

RTI under section 4(1)(b)

(i)	<p><i>The particulars of its organization, functions and duties:</i></p> <p>The National Institute of Epidemiology (NIE) is one of the permanent Institutes of Indian Council of Medical Research (ICMR) under Ministry of Health and Family Welfare. NIE was established on July 2, 1999 by merging the Central JALMA Institute Leprosy (CJIL), Field Unit, Avadi, Chennai with the Institute for Research in Medical Statistics (IRMS), Chetput, Chennai. The broad objectives of the Institute cover Development of human resources in epidemiology and bio-statistics, networking of the various ICMR and non-ICMR Institutes at the national level for epidemiological purposes, consultancy, epidemiological studies and research on health systems.</p>
(ii)	<p><i>The powers and duties of its officers and employees:</i></p> <p>The Director heads the Institute and has the powers to make appointment for the posts up to the level of Group B and C. He looks after the scientific, administrative and technical work of the Institute.</p> <p>Division Heads assist the Director in executing research projects undertaken by the Institutes. There are nine scientific divisions and one administrative division. Their activities and research projects are oriented to fulfilling the goals of the institute.</p> <p>Scientists work under various divisions, and are individually or as a group engaged in the research activities.</p> <p>Technical Staff constitute a core research groups to assist and support various research projects, being carried out by the scientists.</p> <p>Administration works under the leadership of Senior Administrative Officer assisted who is assisted by Administrative Officer / Assistant Accounts Officer / Section Officer / Assistant / Private Secretary / Upper Division Clerk / Lower Division Clerk etc. The administration deals with all types of service matters like preparation of salary, purchase, maintaining of service book, making arrangements for meetings, maintaining of building etc.,</p> <p>Supportive staff is the backbone of the Institute, in administration and scientific research.</p>
(iii)	<p><i>The procedure followed in the decision making process, including channels of supervision and accountability:</i></p> <p>Various committees are constituted to guide the Director in making decisions with respect to various issues:</p> <p>Scientific Advisory Committee (SAC) is empowered to provide direction in research activities. It also approves scientific research projects that are undertaken by the institute.</p> <p>Institutional Human Ethics Committee [IHEC] provides approval by carefully examining ethical issues in research projects undertaken in the institute.</p> <p>Management Committee takes decision on policy matters related to scientific activities and administration.</p> <p>Annual Maintenance Contract Committee reviews the need for AMC for equipment like</p>

	<p>Computer, Lab equipment and provides opinions and recommendations to the Administration.</p> <p>Purchase Committee assists Administration to verify completion of required codel formalities outlined by ICMR with respect to the purchase of equipments and other items for the institute.</p> <p>Condemnation Committee lists out the office items which are not usable or obsolete and advice the Administration for the purchase appropriate replacement if that particular item is needed for the office use.</p> <p>Discipline Committee helps to maintain discipline among the staff members and advices suitable action for incident leading to the breach of institutional discipline.</p> <p>Grievances Committee is meant to sort out of grievances of staff members and recommend suitable action to the Director.</p> <p>Sexual Harassment of Working Women is to investigate the reports of women’s harassment in the institute and ensure the safety of women employee.</p> <p>Building Maintenance Committee looks after the maintenance of the buildings matters such as renovation, repairs, refurbishing etc.,</p> <p>Transport committee is responsible for maintenance of vehicles in good on road condition and scrutinizes log books for each vehicle to ensure appropriate use.</p> <p>Canteen Committee is responsible to oversee canteen related matters and ensure provision of hygienic food to the staff members.</p> <p>There are many other committees are also formed for smooth, transparent and efficient running of office, as listed below.</p> <p>Translational Research Committee Ph.D./Internship Committee Library Committee NIE Specification Committee Publication Committee Annual Report Committee Hindi Official Language Implementation Committee Web Committee Medical Committee Campus Maintenance & Security Committee Departmental Promotion Committee Anti-Ragging Committee Screening Committee for MACP Scheme Wellness Committee</p>
(iv)	<p><i>The norms set by it for the discharge of its functions:</i></p> <p>The Institute discharges its functions in accordance with the provisions contained in its Rules and Regulations, By laws and the extant administrative and financial norms prescribed by ICMR for its employees.</p>

(v)	<p><i>The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:</i></p> <p>The Institute holds under its control the Rules & Regulations of ICMR, and it's By laws.</p>																																													
(vi)	<p><i>A statement of the categories of documents that are held by it or under its control:</i></p> <ol style="list-style-type: none"> 1) <i>Service books of all staff</i> 2) <i>Personal files of all staff</i> 3) <i>Pension Papers of retired staff</i> 4) <i>Annual Reports of Institutes</i> 5) <i>Scientific papers published by the institute</i> 6) <i>Library books</i> 7) <i>Records related to purchase, billing, accounts and audit</i> 																																													
(vii)	<p><i>The 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:</i></p> <p>While there is no provision requiring the association of members of the public on its various committees etc., the Institute actively avails of the services of eminent scientists both serving and retired, including officials from Department of Public Health, Directorate of Medical Education on its Boards / Committees / Bodies viz. Scientific Advisory Committee, Ethics Committee, with the due approval of ICMR.</p>																																													
(viii)	<p><i>A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public:</i></p> <p>Please refer item no. (iii) for list of various committees. The record, deliberations of these committees are confidential and are not open to the general public.</p>																																													
(ix)	<p><i>A directory of its officers and employees:</i></p> <p>Please refer item no. (x)</p>																																													
(x)	<p><i>The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:</i></p> <table border="1" data-bbox="261 1423 1435 1879"> <thead> <tr> <th>Sl No</th> <th>Name of the Staff</th> <th>Designation</th> <th>Pay Band</th> <th>Pay Level</th> </tr> </thead> <tbody> <tr> <td></td> <td>Scientific</td> <td></td> <td></td> <td></td> </tr> <tr> <td>1</td> <td>Dr. M.V. Murhekar</td> <td>Scientist-G & Director</td> <td>37,400 - 67,000</td> <td>Level - 14</td> </tr> <tr> <td>2</td> <td>Mr. A. Elangovan</td> <td>Scientist-G</td> <td>37,400 - 67,000</td> <td>Level - 14</td> </tr> <tr> <td>3</td> <td>Dr. J. Yuvaraj</td> <td>Scientist-F</td> <td>37,400 - 67,000</td> <td>Level - 13A</td> </tr> <tr> <td>4</td> <td>Dr. Prabhdeep Kaur</td> <td>Scientist-E</td> <td>37,400 - 67,000</td> <td>Level - 13</td> </tr> <tr> <td>5</td> <td>Dr. C.P. Girish Kumar</td> <td>Scientist-E</td> <td>37,400 - 67,000</td> <td>Level - 13</td> </tr> <tr> <td>6</td> <td>Dr. Tarun Bhatnagar</td> <td>Scientist-E</td> <td>37,400 - 67,000</td> <td>Level - 13</td> </tr> <tr> <td>7</td> <td>Dr. P. Manickam</td> <td>Scientist-E</td> <td>37,400 - 67,000</td> <td>Level - 13</td> </tr> </tbody> </table>	Sl No	Name of the Staff	Designation	Pay Band	Pay Level		Scientific				1	Dr. M.V. Murhekar	Scientist-G & Director	37,400 - 67,000	Level - 14	2	Mr. A. Elangovan	Scientist-G	37,400 - 67,000	Level - 14	3	Dr. J. Yuvaraj	Scientist-F	37,400 - 67,000	Level - 13A	4	Dr. Prabhdeep Kaur	Scientist-E	37,400 - 67,000	Level - 13	5	Dr. C.P. Girish Kumar	Scientist-E	37,400 - 67,000	Level - 13	6	Dr. Tarun Bhatnagar	Scientist-E	37,400 - 67,000	Level - 13	7	Dr. P. Manickam	Scientist-E	37,400 - 67,000	Level - 13
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8	Dr. T. Vijayapushpam	Scientist-E	37,400 - 67,000	Level - 13
9	Mr. J. Arockiasamy	Scientist-D	15,600 - 39,100	Level - 12
10	Dr. B. Ganesh	Scientist-D	15,600 - 39,100	Level - 12
11	Dr. Bhavani Shankara Bagepally	Scientist-D	15,600 - 39,100	Level - 12
12	Dr. Rajkumar Prabu	Scientist-D	15,600 - 39,100	Level - 12
13	Dr.P. Ganeshkumar	Scientist-C	15,600 - 39,100	Level - 11
14	Mr. Vineet Kumar Kamal	Scientist-C	15,600 - 39,100	Level - 11
15	Mr. Subhendu Kumar Acharya	Scientist-C	15,600 - 39,100	Level - 11
16	Dr. Vasna Joshua	Scientist-C	15,600 - 39,100	Level - 11
17	Dr. M. Santhosh Kumar	Scientist-B	15,600 - 39,100	Level - 10
18	Mr. V. Saravana Kumar	Scientist-B	15,600 - 39,100	Level - 10
19	Mrs. S. Devika	Scientist-B	15,600 - 39,100	Level - 10
20	Dr. T. Jeromie Wesley Vivian	Scientist-B	15,600 - 39,100	Level - 10
	Administrative			
21	Mr. Jagdish Rajesh	Senior Administrative Officer	15,600 - 39,100	Level - 11
22	Mrs. A. Susila	Administrative Officer	15,600 - 39,100	Level - 10
23	Mr. A. Murugarasan	Private Secretary	15,600 - 39,100	Level - 9
24	Mrs. Uma Manoharan	Private Secretary	9,300 - 34,800	Level - 8
25	Mrs. D. Parvathi	Asst. Accounts Officer	9,300 - 34,800	Level - 8
26	Mrs. R. Udayalakshmi	Section Officer	9,300 - 34,800	Level - 8
27	Mr. Michael Antony Joseph	Section Officer	9,300 - 34,800	Level - 8
28	Mrs. Shanthi Balasubramanian	Section Officer	9,300 - 34,800	Level - 7
29	Mrs. K. Pappu	Assistant	9,300 - 34,800	Level - 7
30	Mr. R. Arumugam	Personal Assistant	9,300 - 34,800	Level - 8
31	Mrs. G. Umaiya Parvathy	Assistant	9,300 - 34,800	Level - 7
32	Mr. P. Raja	Assistant	9,300 - 34,800	Level - 7
33	Mr. Raj Kumar	Assistant	9,300 - 34,800	Level - 6
34	Mrs. P. Sharly Devi	UDC	5,200 - 20,200	Level - 4
35	Mr. S. Suresh	UDC	5,200 - 20,200	Level - 4
36	Ms. Suganya P	UDC	5,200 - 20,200	Level - 4
37	Mr. Sakthi Prabhu R	UDC	5,200 - 20,200	Level - 4
38	Mr. V. Chandrasekar	LDC	5,200 - 20,200	Level - 2
39	Mr.P.B. Santhosh Kumar	LDC	5,200 - 20,200	Level - 2
40	Mr. M. Nishanth	LDC	5,200 - 20,200	Level - 2

41	Mrs. R. Janaki	Stenographer	9,300 - 34,800	Level - 6
42	Mrs. K. Mahalakshmi	Stenographer	5,200 - 20,200	Level - 4
43	Mr. D. Mahendran	Attendant (Services)	5,200 - 20,200	Level - 2
	Technical			
44	Mr. L. Sundaramoorthy	Principal Technical Officer	37,400 - 67,000	Level - 13
45	Mr. C. Govindhasamy	Principal Technical Officer	37,400 - 67,000	Level - 13
46	Mr. K. Kanagasabai	Principal Technical Officer	37,400 - 67,000	Level - 13
47	Dr. S. Venkatasubramanian	Principal Technical Officer	37,400 - 67,000	Level - 13
48	Mrs. R. Sudha	Principal Technical Officer	37,400 - 67,000	Level - 13
49	Dr. N. Uthayakumaran	Principal Technical Officer	37,400 - 67,000	Level - 13
50	Mr. B.K. Kirubakaran	Senior Technical Officer (3)	37,400 - 67,000	Level - 12
51	Mr. M. Ravi	Senior Technical Officer (3)	37,400 - 67,000	Level - 12
52	Mr. P. Kamaraj	Senior Technical Officer (3)	15,600 - 39,100	Level - 12
53	Mr. K. Boopathi	Senior Technical Officer (3)	15,600 - 39,100	Level - 12
54	Ms. P. Jayasree	Senior Technical Officer (3)	15,600 - 39,100	Level - 12
55	Mr. T. Daniel Rajasekar	Senior Technical Officer (3)	15,600 - 39,100	Level - 12
56	Mr. V. Ramachandran	Senior Technical Officer (3)	15,600 - 39,100	Level - 12
57	Mr. G. Elavarasu	Senior Technical Officer (3)	15,600 - 39,100	Level - 12
58	Mr. A. Jeya Kumar	Senior Technical Officer (1)	15,600 - 39,100	Level - 10
59	Mr. S. Satish	Senior Technical Officer (2)	15,600 - 39,100	Level - 11
60	Mr. Rang Lal Meena	Technical Officer	9,300 - 34,800	Level - 7
61	Mr. S. Lucas Leonard	Senior Technical Officer (1)	15,600 - 39,100	Level - 10
62	Mrs. P.Kannaki	Senior Technical Officer (2)	15,600 - 39,100	Level - 11
63	Mrs. A. Tamilarasi	Senior Technical Officer (2)	15,600 - 39,100	Level - 11
64	Mrs. P. Shantha	Senior Technical Officer (2)	15,600 - 39,100	Level - 11
65	Mrs. P. Lourdu Stella Mary	Senior Technical Officer (2)	15,600 - 39,100	Level - 11
66	Mrs. R. Shanthi	Senior Technical Officer (2)	15,600 - 39,100	Level - 11
67	Mrs. M.R. Santhi	Senior Technical Officer (2)	15,600 - 39,100	Level - 11
68	Mrs. I. Kalaimani	Senior Technical Officer (2)	15,600 - 39,100	Level - 11
69	Mr.P. Ashok Kumar	Senior Technical Officer (1)	15,600 - 39,100	Level - 10
70	Mr. S.A. Raveendra	Senior Technical Officer (2)	15,600 - 39,100	Level - 11
71	Mr. N. Vengatesan	Senior Technician (3)	9,300 - 34,800	Level - 8
72	Mr. T. Karunakaran	Technical Assistant (Lab)	9,300 - 34,800	Level - 6
73	Mr. A. Suresh	T. A (Health System Research)	9,300 - 34,800	Level - 6

74	Mrs. R. Vijayaprabha	Technical Assistant (Social Work)	9,300 - 34,800	Level - 6
75	Mr. Rakesh Kumar Yadav	Senior Technical Officer (2)	15,600 - 39,100	Level - 11
76	Mr. T. Ravichandran	Senior Technical Officer (2)	15,600 - 39,100	Level - 11
77	Mr. M. Jagga Babu	Senior Technical Officer (2)	15,600 - 39,100	Level - 11
78	Mr. C. Sagayanathan	Senior Technical Officer (2)	15,600 - 39,100	Level - 11
79	Mr. R. Harikrishnan	Senior Technical Officer (1)	15,600 - 39,100	Level - 10
80	Mr. K. Satish Kumar	Senior Technical Officer (2)	15,600 - 39,100	Level - 11
81	Mrs. Annamma Jose	Senior Technical Officer (2)	15,600 - 39,100	Level - 11
82	Mr. M. Murali Mohan	Senior Technician (3)	9,300 - 34,800	Level - 8
83	Mr. D. Murugan	Senior Technical Officer (2)	15,600 - 39,100	Level - 11
84	Mr. D. Augustine	Senior Technical Officer (2)	15,600 - 39,100	Level - 11
85	Mr. R. Ramakrishna Rao	Senior Technical Officer (3)	15,600 - 39,100	Level - 12
86	Mr. C. Prabakaran	Senior Technical Officer (2)	15,600 - 39,100	Level - 11
87	Mr. M. Anthony Doss	Senior Technical Officer (2)	15,600 - 39,100	Level - 11
88	Mr. A. Kaleb Raja Kumar	Technical Officer	9,300 - 34,800	Level - 7
89	Mr. V. Ramesh	Senior Technical Officer (2)	15,600 - 39,100	Level - 11
90	Mr. T. Subba Rao	Senior Technical Officer (2)	15,600 - 39,100	Level - 11
91	Mr. R. Gopinath	Senior Technical Officer (2)	15,600 - 39,100	Level - 11
92	Mr. A. Gnanamurthy	Senior Technician (2)	9,300 - 34,800	Level - 7
93	Mr. A. Krishna Kumar	Senior Technician (3)	9,300 - 34,800	Level - 8
94	Mr. K. Ramu	Senior Technician (1)	9,300 - 34,800	Level - 6
95	Mr. V.S. Ashok Kumar	Senior Technician (3)	9,300 - 34,800	Level - 8
96	Mr. R. Ravi	Senior Technician (2)	9,300 - 34,800	Level - 7
97	Mr. M. Tamilmani	Senior Technician (2)	9,300 - 34,800	Level - 7
98	Mr. K. Damodaran	Senior Technician (1)	9,300 - 34,800	Level - 6
99	Mr. M. Balusamy	Technician-C (social Science)	5,200 - 20,200	Level - 5
100	Ms. S. Dhana Priya Vadhani	Technician-C (Laboratory)	5,200 - 20,200	Level - 5
101	Mrs. V.S. Shyma	Technician-C (Laboratory)	5,200 - 20,200	Level - 5
102	Mr. Harshal Bhimrao Sonekar	Technician-C (Social Science)	5,200 - 20,200	Level - 5
103	Mr. D. Chokkalingam	Technician-C (EDP)	5,200 - 20,200	Level - 5
104	Ms. K. Gayathri	Technician-C (social Science)	5,200 - 20,200	Level - 5
105	Mr. M. Saravanan	Technician-A	5,200 - 20,200	Level - 2
106	Mr. H. Dinesh Kumar	Technician-A	5,200 - 20,200	Level - 2
107	Mr. V.M. Srinivasan	Technician-A (Electrician)	5,200 - 20,200	Level - 2

108	Mr. T. Magesh	Technician-A (Lab)	5,200 - 20,200	Level - 2
109	Mr. D. Gunasekaran	Technician-A (GRC)	5,200 - 20,200	Level - 2
110	Mrs. M. Punitha	Technician-A	5,200 - 20,200	Level - 2
111	Mr. A. Mohan	Technician-A	5,200 - 20,200	Level - 2
112	Mr. M. Manoj Kumar	Technician-A	5,200 - 20,200	Level - 2
113	Mr. P. Baskaran	Senior Technician (3)	9,300 - 34,800	Level - 8
114	Mr. S. Sittayya	Senior Technician (3)	9,300 - 34,800	Level - 8
115	Mr. D. Anandaraj	Senior Technician (2)	9,300 - 34,800	Level - 7
116	Mr. R. Ranganathan	Senior Technician (2)	9,300 - 34,800	Level - 7
117	Mr. D. Justinraj	Senior Technician (1)	9,300 - 34,800	Level - 6
118	Mr. E. Thiruppugazh	Staff Car Driver (Grade-II)	5,200 - 20,200	Level - 4
119	Mr. K. Karthikeyan	Staff Car Driver (Ord.Grade)	5,200 - 20,200	Level - 2
120	Mr. D. Jayaraman	Staff Car Driver (Ord.Grade)	5,200 - 20,200	Level - 2
121	Mr. P. Ebenezer	Staff Car Driver (Ord.Grade)	5,200 - 20,200	Level - 2
122	Mr. A. Palani	Staff Car Driver (Ord. Grade)	5,200 - 20,200	Level - 2
123	Mr. A. Mani	Field Assistant	5,200 - 20,200	Level - 5
124	Mr. D. Prabakaran	Field Assistant	5,200 - 20,200	Level - 5
125	Mr. A. Subramani	Field Assistant	5,200 - 20,200	Level - 5
126	Mr. N. Maharaja	Field Assistant	5,200 - 20,200	Level - 5
127	Mrs. S. Mallika	Field Assistant	5,200 - 20,200	Level - 5
128	Mr. K. Loganathan	Field Assistant	5,200 - 20,200	Level - 5
129	Mr. M. Anbalagan	Field Assistant	5,200 - 20,200	Level - 5
130	Mr. E. Gandhidoss	Field Assistant	5,200 - 20,200	Level - 5
131	Mr. K. Shanmugam	Field Assistant	5,200 - 20,200	Level - 5
132	Mr. S.Sudandaraselvan	Field Assistant	5,200 - 20,200	Level - 5
133	Mr. M.R. Ravi	Field Assistant	5,200 - 20,200	Level - 5
134	Mrs. S. Sarada	Field Assistant	5,200 - 20,200	Level - 5
135	Mrs. K. Kasturi	Field Assistant	5,200 - 20,200	Level - 5
136	Mrs. A. Nirmala	Field Assistant	5,200 - 20,200	Level - 5
137	Mr. E. Anandan	Field Assistant	5,200 - 20,200	Level - 5
138	Mr. V.Penchala Narasaiah	Field Assistant	5,200 - 20,200	Level - 5
139	Mr. A.S. Madhan	Field Assistant	5,200 - 20,200	Level - 5
140	Mr. M. Boopathy	Multi - Tasking Staff (MTS)	5,200 - 20,200	Level - 1

(xi)	<p><i>The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:</i></p> <p>The Budget of NIE for the year 2017-18 is Rs. 7959 Lakhs.</p>
(xii)	<p><i>The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:</i></p> <p>The Institute does not deal with any programme involving release of subsidy.</p>
(xiii)	<p><i>Particulars of recipients of concessions, permits or authorizations granted by it:</i></p> <p>The Institute does not grant any concessions / permits/ authorizations.</p>
(xiv)	<p><i>Details in respect of the information, available to or held by it, reduced in an electronic form:</i></p> <p>The information with regard to NIE is available in electronic form on the institutional Website: www.nie.gov.in</p>
(xv)	<p><i>The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use:</i></p> <p>The Institute furnishes information on request to any citizen visiting its office. It also places many scientific documents / reports on this website as a regular feature.</p>
(xvi)	<p><i>The names, designations and other particulars of the Public Information Officers:</i></p> <p><u>PUBLIC INFORMATION OFFICER</u></p> <p>Mr. J. Arockiasamy Scientist-D ICMR-National Institute of Epidemiology Ayapakkam, Chennai 600 077 Tamil Nadu Phone: 044-26136306</p> <p><u>APPELLATE AUTHORITY</u></p> <p>Mr. A. Elangovan Scientist-G ICMR-National Institute of Epidemiology Ayapakkam, Chennai 600 077 Tamil Nadu Phone: 044-26136307</p>
(xvii)	<p><i>Miscellaneous information:</i></p> <p>For any other information, please visit Institute's web site www.nie.gov.in</p>