Assistant Professor | 9413063803 |
| 32.   | Dr. Vikash Bhatnagar       | Assistant Professor | 9414818056 |
| 33.   | Dr. Asit Kumar Panja       | Assistant Professor | 9982082832 |
| 34.   | Dr. Sunil Kumar Yadav      | Assistant Professor | 9413181445 |
| 35.   | Dr. Durga Wati Devi        | Assistant Professor | 9929564660 |
| 36.   | Dr. Govind Pareek          | Assistant Professor | 9251495571 |
| 37.   | Dr. Sisir Kumar Mandal     | Assistant Professor | 9982343576 |

**Manual-9**  
**Monthly Remuneration Received by Officers and Employees**  
**[Section4(1)(b)(x)]**

| Sl. No. | Name                        | Designation            | Pay Band    | Grade Pay | Monthly Salary<br>(As on 31-3-2016) |
|---------|-----------------------------|------------------------|-------------|-----------|-------------------------------------|
| 1.      | <b>Prof. K. Shankar Rao</b> | <b>Director</b>        | 37400-67000 | 8700      | 146799                              |
| 2.      | Shri Jai Prakash Sharma     | Deputy Director(Admn.) | 15600-39100 | 6600      | 64774                               |
| 3.      | Shri Bal Krishna Sharma     | Administrative Officer | 15600-39100 | 5400      | 75867                               |
| 4.      | Shri Suresh Chand Gupta     | Accounts Officer       | 15600-39100 | 5400      | 80886                               |

|     |                              |                     |             |      |               |
|-----|------------------------------|---------------------|-------------|------|---------------|
| 1.  | Prof. K Shankar Rao          | Professor           | 37400-67000 | 8700 | 146799        |
| 2.  | Prof. Ram Kishor Joshi       | Professor           | 37400-67000 | 8700 | 154157        |
| 3.  | Prof. P Hemantha Kumar       | Professor           | 37400-67000 | 8700 | 148886        |
| 4.  | Prof. (Mrs.) Mita Kotecha    | Professor           | 37400-67000 | 8700 | 149536        |
| 5.  | Dr. Kedar Lal Meena          | Associate Professor | 15600-39100 | 7600 | 130226        |
| 6.  | Dr. Harish Chandra Gupta     | Associate Professor | 15600-39100 | 7600 | 133947        |
| 7.  | Dr. V Nageshwar Rao          | Associate Professor | 15600-39100 | 7600 | 125998        |
| 8.  | Dr. Jagdish Prasad Verma     | Associate Professor | 15600-39100 | 7600 | 140131        |
| 9.  | Dr. Kamlesh Kumar Sharma     | Associate Professor | 15600-39100 | 7600 | 130527        |
| 10. | Dr. Bal Dev Kumar            | Associate Professor | 15600-39100 | 7600 | 124888        |
| 11. | Dr. O P Dhadich              | Associate Professor | 15600-39100 | 7600 | 130986        |
| 12. | Dr. (Mrs.)Sushila Sharma     | Associate Professor | 15600-39100 | 7600 | 137235        |
| 13. | Dr. Pawan Kumar Godatwar     | Associate Professor | 15600-39100 | 7600 | 125030        |
| 14. | Dr. Santosh Kumar Bhatted    | Associate Professor | 15600-39100 | 7600 | 106253        |
| 15. | Dr. (Mrs.) Shamsa Fiaz       | Associate Professor | 15600-39100 | 7600 | 97948         |
| 16. | Dr. Sunil Kumar              | Associate Professor | 15600-39100 | 7600 | 98948         |
| 17. | Dr. Chandra Bhanu Sharma     | Associate Professor | 15600-39100 | 7600 | 139625        |
| 18. | Dr. Mohan Lal Jayswal        | Associate Professor | 15600-39100 | 7600 | 131857        |
| 19. | Dr. Parimi Suresh            | Associate Professor | 15600-39100 | 7600 | 115073        |
| 20. | Dr. Surendra Kumar Sharma    | Associate Professor | 15600-39100 | 7600 | 111391        |
| 21. | Dr. Anita Sharma             | Associate Professor | 15600-39100 | 7600 | 111391        |
| 22. | Dr. Aku Rama Murthy          | Assistant Professor | 15600-39100 | 6600 | 118016        |
| 23. | Dr. J Manohar                | Assistant Professor | 15600-39100 | 6600 | 117916        |
| 24. | Dr. Hem Raj Meena            | Assistant Professor | 15600-39100 | 6600 | 98127         |
| 25. | Dr. Nisha Gupta              | Assistant Professor | 15600-39100 | 6600 | 105357        |
| 26. | Dr. Rajendra Prasad Sharma   | Assistant Professor | 15600-39100 | 6600 | 91881         |
| 27. | Dr. Sanjay Kumar             | Assistant Professor | 15600-39100 | 6600 | 83908         |
| 28. | Dr. Chhaju Ram Yadav         | Assistant Professor | 15600-39100 | 6600 | 90331         |
| 29. | Dr. Bal Krishan Sewatker     | Assistant Professor | 15600-39100 | 6600 | 90331         |
| 30. | Dr. Ashok Kumar              | Assistant Professor | 15600-39100 | 6600 | 90331         |
| 31. | Dr. Udai Raj Saroj           | Assistant Professor | 15600-39100 | 6600 | 84358         |
| 32. | Dr. Vikash Bhatnagar         | Assistant Professor | 15600-39100 | 6600 | 90331         |
| 33. | Dr. Asit Kumar Panja         | Assistant Professor | 15600-39100 | 6600 | 90331         |
| 34. | Dr. Sunil Kumar Yadav        | Assistant Professor | 15600-39100 | 6600 | 91331         |
| 35. | Dr. Durga Wati Devi          | Assistant Professor | 15600-39100 | 6600 | 90331         |
| 36. | Dr. Govind Pareek            | Assistant Professor | 15600-39100 | 6600 | 84358         |
| 37. | Dr. Sisir Kumar Mandal       | Assistant Professor | 15600-39100 | 6600 | 83358         |
| 38. | Dr. Sudipta Kumar Rath       | Assistant Professor | 15600-39100 | 6600 | 81113         |
| 39. | Dr. (Mrs.) Nisha Kumari Ojha | Assistant Professor | 15600-39100 | 6600 | 81113         |
| 40. | Dr. Narinder Singh           | Assistant Professor | 15600-39100 | 6600 | 81113         |
| 41. | Dr. (Mrs.) Aparna Sharma     | Assistant Professor | 15600-39100 | 6600 | 82113         |
| 42. | Dr. B Pushp Lata             | Assistant Professor | 15600-39100 | 6600 | 81113         |
| 43. | Dr. Sandeep M. Lahange       | Assistant Professor | 15600-39100 | 6600 | 87881         |
| 44. | Dr. Mohar Pal Meena          | Assistant Professor | 15600-39100 | 6600 | 98457         |
| 45. | Dr. Gopesh Mangal            | Assistant Professor | 15600-39100 | 6600 | On Deputation |
| 46. | Dr. Rakesh Kumar Nagar       | Assistant Professor | 15600-39100 | 6600 | 85520         |
| 47. | Dr. (Mrs.) Shailza Kumari    | Assistant Professor | 15600-39100 | 6600 | 85520         |
| 48. | Dr. Gulab Chand Pamnani      | Assistant Professor | 15600-39100 | 6600 | 86520         |
| 49. | Dr. (Mrs.) Bopparathi Swapna | Assistant Professor | 15600-39100 | 6600 | 78950         |
| 50. | Dr. Ajay Kumar Sahu          | Assistant Professor | 15600-39100 | 6600 | 79500         |
| 51. | Dr. Sarvesh Kr. Agrawal      | Assistant Professor | 15600-39100 | 6600 | 85520         |
| 52. | Dr. Kashinath Samagandi      | Assistant Professor | 15600-39100 | 6600 | 78950         |
| 53. | Dr. Shrinidhi Kumar. K       | Assistant Professor | 15600-39100 | 6600 | 78950         |

|      |                             |                     |             |      |       |
|------|-----------------------------|---------------------|-------------|------|-------|
| 54.  | Dr. Sumit K Nathani         | Assistant Professor | 15600-39100 | 6600 | 85520 |
| 55.  | Dr. (Mrs.) Hetal H.Dave     | Assistant Professor | 15600-39100 | 6600 | 86520 |
| 56.  | Dr. Jai Prakash Singh       | Assistant Professor | 15600-39100 | 6600 | 85520 |
| 57.  | Dr. Harish Bhakuni          | Lecturer            | 15600-39100 | 5400 | 77633 |
| 58.  | Dr. Mahendra Prasad         | Lecturer            | 15600-39100 | 5400 | 71723 |
| 59.  | Dr. Sarvesh Kumar Singh     | Lecturer            | 15600-39100 | 5400 | 71723 |
| 60.  | Dr. (Mrs.) Reetu Sharma     | Lecturer            | 15600-39100 | 5400 | 77633 |
| 61.  | Dr. Sharad M Porte          | Lecturer            | 15600-39100 | 5400 | 78183 |
| 62.  | Dr. Prabhakar Vardhan       | Lecturer            | 15600-39100 | 5400 | 69835 |
| 63.  | Shri Satish Chandra Trivedi | Librarian           | 9300-34800  | 4800 | 70794 |
| 64.  | Shri Prem Narayan Sharma    | Asstt. Librarian    | 9300-34800  | 5400 | 79183 |
| 65.  | Shri Babulal Meena          | Staff Nurse         | 9300-34800  | 4800 | 68613 |
| 66.  | Smt Usha Sharma             | Staff Nurse         | 9300-34800  | 4800 | 68613 |
| 67.  | Smt Jessy Roy               | Staff Nurse         | 9300-34800  | 4800 | 68863 |
| 68.  | Smt Salimol M               | Staff Nurse         | 9300-34800  | 4800 | 68823 |
| 69.  | Smt Anita Joyce             | Staff Nurse         | 9300-34800  | 4800 | 68823 |
| 70.  | Smt Reeta Joyce             | Staff Nurse         | 9300-34800  | 4800 | 68613 |
| 71.  | Shri Shambhu Lal Sharma     | Pharmacist          | 9300-34800  | 4800 | 69248 |
| 72.  | Shri Rajendra Kr. Upadhyay  | Pharmacist          | 9300-34800  | 4800 | 69038 |
| 73.  | Shri Om Prakesh Sharma      | Pharmacist          | 9300-34800  | 4800 | 69038 |
| 74.  | Shri Ramavtar Lekhera       | Pharmacist          | 9300-34800  | 4800 | 69248 |
| 75.  | Shri Mukesh Kr Gupta        | Pharmacist          | 9300-34800  | 4800 | 69248 |
| 76.  | Shri Raghuvveer Pr Gurjar   | Pharmacist          | 9300-34800  | 4800 | 69288 |
| 77.  | Shri Rajendra Pr Sharma     | Pharmacist          | 9300-34800  | 4800 | 69038 |
| 78.  | Shri Girraj Prasad Meena    | Pharmacist          | 9300-34800  | 4800 | 69438 |
| 79.  | Shri Roop Narayan Meena     | Pharmacist          | 9300-34800  | 4800 | 69248 |
| 80.  | Shri Ashok Kumar Sharma     | Pharmacist          | 9300-34800  | 4800 | 69038 |
| 81.  | Shri Nand Kishore Ajmera    | Accountant          | 9300-34800  | 4800 | 69255 |
| 82.  | Shri Mool Chand Bunkar      | Accountant          | 9300-34800  | 4800 | 64433 |
| 83.  | Shri Murari Lal Sharma      | Assistant Matron    | 9300-34800  | 4600 | 68613 |
| 84.  | Shri Chandra Shekhar Sharma | PA To Director      | 9300-34800  | 4200 | 43670 |
| 85.  | Shri Dinesh Kumar Sharma    | Jr. Stenographer    | 5200-20200  | 4200 | 54503 |
| 86.  | Shri Manohar Lal Kumawat    | Jr. Stenographer    | 5200-20200  | 2400 | 39927 |
| 87.  | Shri Madhu Sudhan Sharma    | Mus. Assistant      | 9300-34800  | 4200 | 61672 |
| 88.  | Shri Sunil Kumar R          | X-Ray Tech          | 5200-20200  | 4200 | 49063 |
| 89.  | Shri Pramod Kr. Sharma      | Lab Technician      | 5200-20200  | 4200 | 58402 |
| 90.  | Smt Sulbha Vishvaspal       | Lab Technician      | 5200-20200  | 2800 | 44445 |
| 91.  | Smt Renuka M.               | Lab Technician      | 5200-20200  | 2800 | 44445 |
| 92.  | Smt Mallika B               | U.D.C.              | 5200-20200  | 2800 | 47929 |
| 93.  | Smt Uma Pareek              | U.D.C.              | 5200-20200  | 2800 | 47639 |
| 94.  | Smt Reena Khanna            | U.D.C.              | 5200-20200  | 2800 | 39327 |
| 95.  | Shri Rajendra Sharma        | U.D.C.              | 5200-20200  | 2800 | 47639 |
| 96.  | Shri Navin Kumar Tiwari     | U.D.C.              | 5200-20200  | 2800 | 47479 |
| 97.  | Shri Mohan Lal Meena        | U.D.C.              | 5200-20200  | 2800 | 40088 |
| 98.  | Shri Shyam Lal Saini        | U.D.C.              | 5200-20200  | 2800 | 46210 |
| 99.  | Shri Subhash Dangi          | U.D.C.              | 5200-20200  | 2800 | 40594 |
| 100. | Shri Shyam Sunder Sharma    | U.D.C.              | 5200-20200  | 2800 | 42434 |
| 101. | Shri Vijay Kr Verma         | U.D.C.              | 5200-20200  | 2800 | 40594 |
| 102. | Shri Moti Lal Meena         | U.D.C.              | 5200-20200  | 2800 | 40594 |
| 103. | Shri Puran Mal Regar        | U.D.C.              | 5200-20200  | 2800 | 40954 |
| 104. | Shri Sunder Lal Bairwa      | U.D.C.              | 5200-20200  | 2400 | 37797 |
| 105. | Shri Munnver Khan           | U.D.C.              | 5200-20200  | 2400 | 39327 |
| 106. | Shri Sitaram Sharma         | U.D.C.              | 5200-20200  | 2400 | 39937 |
| 107. | Shri Chhagan Lal Badetiya   | U.D.C.              | 5200-20200  | 2400 | 39327 |
| 108. | Shri Mahendra Kumar Sharma  | U.D.C.              | 5200-20200  | 2400 | 39537 |
| 109. | Shri Phool Chand Meena      | U.D.C.              | 5200-20200  | 2400 | 39327 |
| 110. | Shri Nemi Chand Sharma      | L.D.C.              | 5200-20200  | 2800 | 43113 |
| 111. | Shri Suresh Chand Sharma    | L.D.C.              | 5200-20200  | 2800 | 39609 |
| 112. | Shri Kunj Bihari Sharma     | L.D.C.              | 5200-20200  | 2800 | 38653 |
| 113. | Shri Rakesh Kumar Sharma    | L.D.C.              | 5200-20200  | 2800 | 40594 |
| 114. | Shri Raju Lal Mehra         | L.D.C.              | 5200-20200  | 2800 | 38543 |
| 115. | Shri Ram Narayan Saini      | L.D.C.              | 5200-20200  | 2800 | 38653 |
| 116. | Shri Jai Kumar Tank         | L.D.C.              | 5200-20200  | 2400 | 39537 |
| 117. | Shri Om Prakesh Raiger      | L.D.C.              | 5200-20200  | 2400 | 39327 |
| 118. | Shri Brijesh Kumar Meena    | L.D.C.              | 5200-20200  | 2400 | 39327 |
| 119. | Shri Mukandi Lal Nagar      | L.D.C.              | 5200-20200  | 2400 | 39327 |
| 120. | Shri Jitendra Madan         | L.D.C.              | 5200-20200  | 2400 | 39627 |
| 121. | Shri Gopal Lal Bairwa       | L.D.C.              | 5200-20200  | 2400 | 39327 |

|      |                             |                      |            |      |       |
|------|-----------------------------|----------------------|------------|------|-------|
| 122. | Shri Rajendra Kr Meena      | L.D.C.               | 5200-20200 | 2400 | 39327 |
| 123. | Shri Dharpal Yadav          | L.D.C.               | 5200-20200 | 2400 | 39357 |
| 124. | Shri Mahesh Kumar Biwal     | L.D.C.               | 5200-20200 | 2400 | 39537 |
| 125. | Saroj Sharma                | L.D.C.               | 5200-20200 | 2000 | 33854 |
| 126. | Shri Lalit Mishra           | L.D.C.               | 5200-20200 | 1900 | 29098 |
| 127. | Shri Arvind Kumar Jha       | L.D.C.               | 5200-20200 | 1900 | 26345 |
| 128. | Shri Chetan Ram             | LDC                  | 5200-20200 | 2800 | 37869 |
| 129. | Shri Kamlesh Kr Sharma      | Lab Assistant        | 5200-20200 | 2800 | 44822 |
| 130. | Shri Ladu Ram Sain          | Lab Assistant        | 5200-20200 | 2800 | 38975 |
| 131. | Shri Mukul Singh Gujar      | Gest. Operator       | 5200-20200 | 2800 | 40066 |
| 132. | Shri Shiv Dayal Sharma      | Cataloguer           | 5200-20200 | 2800 | 53547 |
| 133. | Shri Akhtar Ali             | Library Assistant    | 5200-20200 | 2800 | 39399 |
| 134. | Shri Mohan Lal Sharma       | Dresser              | 5200-20200 | 2000 | 41333 |
| 135. | Shri Kabbu Ram Saini        | Dissecting Attendant | 5200-20200 | 2800 | 37757 |
| 136. | Shri Sukh Chandra Thakur    | Dissecting Attendant | 5200-20200 | 2800 | 37757 |
| 137. | Shri Lala Ram Saini         | Panch Karm Attendant | 5200-20200 | 2000 | 37024 |
| 138. | Shri Moolchand Gurjar       | Panch Karm Attendant | 5200-20200 | 2000 | 40394 |
| 139. | Shri Cheetar Mal Meena      | Store Attendant      | 5200-20200 | 2000 | 36615 |
| 140. | Shri Gokul Ram Choudhary    | Store Attendant      | 5200-20200 | 2800 | 39393 |
| 141. | Shri Chiranji Lal Saini     | Lab Attendant        | 5200-20200 | 2800 | 39122 |
| 142. | Shri Ramesh Chand Sharma    | Lab Attendant        | 5200-20200 | 2800 | 38912 |
| 143. | Shri Bhagwan Shaya Meena    | Lab Attendant        | 5200-20200 | 2800 | 38912 |
| 144. | Shri Gopal Lal Sharma       | Lab Attendant        | 5200-20200 | 2000 | 36116 |
| 145. | Shri Rajendra Pr Jaiman     | Lab Attendant        | 5200-20200 | 2800 | 36040 |
| 146. | Shri Prakash Chand Sharma   | Lab Attendant        | 5200-20200 | 2000 | 33574 |
| 147. | Shri Murari Lal Sharma      | Lab Attendant        | 5200-20200 | 2800 | 38578 |
| 148. | Shri Ram Swaroop Saini      | Lab Attendant        | 5200-20200 | 2800 | 38506 |
| 149. | Shri Bhagwan Sahay Yadav    | Lab Attendant        | 5200-20200 | 2800 | 38506 |
| 150. | Shri Murari Lal Sharma      | Lab Attendant        | 5200-20200 | 2800 | 39106 |
| 151. | Shri Laxmi Narayan Saini    | Lab Attendant        | 5200-20200 | 2800 | 39178 |
| 152. | Shri Satya Narayan Sharma   | Lab Attendant        | 5200-20200 | 2800 | 37622 |
| 153. | Shri Meghraj Sharma         | Lab Attendant        | 5200-20200 | 2800 | 38578 |
| 154. | Shri Om Prakash Sharma      | Lab Attendant        | 5200-20200 | 2800 | 38604 |
| 155. | Shri Lallu Lal Sharma       | Lab Attendant        | 5200-20200 | 2800 | 38788 |
| 156. | Shri Koshal Kishor Sharma   | Cook                 | 5200-20200 | 2800 | 38578 |
| 157. | Shri Ram Singh Bairwa       | Cook                 | 5200-20200 | 1900 | 31551 |
| 158. | Shri Shyam Lal Sharma       | Cook                 | 5200-20200 | 2800 | 38214 |
| 159. | Shri Kanhiya Lal Saini      | Kitchen Servant      | 5200-20200 | 2000 | 36041 |
| 160. | Shri Ghasi Lal Sharma       | Kitchen Servant      | 5200-20200 | 2000 | 36041 |
| 161. | Shri Krishna Gopal Sharma   | Messenger            | 5200-20200 | 2800 | 39103 |
| 162. | Shri Om Prakesh             | Messenger            | 5200-20200 | 2000 | 36311 |
| 163. | Shri Sitaram Sharma         | Messenger            | 5200-20200 | 2800 | 38127 |
| 164. | Shri Surjan Das Swami       | Mounter              | 5200-20200 | 1800 | 34177 |
| 165. | Shri Mali Ram Bunker        | Daftari              | 5200-20200 | 2800 | 38431 |
| 166. | Shri Kalyan Sahay Gujar     | Daftari              | 5200-20200 | 2000 | 36615 |
| 167. | Shri Lal Chand Saini        | Mali                 | 5200-20200 | 2000 | 36164 |
| 168. | Smt Munni Devi Meena        | Attendant            | 5200-20200 | 2000 | 36116 |
| 169. | Smt Pushpa Devi             | Attendant            | 5200-20200 | 1900 | 34374 |
| 170. | Shri Hari Shankar Sharma    | Attendant            | 5200-20200 | 2800 | 38713 |
| 171. | Smt Prem Lata Saxena        | Attendant            | 5200-20200 | 2800 | 38578 |
| 172. | Shri Subhash Chandra Sharma | Attendant            | 5200-20200 | 2800 | 37929 |
| 173. | Shri Ramavtar Sharma        | Attendant            | 5200-20200 | 2000 | 36041 |
| 174. | Shri Buddha Ram Meena       | Attendant            | 5200-20200 | 2800 | 38959 |
| 175. | Shri Kalu Ram Meena         | Attendant            | 5200-20200 | 2000 | 36041 |
| 176. | Shri Ram Ratan Meena        | Attendant            | 5200-20200 | 2000 | 36041 |
| 177. | Shri Sunder Lal Dhobi       | Attendant            | 5200-20200 | 2000 | 36041 |
| 178. | Shri Ram Nath Gurjar        | Attendant            | 5200-20200 | 2800 | 35439 |
| 179. | Shri Ramesh Chand Bunker    | Attendant            | 5200-20200 | 2800 | 38503 |
| 180. | Shri Guru Parsad Bunker     | Attendant            | 5200-20200 | 1900 | 33720 |
| 181. | Shri Hanuman Sahai Sain     | Attendant            | 5200-20200 | 2800 | 38713 |
| 182. | Shri Gopal Lal Tanwar       | Attendant            | 5200-20200 | 2000 | 36851 |
| 183. | Shri Jagdish Narayan Meena  | Attendant            | 5200-20200 | 2000 | 36041 |
| 184. | Shri Kalu Ram Saini         | Attendant            | 5200-20200 | 2800 | 39031 |
| 185. | Shri Bhim Singh             | Attendant            | 5200-20200 | 1900 | 34299 |
| 186. | Shri Gajendra Singh Pawar   | Attendant            | 5200-20200 | 2000 | 38142 |
| 187. | Shri Satya Narayan Bunkar   | Attendant            | 5200-20200 | 1900 | 30902 |
| 188. | Shri Rakesh Sharma          | Attendant            | 4440-7440  | 1300 | 17548 |
| 189. | Shri Ghan Shyam Saini       | Attendant            | 4440-7440  | 1300 | 21781 |



|      |                            |                 |            |      |       |
|------|----------------------------|-----------------|------------|------|-------|
| 190. | Shri Lekh Raj Ujjeniya     | Attendant       | 4440-7440  | 1300 | 18053 |
| 191. | Shri Surendra Kumar Sharma | Peon            | 5200-20200 | 2800 | 37929 |
| 192. | Shri Indra Mal Parewa      | Peon            | 5200-20200 | 2800 | 38357 |
| 193. | Shri Mahaveer Pr Sharma    | Peon            | 5200-20200 | 2000 | 36041 |
| 194. | Shri Abdul Hamid           | Peon            | 5200-20200 | 2800 | 37929 |
| 195. | Shri Hari Kishan Sharma    | Peon            | 5200-20200 | 2800 | 38503 |
| 196. | Shri Radhay Shyam Swami    | Peon            | 5200-20200 | 2800 | 35965 |
| 197. | Shri Uma Shankar Sharma    | Lab. Assistant  | 5200-20200 | 2800 | 38803 |
| 198. | Shri Ram Babu Swami        | Peon            | 5200-20200 | 2000 | 36041 |
| 199. | Shri Narendra Bhargav      | Peon            | 5200-20200 | 2400 | 36777 |
| 200. | Shri Ajit Kumar Sethi      | Peon            | 5200-20200 | 1800 | 37159 |
| 201. | Shri Brij Balabh Sharma    | Peon            | 5200-20200 | 2800 | 38067 |
| 202. | Shri Narendra Kr Sharma    | Peon            | 5200-20200 | 2800 | 38356 |
| 203. | Shri Ashwini Kumar Sharma  | Peon            | 4440-7440  | 1300 | 19161 |
| 204. | Smt Kanta Devi             | Peon            | 5200-20200 | 2000 | 36041 |
| 205. | Smt Sukhi Devi             | Peon            | 5200-20200 | 1900 | 30499 |
| 206. | Shri Manish Kumar          | Peon            | 5200-20200 | 1800 | 20361 |
| 207. | Shri Manohar Kanwer        | Shramik         | 5200-20200 | 1900 | 33370 |
| 208. | Smt Kanta Sharma           | Shramik         | 5200-20200 | 1900 | 33272 |
| 209. | Shri Manohar Das Swami     | Shramik         | 5200-20200 | 1900 | 34204 |
| 210. | Shri Narendra Kr Dhaneta   | Shramik         | 5200-20200 | 2000 | 36116 |
| 211. | Shri Babu Lal Saini        | Shramik         | 5200-20200 | 2000 | 39820 |
| 212. | Shri Manoj Kumar Raiger    | Shramik         | 5200-20200 | 2800 | 38742 |
| 213. | Shri Ram Babu Gurjar       | Shramik         | 5200-20200 | 2000 | 36716 |
| 214. | Shri Girdhar Singh Panwar  | Shramik         | 5200-20200 | 2800 | 38142 |
| 215. | Shri Mool Chand Meena      | Shramik         | 5200-20200 | 1900 | 31649 |
| 216. | Shri Ramesh Puri Goswami   | Shramik         | 5200-20200 | 1900 | 30977 |
| 217. | Shri Raj Kumar Gurjar      | Shramik         | 5200-20200 | 1900 | 30590 |
| 218. | Shri Naresh Kumar Sharma   | Shramik         | 5200-20200 | 1800 | 29830 |
| 219. | Shri Girdhar Gopal Sharma  | X-Ray Attendant | 5200-20200 | 2800 | 39178 |
| 220. | Shri Sharafat Ali          | Chowkidar       | 5200-20200 | 2000 | 36326 |
| 221. | Shri Sohan Singh Tanwer    | Chowkidar       | 5200-20200 | 2800 | 38506 |
| 222. | Shri Bhagwan Singh Ranawat | Chowkidar       | 5200-20200 | 2000 | 30815 |
| 223. | Shri Ghanshyam Das Sain    | Farrash         | 5200-20200 | 2800 | 38457 |
| 224. | Shri Govind Sahay Sharma   | Farrash         | 5200-20200 | 1900 | 29755 |
| 225. | Shri Madan Lal             | Jamadar         | 5200-20200 | 2800 | 37905 |
| 226. | Shri Ashok Kr Godiwal      | Jamadar         | 5200-20200 | 2000 | 36251 |
| 227. | Smt Dhanni Devi            | Sweeper         | 5200-20200 | 2000 | 36116 |
| 228. | Smt Gulab Devi             | Sweeper         | 5200-20200 | 2000 | 35781 |
| 229. | Smt Munni Devi             | Sweeper         | 5200-20200 | 1900 | 30308 |
| 230. | Smt Sunita Devi            | Sweeper         | 5200-20200 | 1900 | 29974 |
| 231. | Shri Ramesh                | Sweeper         | 5200-20200 | 2000 | 36666 |
| 232. | Shri Ram Swaroop Goyer     | Sweeper         | 5200-20200 | 2000 | 36116 |
| 233. | Shri Om Prakesh            | Sweeper         | 5200-20200 | 2000 | 36116 |
| 234. | Shri Om Prakesh            | Sweeper         | 5200-20200 | 2000 | 36116 |
| 235. | Shri Prem Chand            | Sweeper         | 5200-20200 | 1800 | 37024 |
| 236. | Shri Mohan Lal             | Sweeper         | 5200-20200 | 1900 | 33272 |
| 237. | Shri Sukhdev               | Sweeper         | 5200-20200 | 1900 | 33272 |
| 238. | Shri Ashok Kumar Dhandoria | Sweeper         | 5200-20200 | 1800 | 32220 |
| 239. | Shri Sanjay                | Sweeper         | 5200-20200 | 1900 | 33272 |
| 240. | Shri Bane Singh            | Sweeper         | 5200-20200 | 1900 | 33272 |
| 241. | Shri Ganesh Lal            | Sweeper         | 5200-20200 | 2000 | 33463 |
| 242. | Shri Lala Ram              | Sweeper         | 5200-20200 | 1900 | 30968 |
| 243. | Shri Kailash Chand         | Sweeper         | 5200-20200 | 1900 | 30968 |
| 244. | Shri Lal Chand Chavriya    | Sweeper         | 5200-20200 | 2000 | 33463 |
| 245. | Shri Ravi Das              | Sweeper         | 5200-20200 | 1900 | 30968 |
| 246. | Shri Visvas Lal Dager      | Sweeper         | 5200-20200 | 2000 | 33463 |
| 247. | Shri Jag Mohan             | Sweeper         | 5200-20200 | 2000 | 33463 |
| 248. | Shri Dilip Kumar           | Sweeper         | 5200-20200 | 2000 | 33463 |
| 249. | Shri Pawan Kr Ranawat      | Sweeper         | 5200-20200 | 2000 | 33463 |
| 250. | Shri Phool Chand           | Sweeper         | 5200-20200 | 1900 | 33248 |
| 251. | Shri Amar Chand            | Sweeper         | 5200-20200 | 1900 | 31049 |
| 252. | Shri Vishnu Kumar          | Sweeper         | 5200-20200 | 1900 | 30715 |
| 253. | Shri Gulab Chand           | Sweeper         | 5200-20200 | 1900 | 29974 |
| 254. | Shri Girdhari Lal          | Sweeper         | 5200-20200 | 1900 | 29974 |

**Manual-10****Budget Allocated to each of its Agency  
[Section 4(1)(b)(xi)]**

| <b>Head</b> | <b>RE 2015-2016</b> | <b>BE 2016-2017</b> |
|-------------|---------------------|---------------------|
| Non-Plan    | Rs. 23.00 Crores    | Rs. 26.00 Crores    |
| Plan        | Rs. 20.65 Crores    | Rs. 24.00 Crores    |

**Manual-11****Execution of Subsidy Programs  
[Section 4(1)(b)(xii)]**

There is no Subsidy Program or any Allocation of Amounts to any Agency in the Institute.

**Manual-12****Particulars of Recipients of Concessions, Permits or Authorizations Granted  
[Section 4(1)(b)(xiii)]**

There is no Program for Concessions, Permits or Authorizations of Grants in the Institute.

**Manual-13****Particulars of Facilities available to Citizens for Obtaining Information  
[Section 4(1)(b)(xv)]**

Information can be obtained from the Office of the Public Information Officer of the Institute at the following Address:

The Public Information Officer  
National Institute of Ayurveda  
Jorawar Singh Gate  
Amer Road  
Jaipur 302002 (Rajasthan)

The Applicant has to deposit the requisite Fee either in Cash in the Office of the National Institute of Ayurveda or by way of Indian Postal Order or Demand Draft drawn in favour of "Director, National Institute of Ayurveda" and payable at Jaipur.

The Library of the Institute has facilities for its teachers, staff, students and scholars only and it is not open to public as it is a Library of an Institution of Ayurvedic medical science and no publication or books are available for general reading or use.

**Manual-14**  
**Name and Designation and other Particulars of Public Information Officers**  
**[Section 4(1)(b)(xvi)]**

| Sl.No. | Name and Designation of PIO                   | Postal Address   | Mobile No. | Demarcation of Areas/Activities if more than one PIO is there |
|--------|---|--|------------|---|
| 1      | Prof. Ram Kishore Joshi<br>Professor and Head | Deptt. of Kayachikitsa<br>National Institute of Ayurveda<br>Jorawar Singh Gate<br>Amer Road<br>Jaipur 302002 (Rajasthan) | 9414322297 | Nil   |

| Sl.No. | Name and Designation of the First Appellate Authority | Postal Address   | Telephone No.   | Demarcation of Areas/Activities if more than one PIO is there |
|--------|---|--|---|---|
| 1      | Prof. K. Shankar Rao<br>Director                      | National Institute of Ayurveda<br>Jorawar Singh Gate<br>Amer Road<br>Jaipur 302002 (Rajasthan) | Office:<br>0141-2635816<br>Fax: 2635816<br><br>Mobile No.<br>9887181781 | Nil   |

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## ANNEXURE1

## POWERS AND FUNCTIONS OF DIRECTOR

1. The Director shall be the Chief Executive of the Institute and shall be responsible for the coordination of policies, planning and execution of various programs under the Institute. Without prejudice to the generality of the foregoing provisions, the Director shall exercise such powers and discharge such functions as specified in Schedule-I and also those laid down below subject to any direction under the relevant rules as issued by the Govt. of India, from time to time:
  - (a) He shall do all such acts as may be required for the proper conduct of the ordinary current administrative and business duties and affairs of the Institute;
  - (b) He shall allocate duties to officers and employees of the Institute and shall exercise such supervising and executive control as may be necessary subject to the rules and these regulations;
  - (c) All the correspondence shall be over his signature or of an officer(s) authorized by him in this behalf;
  - (d) He shall also be a Member (ex-officio) of all the Committees appointed by the Governing Body and shall attend at his discretion all or any meetings of such Committees;
  - (e) He shall exercise such of the financial and administrative powers as may be delegated by the Governing Body or by the President;
  - (f) The Director shall sign and execute on behalf of the Governing Body all agreements, contracts, etc. which may be necessary for the proper conduct of the business of the Institute. The drafts of all contracts involving consideration exceeding Rs. 50,000/- shall be submitted to the Solicitor to the Government of India or such other officer dealing with conveyancing matter in the Ministry of Law for his advice as to its correctness of their form;
  - (g) He shall sign and verify plaints, written documents, statements, affidavits, petitions and tabular statements and institute or defend suits, action, and other legal proceedings on behalf of the Institute/Governing Body;
  - (h) He shall have power to compromise, settle or refer to arbitration any dispute relating to the Institute after taking competent legal advice.
  - (i) The Director may, subject to such restrictions as he may think fit to impose, authorize the Departmental Heads/Deputy Director(Admn.)/ Administrative Officer/Accounts Officer and Disbursing Officer, as the case may be, to exercise powers upto the extent indicated by him.
  - (j) The Director may, subject to such restrictions as he may think fit to impose, authorize the Heads of the Projects, to exercise such of the powers conferred upon him under the Bye-Laws.
  - (k) The Drawing and Disbursing Officer or any other officer of Group A or B authorized by the Director on his behalf shall have the power to sanction an expenditure of contingent nature upto an amount not exceeding Rs.500/- in each case.
2. Powers of the Director in regard to writing off the irrecoverable value of stores, money, advances etc. shall not be re-delegated.
3. In case of any doubt, the matter should be referred to the Ministry of Health & Family Welfare of the Govt. of India.
4. The word 'the Government' in Schedule-I means the Govt. of India.

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*Note: 1. In the event of any authorization by the Director under items (i), (j) and (k) above, the authorized officers shall be responsible for the correctness, regularity and propriety of the decisions taken by them. However, the Director shall continue to be responsible for all such decisions taken by the authorized officers.*

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## SCHEDULE - I

## SCHEDULE OF POWERS VESTED IN DIRECTOR

| Sl.No. | Power   | Extent  |
|--------|---|---|
| 1.     | To declare an Institute employee to be a ministerial servant.   | Full powers   |
| 2.     | To dispense with a medical certificate of fitness before appointment (in individual case)   | Full powers in respect of the categories of the posts for which Director is the appointing authority. |
| 3.     | To suspend a lien.  | Full powers provided he is authorized to make appointments to the post in question.                   |
| 4.     | To transfer a lien.   | Full powers provided that he is authorized to make appointments to both the posts concerned.          |
| 5.     | To transfer an employee from one post to another.   | Full powers   |
| 6.     | To appoint an employee to hold a dual charge and to fix emoluments.   | Full powers provided he has power to make appointment in each post.                                   |
| 7.     | To sanction grant or acceptance of honorarium   | Upto a maximum of Rs. 2,500/- in each case per year   |
| 8.     | To permit teaching staff of the Institute to accept fee for examinership, invigilatorship, paper setting, valuation of answer book etc.   | Full powers subject to the provision of SR-12 and maximum of Rs. 2,500/- in a financial year.         |
| 9.     | To permit undertaking of private work and acceptance of fee.  | Upto Rs. 1,200/- in case of each employment per year.   |
| 10.    | To decide the shortest of two or more routes.   | Full powers   |
| 11.    | To allow mileage allowance by a route other than the shortest.  | Full powers provided selection of the route is in the Institute's interest.                           |
| 12.    | To define the limits of an employee's sphere of duty for the purpose of TA  | Full powers   |
| 13.    | To decide whether a particular absence is absence or duty for the purpose of TA   | Full powers   |
| 14.    | To authorize an employee to proceed on duty to any part of India.   | Full powers   |
| 15.    | To restrict the frequency and duration of journey.  | Full powers   |
| 16.    | To reimburse cancellation charges on unused air/rail tickets.   | Full powers where the cancellation was done in the interest of the Institute.                         |
| 17.    | To allow actual expenses for carriage of personal effects by road between Stations connected by rail.   | Full powers   |
| 18.    | Power to declare an officer of Group A or B to be Head of an Office (Powers of Head of Office to sign bills and cheques, last pay certificates, contingent registers etc. He can also delegate such powers in certain cases to any other gazetted officer subordinate to him) | Full powers   |
| 19.    | Power to permit an officer to countersign TA advance bills where permanent TA Advances have been sanctioned to that officer.  | Full powers   |
| 20.    | To declare who shall be the controlling officer and to make rules for his guidance.   | Full powers provided no employee is declared his own controlling officer.                             |

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|-----|---|---|
| 21. | To purchase raw and prepared drugs, dressings, medical stores hospital equipment, dietary articles, furnitures, other stores etc. for working of the Institute/Departments, Hospital or any of its Units, for teaching, research and hospital purposes.   | Upto the limit of budget provision for such purchase according to usual rules and prescribed procedures.                                      |
| 22. | Power to sanction non-recurring contingent charges within budget limits.  | Upto the limit of budget provision for such purchase according to usual rules and prescribed procedure (only in respect of approved schemes). |
| 23. | Power to sanction recoument of permanent advance.   | Full powers   |
| 24. | Power to sanction Municipal or Cantonment taxes.  | Full powers   |
| 25. | Power to purchase within budget limits Government and Non-Government publications required by him or by Officers under his control.   | Full powers   |
| 26. | Power to sanction the renting of ordinary offices and hostel accommodations.  | Rs. 15,000/- per annum. subject to the recommendation of the Finance Committee in principle, for hiring such accommodation.                   |
| 27. | Maintenance of buildings and petty works repairs and alterations to hired and requisitioned buildings.  | For ordinary repairs to Institute own buildings - full powers subject to budget provision.  |
| 28. | Power to sanction fixed recurring charges of a contingent character.  | Full powers   |
| 29. | Power to sanction telephone rents.  | Full powers   |
| 30. | Power to sanction advances of pay to an officer under transfer.   | Full powers   |
| 31. | Power to grant advance of TA to himself and to other employees.   | Full powers   |
| 32. | Power to sanction advances and final withdrawal from CP Fund/ EP Fund/GP Fund in accordance with the Government rules as amended from time to time.   | Full powers   |
| 33. | Power to sanction Festival Advance in accordance with the Government rules as amended from time to time.  | Full powers   |
| 34. | Power to sanction advance for the purchase of conveyance in accordance with the Government rules as amended from time to time.  | Full powers   |
| 35. | Power to incur expenditure and sanction advances for Law Suits to which the Institute is party in accordance with the Government Rules as amended from time to time.  | Full powers   |
| 36. | Power to vary the terms of repayment of advances.   | Full powers   |
| 37. | Power to order retention of undisbursed pay and allowances.   | Up to three months  |
| 38. | Power to sanction Children Education Allowance and reimbursement of Tuition Fees in accordance with the Central Government Rules as amended from time to time.  | Full powers   |
| 39. | Power to sanction reimbursement of medical expenses incurred by an employee for himself or in respect of a member of his family in accordance with the Central Government Rules as amended from time to time or Institute's own Rules/Scheme on medical attendance as approved by the Governing Body. | Full powers   |

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|-----|---|--|
| 40. | Power to sanction the purchase of typewriter.   | Full powers  |
| 41. | Power in regard to writing of the irrecoverable value of stores, money, advances, etc. provided that (i) the loss is not due to theft, (ii) it does not disclose a defect of system or serious negligence on the part of some individual servant of the Institute which might possibly call for disciplinary action requiring the orders of a higher authority. | Upto a limit of Rs. 10,000/- in each case. Full powers with the approval of the Finance Committee.   |
| 42. | Power to order destruction of records.  | Full powers subject to observance of period of retention of records as prescribed by the Govt. of India.   |
| 43. | To order, sale by auction or otherwise in the interest of Institute of unserviceable stores or perishable articles.   | Full powers  |
| 44. | Power to give gift items/medicines to visiting dignitaries or public bodies at his discretion.  | Upto Rs.1,000/- in each case.  |
| 45. | Power to countersign his own travelling allowance bills.  | Full powers  |
| 46. | Power to grant all kinds of leave excluding study leave to staff of the Institute as per CCS leave Rules.   | Full powers  |
| 47. | Power to grant upto five advance increments in respect of Group C and D staff on the basis of the recommendations of the Selection Committee.   | Full powers  |
| 48. | Printing and binding  | Full powers subject to codal formalities.  |
| 49. | Power to incur expenditure on miscellaneous items.  | Maximum limit up to which the expenditure may be sanctioned on each individual item:<br><br>Recurring Rs.1,200/- in each case.<br>(Example - Payment on Training of staff etc.)<br><br>Non-Recurring - Rs. 10,000/- in each case.<br>(Example - Laying of foundation stone, opening of new building etc. |
| 50. | Power to purchase stationery for Offices/Hospital use.  | Full powers according to necessity subject to budget provision.  |

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