

RTI under section 4(1)(b)

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| (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 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> |

Scientific Advisory Committee (SAC) is empowered to provide direction in research activities. It also approves scientific research projects that are undertaken by the institute.

Institutional Human Ethics Committee [IHEC] provides approval by carefully examining ethical issues in research projects undertaken in the institute.

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.

Annual Maintenance Contract Committee reviews the need for AMC for equipment like Computer, Lab equipment and provides opinions and recommendations to the Administration.

Canteen Committee is responsible to oversee canteen related matters and ensure provision of hygienic food to the staff members.

Building Maintenance Committee looks after the maintenance of the buildings matters such as renovation, repairs, refurbishing etc.,

Grievances Committee is meant to sort out of grievances of staff members and recommend suitable action to the Director.

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.

Management Committee takes decision on policy matters related to scientific activities and administration.

Disciplinary Committee helps to maintain discipline among the staff members and advices suitable action for incident leading to the breach of institutional discipline.

Vehicle maintenance committee is responsible for maintenance of vehicles in good on road condition and scrutinizes log books for each vehicle to ensure appropriate use.

Women Harassment Committee is to investigate the reports of women's harassment in the institute and ensure the safety of women employee.

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| (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 its 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"> <i>1) Service books of all staff</i> <i>2) Personal files of all staff</i> <i>3) Pension Papers of retired staff</i> <i>4) Annual Reports of Institutes</i> <i>5) Scientific papers published by the institute</i> <i>6) Library books</i> <i>7) 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>The following Bodies/Committees/Boards are in existence under the Institute:</p> |

- 1) *Scientific Advisory Committee (SAC)*
- 2) *Ethics Committee*
- 3) *Purchase Committee*
- 4) *Annual Maintenance Contract Committee*
- 5) *Canteen Committee*
- 6) *Building Maintenance Committee*
- 7) *Grievances Committee*
- 8) *Condemnation Committee*
- 9) *Management Committee*
- 10) *Disciplinary Committee*
- 11) *Vehicle maintenance committee*
- 12) *Women Harassment Committee*

The record, deliberations of these committees are confidential and are not open to the general public.

(ix) ***A directory of its officers and employees:***

Please refer item no. (x)

(x) ***The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:***

| | NAME OF THE STAFF | PAY BAND | GRADE PAY |
|---|---|---------------|-----------|
| Scientist-G & Director-in-Charge | | | |
| 01 | Manoj V. Murhekar, M.B.B.S., M.D. | 37,400-67,000 | 10,000 |
| Scientist - F | | | |
| 01 | A. Elangovan, M.Sc., PGDOR., M.Tech. | 37,400-67,000 | 8,900 |
| 02 | Jayaraman Yuvaraj, M.D. | 37,400-67,000 | 8,900 |
| Scientist – E | | | |
| 01 | Dr. T. Vijaya Pushpam, M.A., M.Phil., Ph.D. | 37,400-67,000 | 8,700 |
| Scientist – D | | | |
| 01 | J. Arockiasamy, M.Sc. | 15,600-39,100 | 7,600 |
| 02 | Prabhdeep Kaur, MBBS., Dip. N.B (Gen. Med.) | 15,600-39,100 | 7,600 |
| 03 | C. P. Girish Kumar, M.Sc., Ph.D. | 15,600-39,100 | 7,600 |

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| 04 | Tarun Bhatnagar, M.D. | 15,600-39,100 | 7,600 |
| 05 | P. Manickam, BSM & S, M.Sc (Epid) | 15,600-39,100 | 7,600 |
| 06 | B. Ganesh M.Sc., Ph.D. | 15,600-39,100 | 7,600 |
| Scientist - C | | | |
| 01 | Rajkumar Prabu, M.D, | 15,600-39,100 | 6,600 |
| 02 | P. Ganesh Kumar M.D. | 15,600-39,100 | 6,600 |
| Scientist - B | | | |
| 01 | Vasna Joshua, M.Sc. Ph.D | 15,600-39,100 | 6,600 |
| Technical Officer - B | | | |
| 01 | R. Jayasri, M.Sc. | 15,600-39,100 | 6,600 |
| Technical Officer - A | | | |
| 01 | L. Sundaramoorthy, M.Sc. | 15,600-39,100 | 6,600 |
| 02 | C. Govindhasamy, M.Sc., PGDCA | 9,300-34,800 | 4,800 |
| 03 | K. Kanagasabai, M.Sc., PGDCA | 9,300-34,800 | 5,400 |
| 04 | B.K. Kirubakaran, M.Sc., PGDCA | 9,300-34,800 | 5,400 |
| 05 | M. Ravi, B.Sc., M.C.M., M.S. | 9,300-34,800 | 5,400 |
| 06 | S. Venkatasubramanian, M.Sc., Ph.D.,PGDOR | 15,600-39,100 | 6,600 |
| 07 | R. Sudha, M.Sc. | 9,300-34,800 | 4,800 |
| 08 | N. Uthayakumaran, M.Sc., Ph.D. | 9,300-34,800 | 4,800 |
| 09 | Rang Lal Meena | 9,300-34,800 | 4,600 |
| 10 | P. Kamaraj | 9,300-34,800 | 4,800 |
| 11 | K. Boopathi | 9,300-34,800 | 4,800 |
| 12 | P. Jayasree, M.Sc., M.Phil. | 9,300-34,800 | 4,800 |
| 13 | T. Daniel Rajasekar, M.Sc. | 9,300-34,800 | 4,800 |
| Asst. Library & Information Officer | | | |
| 01 | S. Satish, M.Com., MLIS., M.Phil. | 9,300-34,800 | 4,600 |
| Technical Assistants (Research) | | | |
| 01 | V. Ramachandran, M.Sc., M.Phil. | 9,300-34,800 | 4,800 |
| 02 | G. Elavarasu, M.Sc. | 9,300-34,800 | 4,600 |
| 03 | A. Jeyakumar | 9,300-34,800 | 4,600 |
| Technical Assistants | | | |

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|----|------------------------|--------------|-------|
| 04 | S. Lucas Leonard, B.A. | 9,300-34,800 | 4,600 |
| 05 | M. Mercy Mallika | 9,300-34,800 | 4,600 |
| 06 | M. Thiyagarajan | 9,300-34,800 | 4,600 |
| 07 | P. Kannaki | 9,300-34,800 | 4,600 |
| 08 | A. Tamilarasi | 9,300-34,800 | 4,600 |
| 09 | P. Shantha | 9,300-34,800 | 4,600 |
| 10 | P. Lourdu Stella Mary | 9,300-34,800 | 4,600 |
| 11 | R. Shanthy | 9,300-34,800 | 4,600 |
| 12 | M. R. Santhi | 9,300-34,800 | 4,600 |
| 13 | I. Kalaimani | 9,300-34,800 | 4,600 |
| 14 | P. Ashok Kumar | 9,300-34,800 | 4,600 |
| 15 | S.A. Raveendra | 9,300-34,800 | 4,600 |
| 16 | N. Vengatesan | 9,300-34,800 | 4,600 |
| 17 | T. Karunakaran | 9,300-34,800 | 4,200 |
| 18 | A. Suresh | 9,300-34,800 | 4,200 |
| 19 | R. Vijayaprabha | 9,300-34,800 | 4,200 |
| 20 | R. Kadirvelu | 9,300-34,800 | 4,600 |
| 21 | Rakesh Kumar Yadav | 9,300-34,800 | 4,600 |
| 22 | T. Ravichandran | 9,300-34,800 | 4,600 |
| 23 | M. Jagga Babu | 9,300-34,800 | 4,600 |
| 24 | C. Sagayanathan | 9,300-34,800 | 4,600 |
| 25 | R. Harikrishnan | 9,300-34,800 | 4,600 |
| 26 | K. Satish Kumar | 9,300-34,800 | 4,600 |
| 27 | P. Osoor | 9,300-34,800 | 4,200 |
| 28 | Annamma Jose | 9,300-34,800 | 4,800 |
| 29 | M. Murali Mohan | 9,300-34,800 | 4,200 |
| 30 | D. Murugan | 9,300-34,800 | 4,600 |
| 31 | D. Augustine | 9,300-34,800 | 4,600 |
| 32 | R. Ramakrishna Rao | 9,300-34,800 | 4,600 |
| 33 | C. Prabakaran | 9,300-34,800 | 4,600 |
| 34 | M. Anthony Doss | 9,300-34,800 | 4,600 |

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| 35 | A. Kaleb Raja Kumar | 9,300-34,800 | 4,200 |
| Technician – C | | | |
| 01 | V. Ramesh | 9,300-34,800 | 4,600 |
| 02 | T. Subba Rao | 9,300-34,800 | 4,600 |
| 03 | R. Gopinath | 9,300-34,800 | 4,600 |
| 04 | A. Gnanamurthy | 9,300-34,800 | 4,200 |
| 05 | A. Krishnakumar | 9,300-34,800 | 4,200 |
| 06 | K. Ramu | 9,300-34,800 | 2,800 |
| 07 | M. Balu Samy, B.A | 5,200-20,200 | 2,800 |
| 08 | S. Dhana Priya Vadhani, B.Sc.(MLT) | 5,200-20,200 | 2,800 |
| 09 | V.S. Shyma, B.Sc.(MLT) | 5,200-20,200 | 2,800 |
| 10 | Harshal Bhimrao Sonekar, M.A., | 5,200-20,200 | 2,800 |
| 11 | D. Chokkalingam, B.Sc., M.C.A. | 5,200-20,200 | 2,800 |
| 12 | K. Gayathri, MSW, M.A.(HRM) | 5,200-20,200 | 2,800 |
| Technician – A | | | |
| 01 | S. Baskaran | 5,200-20,200 | 2,000 |
| 02 | D. Prabakaran | 5,200-20,200 | 1,900 |
| 03 | M. Saravanan | 5,200-20,200 | 1,900 |
| 04 | A. Valli Theivanai Pangalan | 5,200-20,200 | 1,900 |
| 05 | H. Dinesh Kumar | 5,200-20,200 | 1,900 |
| 06 | T. Magesh | 5,200-20,200 | 1,900 |
| 07 | D. Gunasekaran | 5,200-20,200 | 1,900 |
| 08 | M. Punitha | 5,200-20,200 | 1,900 |
| 09 | A. Mohan | 5,200-20,200 | 1,900 |
| 10 | M. Manoj Kumar | 5,200-20,200 | 1,900 |
| Field Assistant | | | |
| 01 | A. Mani | 5,200-20,200 | 2,000 |
| 02 | L. Kulbahadur K.C. | 5,200-20,200 | 2,000 |
| TRANSPORT STAFF | | | |

| Driver Special Grade | | | |
|--------------------------------------|---------------------------|---------------|-------|
| 01 | P. Baskaran | 9,300-34,800 | 4,200 |
| Driver Grade-I | | | |
| 01 | S. Sittayya | 9,300-34,800 | 4,200 |
| 02 | K. Paramasivam | 9,300-34,800 | 4,200 |
| 03 | D. Anandaraj | 9,300-34,800 | 4,200 |
| 04 | R. Ranganathan | 9,300-34,800 | 4,200 |
| 05 | D. Justinraj | 5,200-20,200 | 2,800 |
| Driver Grade-II | | | |
| 01 | E. Thiruppugazh | 5,200-20,200 | 2,400 |
| Ordinary Grade | | | |
| 01 | K. Karthikeyan | 5,200-20,200 | 1,900 |
| 02 | D. Jayaraman | 5,200-20,200 | 1,900 |
| Technician – C (Engg.) | | | |
| 01 | V.S. Ashok Kumar | 9,300-34,800 | 4,200 |
| 02 | R. Ravi | 9,300-34,800 | 4,200 |
| 03 | M. Tamilmani | 9,300-34,800 | 4,200 |
| 04 | K. Damodaran | 9,300-34,800 | 2,800 |
| Technician - A (Engg.) | | | |
| 01 | V.M. Srinivasan | 5,200-20,200 | 1,900 |
| ADMINISTRATIVE STAFF | | | |
| Senior Administrative Officer | | | |
| 01 | V. Sudha, M.Com., M.B.A. | 15,600-39,100 | 6,600 |
| Assistant Account Officer | | | |
| 01 | D. Parvathi, B.Sc. | 9,300-34,800 | 4,600 |
| Private Secretary | | | |
| 01 | N.K.S. Brahaspathy, B.Sc. | 15,600-39,100 | 5,400 |
| 02 | A. Murugarasan, M.A. | 15,600-39,100 | 5,400 |
| Section officer | | | |

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| 01 | R. Udayalakshmi, B.Com. | 9,300-34,800 | 4,600 |
| 02 | Michael Antony Joseph, B.Sc. | 9,300-34,800 | 4,800 |
| 03 | S. Kumaravel, B.Com. | 9,300-34,800 | 4,800 |
| Assistant | | | |
| 01 | Shanthi Balasubramanian | 9,300-34,800 | 4,600 |
| 02 | K. Pappu | 9,300-34,800 | 4,600 |
| 03 | G. Umaiya Parvathy | 9,300-34,800 | 4,600 |
| 04 | P. Raja | 9,300-34,800 | 4,600 |
| Personal Assistant | | | |
| 01 | Uma Manoharan, B.A. | 9,300-34,800 | 4,800 |
| 02 | R. Alamelu | 9,300-34,800 | 4,800 |
| Stenographer | | | |
| 01 | R. Arumugam | 9,300-34,800 | 4,800 |
| 02 | R. Janaki | 5,200-20,200 | 2,400 |
| 03 | K. Mahalakshmi B.Com | 5,200-20,200 | 2,400 |
| Upper Division Clerk | | | |
| 01 | Rajkumar | 5,200-20,200 | 2,400 |
| Lower Division Clerk | | | |
| 01 | A. Subramani, B.Sc. | 5,200-20,200 | 2,000 |
| 02 | H. Sharly Devi | 5,200-20,200 | 1,900 |
| 03 | S. Suresh | 5,200-20,200 | 1,900 |
| 04 | N. Maharaja | 5,200-20,200 | 1,900 |
| 05 | V. Chandrasekar | 5,200-20,200 | 1,900 |
| 06 | P.B. Santhosh Kumar | 5,200-20,200 | 1,900 |
| Attendant (Services) | | | |
| 01 | P. Thulasi | 5,200-20,200 | 2,400 |
| 02 | S. Mallika | 5,200-20,200 | 2,000 |
| 03 | K. Loganathan | 5,200-20,200 | 2,000 |
| 04 | K. Shanmugam | 5,200-20,200 | 2,000 |
| 05 | M. Anbalagan | 5,200-20,200 | 2,000 |
| 06 | E. Gandhidoss | 5,200-20,200 | 2,000 |

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| | 07 | S. Sudandraselvan | 5,200-20,200 | 2,000 |
| | 08 | M. R. Ravi | 5,200-20,200 | 2,000 |
| | 09 | S. Sarada | 5,200-20,200 | 2,000 |
| | 10 | K. Kasthuri | 5,200-20,200 | 2,000 |
| | 11 | A. Nirmala | 5,200-20,200 | 2,000 |
| | 12 | E. Anandan | 5,200-20,200 | 2,000 |
| | 13 | V. P. Narasaiah | 5,200-20,200 | 1,900 |
| | 14 | S. Jamuna | 5,200-20,200 | 1,900 |
| | 15 | A. S. Madhan | 5,200-20,200 | 1,900 |
| | 16 | D. Mahendran | 5,200-20,200 | 1,900 |
| | 17 | M. Boopathy - Multi Tasking Service | 5,200-20,200 | 1,800 |
| (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 2011-12 is Rs. 1162 Lakhs (Plan 803 Lakhs and Non-plan 359 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</p> | | | |

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| | places many scientific documents / reports on this website as a regular feature. |
| (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 National Institute of Epidemiology (ICMR) Ayapakkam, Chennai 600 077 Tamil Nadu Phone: 044-26136307</p> <p><u>APPELLATE AUTHORITY</u></p> <p>Mr. A. Elangovan Scientist-G National Institute of Epidemiology (ICMR) Ayapakkam, Chennai 600 077 Tamil Nadu Phone: 044-26136204</p> |
| (xvii) | <p><i>Miscellaneous information:</i></p> <p>For any other information, please visit Institute's web site www.nie.gov.in</p> |