



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

THE RIGHT TO INFORMATION ACT, 2005
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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:

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|--------------------------------------|----------------------------------|
| 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 |

DETAILS OF VARIOUS ACADEMIC COURSES

Name of the Course	Level	Duration	Seats	Seats Available for	Admission Qualification	Mode of Admission	Fees	Monthly Stipend
BAMS – Ayurvedacharya	Graduate	5½ Years including 1 Year Internship	92	2 for Foreign Nationals (Sponsored by ICCR). 10 for South-East Asian Countries(Through Ministry of AYUSH, Govt. of India). 10 for Girls. General, SC, ST, OBC, PH.	Pass in 12 th Std. Examination with Science Subjects (Physics, Chemistry & Biology) from a recognized Board of Education.	As may be decided by Govt. of India from the Academic Year 2017-2018 onwards.	1 st Year Rs. 33,975 2 nd Year Rs. 21,875 3 rd Year Rs. 21,875 4 th Year Rs. 32,813 Hostel Fee (if allotted) 1 st Year Rs. 4,500 2 nd Year Rs. 4,500 3 rd Year Rs. 4,500 4 th Year Rs. 6,750	Rs. 12,684 During Internship
Ayurveda Vachaspati MD/MS(Ayurveda) <i>Agad Tantra Dravya Guna Kayachikitsa Kaumara Bhritya Maulik Siddhanta Panchakarma Prasuti Tantra-Stri Roga Roga & Vikriti Vigyan Rasa Shastra & Bhaishajya Kalpana Shalya Tantra Shalakya Tantra Sharir Kriya Sharir Rachana Swasth Vritta</i>	Post-Graduate	3 Years	104 Spread over 14 Subjects.	3 for BIMSTEC Countries (Sponsored by ICCR) 3 for South-East Asian Countries(Through Ministry of AYUSH, Govt. of India). 1 for Malaysia (Through Ministry of AYUSH, Govt. of India). General, SC, ST, OBC, PH.	Pass in BAMS and Completion of Internship	As may be decided by Govt. of India from the Academic Year 2017-2018 onwards	1 st Year Rs. 53,475 2 nd Year Rs. 37,625 3 rd Year Rs. 37,625 Hostel Fee (if allotted): 1 st Year Rs. 15,000 2 nd Year Rs. 15,000 3 rd Year Rs. 15,000	1 st Yr. Rs. 42,560 2 nd Yr. Rs. 45,600 3 rd Yr. Rs. 48,640 Plus DA at Central Govt. Rate
Regular Fellowship - Ph.D.(Ayurveda) Ayurved Vidyavaridhi <i>In all the above 14 Subjects</i>	Post-Doctoral	2 Years	28 (2 Seats in each Subject)	1 for BIMSTEC Countries (Sponsored by ICCR) 1 for South-East Asian Countries (Through Ministry of AYUSH, Govt. of India) 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. 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 st Year Rs. 70,788 2 nd Year Rs. 54,938 Hostel Fee (if allotted): 1 st Year Rs. 22,500 2 nd Year Rs. 22,500	1 st Yr. Rs. 50,315 2 nd Yr. Rs. 51,990 Plus DA at Central Govt. Rate
Diploma in AYUSH Nursing & Pharmacy (DANP)	Diploma	3 Years including 6 Months Internship	30	General, Girls, SC, ST, OBC, PH	Pass in 12 th Std. Examination from a recognized Board of Education.	On the basis of Merit of the Marks of 12 th Standard Examination. 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 st Year Rs. 18,815 2 nd Year Rs. 18,688 Hostel Fee (if allotted): 1 st Year Rs. 4,500 2 nd Year Rs. 6,750 if Hostel is allotted, subject to availability.	Rs. 500 during Internship
Panchakarma Technician Course	Certificate	1 Year	30	Foreigners-2 SC-4, ST-2, OBC-7, PH(OL)-1, General-15	12th Standard Pass from a State Board/CBSE/ICSE or any other Board recognized by the Govt of India.	Notification published by the Institute in national newspapers and Website of the Institute.	Rs. 36,000 for Indian Nationals and Candidates belonging to BIMSTEC and SAARC Countries. 1000 US \$ for Foreign Nationals.	----

For the Seats reserved for Foreign Nationals, the Candidates need not appear in the Entrance Test. They are admitted through Ministry of AYUSH, Govt. of India and ICCR

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PATIENT CARE ACTIVITIES (NABH ACCREDITED HOSPITAL)

OPD and 300 Bedded IPD Hospital

The Institute provides general and specialized treatment facilities to the general public for which there are 2 Hospitals, a 280 bedded Hospital in the Main Campus and a 20 bed Hospital located in the Main Walled City in Kishanpol Bazar. **The 280 Bedded Campus Hospital is an NABH Accredited Hospital.** The Beds in the IPD are distributed among the various 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. These Wards are allotted on first come first served basis and subject to availability on payment.

Laboratory Services

There is a Central Laboratory attached to the Hospital for various Laboratory Investigations of Patients as may be prescribed by the Consultants and on payment basis.

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.

Deans

1. Overall In-charge of the various academic activities of the Institute like conduct of regular classes, teaching, training, practical classes and other education activities.
2. To see and arrange for the conduct of regular and timely annual examinations by the University.
3. 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 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.

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.

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.

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.	Shri Shripad Yesso Naik Hon'ble Minister of State (Independent Charge) Ministry of AYUSH, Govt. of India	President
2.	Shri Kalicharan Saraf Hon'ble Minister of Medical, Health and Ayurveda, Govt. of Rajasthan	Vice-President
3.	Vaidya Shri Rajesh Kotecha Secretary Ministry of AYUSH, Govt. of India	Member
4.	Smt. Vijaya Srivastava Additional Secretary & Financial Adviser Ministry of Health and Family Welfare, Govt. of India	Member
5.	Shri PN Ranjit Kumar Joint Secretary, Ministry of AYUSH, Govt. of India	Member
6.	Dr. Manoj Nesari Adviser(Ayurveda), Ministry of AYUSH, Govt. of India	Member
7.	Shri Anand Sharma Principal Secretary(Ayurved), Govt. of Rajasthan	Member
8.	Vaidya Prof. Radhey Shyam Sharma Vice-Chancellor, Rajasthan Ayurved University, Jodhpur	Member
9.	Prof. K. Unnikrishna Pillai, Professor, Amrita School of Ayurveda Vallikavu, Kollam Dt., Kerala-690546 (Nominee of Govt. of India)	Member
10.	Prof. Manjari Dwivedi, HOD of Prasuti Tantra, Faculty of Ayurveda, IMS, Banaras Hindu University, Varanasi-5 (Nominee of Govt. of India)	Member
11.	Prof. Banwari Lal Gaur, Ex-Vice-Chancellor of Rajasthan Ayurved University Plot No. 80, Prem Nagar, Behind Senapati House, Jothwara, Jaipur. (Nominee of Govt. of India)	Member
12.	Dr. Umesh Vasant Tagade, Assistant Director AYUSH State Health Society, National Health Mission, Permanent Medical Officer in Public Health Department, Govt. of Maharashtra (Nominee of Govt. of India)	Member
13.	Shri Kedar Sharma, Retd. District Ayurved Officer of Department of Ayurved Plot No. 13, Purohit Pada, Brahmpuri, Jaipur. (Nominee of Govt. of Rajasthan)	Member
14.	Shri Kailash Sharma, Retd. Deputy Director of Department of Ayurved Plot No.43, Vikas Nagar, Kalwad Road, Jothwara, Jaipur (Nominee of Govt. of Rajasthan)	Member
15.	Prof. Sanjeev Sharma, Director, National Institute of Ayurveda	Member-Secretary

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.	Shri PN Ranjit Kumar Joint Secretary, Ministry of AYUSH, Govt. of India	Chairman
2.	Smt. Vijaya Srivastava Addl. Secretary(FA), Ministry of Health & FW., Govt. of India	Member
3.	Shri Anand Sharma Principal Secretary(AYUSH), Govt. of Rajasthan	Member
4.	Shri RC Agrawal Deputy Director-General, Ministry of AYUSH, Govt. of India	Member
5.	Prof. K. Unnikrishna Pillai, Professor Amrita School of Ayurveda, Vallikavu, Kollam Dt., Kerala (Member of Governing Body)	Member
6.	Dr. Umesh Vasant Tagade, Assistant Director(AYUSH) State Health Society, National Health Mission Permanent Medical Officer in Public Health Department Govt. of Maharashtra (Member of Governing Body)	Member
7.	Prof. Sanjeev Sharma, Director, National Institute of Ayurveda	Member-Secretary

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.

S.No.	Name	Status/Designation & Contact Details	Category	Status
1.	Vaidya Prof. Banwari Lal Gaur	Ex-Vice-Chancellor of Rajasthan Ayu. University & Retd. Director of NIA Plot No. 80, Senapari House, Jothwara, Jaipur Mobile: 9829077697	Academician	Chairman
2.	Prof. Kamalesh Kr. Sharma	Professor & HOD of Swasth Vritta, NIA Mobile: 9413345633	Medical Scientist	Member
3.	Prof. V Nageswar Rao	Professor Deptt. of Rasa Shastra, NIA Mobile: 9828066878	Medical Scientist	Member
4.	Prof. Smt. Sushila Sharma	Professor Deptt. of Prasuti Tantra, NIA Mobile: 9660843984	Medical Scientist	Member
5.	Prof. Pawan Kr. Godatwar	Professor & Head of Deptt. of Roga Nidan, NIA Mobile: 9314502834	Medical Scientist	Member
6.	Prof. Hemanth Kr. Kushwaha	Retd. Professor of NIA 80/100 Nilgiri Marg, Patel Marg Agrawal Farm, Mansarovar, Jaipur Mobile: 9983176279	Clinician	Member
7.	Prof. Arun Chougule	Dean, Para-Medical Sciences & HOD Radio Diagnosis SMS Medical College, Jaipur & Dean, Raj. Health Univ. 9928140113	Basic Medical Scientist	Member
8.	Prof. Smt. Monika Jain Professor of Pharmacology	HOD of Pharmacology SMS Medical College Mob: 9828786533	Basic Medical Scientist	Member
9.	Dr. Kamal Kant Dadhich	Retd. Professor of Sanskrit Deptt. College Education, Govt. of Raj. Ashok Vihar Vistar Gopalpura By-Pass, Jaipur Mob. 9414227881	Common-Men Representative	Member
10.	Shri Anil Shukla	Sanghatan Mantri, Seva Bharati, Jaipur Mobile: 9460060029	Non-Government Voluntary Agency	Member
11.	Shri Om Prakash Rangjika	Advocate Rajasthan High Court 5, Guru Gorakshak Colony Near Nagar Nigam Stadium Sanganer, Jaipur Mobile: 9414079691	Legal Profession	Member
12.	Dr. Sumith Nathani	Assistant Professor Deptt. of Dravya Guna, NIA Mobile: 7665809886	Medical Scientist	Member-Secretary

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

EPBX No. 0141-2635816, 2645740, 2635709

Sl. No.	Name	Designation	Mobile No.
1.	Prof. Sanjeev Sharma	Director	8290996996
2.	Shri Jai Prakash Sharma	Deputy Director (Admn.)	9414049986
3.	Shri Suresh Chand Gupta	Sr. Accounts Officer	9414907657
1.	Prof. K Shankar Rao	Professor (SAG)	9887181781
2.	Prof. (Mrs.) Mita Kotecha	Professor (SAG)	9414078872
3.	Prof. Ram Kishor Joshi	Professor	9414322297
4.	Prof. P Hemantha Kumar	Professor	9414056362
5.	Prof. Kedar Lal Meena	Professor	9414638857
6.	Prof. V Nageshwar Rao	Professor	9828066878
7.	Prof. Kamlesh Kumar Sharma	Professor	9413345633
8.	Prof. O P Dhadich	Professor	9829264232
9.	Prof. (Mrs.) Sushila Sharma	Professor	9660843984
10.	Prof. Pawan Kumar Godatwar	Professor	9314502834
11.	Prof. (Mrs.) Shamsa Fiaz	Professor	8764009846
12.	Prof. Sunil Kumar	Professor	9460470592
13.	Prof. Chandra Bhanu Sharma	Professor	9829746458
14.	Prof. Mohan Lal Jayswal	Professor	9414778431
15.	Prof. Parimi Suresh	Professor	8696076336
16.	Prof. (Mrs.) Bharti K	Professor	9492047131
17.	Prof. Surendra Kumar Sharma	Professor	9414361874
18.	Prof. Aku Rama Murthy	Professor	9314513659
19.	Prof. J Manohar	Professor	9799887794
20.	Prof. Hem Raj Meena	Professor	9414280347
21.	Prof. (Mrs.) Nisha Gupta	Professor	9828087640
22.	Dr. (Mrs.) Anita Sharma	Associate Professor	9414078653
23.	Dr. (Miss) B Pushp Lata	Associate Professor	9413206790
24.	Dr. Hari Mohan Lal Meena	Associate Professor	9461297017
25.	Dr. Rajendra Prasad Sharma	Assistant Professor	9414401151
26.	Dr. Sanjay Kumar	Assistant Professor	9887644272
27.	Dr. Chhaju Ram Yadav	Assistant Professor	9460866101
28.	Dr. Bal Krishan Sewatker	Assistant Professor	9352311105
29.	Dr. Ashok Kumar	Assistant Professor	9649180572
30.	Dr. Udai Raj Saroj	Assistant Professor	9413063803
31.	Dr. Vikash Bhatnagar	Assistant Professor	9414818056
32.	Dr. Asit Kumar Panja	Assistant Professor	9982082832
33.	Dr. Sunil Kumar Yadav	Assistant Professor	9413181445
34.	Dr. (Mrs.) Durga Wati Devi	Assistant Professor	9929564660
35.	Dr. Govind Pareek	Assistant Professor	9251495571
36.	Dr. Sisir Kumar Mandal	Assistant Professor	9982343576
37.	Dr. Gulab Pamnani	Assistant Professor	9461154942

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

Sl. No.	Name	Designation	Pay Matrix	Level	Monthly Salary As On 1-1-2018
1.	Prof. Sanjeev Sharma	Director	144200-218200	14	210870
2.	Shri Jai Prakash Sharma	Deputy Director (Admn.)	67700-208700	11	94438
3.	Shri Suresh Chand Gupta	Sr. Accounts Officer	56100-177500	10	92329
4.	Shri Chandra Shekhar Sharma	Store Officer	44900-142400	7	58109

1.	Prof. K Shankar Rao	Professor (SAG)	144200-218200	14	238026
2.	Prof. (Mrs.) Mita Kotecha	Professor (SAG)	144200-218200	14	231532
3.	Prof. Ram Kishor Joshi	Professor	123100-215900	13	229938
4.	Prof. P Hemantha Kumar	Professor	123100-215900	13	216300
5.	Prof. Kedar Lal Meena	Professor	123100-215900	13	228938
6.	Prof. V Nageshwar Rao	Professor	123100-215900	13	228938
7.	Prof. Kamlesh Kumar Sharma	Professor	123100-215900	13	223548
8.	Prof. O P Dhadich	Professor	123100-215900	13	223548
9.	Prof. (Mrs.)Sushila Sharma	Professor	123100-215900	13	222548
10.	Prof. Pawan Kumar Godatwar	Professor	123100-215900	13	223548
11.	Prof. (Mrs.) Shamsa Fiaz	Professor	123100-215900	13	153536
12.	Prof. Sunil Kumar	Professor	123100-215900	13	188616
13.	Prof. Chandra Bhanu Sharma	Professor	123100-215900	13	222548
14.	Prof. Mohan Lal Jayswal	Professor	123100-215900	13	222548
15.	Prof. Parimi Suresh	Professor	123100-215900	13	199324
16.	Prof. (Mrs.) Bharti K	Professor	123100-215900	13	182362
17.	Prof. Surendra Kumar Sharma	Professor	123100-215900	13	145026
18.	Prof. Aku Rama Murthy	Professor	123100-215900	13	222548
19.	Prof. J Manohar	Professor	123100-215900	13	222548
20.	Prof. Hem Raj Meena	Professor	123100-215900	13	146026
21.	Prof. (Mrs.) Nisha Gupta	Professor	123100-215900	13	162482
22.	Dr. (Mrs.) Anita Sharma	Associate Professor	78800-209200	12	162482
23.	Dr. (Miss) B Pushp Lata	Associate Professor	78800-209200	12	116046
24.	Dr. Hari Mohan Lal Meena	Associate Professor	78800-209200	12	149276
25.	Dr. Rajendra Prasad Sharma	Assistant Professor	67700-208700	11	130396
26.	Dr. Sanjay Kumar	Assistant Professor	67700-208700	11	115668
27.	Dr. Chhaju Ram Yadav	Assistant Professor	67700-208700	11	129396
28.	Dr. Bal Krishan Sewatker	Assistant Professor	67700-208700	11	129396
29.	Dr. Ashok Kumar	Assistant Professor	67700-208700	11	129396
30.	Dr. Udai Raj Saroj	Assistant Professor	67700-208700	11	130469
31.	Dr. Vikash Bhatnagar	Assistant Professor	67700-208700	11	129396
32.	Dr. Asit Kumar Panja	Assistant Professor	67700-208700	11	129396
33.	Dr. Sunil Kumar Yadav	Assistant Professor	67700-208700	11	130396
34.	Dr. (Mrs.) Durga Wati Devi	Assistant Professor	67700-208700	11	129396
35.	Dr. Govind Pareek	Assistant Professor	67700-208700	11	116668
36.	Dr. Sisir Kumar Mandal	Assistant Professor	67700-208700	11	115668
37.	Dr. Sudipta Kumar Rath	Assistant Professor	67700-208700	11	112518
38.	Dr. (Mrs.) Nisha Kumari Ojha	Assistant Professor	67700-208700	11	125846
39.	Dr. Narinder Singh	Assistant Professor	67700-208700	11	113518
40.	Dr. (Mrs.) Aparna Sharma	Assistant Professor	67700-208700	11	113518
41.	Dr. Sandeep M. Lahange	Assistant Professor	67700-208700	11	125846
42.	Dr. Mohar Pal Meena	Assistant Professor	67700-208700	11	140756
43.	Dr. Gopesh Mangal	Assistant Professor	67700-208700	11	122438
44.	Dr. Rakesh Kumar Nagar	Assistant Professor	67700-208700	11	122438
45.	Dr. (Mrs.) Shailza Kumari	Assistant Professor	67700-208700	11	122438
46.	Dr. Gulab Chand Pamnani	Assistant Professor	67700-208700	11	123438
47.	Dr. (Mrs.) Bopparathi Swapna	Assistant Professor	67700-208700	11	109449
48.	Dr. Ajay Kumar Sahu	Assistant Professor	67700-208700	11	109449
49.	Dr. Sarvesh Kr. Agrawal	Assistant Professor	67700-208700	11	122438
50.	Dr. Kashinath Samagandi	Assistant Professor	67700-208700	11	109449

51.	Dr. Shrinidhi Kumar. K	Assistant Professor	67700-208700	11	109449
52.	Dr. Sumit K Nathani	Assistant Professor	67700-208700	11	122438
53.	Dr. (Mrs.) Hetal H.Dave	Assistant Professor	67700-208700	11	123438
54.	Dr. Harish Bhakuni	Assistant Professor	67700-208700	11	112640
55.	Dr. Mahendra Prasad	Assistant Professor	67700-208700	11	100800
56.	Dr. Sarvesh Kumar Singh	Assistant Professor	67700-208700	11	103572
57.	Dr. (Mrs.) Reetu Sharma	Assistant Professor	67700-208700	11	115764
58.	Dr. Sharad M Porte	Assistant Professor	67700-208700	11	115764
59.	Dr. Prabhakar Vardhan	Assistant Professor	67700-208700	11	108522
60.	Dr. Ravi Kumar	Assistant Professor	67700-208700	11	112640
61.	Dr. (Miss) Sakita KS	Lecturer	56100-177500	10	87222
62.	Dr. (Miss) Rashmi Mutha	Lecturer	56100-177500	10	87222
63.	Dr. Abhishek Upadhyay	Lecturer	56100-177500	10	78246
64.	Dr. Bharat Kumar Chhagan Bhai	Lecturer	56100-177500	10	87222
65.	Dr. (Miss) Manorma Singh	Lecturer	56100-177500	10	87222
66.	Dr. (Mrs.) Krutika Jitendra Joshi	Lecturer	56100-177500	10	87222
67.	Dr. Amol Sudhakar Kadu	Lecturer	56100-177500	10	87222
68.	Dr. (Mrs.) Sonu	Lecturer	56100-177500	10	87222
69.	Dr. (Mrs.) Preeti	Lecturer	56100-177500	10	87222
70.	Dr. (Mrs.) Shipra Rajoriya	Lecturer	56100-177500	10	87222
71.	Dr. Rajendra Kumar Soni	Lecturer	56100-177500	10	87222
72.	Dr. Bapat Vaibhav Ajit Rao	Panchakarma Vaidya	56100-177500	10	87222
73.	Dr. Vishavnath	Medical Officer (Vaidya)	56100-177500	10	87222
74.	Dr. Ankur Tripathi	Medical Officer (Vaidya)	56100-177500	10	87222
75.	Dr. (Mrs.) Priyanka Singh	Clinical Registrar	56100-177500	10	87222
76.	Dr. Vijendra Kumar	Clinical Registrar	56100-177500	10	87222
77.	Shri Gourav Sharma	Pharmacologist	56100-177500	10	75441
78.	Shri Shobhnath Yadav	Pharmacy Manager	67700-208700	11	89477
79.	Shri Satish Chandra Trivedi	Librarian	47600-151100	8	96345
80.	Shri Murari Lal Sharma	Matron	53100-167800	9	100686
81.	Smt Anita Joyce	Assistant Matron	53100-167800	9	103469
82.	Shri Babulal Meena	Staff Nurse	53100-167800	9	103469
83.	Smt Usha Sharma	Staff Nurse	53100-167800	9	103469
84.	Smt Jessy Roy	Staff Nurse	53100-167800	9	103469
85.	Smt Salimol M	Staff Nurse	53100-167800	9	103469
86.	Smt Reeta Joyce	Staff Nurse	53100-167800	9	103469
87.	Shri Shambhu Lal Sharma	Pharmacist	53100-167800	9	103919
88.	Shri Rajendra Kr. Upadyay	Pharmacist	53100-167800	9	103919
89.	Shri Om Prakesh Sharma	Pharmacist	53100-167800	9	103919
90.	Shri Ramavtar Lakhera	Pharmacist	53100-167800	9	103919
91.	Shri Mukesh Kr Gupta	Pharmacist	53100-167800	9	103919
92.	Shri Raghuveer Pr Gurjar	Pharmacist	53100-167800	9	103919
93.	Shri Rajendra Pr Sharma	Pharmacist	53100-167800	9	103919
94.	Shri Roop Narayan Meena	Pharmacist	53100-167800	9	103919
95.	Shri Ashok Kumar Sharma	Pharmacist	53100-167800	9	103919
96.	Shri Jyoti Verma	Jr. Acctt. (Deputation)	33800-106700	10	23700
97.	Shri Dinesh Kumar Sharma	Jr. Stenographer	44900-142400	7	76786
98.	Shri Manohar Lal Kumawat	Jr. Stenographer	29200-92300	5	53912
99.	Shri Sunil Kumar R	X-Ray Techn.	44900-142400	7	65625
100.	Shri Pramod Kr. Sharma	Museum Assistant	44900-142400	7	83441
101.	Smt Sulbha Vishvaspal	Museum Assistant	35400-112400	6	63476
102.	Smt Renuka M.	Lab Technician	35400-112400	6	63476
103.	Smt Mallika B	Office Assistant	35400-112400	6	73422
104.	Shri Mohan Lal Meena	Office Assistant	29200-92300	5	50820
105.	Shri Subhash Dangi	Office Assistant	29200-92300	5	54764
106.	Smt Reena Khanna	U.D.C.	29200-92300	5	53312
107.	Shri Shyam Sunder Sharma	U.D.C.	29200-92300	5	57668
108.	Shri Vijay Kr Verma	U.D.C.	29200-92300	5	55364
109.	Shri Moti Lal Meena	U.D.C.	29200-92300	5	54764
110.	Shri Puran Mal Regar	U.D.C.	29200-92300	5	54764
111.	Shri Munnver Khan	U.D.C.	29200-92300	5	53312
112.	Shri Sitaram Sharma	U.D.C.	29200-92300	5	53912
113.	Shri Chhagan Lal Badetiya	U.D.C.	29200-92300	5	53312
114.	Shri Mahendra Kumar Sharma	U.D.C.	29200-92300	5	53312
115.	Shri Phool Chand Meena	U.D.C.	29200-92300	5	53312

116.	Shri Nemi Chand Sharma	U.D.C.	29200-92300	5	57092
117.	Shri Jai Kumar Tank	U.D.C.	29200-92300	5	53312
118.	Shri Om Prakesh Raiger	U.D.C.	29200-92300	5	53312
119.	Shri Brijesh Kumar Meena	U.D.C.	29200-92300	5	53312
120.	Shri Mukandi Lal Nagar	U.D.C.	29200-92300	5	53312
121.	Shri Jitendra Madan	U.D.C.	29200-92300	5	53612
122.	Shri Gopal Lal Bairwa	U.D.C.	29200-92300	5	53312
123.	Shri Rajendra Kr Meena	U.D.C.	29200-92300	5	53312
124.	Shri Mahesh Kumar Biwal	U.D.C.	29200-92300	5	53312
125.	Shri Suresh Chand Sharma	L.D.C.	29200-92300	5	53312
126.	Shri Kunj Bihari Sharma	L.D.C.	29200-92300	5	51981
127.	Shri Rakesh Kumar Sharma	L.D.C.	29200-92300	5	54764
128.	Shri Raju Lal Mehra	L.D.C.	29200-92300	5	51981
129.	Shri Ram Narayan Saini	L.D.C.	29200-92300	5	51981
130.	Shri Dharmpal Yadav	L.D.C.	29200-92300	5	53312
131.	Smt Saroj Sharma	L.D.C.	21700-69100	3	45810
132.	Shri Lalit Mishra	L.D.C.	21700-69100	3	40244
133.	Shri Arvind Kumar Jha	L.D.C.	19900-63200	2	38140
134.	Shri Chetan Ram	L.D.C.	29200-92300	5	50650
135.	Shri Kamlesh Kr Sharma	Lab Assistant	29200-92300	5	58744
136.	Shri Ladu Ram Sain	Lab Assistant	29200-92300	5	51981
137.	Shri Uma Shankar Sharma	Lab. Assistant	29200-92300	5	51981
138.	Shri Mukul Singh Gujar	Gest. Operator	29200-92300	5	53312
139.	Shri Shiv Dayal Sharma	Cataloguer	35400-112400	6	72672
140.	Shri Kabbu Ram Saini	MTS	29200-92300	5	50635
141.	Shri Sukh Chandra Thakur	MTS	29200-92300	5	50635
142.	Shri Lala Ram Saini	MTS	21700-69100	3	49546
143.	Shri Cheetar Mal Meena	MTS	21700-69100	3	49546
144.	Shri Gokul Ram Choudhary	MTS	29200-92300	5	49850
145.	Shri Chiranji Lal Saini	MTS	29200-92300	5	51966
146.	Shri Ramesh Chand Sharma	MTS	29200-92300	5	51966
147.	Shri Gopal Lal Sharma	MTS	21700-69100	3	48215
148.	Shri Prakash Chand Sharma	MTS	21700-69100	3	42615
149.	Shri Ram Swaroop Saini	MTS	29200-92300	5	51966
150.	Shri Bhagwan Sahay Yadav	MTS	29200-92300	5	51966
151.	Shri Murari Lal Sharma	MTS	29200-92300	5	51966
152.	Shri Laxmi Narayan Saini	MTS	29200-92300	5	52566
153.	Shri Satya Narayan Sharma	MTS	29200-92300	5	50635
154.	Shri Koshal Kishor Sharma	MTS	29200-92300	5	51966
155.	Shri Ram Singh Bairwa	MTS	19900-63200	2	42407
156.	Shri Shyam Lal Sharma	MTS	29200-92300	5	50635
157.	Shri Kanhiya Lal Saini	MTS	21700-69100	3	48215
158.	Shri Ghasi Lal Sharma	MTS	21700-69100	3	48215
159.	Shri Om Prakesh	MTS	21700-69100	3	48305
160.	Shri Sitaram Sharma	MTS	29200-92300	5	50725
161.	Shri Mali Ram Bunker	MTS	29200-92300	5	51966
162.	Shri Lal Chand Saini	MTS	21700-69100	3	48215
163.	Smt Munni Devi Meena	MTS	21700-69100	3	48215
164.	Smt Pushpa Devi	MTS	19900-63200	2	45185
165.	Smt Prem Lata Saxena	MTS	29200-92300	5	51966
166.	Shri Ramavtar Sharma	MTS	29200-92300	3	48215
167.	Shri Buddha Ram Meena	MTS	29200-92300	5	52566
168.	Shri Kalu Ram Meena	MTS	21700-69100	3	48215
169.	Shri Ram Ratan Meena	MTS	21700-69100	3	48215
170.	Shri Sunder Lal Dhobi	MTS	21700-69100	3	42615
171.	Shri Ramesh Chand Bunker	MTS	29200-92300	5	51966
172.	Shri Guru Parsad Bunker	MTS	19900-63200	2	44096
173.	Shri Hanuman Sahai Sain	MTS	29200-92300	5	51966
174.	Shri Gopal Lal Tanwar	MTS	21700-69100	3	48815
175.	Shri Jagdish Narayan Meena	MTS	21700-69100	3	48215
176.	Shri Kalu Ram Saini	MTS	29200-92300	5	52566
177.	Shri Bhim Singh	MTS	21700-69100	3	46795
178.	Shri Gajendra Singh Pawar	MTS	25500-81100	4	41030
179.	Shri Satya Narayan Bunkar	MTS	19900-63200	2	41318
180.	Shri Rakesh Sharma	MTS	18000-56900	1	25888

181.	Shri Ghan Shyam Saini	MTS	18000-56900	1	28792
182.	Shri Lekh Raj Ujjeniya	MTS	18000-56900	1	25888
183.	Shri Indra Mal Parewa	MTS	29200-92300	5	51235
184.	Shri Mahaveer Pr Sharma	MTS	21700-69100	3	48215
185.	Shri Hari Kishan Sharma	MTS	29200-92300	5	51966
186.	Shri Radhay Shyam Swami	MTS	29200-92300	5	45870
187.	Shri Narendra Bhargav	MTS	25500-81100	4	48578
188.	Shri Ajit Kumar Sethi	MTS	21700-69100	3	49546
189.	Shri Brij Balabh Sharma	MTS	29200-92300	5	50635
190.	Shri Ashwini Kumar Sharma	MTS	18000-56900	1	26814
191.	Smt Kanta Devi	MTS	21700-69100	3	48215
192.	Smt Sukhi Devi	MTS	19900-63200	2	40829
193.	Shri Manish Kumar	MTS	18000-56900	1	28466
194.	Shri Manohar Kanwer	MTS	21700-69100	3	45185
195.	Smt Kanta Sharma	MTS	19900-63200	2	44585
196.	Shri Manohar Das Swami	MTS	19900-63200	2	45795
197.	Shri Narendra Kr Dhaneta	MTS	21700-69100	3	48215
198.	Shri Babu Lal Saini	MTS	21700-69100	3	52195
199.	Shri Manoj Kumar Raiger	MTS	29200-92300	5	51235
200.	Shri Ram Babu Gurjar	MTS	21700-69100	3	48815
201.	Shri Girdhar Singh Panwar	MTS	29200-92300	5	50635
202.	Shri Ramesh Puri Goswami	MTS	19900-63200	2	41318
203.	Shri Raj Kumar Gurjar	MTS	19900-63200	2	40229
204.	Shri Naresh Kumar Sharma	MTS	19900-63200	2	39261
205.	Shri Mool Chand Meena	MTS	21700-69100	3	41918
206.	Shri Sharafat Ali	MTS	21700-69100	3	48215
207.	Shri Bhagwan Singh Ranawat	MTS	21700-69100	3	39465
208.	Shri Ghanshyam Das Sain	MTS	29200-92300	5	51235
209.	Shri Govind Sahay Sharma	MTS	19900-63200	2	39261
210.	Shri Madan Lal	MTS	29200-92300	5	50635
211.	Shri Ashok Kr Godiwal	MTS	21700-69100	3	48215
212.	Smt Dhanni Devi	MTS	21700-69100	3	48215
213.	Smt Gulab Devi	MTS	21700-69100	3	48215
214.	Smt Munni Devi	MTS	19900-63200	2	40229
215.	Smt Sunita Devi	MTS	19900-63200	2	40229
216.	Shri Ramesh	MTS	21700-69100	3	49546
217.	Shri Ram Swaroop Goyer	MTS	21700-69100	3	48215
218.	Shri Om Prakesh	MTS	21700-69100	3	48215
219.	Shri Mohan Lal	MTS	19900-63200	2	44585
220.	Shri Sukhdev	MTS	19900-63200	2	44585
221.	Shri Ashok Kumar Dhandoria	MTS	19900-63200	2	44585
222.	Shri Sanjay	MTS	19900-63200	2	44585
223.	Shri Bane Singh	MTS	19900-63200	2	44585
224.	Shri Ganesh Lal	MTS	21700-69100	3	44585
225.	Shri Lala Ram	MTS	19900-63200	2	39465
226.	Shri Lal Chand Chavriya	MTS	21700-69100	3	44585
227.	Shri Ravi Das	MTS	19900-63200	2	39465
228.	Shri Visvas Lal Dager	MTS	21700-69100	3	44585
229.	Shri Jag Mohan	MTS	21700-69100	3	44585
230.	Shri Dilip Kumar	MTS	21700-69100	3	44585
231.	Shri Pawan Kr Ranawat	MTS	21700-69100	3	44585
232.	Shri Phool Chand	MTS	21700-69100	3	44585
233.	Shri Amar Chand	MTS	21700-69100	3	42407
234.	Shri Vishnu Kumar	MTS	19900-63200	2	41318
235.	Shri Gulab Chand	MTS	19900-63200	2	40229
236.	Shri Girdhari Lal	MTS	19900-63200	2	40229

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

	BE 2017-2018	RE 2017-2018
Salaries, General Areas, Creation of Capital Assets, Swachta Action Plan, Special Component Plan for SC etc.	₹ 56.00 Crores	₹ 95.41 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 Professor and Head	Deptt. of Kayachikitsa National Institute of Ayurveda Jorawar Singh Gate Amer Road 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. Sanjeev Sharma Director	National Institute of Ayurveda Jorawar Singh Gate Amer Road Jaipur 302002 (Rajasthan)	Office: 0141-2635816 Fax: 2635816 Mobile No. 8290996996	Nil

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 complaints, 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.

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.

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 recoupment 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

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: Recurring Rs.1,200/- in each case. (Example - Payment on Training of staff etc.) Non-Recurring - Rs. 10,000/- in each case. (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.
