



Organization and Function

1.3 Procedure followed in decision making process [Section 4(1)(b)(iii)]

(i) Process of decision making identify key decision making points

The procedures and processes are broadly as per Government of India norms/pattern and as laid down by the Standing Finance Committee and Governing Body of this Institute.

(ii) Final decision making authority Director.

In case of beyond the powers of the Director, approval from the Governing Body.

Head of Office - Administrative Officer – as per delegation of financial powers.

(iii) Related provisions, acts, rules etc.

a. Official procedures as per the guidelines of Government of India given in General Financial Rules and Central Civil Services Conduct Rules

b. Guidelines and directives issued by the Ministry of Health and Family Welfare, Government of India

c. Memorandum of Association, Rules and Regulations and the Pasteur Institute of India, Coonoor.

(iv) Time limit for taking a decisions, if any:

Disposal of Letters : 15 days

Claims (Travel Allowance,
Leave Travel Concession,
General Provident Fund etc.) : 15 days from the receipt of the claims

Tender process : 1 – 2 months

Settlement Bills (vendor) : 15 – 30 days

Promotion : Once in a year

Modified Assured Career Progression : Twice in a year

(v) Channel of supervision and accountability

S. No.	Type of cases	Channel of submission	Level of final disposal
1.	Policy Matters	Director	Governing Body
2.	Quotation from Suppliers	Purchase Section	Director
3.	Application form for recruitment to various regular/contract posts	Administrative Officer	Director
4.	Bills (Vendor)	Accounts section	Director
5.	Application forms for grant of various leaves	Administration section	Administrative Officer
	Application for special kinds of leave and Group A officers		Director
6.	Application/Request for issue of Experience Certificate/No Objection Certificate	Administration section	Director
7.	Application for grant of Leave Travel Concession	Administration section	Director
8.	Application for reimbursement of Children Education Allowance for regular staff	Accounts section	Director
9.	Application for permission to participate in Conference/Seminar/Workshop	Administration section	Director
10.	Purchase Requisition	Purchase section	Director
11.	Request for refund of Earnest Money Deposit	Purchase section/ Maintenance section	Director
12.	Travel Allowance Bills/Leave Travel Concession Bills/News paper allowance/Reimbursement of Medical Bills	Accounts section	Director
13.	Income Tax returns of regular staff	Accounts section	Director
14.	Annual Property returns	Administration section	Director
15.	Progress Reports of Ph.D. scholar/proposal copies/research proposals	Directors Officer	Director

1.3. Procedure followed in decision making process

1. Process of decision making Identify key decision making points
 - Administration & Accounts: Office Superintendent – Administrative Officer – Director
 - Purchase: Officer-in-Charge – Purchase Committee – Director
 - Estate: Officer-in-Charge – Controlling Officer - Estate Committee - Director
 - Production Process: Section-in-Charge - Officer-in-Charge – Controlling Officer – Director



1.4 Norms for discharge of function

1.4.1 Nature of functions / services offered

- Production of Diphtheria, Pertussis, Tetanus group of vaccines
- Rabies Diagnostic Lab and treatment center to cater the need of the general public.
- Academic programmes like Ph.D. Microbiology, Biochemistry and Biotechnology (Part time & Full time) affiliated to Bharathiar University, Coimbatore and M.D (Microbiology) affiliated to Tamilnadu Dr. M. G. R Medical University, Chennai.

1.4.2 Norms / standards for functions / service delivery

- Schedule M for production and Testing vaccines.
- Rules, Regulations & Bye-law for day-to-day administration.

1.4.3 Time-limit for achieving the targets

Tentative time lines for the release of batches to Universal Immunization Programme

S. No.	Key Mile Stones	Target date for Completion
1.	Completion of construction of new facilities (7 new facilities, 2 modified facilities)	Completed Dec.2018
2.	Facilities taken over by Pasteur Institute of India, Coonoor	Completed March 2019
3.	Pre NRA audit by National Regulatory Authority	Completed 28th & 29th March 2019
4.	Submission of application for No Objection Certificate in Clinical Trial (CT)-11	Completed 09.08.2019
5.	Submission of application for test license in Form 29 to manufacture drugs for the purpose of examination, test and analysis.	Completed 10.09.2019
6.	Joint inspection for issue of No Objection Certificate in CT-11 for manufacturing drugs for the purpose of examination, test and analysis.	Completed 14.10.2019 & 15.10.2019
7.	Receipt of No Objection Certificate in CT-11 by Central Licensing Authority	Completed 01.11.2019
8.	Receipt of test license in form 29 to manufacture drugs for the purpose of examination, test and analysis by State Licensing Authority	Completed 08.01.2020
9.	Completion of Performance Qualification of facilities, utilities and critical equipments	15.05.2020
10.	Schedule of trial batches	Initiation: March2020 Completion : July 2020



11.	Production of Consistency batches (equivalent to commercial scale)	Initiation : August 2020 Completion : March 2021
12.	Central Drug Laboratory testing and release of consistency batches	April 2021 to May 2021
13.	Commercial batch production initiation	June 2021
14.	Supply of vaccine to Universal Immunization Programme	Last quarter of the year 2021

1.4.4 Process of redress of grievances

The Interim Staff Council consisting members from staff side and officers side meets periodically to redress the grievance of all staff members.

The constitutions are as follows:

OFFICIAL SIDE:

1.	Director	Chairman
2.	Administrative Officer	Secretary
3.	Deputy Director	Members
4.	Assistant Director*	
5.	Accounts Officer	
6.	Sr. Research Officer/Research Officer*	
7.	Procurement Officer/Purchase Officer/Stores Officer	

* The Chairman will nominate one office each from these cadres as members.

STAFF SIDE:

One member each from Group "C" representing the following cadres, if the strength of each cadre being more than 10.

Group No.	Cadre/Post	No. of Representations
1	Technical Assistant	1
2	Laboratory Technician	1
3	Laboratory Assistant	1
4	Upper Division Clerks & Junior Stenographer	1
5	Multi Tasking Staff	3
6	Supervisor, Maintenance Technician, Maintenance Assistant, Estate Care Taker and Drivers	1
7	Lower Division Clerks, Library Clerk and Duffadar	1
8	Lady Representative for "C" cadre	1

Total number of Staff Representatives: 10 members.

Grievance officer – Shri A. Vairamoorthy, Administrative Officer – grievance shall be addressed on every Wednesday (open day)



1.5 Rules, regulations, instructions manual and records for discharging functions **[Section 4 (1)(b)(v)]**

1.5.1 Title and nature of the record/ manual/instruction.

Bye-laws of this Institute,

1.5.2 List of Rules, regulations, instructions manuals and records.

Bye-laws of this Institute & Govt. of India

1.5.3 Acts/ Rules manuals etc.

S.No	Title	Details
1	Memorandum of Association, Rules and Regulations of Pasteur Institute of India, Coonoor	View
2	Pasteur Institute of India, Coonoor Bye-Laws, 1966	View
3	Manual of Office Procedure	View
4	Record Retention Schedule as Prescribed by D/o Administrative Reforms and Public Grievances	View
5	General Financial Rules, 2005	View
6	Central Civil Services (Classification, Control and Appeal) Rules, 1965	View
7	Central Civil Services (Temporary Service) Rules, 1965	View
8	Central Civil Services (Leave Travel Concession) Rules, 1988	View
9	Central Civil Services (Leave Travel Concession) Rules, 1988 (Notification dated 03/05/1988)	View
10	Central Civil Services (Leave Rules)	View
11	Central Civil Services (Conduct) Rules, 1964 - Bringing Out A Revised/Updated Edition	View
12	Central Civil Services (Conduct) Rules, 1964 (Updated)	View
13	Guidelines issued by Ministry of Health and Family Welfare, Government of India.	
14	Directives/Guidelines of the Government of India issued from time to time.	



Transfer policy and transfer orders

1 OBJECTIVE

The objective of this document is to describe the policy and guidelines for internal transfer of employees employed in various sections of Pasteur Institute of India, Coonoor.

2 SCOPE

- a. This document is applicable to all sections of Pasteur Institute of India, Coonoor except Accounts, Library and Dispensary.

3 RESPONSIBILITY

- a. It is the responsibility of the responsible person in Administration Department for the preparation of the policy document and implementation.
- b. It is the responsibility of the responsible person in Quality Assurance (QA) for approval and implementation of the policy document.
- c. It is the responsibility of the Controlling Officer/Officer in-charge of Administration for ensuring the training of the concerned personnel and compliance to the policy document.

4 ABBREVIATIONS & DEFINITIONS

a. Abbreviations:

- i. CO - Controlling Officer
- ii. OIC - Officer In Charge
- iii. IOM - International Organization for Migration
- iv. SOP - Standard Operating Procedure

5 POLICY

Pasteur Institute of India, Coonoor is committed to create and establish competent workforce with the ability to perform multitasks assigned to them by the Management as and when required for the effective and successful operation of the Institute to ensure the supply of cost effective quality vaccines to the customers within the committed turnaround time.

PIIC will achieve this policy by

- i. Transferring the shop floor working force (identified personnel) once in three years or based on the requirement to different sections in the ratio of 1: 3 or 1:2 ratio. *i.e.* out of 4 trained manpower based on the need either 1 person or two personnel will be transferred without affecting the day to day activities of the concerned departments.
- ii. The Officer In-charges will be transferred once in four years to different sections after providing adequate trainings (SOP training and hand on practice).
- iii. The Controlling Officers will be transferred once in five years to different sections after



providing adequate trainings (SOP training and hands on practice).

- iv. Prior to initiation of the transfers, the Officer In-charge / Controlling Officer of Administration will call for meeting with all Officer-In-Charges and Controlling Officers of different sections through IOM.
- v. This transfer process will be initiated by Administration department based on the outcome of the Officer's meeting and approval from the Director.

1.6. Categories of documents held by the authority under its control

1.6.1 Categories of documents

1. Agendas and Minutes of the Institute Body, Executive Council, Standing Committees and other Committees.
2. Annual Performance Appraisal Reports of the Staff
3. Annual Reports
4. Legal agreements
5. Society related documents
6. Pasteur Institute India, Coonor Bye-Laws
7. Correspondence with other offices, Govt. of India etc.
8. Recruitment Rules
9. General Provident Fund etc.
10. Payments/Receipts/Expenditure Record
11. Pension and Death Benefits.
12. Plan and Non Plan Allocations.
13. Salary, Advances etc.
14. Various advances to the Staff
15. All matters relating to court and disciplinary cases
16. Allotment of quarters
17. Allotment Rules and Regulations
18. Staff Service Books
19. Personal Files of the Staff
20. Maintenance of SC/ST/OBC reservation ROSTER.
21. Recruitment of Staff
22. Returns to Employment Exchanges and Govt.
23. Selection/Interview/Appointments Records
24. Tenders and Record of Housekeeping, Security and Outsourced staff
25. Records related to the Purchase of the equipments/services/surgical items/stationary/consumable/Non-consumable items/Services Sanitation, equipment, Construction of Building, Clinical Services requirements.
26. Stock Register, Record of Various Purchases, Supplies and Stores
27. Records relating to Procurement of Equipments and Materials
28. Condemnation of the Equipments
29. Records of Out Patients



30. Record of various constructions activities and maintenance activities
31. Matters pertaining to Public Relations of the Institute
32. Log Book
33. Preventive Maintenance Records, AMC Records
34. Electrical Work and Instruments Work Related Records
35. Internet Maintenance Records
36. Records pertaining to various projects, reports etc
37. Training in Hindi

1.6.2 Custodian of documents/categories

Director's Office

1. Agendas and Minutes of the Executive/Standing Committees and Governing Body and other Committees.
2. Academic activities related files
3. Annual Reports/Scientific Reports
4. Correspondence with other offices, Govt. of India etc.
5. All matters relating to court and disciplinary cases
6. Internet & Website related files
7. Parliament Questions
8. Trainees Hostel related files and Register

Administration Section

1. Pastuer Institute India, Coonoor Bye-Laws
2. Correspondence with other offices, Govt. of India etc.
3. Recruitment Rules
4. All agreements
5. Department Promotional Committee minutes/related files Allotment of quarters
6. Allotment Rules and Regulations
7. Staff Service Books
8. Personal Files of the Staff Maintenance of SC/ST/OBC reservation ROSTER.
9. Recruitment of Staff
10. Returns to Employment Exchanges and Govt.
11. Selection/Interview/Appointments Records
12. Tenders and Record of Housekeeping and Security
13. Training in Hindi

Finance

1. General Provident Fund etc.
2. Payments/Receipts/Expenditure Record
3. Pension and Death Benefits.
4. Plan and Non Plan Allocations.
5. Salary, Advances etc.
6. Various advances to the Staff



Library and Information Centre

1. Book Accession Register
2. Journal Subscription Register
3. Usage Statistics Register

Purchase & Stores Section

1. Records related to the Purchase of the equipments/services/surgical items/stationary/consumable/Non-consumable items/Services Sanitation, equipment, Construction of Building, Clinical Services requirements.
2. Stock Register, Record of Various Purchases, Supplies and Stores
3. Records relating to Procurement of Equipments and Materials
4. Condemnation of the Equipments

Rabies Treatment Centre & Dispensary for staff

1. Records of Out Patients
2. Clinical Services Related Files

Maintenance Section

1. Record of various constructions activities and maintenance activities
2. Log Book
3. Preventive Maintenance Records, AMC Records
4. Electrical Work and Instruments Work Related Records

Quality Assurance

1. Apex document like Quality Manual, Validation Master Plan, and Site Master File.
2. Quality Policy.
3. Standard Operating Procedures, Master Formula Record, Batch Manufacturing Record, Batch Processing Records, Specifications, Validation and Qualification protocols and reports etc.
4. General Record, work sheet, record sheet forms.



1.7. Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]

1.7.1 Name of Boards, Council, Committee etc.

External:

- (i) Governing Body of this Institute
- (ii) Standing Finance Committee of this Institute and

Internal:

- (iii) Interim Staff Council
- (iv) Departmental Purchase committee
- (v) Departmental Estate Committee
- (vi) Library Committee
- (vii) Women welfare committee
- (viii) Internal animal ethics committee

1.7.2 Composition

1. Governing Body:

- (a) Secretary to Govt. of India, Ministry of Health and Family Welfare, New Delhi - Chairperson
- (b) Director General of Health Services, Govt. of India, Ministry of Health and Family Welfare, New Delhi - Member.
- (c) Secretary, DHR & Director General, Indian Council of Medical Research, New Delhi - Member
- (d) Additional Secretary to Govt. of India, Ministry of Health & Family Welfare, New Delhi - Member
- (e) Additional Secretary and Financial Advisor to Govt. of India, Ministry of Health and Family Welfare, New Delhi - Member
- (f) Drugs Controller General (India), Directorate General of Health Services, Ministry of Health and Family Welfare, New Delhi - Member.
- (g) Joint Secretary to Govt. of India, Ministry of Health & Family Welfare, New Delhi - Member.
- (h) Joint Secretary (RCH), Ministry of Health & Family Welfare, New Delhi - Member.
- (i) Secretary to Govt. of Tamilnadu, Health and Family Welfare, Chennai - Member
- (j) Principal Secretary to Govt. of Tamilnadu, Finance Department, Chennai - Member.
- (k) Director of Medical and Rural Health Services, Govt. of Tamilnadu, Chennai - Member.
- (l) Director-in-charge, King Institute of Preventive Medicine, Chennai - Member
- (m) The Director, Institute of Veterinary Preventive Medicine, Ranipet - Member
- (n) Dr. S.N. Saxena, F/A-164, Lajpat Nagar, GDA HIG Houses, Sahibabad 201 005, Dist.Ghaziabad. U.P.



- (o) Dr. L.R. Sood, No.403, KBR Manicoms, Srinagar Colony, Hyderabad 500 073.
(p) Dr. S. Sivakumar, Director, Pasteur Institute of India, Coonoor, Nilgiris – Member Secretary

2. Standing Finance Committee

- (a) Additional Secretary, Ministry of Health and Family Welfare, New Delhi- Chairman
(b) Additional Secretary & Financial Adviser to Govt. of India, Ministry of Health and Family Welfare, New Delhi – or nominee.
(c) Joint Secretary to Govt. of India, Ministry of Health & Family Welfare, New Delhi - Member
(d) Advisor (PH), Govt. of India, Ministry of Health and Family Welfare, New Delhi - Member
(e) Director of Medical and Rural Health Services, Govt. of Tamilnadu, Chennai - Member
(f) Dr. V.D. Ramanathan, Scientist G & Head (Retd), 40/10, Muthiyalu Chetty Street, Vepery, Chennai-600 007 – Member
(g) Dr. S. Sivakumar, Director, Pasteur Institute of India, Coonoor – Member Secretary

3. Interim Staff Council

Official side

- (a) Dr. S. Sivakumar, Director & Chairman, ISC
(b) Shri A. Vairamoorthy, Administrative Officer & Secretary
(c) Dr. A. Premkumar, Senior Research Officer & Member.
(d) Smt. Shanthi Mani, Research Officer & Member.
(e) Shri R. Mohan, Research Officer & Member.
(f) Dr. K. C. Sivanandappa, Research Officer & Member.
(g) Shri P. Sasikumar, Officer-in-Charge (Purchase & Stores) & Member

Staff side

(a)	Shri R. Sathyamoorthy	Technical Assistant & Leader	:	Rep. of Gr.01
(b)	Shri N. Chandran	Lab. Technician & Dy. Leader	:	Rep. of Gr.02
(c)	Shri C. Vadivelu	Lab. Assistant	:	Rep. of Gr.03
(d)	Shri C. Doraiswamy	Upper Division Clerk	:	Rep. of Gr.04
(e)	Smt. R. Parvathi	Multi Tasking Staff	:	Rep. of Gr.05
(f)	Shri B. Ramu	Multi Tasking Staff	:	Rep. of Gr.05
(g)	Shri A. Senthilkumar	Multi Tasking Staff	:	Rep. of Gr.05
(h)	Shri V. Radhakrishnan	Maintenance Technician	:	Rep. of Gr.06
(i)	Mrs. B. Jeyalakshmi	Multi Tasking Staff & Lady Staff Representative for Cadre 'C'	:	Rep. of Gr.08

4. Departmental Purchase Committee

- (a) Dr. S. Sivakumar, Director – Head of the Committee
(b) Dr (Mrs) Sibani Barman, Senior Medical Officer - Member
(c) Dr. A. Premkumar, Senior Research Officer – Member



- (d) Shri A. Vairamoorthy, Administrative Officer and Drawing and Disbursing Officer – Member
- (e) Shri R. Mohan, Research Officer - Member
- (f) Shri P. Sasikumar, Sr. P.A. to Director and Officer-in-Charge, Purchase/Stores – Member

5. Departmental Estate Committee

- (a) Dr. A. Premkumar, Senior Research Officer – Chairman
- (b) Smt Shanthi Mani, Research Officer – Member
- (c) Dr. K. C. Sivanandappa, Research Officer - Member
- (d) Smt T. Lalitha, Assistant Research Officer – Member
- (e) Dr. Sivananda, Assistant Research Officer - Member
- (f) Dr. S. Jagannathan, Assistant Research Officer – Member

6. Library Committee

- (a) Dr. S. Sivakumar, Director – Head of the Committee
- (b) Dr (Mrs) Sibani Barman, Senior Medical Officer
- (c) Dr. A. Premkumar, Senior Research Officer
- (d) Mrs. Shanthi Mani, Research Officer
- (e) Shri R. Mohan, Research Officer
- (f) Shri K.C. Shivanandappa, Research Officer

7. Women Welfare Committee (internal Complaints Committee)

- (a) Dr (Mrs) Sibani Barman, Senior Medical Officer – Chairperson
- (b) Smt Shanthi Mani, Research Officer – Member
- (c) Shri A. Vairamoorthy, Administrative Officer – Member
- (d) Smt T. Lalitha, Assistant Research Officer – Member
- (e) Smt. Chandra Charles, Assistant Research Officer – Member Secretary

8. Institutional Animal Ethics Committee (IAEC)

- (a) Dr. S.Sivakumar, Veterinarian, Director, BCG Vaccine Laboratory, Chennai - Chairman
- (b) Dr. S. P. Muthukumar, CPCSEA main nominee - Principal Scientist & Head, Animal House facility, CSIR – Central Food Technological Research Institute, Mysuru, Karnataka – Main Nominee.
- (c) Dr. R. Vadivelan, Deptt. of Pharmacology, JSS College of Pharmacy, Ooty – Scientist from outside the Institute.
- (d) Dr. T.K. Praveen, 20, Rocklands, Deptt. of Pharmacology, JSS College of Pharmacy, Ooty – 643 001 – Socially aware nominee.
- (e) Dr. A. Premkumar, Senior Research Officer, PII, Coonoor - Scientist from different discipline



- (f) Dr. S. Vishnukandan, Veterinarian, Dept. of Animal Husbandry, Coonoor - Veterinarian
- (g) Dr. B. Sugumaran, Dept. of Animal Husbandry, Ooty - Scientist from different discipline
- (h) Mrs. Savithri Sundaran, Scientist-in-charge, Animal House facility, PII, Coonoor - Member Secretary.

1.7.3 Dates from which constituted & 1.7.4. Term/Tenure

Governing Body : w.e.f. 01.07.1978 onwards, until further orders

Standing Finance Committee: w.e.f. 01.07.1978 onwards, until further orders

Departmental Purchase Committee: w.e.f. 16.05.2019, until further orders

Departmental Estate Committee:

Library Committee: 01.05.2019, until further orders.

Women Welfare Committee (internal Complaints Committee): 21.04.2018, until further orders

Institutional Animal Ethics Committee (IAEC): 31.01.2018, until further orders.

1.7.4 Powers and functions

Powers and functions of the Governing Body

- (i) The Governing Body shall exercise such powers and discharge such functions as are laid down in the Rules & Regulations, these bye-laws and schedules, as the powers & functions of the Governing Body.
- (ii) All proceedings of meeting of the Governing Body shall be entered in a minute book to be maintained by the Secretary for the purpose and minutes shall be signed by the Chairman of the meeting after the same is duly confirmed.
- (iii) Any member desirous of moving a resolution at a meeting of the Governing Body shall give notice thereof in writing to the Secretary so as to reach him not less than 7 days before day of such meeting. Such a notice when received shall be circulated immediately by the Secretary to members and shall then form part of the agenda of the meeting.
- (iv) No subject disposed of by the Governing Body at its meeting shall be brought up again for consideration until after the expiry of one year, except in case where the Chairman decides that the subject requires further consideration in the interest of the Institute.
- (v) The Governing Body shall have powers to create posts subject to specific provision in the budget, in scales of pay applicable to similar posts under Government of India or/scales of pay approved by the Government of India and as applicable from time to time; classify them into grades and specify their



designations. In all matters the Governing Body, shall have full powers in the matter of expenditure from the funds of the Institute subject to budget provision save in the matter of pay, allowances and concessions to a Central or any State Government servant, on foreign service which shall not be greater than those admissible under code rules of the concerned government.

- (vi) Appointment to Group A post shall be made by the Governing Body on the recommendation of Selection Committee constituted by the Governing Body for that purpose.
- (vii) The Director of the Institute shall be appointed by the Governing Body on such terms and for such period as may be decided by the Governing Body. The directions of the appointment committee for appointment of Chief Executives through ACCC as per OM No. 28/17/2004 E.O.S.M. II as dated 30.11.2005 of DOPT Govt. of India, New Delhi to be followed (G.B, dated 6.2.06)
- (viii) The Governing Body shall, while creating a post, also decide about the classification of the post, if a post with same designation and same scale of pay does not exist in the Institute.
- (ix) To establish an appropriate provident fund for the benefit of the employees of the Institute.
- (x) Delegation of powers to the Chairman or the Director or to both as it may deem fit for the conduct of business subject to the condition that the action taken by the Chairman or by the Director shall be reported for confirmation at the meeting of the Governing Body.
- (xi) The Governing Body may accept the management and administration of any endowment or trust fund or any subscription or donation provided that the same is unaccompanied by any condition inconsistent or in conflict with the nature and object for which the Institute is established.
- (xii) The Governing Body shall have all powers of punishment including dismissal, removal or reduction in rank of all members of the Staff of the Institute.
- (xiii) The Governing Body may frame, alter, and repeal bye-laws for the proper conduct of the Institute for which no specific provision has been made in these rules. Such bye laws shall be passed by the Governing Body by a majority of not less than two third of the members present.

Functions of the Standing Finance Committee:

- (1) To consider and recommend for approval to the Governing Body the annual budget estimates of the Institute; The budget estimates approved by the Government of India on the recommendations of the Standing Finance Committee shall be subject to availability of funds in the Institute and the financial commitment of the Government of India to the Institute.
- (2) To consider and recommend for approval to the Governing Body the annual audited accounts of the Institute.



- (3) To consider and recommend for approval to the Governing Body, new financial proposals which may arise during the course of the year which may not be already provided for under the budget and to approve appropriation between previously approved major heads.
- (4) To consider reports of receipts and expenditure submitted by the Director for information; to examine from time to time the adequacy of resources of funds and the general financial position of the Institute; and to make appropriate recommendations to the Governing Body.
- (5) To consider and recommend to the Governing Body for approval of all proposals for creation of new posts and also to consider and approve the action of the Director and approve the action of the Director in the creation of posts within his powers.
- (6) To consider and approve all matters relating to the invitation and acceptance of tenders which are beyond the powers of the Director, and
- (7) The Standing Finance Committee will also function as the Executive Committee to assist the Director. A report of the proceedings of each Executive Committee meeting will be forwarded to the Governing Body. This Executive Committee will meet more often than the Governing Body.

Functions of the Departmental Purchase Committee:

Scrutinization and Finalizations of all purchases such as Plant & Machinery, Equipment, Chemicals, all Raw Materials, and Maintenance items etc., required by various sections as per purchase procedures placed before the purchase committee.

Functions of Institutional Animal Ethics Committee:

- ◆ To review and approve research proposals involving lab animals
- ◆ To provide suggestions for modification of the proposals wherever necessary
- ◆ To conduct periodic supervision of Institute's animal facility
- ◆ To ascertain ethical use of animals and protection of well being of animals during and after research
- ◆ When research activity is not found in accordance to CPCSEA guidelines to help adopt correct measures
- ◆ To see that all those persons involved in animal care and research are adequately trained to handle the animals
- ◆ To ensure that GLP guidelines are followed in animal facility to protect the researchers and all others involved in animal handling

Functions of Estate Committee:

To look after the works related Estate Department i.e. for generating notes, scrutinizing and finalizing of all tenders related to original civil and electrical works, repair/maintenance of office buildings as well as quarters and allotment of quarters, etc.



Function of Library Committee:

1. To guide the Librarian in formulating general library policies and regulations which govern the functions of the library.
2. To provide for proper documentation services and updating the Library collection.
3. To work towards modernization and improvement of Library and documentation Services.
4. To formulate policies and procedures for efficient use of Library resources.
5. To review Library readership dept-wise
6. To adopt measures to enhance readership
7. To prepare budget and proposals for the development of the Library.
8. To recommend to the authorities the fees and other charges for the use of the Library and
9. To seek feedback on Library functions from readers.

Working Rules for Internal Complaints Committee:

http://www1.iitkgp.ac.in/institute/act_rules_procedure.pdf

1.7.5 Whether their meetings are open to the public?

No

1.7.6 Whether the minutes of the meetings are open to the public?

Governing Body and Standing Finance Committee minutes are open to the public.

1.7.7 Place where the minutes if open to the public are available?

Website of this Institute: www.pasteurinstituteindia.com

1.8 Directory of officers and employees

S. No	Name	Mobile No	e-Mail ID
1.	Dr. S. Sivakumar		
2.	Dr. (Smt) Sibani Barman	7094968564	drsibani1961@gmail.com
3.	Dr. A. Premkumar	9442533645	apkumar_piic@yahoo.co.in
4.	Shri A.Vairamoorthy	8903690378	vairamoorthy1966@gmail.com
5.	Smt Shanthi Mani	9443809063	shanthimani03@gmail.com
6.	Shri R. Mohan	9790326511	mohs2@rediffmail.com
7.	Dr. K.C. Sivanandappa	9789327696	Shivasham_27@yahoo.co.in
8.	Shri Jason M Jayacross	9486192627	jasonjayacross@.in
9.	Smt T. Lalitha	9443091544	lallithapriya7@gmail.com
10.	Dr.C.Muniandi	9443017854	drcmunish@yahooico.in



PASTUER INSTITUTE OF INDIA, COONOOR
(Autonomous Body Under the Ministry of Health
and Family Welfare, New Delhi, Government of India)



11.	Smt.Chandracharles	9487536482	chandabiemi@reddiffmail.com
12.	Shri B. Annamalai	9443809913	annamalai2711@gmail.com
13.	Dr. N. Sivananda	9486921166	nanjansivananda@yahoo.co.in
14.	Dr.S.Jaganathan	9486081990	seljag2005@yahoo.com
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16.	Shri G. Chandra Mohan	9842402813	cmpiic2011@gmail.com
17.	Shri P. Sasikumar	9443107669	pariyathra@gmail.com
18.	Shri R. Ram	9865915364	ram.rk1964@gmail.com
19.	Smt Victoria Jeyaraj	9487365602	vickysam1660@gmail.com
20.	Shri B.H. Bellie	9994247147	bhbellie@gmail.com
21.	Shri N. Kesu	9486319969	kesunanja@gmail.com
22.	Shri T.K. Balakrishnan	9442638588	tkbkovv@gmail.com
23.	Shri S. Ravi	9442675540	ravisubban18@gmail.com
24.	Smt Bareedha J	9442084756	jabareybari@gmail.com
25.	Smt Shanthi Subramani	9443675567	sshanthi721@gmail.com
26.	Shri R. Kanagaraj	9943581081	rkj2203@gmail.com
27.	Shri D. Anurag	9443522611	anuragdevarajan@gmail.com
28.	Shri P. Mani	9486442476	maniponnan1962@gmail.com
29.	Shri P. Venkatachalam	9488541107	kpvenkatpic@gmail.com
30.	Shri V. Raja Karthikeyan	9786896896	vrkarthi1979@gmail.com
31.	Shri A. Jaffarulla	9486651367	62jaffar@gmail.com
32.	Shri K. Devaraj	9965630060	kilugadevaraj1962@yahoo.com
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34.	Shri P. Paramasivam	8695529685	Paramasivamperumal63@gmail.com
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51.	Shri M.E. Sridharan	9894895410	ssShri11464@gmail.com
52.	Shri C. Alexander Joseph	9994553306	alexanderjsph09@gmail.com
53.	Shri R. Ravi	9487966271	ramanravi358@gmail.com

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63.	Shri M.B. Raju	7868037074	bellieraju@gmail.com
64.	Shri A. Dhanabalan	9488306355	arumugamdhanabalan1963@gmail.com
65.	Shri M. Radhakrishnan	9442674039	mariappanradhakrishnan@yahoo.com
66.	Shri S. Lingan	9626169825	sannappanlingan@gmail.com
67.	Shri C. Vadivelu	9942766742	chinnamuthuvadivelu@gmail.com
68.	Shri B.B. Sundaram	9942685780	bellansundaran@gmail.com
69.	Shri R. Gunasekaran (Jr)	9943580914	ramasamygunasekaran1965@gmail.com
70.	Shri P. Periaswamy	9865560446	81paguthi periaswamy@gmail.com
71.	Shri S. Devanbu	9487340897	samuveldevanbu@gmail.com
72.	Shri M. Murugan	9442283069	kmuthumurugran1966@gmail.com
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77.	Shri K. Manoharan	9788385744	manoharancoonoor1962@gmail.com
78.	Shri V. Vijayan	9486166015	Venuvijayan64@gmail.com
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82.	Shri P. Krishnaswamy	9486293140	Ponnusamykrishnan@gmail.com
83.	Shri R. Durai	9486785309	durairamaswamy@rocketmail.com
84.	Shri K. Ravichandran	7598303104	ravikanniayn@gmail.com
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87.	Shri M. Thiyagarajan	9486435541	Thiyaramanickam@gmail.com
88.	Shri B. Nataraj	9489645443	natrajbalasubramani@gmail.com
89.	Shri V. Radhakrishnan	9943730346	radhumahanth@gmail.com
90.	Shri G. Thanaraj	9486928990	gurunathanthanraj@gmail.com
91.	Shri P. Rajendran	9047726465	palaniappanrajendran1963@gmail.com
92.	Shri S. Gangadharan	9442323179	Sannangangadharan@gmail.com
93.	Shri Vincent Human	9942077422	vincenthuman@gmail.com
94.	Shri J. Selvan Vincent Raj	8903123647	jselvanvincentraj@gmail.com
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98.	Shri K. Mani	9994930751	karuppanmani1960@gmail.com
99.	Shri K. Ambiraj	9442554155	kulandaiambiraj@gmail.com
100.	Shri D. Surendran	9786077719	dharmhasurendran@gmail.com
101.	Shri R. Dharmaraj Shanmugam	9894423739	rajushanmugam61@gmail.com
102.	Shri S. Anandan	9626481085	vazhgavalamudanandhan@gmail.com
103.	Shri K. Ganesan	9489227061	kganesan1964@yahoo.com
104.	Shri K. Manohar	9786358794	kmanolathapi@gmail.com
105.	Shri V. Kanagaraj	9442465923	kanagarajpic@rediffmail.com
106.	Shri A. Karuppiah	8903825139	karuppaiah.april10@gmail.com
107.	Shri P. Nandakumar	9659609616	nandaperumal61@gmail.com
108.	Smt B. Jayalakshmi	8903479067	kbalachandaruay@gmail.com
109.	Shri M. Ganesan	9943661932	mallanganeshan@gmail.com
110.	Smt Dhanamani Murugesan	9047567622	danamuruges@gmail.com
111.	Shri R. Raghu	8903121926	kmrajuraghu@gmail.com
112.	Shri R. Gunasekaran	9698175229	sprajangunasekaran@yahoo.com
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122.	Shri Bommiraj Bahadur	9751128798	bommibahadur@gmail.com
123.	Smt K. Kalavathi	8098040607	kumarkalavathy@yahoo.com
124.	Smt R. Kamatchi	9897563307	rajukamatchi@gmail.com

1.9. Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]

1.9.1 List of employees with Gross monthly remuneration

S. NO	EMPLOYEE CODE	NAME	DESIGNATION	GROSS SALARY
1	S00118	Dr. S. Sivakumar	Director	226922.00
2	S00393	Dr. (Smt) Sibani Barman	Senior Medical Officer	177692.00
3	P01190	Dr. A. Premkumar	Senior Research Officer	106848.00
4	V00211	Shri A. Vairamoorthy	Administrative Officer	84942.00
5	S00483	Smt. Shanthi Mani	Research Officer	119437.00
6	M00111	Shri R. Mohan	Research Officer	91812.00

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7	S00101	Dr. K.C. Shivanandappa	Research Officer	100062.00
8	J01090	Shri Jason M Jayacross	Assistant Research Officer	91611.00
9	L00291	Smt. T. Lalitha	Assistant Research Officer	86463.00
10	M00495	Dr. C. Muniandi	Assistant Research Officer	84006.00
11	C00395	Smt. Chandra Charles	Assistant Research Officer	89606.00
12	A01390	Shri B. Annamalai	Assistant Research Officer	84006.00
13	S00306	Dr. N. Sivananda	Assistant Research Officer	87106.00
14	J00301	Dr. S. Jagannathan	Assistant Research Officer	77103.00
15	S01807	Shri T. Sekar	Assistant Research Officer	62946.00
16	C00205	Shri G. Chandra Mohan	Assistant Research Officer	68679.00
17	S00990	Shri P. Sasikumar	Senior P.A. to Director	79326.00
18	R00384	Shri R. Ram	Office Superintendent	72774.00
19	V00782	Smt. Victoria Jayaraj	Senior Technical Assistant	73231.00
20	B00882	Shri B.H. Bellie	Senior Technical Assistant	64818.00
21	K00982	Shri N. Kesu	Senior Technical Assistant	69106.00
22	B00282	Shri T.K. Balakrishnan	Head Clerk	62946.00
23	R00388	Shri S. Ravi	Head Clerk	68679.00
24	B00488	Smt. Bareedha J	Head Clerk	73231.00
25	S00588	Smt. Shanthi Subramani	Head Clerk	69379.00
26	K00189	Shri R. Kanagaraj	Head Clerk	71106.00
27	A00196	Shri D. Anurag	Head Clerk	54981.00
28	M00391	Shri P. Mani	Head Clerk	53481.00
29	V00305	Shri P. Venkatachalam	Pharmacist	64818.00
30	R00506	Shri V. Raja Karthikeyan	Research Assistant	66690.00
31	J00681	Shri A. Jaffarulla	Technical Assistant	62356.00
32	D01181	Shri K. Devaraj	Technical Assistant	55224.00
33	S01581	Shri R. Sathyamurthy	Technical Assistant	53703.00
34	P05181	Shri P. Paramasivan	Technical Assistant	52182.00
35	M05081	Shri S. Mani	Technical Assistant	55606.00
36	P00385	Shri A. Paulraj	Technical Assistant	54106.00
37	M00585	Smt. R. Manjula	Technical Assistant	56212.00
38	R01889	Shri A. Rajappa	Supervisor	61606.00
39	G00186	Shri R. Gopalakrishnan	Laboratory Technician	54106.00
40	V00286	Shri A. Victor	Laboratory Technician	54106.00
41	U00386	Smt. Uma Subramani	Laboratory Technician	50778.00
42	M00686	Smt. Melan Basavaraj	Laboratory Technician	50778.00
43	S01986	Shri K. Shankaran	Laboratory Technician	49374.00
44	C02086	Shri N. Chandran	Laboratory Technician	51106.00
45	R02181	Shri R. Raja	Laboratory Technician	52182.00
46	V02881	Shri P. Vasu	Laboratory Technician	52182.00
47	L05481	Shri B. Lakshmanan	Laboratory Technician	52182.00

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48	P05581	Shri S. Peter	Laboratory Technician	55606.00
49	M01682	Shri V. Muthu	Laboratory Technician	50076.00
50	R02085	Shri K. Ravichandran (Sr)	Laboratory Technician	53356.00
51	S01789	Shri M.E. Sridharan	Maintenance Technician	61606.00
52	A00293	Shri C. Alexander Joseph	Maintenance Technician	57231.00
53	R00493	Shri R. Ravi	Maintenance Technician	55606.00
54	S01291	Shri R. Saravanan	Maintenance Technician	43407.00
55	Y02186	Shri R. Yesudoss	Staff Car Driver Grade I	66690.00
56	K00296	Shri N. Kuppusamy	Upper Division Clerk	49374.00
57	C02089	Shri S. Chandran	Upper Division Clerk	51106.00
58	D02189	Shri C. Doraiswamy	Upper Division Clerk	51106.00
59	D00591	Shri R. Dhurairajan	Upper Division Clerk	49731.00
60	K00104	Shri B. Karthick	Upper Division Clerk	44981.00
61	P00204	Shri Y.D. Praveen	Upper Division Clerk	44981.00
62	S03085	Shri M. Subramani	Laboratory Assistant	44694.00
63	R02185	Shri M.B. Raju	Laboratory Assistant	48672.00
64	D02285	Shri A. Dhanabalan	Laboratory Assistant	53356.00
65	R02385	Shri M. Radhakrishnan	Laboratory Assistant	51856.00
66	L02585	Shri S. Lingan	Laboratory Assistant	51856.00
67	V02785	Shri C. Vadivelu	Laboratory Assistant	48672.00
68	S02685	Shri B.B. Sundaram	Laboratory Assistant	48672.00
69	G02885	Shri R. Gunasekaran(Jr)	Laboratory Assistant	48672.00
70	P03185	Shri P. Periaswamy	Laboratory Assistant	51856.00
71	D03485	Shri S. Devanbu	Laboratory Assistant	51856.00
72	M00486	Shri M. Murugan	Laboratory Assistant	48672.00
73	C00986	Shri S. Chandrasekaran	Laboratory Assistant	51856.00
74	S01086	Shri B. Sivalingam	Laboratory Assistant	47268.00
75	E01386	Shri K. Elancheran	Laboratory Assistant	50356.00
76	G01486	Shri M. Gunasekaran	Laboratory Assistant	50356.00
77	M01286	Shri K. Manoharan	Laboratory Assistant	50356.00
78	V00587	Shri V. Vijayan	Laboratory Assistant	48981.00
79	M02286	Shri R. Mohan	Laboratory Assistant	47606.00
80	S00888	Shri R. Siddayan	Laboratory Assistant	48981.00
81	V01488	Shri R. Vasudevan	Laboratory Assistant	45981.00
82	K00988	Shri P. Krishnaswamy	Laboratory Assistant	48981.00
83	D01588	Shri R. Durai	Laboratory Assistant	45981.00
84	R01088	Shri K. Ravichandran (Jr)	Laboratory Assistant	45981.00
85	N01188	Shri T. Natarajan	Laboratory Assistant	48981.00
86	S01288	Shri R. Sreenivasan	Laboratory Assistant	45981.00
87	T00289	Shri M. Thiyagarajan	Lab. Asst.	48981.00
88	N00193	Shri B. Nataraj	Maintenance Assistant	50778.00

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90	T00187	Shri G. Thanaraj	Truck/Van Driver Grade II	65231.00
91	R01091	Shri P. Rajendran	Truck/Van Driver Grade II	58856.00
92	G00389	Shri S. Gangadharan	Multi Tasking Staff	48981.00
93	V00689	Shri Y. Vincent Heuman	Multi Tasking Staff	48981.00
94	S00889	Shri J. Selvan Vincent Raj	Multi Tasking Staff	48981.00
95	V00989	Shri A. Velmurugan	Multi Tasking Staff	48981.00
96	M01089	Shri S. Murugan	Multi Tasking Staff	45981.00
97	M01189	Shri M. Murugan	Multi Tasking Staff	45981.00
98	M01489	Shri K. Mani	Multi Tasking Staff	48981.00
99	A01389	Shri K. Ambiraj	Multi Tasking Staff	48981.00
100	S01689	Shri D. Surendran	Multi Tasking Staff	48981.00
101	D01589	Shri R.Dharmaraj Shanmugam	Multi Tasking Staff	48981.00
102	A01989	Shri S. Anandan	Multi Tasking Staff	44694.00
103	G00589	Shri K. Ganesan	Multi Tasking Staff	44694.00
104	M00190	Shri K. Manohar	Multi Tasking Staff	45856.00
105	K00590	Shri V. Kanagaraj	Multi Tasking Staff	45856.00
106	K00690	Shri A. Karupiah	Multi Tasking Staff	45856.00
107	N00790	Shri P. Nandakumar	Multi Tasking Staff	45856.00
108	J00491	Smt. B. Jayalakshmi	Multi Tasking Staff	45856.00
109	G00691	Shri M. Ganesan	Multi Tasking Staff	45856.00
110	D01191	Smt. Dhanamani Murugesan	Multi Tasking Staff	45856.00
111	R00195	Shri R. Raghu	Multi Tasking Staff	44606.00
112	G00791	Shri R. Gunasekaran	Multi Tasking Staff	44606.00
113	S00292	Miss B. Saroja	Multi Tasking Staff	45856.00
114	S00295	Shri G. Saravanamoorthy	Multi Tasking Staff	44606.00
115	R00595	Shri B. Ramu	Multi Tasking Staff	44606.00
116	M00695	Shri L. Murali	Multi Tasking Staff	41886.00
117	R00795	Shri N. Ramadass	Multi Tasking Staff	41886.00
118	R00890	Shri M. Ravindran	Multi Tasking Staff	40716.00
119	P00498	Smt. R. Parvathi	Multi Tasking Staff	42106.00
120	G00199	Smt. M. Geetha	Multi Tasking Staff	42106.00
121	M01186	Shri Min Bahadur Katri	Multi Tasking Staff	45981.00
122	B00687	Shri Bommiraj Bahadur	Multi Tasking Staff	43407.00
123	K00198	Smt. K. Kalavathi	Multi Tasking Staff	44606.00
124	K00398	Smt. R. Kamatchi	Multi Tasking Staff	39546.00
125	S00299	Smt. Shanthi Rajkumar	Multi Tasking Staff	39546.00
126	S00300	Smt. Sivarani	Multi Tasking Staff	39856.00
127	L00501	Smt. D.R. Latha	Multi Tasking Staff	39856.00
128	R00601	Shri G. Ramesh	Multi Tasking Staff	37440.00

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129	B00298	Shri S. Balasubramani	Multi Tasking Staff	36387.00
130	J01005	Shri A.K. Jithendran	Multi Tasking Staff	38731.00
131	S01105	Shri A. Senthilkumar	Multi Tasking Staff	38731.00
132	A00806	Shri P.K. Anandan	Multi Tasking Staff	37606.00
133	V00906	Shri R. Vinoth	Multi Tasking Staff	37606.00
134	H01106	Shri B.N. Haldurai	Multi Tasking Staff	37606.00
135	S01206	Shri G. Saravanan	Multi Tasking Staff	35334.00
136	P01406	Smt. S. Pavithra	Multi Tasking Staff	37606.00
137	M00108	Smt. M. Mahalakshmi	Multi Tasking Staff	37712.00

1.9.2 System of compensation as provided in its regulations

As per the Govt. of India rules.

1.13 Transfer policy and transfer orders

1 OBJECTIVE

The objective of this document is to describe the policy and guidelines for internal transfer of employees employed in various sections of Pasteur Institute of India, Coonoor.

2 SCOPE

a. This document is applicable to all sections of Pasteur Institute of India, Coonoor except Accounts, Library and Dispensary.

3 RESPONSIBILITY

- It is the responsibility of the responsible person in Administration Department for the preparation of the policy document and implementation.
- It is the responsibility of the responsible person in Quality Assurance (QA) for approval and implementation of the policy document.
- It is the responsibility of the Controlling Officer/Officer in-charge of Administration for ensuring the training of the concerned personnel and compliance to the policy document.

4 ABBREVIATIONS &DEFINITIONS

a. Abbreviations:

- CO - Controlling Officer
- OIC - Officer In Charge
- IOM - International Organization for Migration
- SOP - Standard Operating Procedure

5 POLICY

Pasteur Institute of India, Coonoor is committed to create and establish competent workforce with the ability to perform multitasks assigned to them by the Management as and when



required for the effective and successful operation of the Institute to ensure the supply of cost effective quality vaccines to the customers within the committed turnaround time.

PIIC will achieve this policy by

- i. Transferring the shop floor working force (identified personnel) once in three years or based on the requirement to different sections in the ratio of 1: 3 or 1:2 ratio. *i.e.* out of 4 trained manpower based on the need either 1 person or two personnel will be transferred without affecting the day to day activities of the concerned departments.
- ii. The Officer In-charges will be transferred once in four years to different sections after providing adequate trainings (SOP training and hand on practice).
- iii. The Controlling Officers will be transferred once in five years to different sections after providing adequate trainings (SOP training and hands on practice).
- iv. Prior to initiation of the transfers, the Officer In-charge / Controlling Officer of Administration will call for meeting with all Officer-In-Charges and Controlling Officers of different sections through IOM.
- v. This transfer process will be initiated by Administration department based on the outcome of the Officer's meeting and approval from the Director.
