

RTI under section 4(1)(b)

(i)	<p><i>The particulars of its organization, functions and duties:</i></p> <p>The National Institute of Epidemiology (NIE) is one of the permanent Institutes of Indian Council of Medical Research (ICMR) under Ministry of Health and Family Welfare. NIE was established on July 2, 1999 by merging the Central JALMA Institute Leprosy (CJIL), Field Unit, Avadi, Chennai with the Institute for Research in Medical Statistics (IRMS), Chetput, Chennai. The broad objectives of the Institute cover Development of human resources in epidemiology and bio-statistics, networking of the various ICMR and non-ICMR Institutes at the national level for epidemiological purposes, consultancy, epidemiological studies and research on health systems.</p>
(ii)	<p><i>The powers and duties of its officers and employees:</i></p> <p>The Director heads the Institute and looks after the scientific, administrative and technical work of the Institute.</p> <p>Division Heads assist the Director in executing research projects undertaken by the Institutes. Their activities and research projects are oriented to fulfilling the goals of the institute.</p> <p>Scientists work under various divisions, and are individually or as a group engaged in the research activities.</p> <p>Technical Staff constitute a core research groups to assist and support various research projects, being carried out by the scientists.</p> <p>Administration works under the leadership of Administrative Officer who is assisted by Accounts Officer / Section Officer / Assistant / Upper Division Clerk / Lower Division Clerk etc. The administration deals with all types of service matters like preparation of salary, purchase, maintaining of service book, making arrangements for meetings, maintaining of building etc.,</p> <p>Supportive staff is the backbone of the Institute, in administration and scientific research.</p>
(iii)	<p><i>The procedure followed in the decision-making process, including channels of supervision and accountability:</i></p> <p>Various committees are constituted to guide the Director in making decisions with respect to various issues. The details of the committees and their composition are displayed in our website.</p>
(iv)	<p><i>The norms set by it for the discharge of its functions:</i></p> <p>The Institute discharges its functions in accordance with the provisions contained in its Rules and Regulations of Bylaws and the extant administrative & financial norms prescribed by ICMR.</p>
(v)	<p><i>The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:</i></p> <p>The Institute holds under its control the Rules & Regulations of ICMR, and it's By laws.</p>
(vi)	<p><i>A statement of the categories of documents that are held by it or under its control:</i></p> <ul style="list-style-type: none">1) <i>Service books of all staff</i>2) <i>Personal files of all staff</i>

	<p>3) <i>Pension Papers of retired staff</i> 4) <i>Annual Reports of Institutes</i> 5) <i>Scientific papers published by the institute</i> 6) <i>Library books</i> 7) <i>Records related to purchase, billing, accounts and audit</i></p>																																																								
(vii)	<p><i>The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof:</i></p> <p>While there is no provision requiring the association of members of the public on its various committees etc., the Institute actively avails of the services of eminent scientists both serving and retired, including officials from Department of Public Health, Directorate of Medical Education on its Boards / Committees / Bodies viz. Scientific Advisory Committee, Ethics Committee, with the due approval of ICMR.</p>																																																								
(viii)	<p><i>A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public:</i></p> <p>Please refer item no. (iii) to know about committees. The record, deliberations of these committees are confidential and are not open to the general public.</p>																																																								
(ix)	<p><i>A directory of its officers and employees:</i></p> <p>Please refer item no. (x)</p>																																																								
(x)	<p><i>The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:</i></p> <table border="1"> <thead> <tr> <th>Sl No</th> <th>Name of the Staff</th> <th>Designation</th> <th>Pay Level</th> </tr> </thead> <tbody> <tr> <td></td> <td>Scientific</td> <td></td> <td></td> </tr> <tr> <td>1</td> <td>Dr. Manoj V. Murhekar</td> <td>Scientist-G & Director</td> <td>Level-14</td> </tr> <tr> <td>2</td> <td>Mr. A. Elangovan</td> <td>Scientist-G</td> <td>Level-14</td> </tr> <tr> <td>3</td> <td>Dr. J. Yuvaraj</td> <td>Scientist-G</td> <td>Level-14</td> </tr> <tr> <td>4</td> <td>Dr. Subarna Roy</td> <td>Scientist-F</td> <td>Level-13A</td> </tr> <tr> <td>5</td> <td>Dr. Prabhdeep Kaur</td> <td>Scientist-E</td> <td>Level-13</td> </tr> <tr> <td>6</td> <td>Dr. C.P. Girish Kumar</td> <td>Scientist-E</td> <td>Level-13</td> </tr> <tr> <td>7</td> <td>Dr. Tarun Bhatnagar</td> <td>Scientist-E</td> <td>Level-13</td> </tr> <tr> <td>8</td> <td>Dr. P. Manickam</td> <td>Scientist-E</td> <td>Level-13</td> </tr> <tr> <td>9</td> <td>Dr. S. Lokesh</td> <td>Scientist-E</td> <td>Level-13</td> </tr> <tr> <td>10</td> <td>Dr. Hemant Deepak Shewade</td> <td>Scientist-E</td> <td>Level-13</td> </tr> <tr> <td>11</td> <td>Dr. Archana R</td> <td>Scientist-E</td> <td>Level-13</td> </tr> <tr> <td>12</td> <td>Mr. J. Arockiasamy</td> <td>Scientist-D</td> <td>Level-12</td> </tr> </tbody> </table>	Sl No	Name of the Staff	Designation	Pay Level		Scientific			1	Dr. Manoj V. Murhekar	Scientist-G & Director	Level-14	2	Mr. A. Elangovan	Scientist-G	Level-14	3	Dr. J. Yuvaraj	Scientist-G	Level-14	4	Dr. Subarna Roy	Scientist-F	Level-13A	5	Dr. Prabhdeep Kaur	Scientist-E	Level-13	6	Dr. C.P. Girish Kumar	Scientist-E	Level-13	7	Dr. Tarun Bhatnagar	Scientist-E	Level-13	8	Dr. P. Manickam	Scientist-E	Level-13	9	Dr. S. Lokesh	Scientist-E	Level-13	10	Dr. Hemant Deepak Shewade	Scientist-E	Level-13	11	Dr. Archana R	Scientist-E	Level-13	12	Mr. J. Arockiasamy	Scientist-D	Level-12
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13	Dr. B. Ganesh	Scientist-D	Level-12
14	Dr. Bhavani Shankara Bagepally	Scientist-D	Level-12
15	Dr. Rajkumar Prabu	Scientist-D	Level-12
16	Dr. Jeyashree. K	Scientist-D	Level-12
17	Dr.P. Ganeshkumar	Scientist-D	Level-12
18	Dr. Rizwan Suliabkatchi Abdulkader	Scientist-D	Level-12
19	Dr. Vineet Kumar Kamal	Scientist-C	Level-11
20	Dr. Vasna Joshua	Scientist-C	Level-11
21	Dr. M. Santhosh Kumar	Scientist-B	Level-10
22	Dr. V. Saravana Kumar	Scientist-B	Level-10
23	Dr. S. Devika	Scientist-B	Level-10
24	Dr. T. Jeromie Wesley Vivian	Scientist-B	Level-10
25	Dr. Gulam Mohd	Scientist-B	Level-10
	Technical		
1	Mr. C. Govindhasamy	Principal Technical Officer	Level-13
2	Mrs. R. Sudha	Principal Technical Officer	Level-13
3	Mr. K. Kanagasabai	Principal Technical Officer	Level-13
4	Mr. M. Ravi	Senior Technical Officer	Level-12
5	Mr. P. Kamaraj	Senior Technical Officer	Level-12
6	Mr. K. Boopathi	Senior Technical Officer	Level-12
7	Ms. P. Jayasree	Senior Technical Officer	Level-12
8	Mr. T. Daniel Rajasekar	Senior Technical Officer	Level-12
9	Mr. G. Elavarasu	Senior Technical Officer	Level-12
10	Mr. R. Ramakrishna Rao	Senior Technical Officer	Level-12
11	Mr. S. Satish	Technical Officer - 'C'	Level-11
12	Mrs. P. Santha	Technical Officer - 'C'	Level-11
13	Ms. P. Lourdu Stella Mary	Technical Officer - 'C'	Level-11
14	Mrs. M.R. Santhi	Technical Officer - 'C'	Level-11
15	Mrs. I. Kalaimani	Technical Officer - 'C'	Level-11
16	Mr. S.A. Raveendra	Technical Officer - 'C'	Level-11
17	Mr. T. Ravichandran	Technical Officer - 'C'	Level-11
18	Mr. K. Sathish Kumar	Technical Officer - 'C'	Level-11
19	Mrs. Annamma Jose	Technical Officer - 'C'	Level-11
20	Mr. D. Murugan	Technical Officer - 'C'	Level-11

21	Mr. D. Augustine	Technical Officer - 'C'	Level-11
22	Mr. C. Prabakaran	Technical Officer - 'C'	Level-11
23	Mr. M. Anthony Doss	Technical Officer - 'C'	Level-11
24	Mr. T. Subba Rao	Technical Officer - 'C'	Level-11
25	Mr. R. Gopinath	Technical Officer - 'C'	Level-11
26	Mr.P. Ashok Kumar	Technical Officer - 'B'	Level-10
27	Mr. R. Harikrishnan	Technical Officer - 'B'	Level-10
28	Mr. Rang Lal Meena	Technical Officer - 'B'	Level-10
29	Mr. A. Kaleb Raja Kumar	Technical Officer - 'B'	Level-10
30	Mr. T. Karunakaran	Technical Officer - 'A'	Level-7
31	Mr. A. Suresh	Technical Officer - 'A'	Level-7
32	Mrs. R. Vijayaprabha	Technical Officer - 'A'	Level-7
33	Ms. S.K. Kanthimathi	Social Worker	Level-9
34	Mr. M. Murali Mohan	Senior Technician (3)	Level-8
35	Mr. P. Baskaran	Senior Technician (3)	Level-8
36	Mr. S. Sittayya	Senior Technician (3)	Level-8
37	Mr. D. Anandaraj	Senior Technician (3)	Level-8
38	Mr. R. Ravi	Senior Technician (2)	Level-7
39	Mr. M. Tamilmani	Senior Technician (2)	Level-7
40	Mr. K. Ramu	Senior Technician (2)	Level-7
41	Mr. K. Damodaran	Senior Technician (2)	Level-7
42	Mr. D. Justinraj	Senior Technician (1)	Level-6
43	Mr. E.Thiruppugazh	Senior Technician (1)	Level-6
44	Mr. M. Balusamy	Technician (2)	Level-5
45	Ms. S. Dhana Priya Vadhani	Technician (2)	Level-5
46	Mr. D. Chokkalingam	Technician (2)	Level-5
47	Ms. K. Gayathri	Technician (2)	Level-5
48	Mr. M. Saravanan	Technician (2)	Level-5
49	Mr. V.M. Srinivasan	Technician (1)	Level-2
50	Mrs. M. Punitha	Technician (1)	Level-2
51	Mr. M. Manoj Kumar	Technician (1)	Level-2
52	Mr. K. Karthikeyan	Staff Car Driver (Ord.Grade)	Level-2
53	Mr. D. Jayaraman	Staff Car Driver (Ord.Grade)	Level-2
54	Mr. P. Ebenezer	Staff Car Driver (Ord.Grade)	Level-2

	55	Mr. A. Palani	Staff Car Driver (Ord. Grade)	Level-2
	56	Mr. D. Prabakaran	Field Assistant	Level-5
	57	Mr. A. Subramani	Field Assistant	Level-5
	58	Mr. N. Maharaja	Field Assistant	Level-5
	59	Mr. E. Gandhidoss	Field Assistant	Level-5
	60	Mr. S. Sudandaraselvan	Field Assistant	Level-5
	61	Mr. M.R. Ravi	Field Assistant	Level-5
	62	Mrs. S. Sarada	Field Assistant	Level-5
	63	Mrs. A. Nirmala	Field Assistant	Level-5
	64	Mr. E. Anandhan	Field Assistant	Level-5
	65	Mr. A.S. Madhan	Field Assistant	Level-5
	66	Mr. M. Boopathy	Multi - Tasking Staff (MTS)	Level-1
		Administration		
	1	Mr. W. Michael Antony Joseph	Administrative Officer	Level-10
	2	Ms. R. Geetha	Administrative Officer	Level-10
	3	Ms. K. Jegatha	Accounts Officer (Jr. Grade)	Level-7
	4	Ms. N. Thamilselvi	Section Officer	Level-7
	5	Ms. M.N. Raadha	Section Officer	Level-7
	6	Mr. R. Arumugam	Personal Assistant	Level-8
	7	Mrs. R. Janaki	Personal Assistant	Level-6
	8	Mr. Raj Kumar	Assistant	Level-6
	9	Mr. Vignesh. Ga	Assistant	Level-6
	10	Mr. A.C.M. Abinesh Kumar	Assistant	Level-6
	11	Mr. Sakthi Prabhu R	Assistant	Level-6
	12	Mrs. P. Sharly Devi	UDC	Level-4
	13	Mr. S. Suresh	UDC	Level-4
	14	Ms. Suganya P	UDC	Level-4
	15	Mr. Yukesh. S	UDC	Level-4
	16	Mr. V. Chandrasekar	UDC	Level-4
	17	Mrs. P. Anitha	Stenographer	Level-4
	18	Mr. M. Nishanth	Stenographer	Level-4
	19	Ms. T.J. Bhuvanewari	Stenographer	Level-4
	20	Mr. M. Karthik	LDC	Level-2

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