



# **NATIONAL INSTITUTE OF AYURVEDA**

(Deptt. of AYUSH, Ministry of Health and Family Welfare, Govt. of India)

## **THE RIGHT TO INFORMATION ACT, 2005**

(Updated on 1-7-2011)

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

**Aims and Objectives**

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

**Functions and Duties**

1. Under Graduate, Post Graduate and Ph.D. level education, teaching, training leading to the Degrees of BAMS, MD/MS(Ayurved) and Ph.D.(Ayurved)
2. Training to Medical Officers and Teachers of Ayurveda as sought from other State Governments.
3. Diploma Course in Ayurvedic Compounder/Nursing.
4. Providing Ayurvedic treatment to general public through its OPD and IPD (357 beds).
5. Providing Ayurvedic treatment to SC and ST inhabited areas of Rajasthan under the SCP/TSP Scheme subject to budgetary allocation.
6. Conducting Panchakarma Attendant Training Course.

**Affiliation**

The Institute is affiliated to the 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 development of the University and its affiliated Ayurvedic Colleges in the State of Rajasthan as well as the Institute on various aspects. Plans are afoot for obtaining Deemed University Status for the Institute.

**Teaching Departments**

There are the following 14 Teaching Departments imparting 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. <i>Kayachikitsa</i>	Internal Medicine
2. <i>Agad Tantra</i>	Medical Jurisprudence & Toxicology
3. <i>Dravya Guna</i>	Materia Medica & Pharmacology
4. <i>Kaumar Bhritya</i>	Pediatrics
5. <i>Maulik Siddhanta</i>	Fundamental Principles
6. <i>Panchakarma</i>	Penta Bio-Purification Methods
7. <i>Prasuti Stri Roga</i>	Gynaecology & Obstetrics
8. <i>Roga &amp; Vikrit Vigyan</i>	Clinical Medicine & Pathology
9. <i>Rasa Shastra &amp; Bhaishajya Kalpana</i>	Iatro-Chemistry ( <i>Rasa Chikitsa</i> )
10. <i>Sharir Rachana</i>	Anatomy
11. <i>Sharir Kriya</i>	Physiology
12. <i>Shalya Tantra</i>	Surgery
13. <i>Shalakya Tantra</i>	ENT & Eye
14. <i>Swastha Vritta</i>	Preventive & Social Medicine

**Courses offered and Number of Seats**

**Under Graduate – Ayurvedacharya (BAMS) - 92 Seats**

The Under Graduate Course of BAMS is of 5 ½ Years duration. The Course is divided into 3 Professional Courses of 1½ Year each in the following Subjects and a 1 Year Rotatory Internship:

1 <sup>st</sup> Professional Course	<i>Padarth Vigyan Astanga Sangharh Ayurved Itihas Sanskrit Sharir Rachana Vigyan Sharir Kriya Vigyan</i>
2 <sup>nd</sup> Professional Course	<i>Charaka Samhita(Purvardh) Rasa Shastra &amp; Bhaishajya Kalpana Dravya Guna Vigyan Agad Tantra and Vyavahar Ayurved and Vidhi Vaidhyak Roga Vigyan and Vikriti Vigyan Swastha Vritta</i>
3 <sup>rd</sup> Professional Course	<i>Charaka Samhita(Uttarardh) Prasuti Tantra &amp; Stri Roga Kaumar Bhritya Kaya Chikitsa Shalya Tantra Shalakyta Tantra</i>

**Post Graduate – Ayurveda Vachaspati (MD(Ay.)/Ayurved Dhanwantary(MS(Ay.) - 104 Seats**

The Post Graduate Course is of 3 Years duration. Following 14 Subjects are available for Post Graduation in the Institute:

1. *Kayachikitsa*
2. *Agad Tantra*
3. *Dravya Guna*
4. *Kaumar Bhritya*
5. *Maulik Siddhanta*
6. *Panchakarma*
7. *Prasuti Tantra & Stri Roga*
8. *Roga & Vikrit Vigyan*
9. *Rasa Shastra*
10. *Sharir Rachana*
11. *Sharir Kriya*
12. *Shalya Tantra*
13. *Shalakyta Tantra*
14. *Swastha Vritta*

The Total Number of Seats approved for 2010-2011 was 104 spread over 14 Subjects. However, the Number of Seats may depend upon the Teacher-Student Ratio as approved by competent authorities and is notified every year in the Admission Notice.

### **Fellowship Program - 2 Seats in Each Specialty**

The following 9 Specialties are available for regular Fellowship Program. The Fellowship is awarded for 2 years which may be extended by another one or two years depending upon the necessity and satisfaction on the research. The Fellowship Program can be considered for award of Ph.D.(Ay) within the directions and guidelines of the Rajasthan Ayurved University:

1. *Kayachikitsa*
2. *Dravya Guna*
3. *Kaumar Bhritya*
4. *Maulik Siddhanta*
5. *Panchakarma*
6. *Roga & Vikrit Vigyan*
7. *Rasa Shastra*
8. *Sharir Kriya*
9. *Shalya Tantra*

### **Diploma Course in AYUSH Nursing & Pharmacy - 30 Seats**

The Institute also conducts a Diploma Course of Ayurveda Compunder/Nurse Training of 2½ Years duration including 6 months Internship.

### **Panchakarma Attendant Course – 10 Seats**

A Panchakarma Attendant Course of 3 Months duration is also available.

### **ROTP/TOT/CME Programs**

The Institute also conducts Re-Orientation Training Programs for Teachers, Training of Trainers, Continuing Medical Education Programs etc. as allotted by the Department of AYUSH every year. These Training Program are notified on the Website of the Institute and also circulated to Ayurvedic Colleges, Organizations and Institutions and State Governments for sponsoring Candidates.

### **Admission Criteria and Fees**

#### **Under Graduate Course – Ayurvedacharya (BAMS) - 92 Seats**

Admission to BAMS Course is made by Rajasthan Ayurved University, Jodhpur by notifying on all India basis in national Newspapers and also on its Website [www.raujodhpur.com](http://www.raujodhpur.com). The Institute also posts the Notification of the University on this Site. The Notification is normally issued in March-April.

The Admission is made from the Merit List prepared on the basis of an Entrance Test of Objective Type conducted by the University. Candidates from any part of India is eligible for Admission in NIA. The eligibility is a Pass in Plus 2 Examination with Science Subjects from a recognized Board of Examination.

The Total Seats in UG is 92 Per Year. Reservation to SC, ST, OBC and PH as per the Rules of Government of India is available for Indian nationals.

The Fees for the Course is as notified in the Institute.

#### **Post Graduate Course – Ayurveda Vachaspati (MD(Ay.)/Ayurved Dhanwantary(MS(Ay.) – 104 Seats**

Admission to the PG Course is made from the Merit prepared on the basis of a Joint PG Entrance Test of Objective Type conducted by NIA and IPGTRA for which Notification is made on all India basis in leading National Dailies and also on the Websites of NIA and IPGTRA. The Notification is normally issued in March-April.

Though the Number of Seats approved is 104 spread over 14 Subjects, it will depend upon the Teacher-Student Ratio as approved by competent authorities and as notified in the Admission Notice for the respective Academic Session or that may exist at the time of Counseling/Final Admission stage.

1 Seat in each Subject is available for Central Government Nominees sponsored by the Department of AYUSH. 3 Seats are reserved for candidates sponsored under BIMSTEC Quota of Government of India (i.e. for the Candidates of Bangladesh, Bhutan, Myanmar, Nepal, Sri Lanka and Thailand). Candidates for these Seats are sponsored by Indian Council of Cultural Relations through the Department of AYUSH. Reservation for In-Service Candidates, SC, ST, OBC and PH is also available for Indian nationals as per Government of India orders.

The fees for the Course is as notified in the Institute.

#### **Fellowship Program - 2 Seats in Each Specialty**

Admission to the Fellowship Program is made on the basis of a Test and Interview for which Notification is issued on all India basis and also on the Website by the Institute. This Notification is normally issued along with PG Notification in March-April.

The Number of Seats for the Fellowship Program is 2 in each of the 9 Subjects. 1 Seat is reserved for Candidates from Sri Lanka.

The Research work done under the Fellowship Program may be considered for award of Ph.D. on the satisfaction of the Institute and as per rules of the University.

The Fees for the Course is as notified in the Institute.

#### **Diploma Course in AYUSH Nursing & Pharmacy - 30 Seats**

Admission to this Diploma Course is made by the Rajasthan Ayurved University on the basis of Marks obtained in the essential qualification required. The University notifies it in State level Newspapers and also on its Website. Necessary reservation is also available and the Fees is as decided by the University. This Course is open only to Indian nationals.

#### **Panchakarma Attendant Course – 10 Seats**

A Panchakarma Attendant Course of 3 Months is also available for SC Candidates which may also be extended to other categories also in future. Admission is made after inviting applications by notification in Newspapers in the State of Rajasthan. This Course is also open to Indian nationals only.

#### **Stipend**

The Institute provides handsome Stipend to its PG and Ph.D. Scholars and also to UG Interns to meet their expenses for the day-to-day living, educational needs etc. Following are the Stipend given in the Institute. DA is paid on Central Government Rates:

##### **Monthly Stipend to PG Scholars**

First Year	Rs. 15,820	Plus DA
Second Year	Rs. 16,950	Plus DA
Final Year	Rs. 18,080	Plus DA

##### **Monthly Stipend to Ph.D. Scholars**

First Year	Rs. 18,702	Plus DA
Second Year	Rs. 19,323	Plus DA

##### **Monthly Stipend to UG Interns**

Rs. 8,900 No DA

##### **Monthly Stipend to Diploma Interns**

Rs. 500 No DA

### **International Initiatives and Activities**

The Institute is in the process of entering into various international initiatives in the field of teaching, training, research, patient care activities etc. for which delegations from many foreign countries visit the Institute. For the present, the Institute is involved in the following international activities:

- Under a proposal of Department of AYUSH, the Institute is shouldering the responsibility in the setting up of:
  - Ayurveda Chair in the Jeonju University of South Korea
  - Study Chairs of Ayurveda in Germany and South Africa
- Foreign Exposure Training of 3-6 Months to MD(Ayurved) Scholars of Sri Lanka.
- Collaborative Research for Clinical Trials for Ayurvedic Health Supplements received from Indian Branch of an NRI Nutraceutical Company Incorporated in New Jersey, USA.
- The WHO has awarded an APW Project on *Standardized Terminologies of Non-Clinical Subjects of Ayurveda* for the year 2011. This is in progress.
- The Korea Institute of Oriental Medicine of South Korea has expressed its interest in Collaborative Research etc. with the Institute and this will be initiated with the approval of the Department of AYUSH.

### **Patient Care Activities**

#### **OPD and IPD**

The Institute provides specialized and general treatment facilities to the general public for which there is a 357 bedded Hospital. 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.

There are 2 Deluxe Wards and 5 Cottage Wards available in the Hospital for which the Daily Charges are Rs. 250 and Rs. 150, respectively. These Wards are allotted on first come first served basis.

The Hospital is attached with OPD facilities served by almost all the Departments and the entire Teachers are available on turn basis to the patients attending OPD.

#### **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

#### **Specialized Treatment and Consultation Facilities**

**NIA-Sreedhareeyam Ayurvedic Centre of Excellence for Eye Diseases:** This Centre of Excellence for Eye Diseases is being run in Technical Collaboration with the Sreedhareeyam Ayurvedic Eye Hospital and Research Centre of Kerala, since last three years. 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, Uveitis etc. are successfully treated in this Centre of Excellence. This Centre is managed by a Sreedhareeyam trained Eye Specialist and is assisted by Para-Medical and Nursing Staff deputed from Sreedhareeyam. All the medicines dispensed are procured from Sreedhareeyam.

**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.

**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.

**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.

**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 Kaumar Bhritya (Pediatrics) to take care of various mental disorders of children. This Unit is providing consultation, treatment and management of various mental disorders of children.

**A Centre of Excellence for Neurological Disorders and Musculoskeletal Diseases** has been launched very recently in Technical Collaboration with Vaidyaratnam Oushadhasala, Thrissur, Kerala for providing specialized treatment for various neurological and musculoskeletal diseases. The Experts from Vaidyaratnam will visit the Institute to provide Consultation and Treatment and also to train our Teachers in this specialized area.

**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.

**Tele-Medicine:** This facilities is provided from Jodhpur, Udaipur and Kota. The Institute had been receiving enquiries for Consultations, Medicines, etc. from these Centres and had been providing all the required help to the patients.

**SC-ST Camps:** The Institute organizes Medical Camps 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.

**One-Day Camps:** The Institute also organizes similar One-Day Medical Camps in SC, ST and slum areas in and around Jaipur for the benefit of the population.

**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(Administration)**

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

**Administrative Officer(K)**

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

**Administrative Officer(J)**

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.

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

**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)]**

1. Manual of Office Procedure.
  2. Fundamental Rules and Supplementary Rules (FR & SR)
  3. CCS (Classification, Control and Appeal) Rules
  4. CCS (Conduct) Rules
  5. CCS (Medical Attendance) Rules
  6. CCS (Leave) Rules
  7. CCS (Pension) Rules
  8. CCS (LTC) Rules
  9. General Financial Rules
  10. Delegation of Financial Power Rules
  11. Manual of Central Vigilance Commission
  12. NIA Service Rules
  13. NIA GPF Rules framed in accordance with GPF Rules of Govt. of India
  14. NIA Staff Quarters Rules
  15. 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 is existing 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 Health & F.W. for the control and management of activities of the Institute. The Governing Body is reconstituted every three year. Following is the composition of the present Governing Body, re-constituted in March 2009:

- |    |  |                       |
|----|--|-----------------------|
| 1. | <b>Hon'ble Shri Ghulam Nabi Azad</b><br>Union Minister of Health & Family Welfare<br>Nirman Bhawan, New Delhi 110011                                     | <b>President</b>      |
| 2. | <b>Hon'ble Shri S Gandhiselvan</b><br>Union Minister of State for Health & FW<br>Nirman Bhawan, New Delhi 110011   | <b>Vice-President</b> |
| 3. | <b>Hon'ble Shri Aimaduddin Ahmad 'Durrui Miyan'</b><br>Hon'ble Minister for Health & Ayurveda<br>Government of Rajasthan<br>Secretariat<br>Jaipur 302005 | <b>Vice-President</b> |
| 4. | <b>Shri Anil Kumar</b><br>Secretary<br>Department of AYUSH<br>Government of India<br>Red Cross Building<br>Red Cross Road<br>New Delhi 110001            | Member                |
| 5. | <b>Shri Naved Masood</b><br>Additional Secretary & FA<br>Ministry of Health & FW<br>Nirman Bhawan<br>New Delhi 110011                                    | Member                |
| 6. | <b>Dr. D D Sharma</b><br>Joint Secretary<br>Department of AYUSH<br>Government of India<br>Red Cross Building<br>Red Cross Road<br>New Delhi 110001       | Member                |

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|-----|---|--------------|
| 7.  | <p><b>Dr. S K Sharma</b><br/>         Adviser(Ayurved)<br/>         Department of AYUSH<br/>         Government of India<br/>         Red Cross Building<br/>         Red Cross Road<br/>         New Delhi 110001</p>                          | Member       |
| 8.  | <p><b>Shri Ashok Shekhar</b><br/>         Principal Secretary<br/>         Department of Ayurveda &amp; Indian Medicine<br/>         Government of Rajasthan, Secretariat<br/>         Jaipur 302005</p>  | Member       |
| 9.  | <p><b>Secretary/Director(AYUSH)</b><br/>         Government of Kerala<br/>         Department of Health &amp; Ayurveda<br/>         Secretariat<br/>         Thiruvananthapuram</p>   | Member       |
| 10. | <p><b>Prof. Radhey Shyam Sharma</b><br/>         Vice-Chancellor<br/>         Rajasthan Ayurved University<br/>         Nagaur Road, Kadwad<br/>         Jodhpur (Rajasthan)</p>  | Member       |
| 11. | <p><b>Prof. Ram Harsh Singh</b><br/>         Professor Emeritus<br/>         Banaras Hindu University<br/>         6 Ganga Bagh<br/>         Lanka<br/>         Varanasi 221005</p>   | Member       |
| 12. | <p><b>Dr. Harish Kumar Verma</b><br/>         Renowned Ayurved Physician<br/>         A-138 Madhuvan<br/>         Vikas Marg<br/>         New Delhi 110092</p>  | Member       |
| 13. | <p><b>Prof. SD Seth</b><br/>         Professor of Emeritus<br/>         Indian Council of Medical Research<br/>         N-14/D Mandir Marg, Saket<br/>         New Delhi 110017</p>   | Member       |
| 14. | <p><b>Director</b><br/>         Indian Institute of Integrative Medicine (CSIR)<br/>         Canal Road<br/>         Jammu 180001</p>   | Member       |
| 15. | <p><b>Dr. Ramesh Babu Devalla</b><br/>         Director-General<br/>         Central Council for Research in Ayurveda &amp; Siddha<br/>         61-65 Institutional Area, Opp. D Block<br/>         Janakpuri<br/>         New Delhi 110058</p> | Member       |
| 16. | <p><b>Prof. Ajay Kumar Sharma</b><br/>         Director, National Institute of Ayurveda</p>   | Member-Secy. |

**STANDING FINANCE COMMITTEE**

There is a Standing Finance Committee under the Chairmanship of Joint Secretary, Department 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. | <b>Dr. DD Sharma</b><br>Joint Secretary<br>Department of AYUSH<br>Government of India<br>Red Cross Building<br>Red Cross Road<br>New Delhi 110001  | <b>Chairman</b> |
| 2. | Shri Naved Masood<br>Additional Secretary(FA)<br>Ministry of Health & FW<br>Nirman Bhavan<br>New Delhi 110011                                      | Member          |
| 3. | Shri Ashok Shekhar<br>Principal Secretary<br>Deptt. of Ayurveda & Indian Medicine<br>Government of Rajasthan<br>Secretariat<br>Jaipur 302005       | Member          |
| 4. | Shri PK Jha<br>Director<br>Department of AYUSH<br>Government of India<br>Red Cross Building<br>Red Cross Road<br>New Delhi 110001                  | Member          |
| 5. | Prof. RH Singh<br>Professor Emeritus of BHU, Varanasi &<br>Former Vice-Chancellor of<br>Rajasthan Ayurved University<br>(Member of Governing Body) | Member          |
| 6. | Prof. SD Seth<br>Professor Emeritus of ICMR<br>New Delhi<br>(Member of Governing Body)   | Member          |
| 7. | Prof. Ajay Kumar Sharma<br>Director<br>National Institute of Ayurveda  | Member-Secy.    |

### INSTITUTIONAL ETHICS COMMITTEE

The Institute has an Ethics Committee 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. This Committee was reconstituted in June 2010 with the following Composition:

1.	<b>Prof. Mahesh Chandra Sharma</b> Retd. Director of NIA & Director BL Duggar Ayurved Vishwabharati Sardarshahar(Churu)	<b>Academician</b>	<b>Chairman</b>	41/48 Varun Path, Mansarovar, Jaipur 302020, 9414047418 2392751 (R)
2.	Prof. Shashi Mohan Sharma Professor of Cardiology SMS Medical College, Jaipur	Clinician	Member	Sri Ranga Bhawan D-34/A, Agrasen Circle, Subhash Marg, C-Scheme, Jaipur 302001 9829061183 2371183 2374199 (R) 2518470 (Hospital)
3.	Dr. B S Sharma Associate Professor of Pediatrics SMS Medical College, Jaipur	Clinician	Member	B-2 New Heera Bagh Flats Near Nurses Hostel, SMS Hospital Campus, Jaipur 302004 9414051898(Mob.) 2563000(R) 2619827 (Off.)
4.	Shri Sudhir Kumar Tewari Advocate, Rajasthan High Court	Legal Expert	Member	Flat No. T-4, Sri Krishna Apartments 43 Mathur Vaishya Nagar Adjacent Ram Mandir, Tonk Road, Jaipur 302005. 9314531551 2228042 (R)
5.	Dr. Rajesh Kumar Sharma Asstt. Professor of Political Science University of Rajasthan, Jaipur	Common-men Representative	Member	L-7-A Mahatma Gandhi Marg Rajasthan Univ. Campus, Jaipur 302004 9414310889 2712501 (R) 2706470 2710565 (Office)
6.	Dr. (Mrs.) Divya Shrivastava Dy. Director, Institute of Biotech. & Allied Sciences, Seedling Academy of Design, Technology & Management Jagatpura, Jaipur	Basic Medical Scientist	Member	Institute of Biotechnology & Allied Sciences, Seedling Academy of Design, Technology & Management Jagatpura, Jaipur 302017 Mobile 9351288092
7.	Prof. H S Sharma Retired Professor of University of Rajasthan	Non-Govt. Voluntary Agency	Member	A-3 Shanti Niketan Colony Kisan Marg, Tonk Road Jaipur 302015, 9983349022 2590046 (R)
8.	Prof. Laxmi Kant Dwivedi Head of Deptt. of Rasa Shastra, NIA	Medical Scientist	Member	2/B -126, Gole Market, Jawahar Nagar Jaipur 302004 9414605694 2653458 (R)
9.	Prof. Abhimanyu Kumar Head of Deptt. of Bala Roga, NIA	Medical Scientist	Member- Secretary	B-401 Jawahar Enclave, Jawahar Nagar Jaipur 302004. 9414779931, 2655669(R)

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

EPBX No. 0141-2635744 2635753 2636476 2632815 2634613 2633477

FAX No. -141-2635709 2635292

Website: [www.nia.nic.in](http://www.nia.nic.in) E-Mail: [nia-rj@nic.in](mailto:nia-rj@nic.in)

S.No.	Name	Designation	Direct Tel. No.	Extn. No.	Residence
1.	<b>Prof. Ajay Kumar Sharma</b>	<b>Director</b>	2635816 2631595	333	2651036
2.	Shri Rajendra Prasad Sharma	Dy. Director (Admn.)	2635740	222	2340800
3.	Shri N N Kutty	Administrative Officer	2635709	555	2396600
4.	Shri J P Sharma	Administrative Officer	2635292	444	2177911
5.	Shri Sanwar Mal Gupta	Sr. Accounts Officer		242	2704866
6.	Prof. Laxmi Kant Diwedi	Professor		299	2653458
7.	Prof. Mahendra Singh Meena	Professor		322	2591758
8.	Prof. Abhimanyu Kumar	Professor		338	2655669
9.	Prof. Narayan Singh Chundawat	Professor		261	2670354
10.	Prof. Chandan Mal Jain	Professor		240	2351378
11.	Prof. Piyush S Mehta	Professor		343	2590790
12.	Prof. Naresh Kumar Khemani	Professor		298	2655607
13.	Prof. M. Dinakara Sarma	Professor		323	2652478
14.	Dr. Vinod Kumar Gotecha	Associate Prof.		271	2205783
15.	Dr. (Mrs.) Meeta Kotecha	Associate Prof.		544	26920062
16.	Dr. Shri Krishan Khandal	Associate Prof.		341	2722084
17.	Dr. K. Sankara Rao	Associate Prof.		531	2655730
18.	Dr. V. Nageswara Rao	Associate Prof.		231	2655725
19.	Dr. Ramkishore Joshi	Associate Prof.		276	2671399
20.	Dr. Daya Shankar Mishra	Associate Prof.		276	2502418
21.	Dr. Surendra Pal Singh	Associate Prof.		----	2630576
22.	Dr. Kedar Lal Meena	Associate Prof.		277	2633973
23.	Dr. Mahendra Kumar Shringi	Associate Prof.		265	3201283
24.	Dr. Harish Chandra Gupta	Associate Prof.		273	2656140
25.	Dr. Baldev Kumar	Associate Prof.		275	2655651
26.	Dr. Jagdish Prasad Verma	Associate Prof.		331	
27.	Dr. Kamalesh Kumar Sharma	Associate Prof.		261	2721414
28.	Dr. Om Prakash Dadhich	Associate Prof.		328	2721738
29.	Dr. Pawan Kumar Godatwar	Associate Prof.		345	2613355
30.	Dr. Rama Kant Sharma	Associate Prof.		271	2670694
31.	Dr. (Mrs.) Sushila Sharma	Associate Prof.		240	2653705
32.	Dr. (Mrs.) Shamsha Fiyaz	Associate Prof.			
33.	Dr. Mohan Lal Jaiswal	Assistant Prof.		536	
34.	Dr. Aku Rama Murthi	Assistant Prof.		536	2656029
35.	Dr. Parimi Suresh	Assistant Prof.		531	2655730
36.	Dr. Chandra Bhanu Sharma	Assistant Prof.		276	2670938
37.	Dr. Brajbhushan Pandey	Assistant Prof.			2670370
38.	Dr. J. Manohar	Assistant Prof.		273	
39.	Dr. Shrinivas Sharma	Assistant Prof.		326	2611473
40.	Dr. Surendra Kumar Sharma	Assistant Prof.		340	2671037
41.	Dr. Hemraj Meena	Assistant Prof.		534	
42.	Dr. (Mrs.) Nisha Gupta	Assistant Prof.		280	
43.	Dr. (Mrs.) Anita Sharma	Assistant Prof.		270	2353666
44.	Dr. (Mrs.) Urmila Kharadia	Lecturer		240	3240775
45.	Dr. (Miss) Dugawati Devi	Lecturer			
46.	Dr. Balkrishan Sevatkar	Lecturer			
47.	Dr. Chaju Ram Yadav	Lecturer			
48.	Dr. Udayraj Saroj	Lecturer			
49.	Dr. Vikash Bhatnagar	Lecturer			
50.	Dr. Sunil Kumar Yadav	Lecturer			
51.	Dr. Sanjay Kumar	Lecturer			

52.	Dr. Ashok Kumar	Lecturer			
53.	Dr. Rajendra Prasad Sharma	Lecturer			
54.	Dr. Asit Kumar Panja	Lecturer			
55.	Dr. Govind Pareek	Lecturer			
56.	Dr. Yogesh Kumar Pandey	Lecturer			
57.	Dr. Shishir Kumar Mandal	Lecturer			
58.	Dr. Sudipt Kumar Rath	Lecturer			
59.	Dr. Mohar Pal Meena	Lecturer			
60.	Dr. (Mrs.) Nisha Ojha	Lecturer			
61.	Dr. (Mrs.) Arpana Sharma	Lecturer			
62.	Dr. Narendra Singh	Lecturer			
63.	Dr. Sandeep Madhukar	Lecturer			
64.	Dr. (Miss) B. Pushpa Latha	Lecturer			
65.	Dr. Srinidhi Kumar	Lecturer			
66.	Dr. Rakesh Kumar Nagar	Lecturer			
67.	Dr. Sumit Nathani	Lecturer			
68.	Dr. Ajay Kumar Sahu	Lecturer			
69.	Dr. Jaiprakash Singh	Lecturer			
70.	Dr. (Mrs.) Shailza Kumari	Lecturer			
71.	Dr. Gopesh Mangal	Lecturer			
72.	Dr. (Mrs.) Hetal Harish Bhai	Lecturer			
73.	Dr. (Mrs.) B. Swapna	Lecturer			
74.	Dr. Gulab Chand Pamnani	Lecturer			
75.	Dr. Pankaj Kundal	Lecturer			
76.	Dr. Sarvesh Kumar Agarwal	Lecturer			
77.	Dr. Kashinath Samagandi	Lecturer			
78.	Dr. Mahendra Pratap	Lecturer			

**Manual 9**  
**Monthly Remuneration Received by Officers and Employees**  
**[Section 4(1)(b)(x)]**

S.No.	Name	Designation	Gross Salary as on 30-6-11
1.	Prof. Ajay Kumar Sharma	Director	133551
2.	Rajendra Prasad Sharma	Dy. Director(Admn.)	55884
3.	N N Kutty	Administrative Officer	51156
4.	Jai Prakash Sharma	Administrative Officer	39425
5.	Laxmi Kant Dwivedi	Professor	116931
6.	Mahendra Singh Meena	Professor	126686
7.	Om Prakash Upadhyay	Professor	126381
8.	M Dinakara Sarma	Professor	100744
9.	Abhimanyu Kumar	Professor	100944
10.	Narayan Singh Chundawat	Professor	107093
11.	Chandan Mal Jain	Professor	103371
12.	Naresh Kumar Khemani	Professor	104121
13.	Mita Kotecha	Associate Professor	86317
14.	Sushila Sharma	Associate Professor	81355
15.	Shamsa Fiaz	Associate Professor	48622
16.	Bal Dev Kumar	Associate Professor	68687
17.	Kamlesh Kumar Sharma	Associate Professor	79790
18.	Daya Shankar Mishra	Associate Professor	93584
19.	Piyush S Metha	Associate Professor	103371
20.	Mahendra Kumar Shrnggi	Associate Professor	94354
21.	Shri Krishan Sharma	Associate Professor	91789
22.	Vinod Kr Gotecha	Associate Professor	91789
23.	Surendra Pal Singh Jaijaniya	Associate Professor	88665
24.	Harish Chandra Gupt	Associate Professor	78860
25.	V Nageshwar Rao	Associate Professor	79023
26.	Ram Kishor Joshi	Associate Professor	79918
27.	K Shankar Rao	Associate Professor	87317
28.	Jagdish Prasad Verma	Associate Professor	85353
29.	Kedar Lal Meena	Associate Professor	79668
30.	Rama Kant Sharma	Associate Professor	82936
31.	Pawan Kumar Godatwar	Associate Professor	76028
32.	O P Dhadich	Associate Professor	79377
33.	Nisha Gupta	Assistant Professor	65494
34.	Anita Sharma	Assistant Professor	64149
35.	Shri Niwas Sharma	Assistant Professor	80799
36.	Brij Bhusan Panday	Assistant Professor	80799
37.	Chandra Bhanu Sharma	Assistant Professor	80799
38.	Mohan Lal Jayswal	Assistant Professor	67743
39.	Aku Rama Murthi	Assistant Professor	65580
40.	Parimi Suresh	Assistant Professor	64930
41.	J Manohar	Assistant Professor	73540
42.	Hem Raj Meena	Assistant Professor	59399
43.	Surendra Kumar Sharma	Assistant Professor	65494
44.	Urmila Kharadiya	Lecturer	68573
45.	Durga Vati Devi	Lecturer	53456
46.	B Pushpa Latha	Lecturer	45659
47.	Nisha Kumari Ojha	Lecturer	45659
48.	Aparna Sharma	Lecturer	45659
49.	Shailza Kumari	Lecturer	49720
50.	Bopparathi Swapna	Lecturer	44470
51.	Hetal H.Dave	Lecturer	44470

52.	Ashok Kumar	Lecturer	46886
53.	Ashit Kumar Panja	Lecturer	52456
54.	Bal Krishan Sewatker	Lecturer	52456
55.	Chhaju Ram Yadav	Lecturer	53456
56.	Govind Pareek	Lecturer	47886
57.	Rajendra Prasad Sharma	Lecturer	52456
58.	Sanjay Kumar	Lecturer	47436
59.	Shishir Kumar Mandal	Lecturer	46886
60.	Sunil Kumar Yadav	Lecturer	47886
61.	Uday Raj Saroj	Lecturer	52456
62.	Vikas Bhattnagar	Lecturer	52456
63.	Yogesh Kumar Panday	Lecturer	52456
64.	Sudeepth Kumar Rath	Lecturer	45659
65.	Narendra Singh	Lecturer	45659
66.	Mohar Pal Meena	Lecturer	51067
67.	Sandeep Madhukar Lahange	Lecturer	51067
68.	Sarvesh Kr. Agrawal	Lecturer	49720
69.	Kashi Nath Samgandi	Lecturer	49720
70.	Gulab Chand Pamnani	Lecturer	49720
71.	Ajay Kr. Sahu	Lecturer	44470
72.	Pankaj Kundal	Lecturer	44470
73.	Nidhi Kumar	Lecturer	49720
74.	Rakesh Kumar Nagar	Lecturer	49720
75.	Gopesh Mangal	Lecturer	49720
76.	Jai Prakash	Lecturer	49720
77.	Sumit K Nathani	Lecturer	49720
78.	Mahendra Prasad	Lecturer	49720
79.	Harish Bhakuni	Lecturer	49720
80.	Satish Chandra Trivedi	Librarian	42574
81.	Praveen Benson	Matron	48606
82.	Panna Ram Mali	Sr. Accounts Officer	57333
83.	Rajendra Kr Gupta	Accountant	38639
84.	Badri Narayan Raiger	Accountant	37935
85.	Sunder Lal Gothwal	Office Superintendent	38065
86.	Dheeraj Singh Negi	Office Superintendent	36834
87.	Dinesh Kumar Sharma	Jr. Stenographer	29372
88.	Chandra Sekher Sharma	Jr. Stenographer	22463
89.	Vijay Kr Rathore	Office Assistant	33048
90.	Prakash Chand Swami	Office Assistant	32871
91.	Bal Krishna Sharma	Office Assistant	30483
92.	Sitaram Sharma	Mus. Assistant	43612
93.	Shrawan Kr Sharma	Mus. Assistant	33358
94.	Shambhu Lal Sharma	Pharmacist	40605
95.	Rajendra Kr. Upadyay	Pharmacist	40205
96.	Murari Lal Sharma	Pharmacist	40205
97.	Om Prakesh Sharma	Pharmacist	40205
98.	Ramavtar Lekhera	Pharmacist	40605
99.	Mukesh Kr Gupta	Pharmacist	40605
100.	Raghuveer Pr Gujar	Pharmacist	40605
101.	Rajendra Pr Sharma	Pharmacist	40205
102.	Giriraj Prasad Meena	Pharmacist	40605
103.	Roop Narayan Meena	Pharmacist	40605
104.	Ashok Kumar Sharma	Pharmacist	40205
105.	Bharat Singh	Modeller	33153
106.	Sulbha Vishvaspal	Lab Technician	25123
107.	M Renuka	Lab Technician	25123
108.	Umarani Vishnoi	Lab Technician	24370
109.	Madhu Sudhan Sharma	Lab Technician	35543

110.	Girdhar Sharma	Lab Technician	33081
111.	Kailash Chand Sharma	Lab Technician	31973
112.	Pramod Kr. Sharma	Lab Technician	31723
113.	Devendra Kr Kulshreshth	Lab Technician	22408
114.	Usha Sharma	Staff Nurse	41385
115.	Jessy Roy	Staff Nurse	41785
116.	Salimol M	Staff Nurse	41785
117.	Anita Jayas	Staff Nurse	41785
118.	Reeta Jayas	Staff Nurse	41385
119.	Babulal Meena	Staff Nurse	41385
120.	Sunil Kumar R	X-Ray Tech	25467
121.	Kamlesh Kr Sharma	Lab Assistant	23224
122.	Sitaram Bunkar	Lab Assistant	20745
123.	Prem Narayan Sharma	Assistant Librarian	45126
124.	Akhtar Ali	Library Assistant	21848
125.	Shiv Dayal Sharma	Cataloguer	28790
126.	Pratibha Bhargawa	UDC	26909
127.	Mallika B	UDC	26967
128.	Maya Sharma	UDC	26777
129.	Uma Pareek	UDC	26384
130.	Pragya Sharma	UDC	25832
131.	Sitaram Bunkar	UDC	28756
132.	Ajit Kumar Mathur	UDC	26777
133.	Rajendra Sharma	UDC	26777
134.	Naveen Kumar Tiwari	UDC	26174
135.	Mohan Lal Meena	UDC	21691
136.	Shyam Lal Saini	UDC	25832
137.	Subhash Dangi	UDC	22463
138.	Gyan Chand Jain	UDC	26384
139.	Shyam Sunder Sharma	UDC	24092
140.	Vijay Kr Verma	UDC	22463
141.	Moti Lal Meena	UDC	22463
142.	Puran Mal Regar	UDC	22463
143.	Sunder Lal Bairwa	UDC	22429
144.	Mahendra Kumar Sharma	UDC	22058
145.	Reena Khanna	LDC	21848
146.	Saroj Tiwari	LDC	17516
147.	Munnver Kha	LDC	21848
148.	Jai Kumar Tank	LDC	22058
149.	Manohar Lal Kumawat	LDC	22248
150.	Om Prakesh Raiger	LDC	21848
151.	Brijesh Kumar Meena	LDC	21848
152.	Mukandi Lal Nagar	LDC	21848
153.	Jitendra Madan	LDC	21848
154.	Sitaram Sharma	LDC	22208
155.	Gopal Lal Bairwa	LDC	22348
156.	Rajendra Kr Meena	LDC	21848
157.	Chagan Lal Badetiya	LDC	21848
158.	Phool Chand Meena	LDC	21848
159.	Dharpal Yadav	LDC	21848
160.	Nemi Chand Sharma	LDC	22058
161.	Suresh Chand Sharma	LDC	22058
162.	Mahesh Kumar Biwal	LDC	22058
163.	Nawal Kishor Sharma	LDC	21848
164.	Satya Narayan Sharma	LDC	19290
165.	Kunj Bihari Sharma	LDC	21476
166.	Rakesh Kumar Sharma	LDC	22463
167.	Raju Lal Mehra	LDC	21283

168.	Lalit Mishra	LDC	15533
169.	Arvind Kumar Jha	LDC	14695
170.	Mohan Lal Sharma	Dresser	22352
171.	Devi Narayan Saini	Driver	24430
172.	Radhey Shyam Bunker	Driver	22583
173.	Shiv Ram Meena	Driver	22908
174.	Mukul Singh Gujar	Gestener Operator	22826
175.	Durga Devi	Lab Attendant	17869
176.	Nanu Lal Gujar	Lab Attendant	22984
177.	Kanhiya Lal Meena	Lab Attendant	22984
178.	Kalu Ram Gujar	Lab Attendant	19627
179.	Suraj Narayan Temboli	Lab Attendant	22134
180.	Chiranji Lal Saini	Lab Attendant	21877
181.	Ramesh Chand Sharma	Lab Attendant	21667
182.	Duli Chand Sharma	Lab Attendant	19621
183.	Bhagwan Shaya Meena	Lab Attendant	21924
184.	Tara Chand Saini	Lab Attendant	22134
185.	Ladu Ram Sain	Lab Attendant	21958
186.	Raj Balab Mehto	Lab Attendant	18738
187.	Gopal Lal Sharma	Lab Attendant	18738
188.	Kanhiya Lal Lakhera	Lab Attendant	20846
189.	Nanu Lal Jat	Lab Attendant	18738
190.	Rajendra Pr Jaiman	Lab Attendant	19431
191.	Prakash Chand Sharma	Lab Attendant	16684
192.	Uma Shankar Sharma	Lab Attendant	21621
193.	Murari Lal Sharma	Lab Attendant	21811
194.	Bhagwan Sahay Yadav	Lab Attendant	21376
195.	Munni Devi Meena	Attendant	18721
196.	Prem Lata Saxena	Attendant	21411
197.	Pushpa Devi	Attendant	17872
198.	Hari Shankar Sharma	Attendant	21561
199.	Satya Narayan Sharma	Attendant	20786
200.	Meg Raj Sharma	Attendant	21291
201.	Subhash Chandra Sharma	Attendant	21077
202.	Sukh Chandra Thakur	Attendant	20996
203.	Om Prakash	Attendant	21477
204.	Chetan Ram	Attendant	21077
205.	Ramavtar Sharma	Attendant	18678
206.	Lallu Lal Sharma	Attendant	21561
207.	Buddha Ram Meena	Attendant	21699
208.	Kalu Ram Meena	Attendant	18661
209.	Ram Ratan Meena	Attendant	18661
210.	Sunder Lal	Attendant	18678
211.	Ram Nath Gurjar	Attendant	19129
212.	Ramesh Chand Bunker	Attendant	21351
213.	Murari Lal Sharma	Attendant	21751
214.	Laxmi Narayan Saini	Attendant	21751
215.	Guru Parsad Bunker	Attendant	17834
216.	Hanuman Sahay Sain	Attendant	21561
217.	Narayan Lal Meena	Attendant	18661
218.	Gopal Lal Tanwer	Attendant	18871
219.	Jagdish Narayan Meena	Attendant	18661
220.	Ram Narayan Saini	Attendant	21501
221.	Kalu Ram Saini	Attendant	21751
222.	Bhim Singh	Attendant	17778
223.	Hari Shankar	Attendant	21751
224.	Gajendra Singh Pawar	Attendant	18040
225.	Satya Narayan Bunkar	Attendant	16027

226.	Chiter Mal Meena	Store Attendant	18951
227.	Gokul Ram Choudhary	Store Attendant	19330
228.	Jeevan Lal	Panch Karm Attendant	21376
229.	Lala Ram Saini	Panch Karm Attendant	19268
230.	Moolchand Gurjar	Panch Karm Attendant	20072
231.	Krishna Gopal Sharma	Messenger	21351
232.	Om Prakesh	Messenger	18948
233.	Sitaram Sharma	Messenger	21330
234.	Kanta Devi	Peon	18661
235.	Shanti Devi	Peon	21316
236.	Sita Devi	Peon	18871
237.	Sukhi Devi	Peon	14437
238.	Kailash Chand Sharma	Peon	21077
239.	Surendra Kumar Sharma	Peon	21077
240.	Indra Mal Parewa	Peon	20996
241.	Mahaveer Pr Sharma	Peon	18678
242.	Abdul Hamid	Peon	21077
243.	Hari Kishan Sharma	Peon	21351
244.	Radhay Shyam Swami	Peon	19371
245.	Uma Shankar Sharma	Peon	21291
246.	Ram Babu Swami	Peon	18678
247.	Narendra Bhargav	Peon	21561
248.	Ajit Kumar Sethi	Peon	18871
249.	Brij Balabh Sharma	Peon	21287
250.	Gajendra Singh	Peon	21299
251.	Narendra Kr Sharma	Peon	21256
252.	Ashwini Kumar Sharma	Peon	10931
253.	Surjan Das Swami	Mounter	18695
254.	Dunga Ram Meena	Mali	21376
255.	Lal Chand Saini	Mali	18994
256.	Babu Lal Mali	Mali	19204
257.	Girdhar Gopal Sharma	Ex-ray Attendant	21411
258.	Babulal Bunkar	Dissecting Attendant	21607
259.	Kabbu Ram Saini	Dissecting Attendant	21596
260.	Mali Ram Bunker	Daftari	21316
261.	Kalyan Sahay Gujar	Daftari	19191
262.	Kailash Chand Pareek	Cook	21718
263.	Koshal Kishor Sharma	Cook	21718
264.	Ram Singh Berwa	Cook	16446
265.	Shyam Lal Sharma	Cook	21586
266.	Kailash Chand Sharma	Cook	21650
267.	Lallu Ram	dhobi	19268
268.	Ghanshyam Das Sain	Farrash	21060
269.	Govind Sahay Sharma	Farrash	15360
270.	Ram Swaroop Saini	Chowkidar	21376
271.	Sharafat Ali	Chowkidar	18931
272.	Sohan Singh Tanwer	Chowkidar	21376
273.	Bhagwan Singh Ranawat	Chowkidar	15461
274.	Hanuman Sahay Sharma	Kitchen Servant	21561
275.	Kanhiya Lal Saini	Kitchen Servant	18644
276.	Ghasi Lal Sharma	Kitchen Servant	18661
277.	Manohar Kanwer	Labourer	16976
278.	Kanta Sharma	Labourer	17472
279.	Manohar Das Swami	Labourer	17934
280.	Narendra Kr Dhaneta	Labourer	18721
281.	Babu Lal	Labourer	19525
282.	Manoj Kr Rager	Labourer	21330
283.	Ram Babu Gurjar	Labourer	19121

284.	Girdhar Singh Panwar	Labourer	17905
285.	Mool Chand Meena	Labourer	15564
286.	Ramesh Puri Goswami	Labourer	15728
287.	Raj Kumar Gurjar	Labourer	15420
288.	Naresh Kumar Sharma	Labourer	15078
289.	Madan Lal	Jamadar	21043
290.	Ashok Kr Godiwal	Jamadar	18888
291.	Dhanni Devi	Sweeper	18721
292.	Gulab Devi	Sweeper	18721
293.	Munni Devi	Sweeper	14497
294.	Sunita Devi	Sweeper	14497
295.	Ramesh	Sweeper	19011
296.	Ram Swaroop Goyer	Sweeper	18738
297.	Shiv Charan	Sweeper	18208
298.	Om Prakesh	Sweeper	18721
299.	Om Prakesh	Sweeper	18721
300.	Babu Lal	Sweeper	18721
301.	Prem Chand	Sweeper	18721
302.	Mohan Lal	Sweeper	17182
303.	Sukhdev	Sweeper	17182
304.	Ashok Kumar	Sweeper	15181
305.	Sanjay	Sweeper	16908
306.	Bane Singh	Sweeper	16908
307.	Ganesh Lal	Sweeper	17353
308.	Lala Ram	Sweeper	17216
309.	Rajendra Kumar	Sweeper	16908
310.	Kailash Chand	Sweeper	15068
311.	Anil Kumar	Sweeper	15461
312.	Lal Chand	Sweeper	17353
313.	Ravi Das	Sweeper	16908
314.	Visvas Lal Dager	Sweeper	17353
315.	Jag Mohan	Sweeper	17353
316.	Dilip Kumar	Sweeper	17353
317.	Pawan Kr Ranawat	Sweeper	17353
318.	Phool Chand	Sweeper	17472
319.	Amar Chand	Sweeper	15164
320.	Vishnu Kumar	Sweeper	14942
321.	Gulab Chand	Sweeper	14497
322.	Girdhari Lal	Sweeper	14497
323.	Kailash Chand	Sweeper	19221

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

Head	2010-11		2011-12	
	RE	Actual Expenditure	BE	Expenditure up to 30-6-11
Non-Plan	Rs. 18.27 Crores	Rs. 18.28 Crores	Rs. 21.77 Crores	Rs. 5.80 Crores
Plan	Rs. 18.57 Crores	Rs. 18.57 Crores	Rs. 24.19 Crores	Rs. 2.58 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.

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**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.

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**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 India 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.

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**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	Telephone	Demarcation of Areas/Activities if more than one PIO is there
1	Prof. Chandan Mal Jain Professor and Head	Deptt. of Prasuti Tantra National Institute of Ayurveda Jorawar Singh Gate Amer Road Jaipur 302002 (Rajasthan)	PBX Extn. No. 240  Residence: 0141-2351378	Nil

Sl.No.	Name and Designation of the First Appellate Authority	Postal Address	Telephone	Demarcation of Areas/Activities if more than one PIO is there
1	Prof. Ajay Kumar Sharma Director	National Institute of Ayurveda Jorawar Singh Gate Amer Road Jaipur 302002 (Rajasthan)	Office: 0141-2635816  Residence: 0141-2651036	Nil