



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 Office	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 PIIC	Completed March 2019
3.	Pre NRA audit by NRA	Completed 28th & 29th March 2019
4.	Submission of application for NOC in 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 NOC in CT-11 for manufacturing drugs for the purpose of examination, test and analysis.	Completed 14.10.2019 & 15.10.2019
7.	Receipt of NOC in CT-11 by CLA	Completed 01.11.2019
8.	Receipt of test license in form 29 to manufacture drugs for the purpose of examination, test and analysis by SLA	Completed 08.01.2020
9.	Award of Operation & Maintenance contract for HVAC, water system, ETP/STP & Mechanical works to successful third party vendor	JUN 2020
10.	Award of LOA for Performance Qualification of HVAC, BAS, Autoclaves & clean room equipments. Protocol preparation work for all the PQ activities is in progress	JUN 2020 (Service agreement signed on 15.12.2020. Commencement of autoclave PQ is planned for last week of December 2020.
11.	Yearly calibration of all measuring devices attached	Completed by 31.12.2020



	to various equipments (approx 2600 Nos.) is in progress.	
12.	Completion of PQ of facilities, utilities and critical equipments	Completed (Jan. 2022) and ongoing
13.	Schedule of trial batches	Initiation: APRIL, 2022 Completion : JULY, 2022
14.	Production of Consistency batches (equivalent to commercial scale)	Initiation : MAY, 2022 Completion :OCT. 2022
15.	CDL testing and release of consistency batches	Initiation: NOV. 2022 Completion: JAN. 2023
16.	Commercial batch production initiation	APRIL 2023
17.	Supply of vaccine to UIP	DECEMBER 2023

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	1



	and Drivers	
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)

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/Technical 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. Pasteur 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.

(iv) 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

- 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.
- The Officer In-charges will be transferred once in four years to different sections after providing adequate trainings (SOP training and hand on practice).
- The Controlling Officers will be transferred once in five years to different sections after providing adequate trainings (SOP training and hands on practice).
- 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.
- 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

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- and other Committees.
24. Annual Performance Appraisal Reports of the Staff
 25. Annual Reports
 26. Legal agreements
 27. Society related documents
 28. Pasteur Institute India, Coonor Bye-Laws
 29. Correspondence with other offices, Govt. of India etc.
 30. Recruitment Rules
 31. General Provident Fund etc.
 32. Payments/Receipts/Expenditure Record
 33. Pension and Death Benefits.
 34. Plan and Non Plan Allocations.
 35. Salary, Advances etc.
 36. Various advances to the Staff
 37. All matters relating to court and disciplinary cases
 38. Allotment of quarters
 39. Allotment Rules and Regulations
 40. Staff Service Books
 41. Personal Files of the Staff
 42. Maintenance of SC/ST/OBC reservation ROSTER.
 43. Recruitment of Staff
 44. Returns to Employment Exchanges and Govt.
 38. Selection/Interview/Appointments Records
 39. Tenders and Record of Housekeeping, Security and Outsourced staff
 40. 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.
 41. Stock Register, Record of Various Purchases, Supplies and Stores
 42. Records relating to Procurement of Equipments and Materials
 43. Condemnation of the Equipments
 44. Records of Out Patients
 45. Record of various constructions activities and maintenance activities
 46. Matters pertaining to Public Relations of the Institute
 47. Log Book
 48. Preventive Maintenance Records, AMC Records
 49. Electrical Work and Instruments Work Related Records
 50. Internet Maintenance Records
 51. Records pertaining to various projects, reports etc
 52. Training in Hindi



1.6.3 Custodian of documents/Technical documents/categories

Director's Office

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11. All matters relating to court and disciplinary cases
12. Internet & Website related files
13. Parliament Questions
14. Trainees Hostel related files and Register

Administration Section

14. Pasteur Institute India, Coonoor Bye-Laws
15. Correspondence with other offices, Govt. of India etc.
16. Recruitment Rules
17. All agreements
18. Department Promotional Committee minutes/related files Allotment of quarters
19. Allotment Rules and Regulations
20. Staff Service Books
21. Personal Files of the Staff Maintenance of SC/ST/OBC reservation ROSTER.
22. Recruitment of Staff
23. Returns to Employment Exchanges and Govt.
24. Selection/Interview/Appointments Records
25. Tenders and Record of Housekeeping and Security
26. Training in Hindi

Finance

7. General Provident Fund etc.
8. Payments/Receipts/Expenditure Record
9. Pension and Death Benefits.
10. Plan and Non Plan Allocations.
11. Salary, Advances etc.
12. Various advances to the Staff

Library and Information Centre

4. Book Accession Register
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Purchase & Stores Section

5. 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.
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7. Records relating to Procurement of Equipments and Materials
8. Condemnation of the Equipments

Rabies Treatment Centre & Dispensary for staff

3. Records of Out Patients
4. Clinical Services Related Files

Maintenance Section

5. Record of various constructions activities and maintenance activities
6. Log Book
7. Preventive Maintenance Records, AMC Records
8. Electrical Work and Instruments Work Related Records

Quality Assurance

5. Apex document like Quality Manual, Validation Master Plan, and Site Master File.
6. Quality Policy.
7. Standard Operating Procedures, Master Formula Record, Batch Manufacturing Record, Batch Processing Records, Specifications, Validation and Qualification protocols and reports etc.
8. 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 for the year 2021-22

No nominations received from the staff side.

4. Departmental Purchase Committee

- (a) Dr. S. Sivakumar, Director – Head of the Committee
- (b) Dr. A. Premkumar, Senior Research Officer – Member
- (c) Shri A. Vairamoorthy, Administrative Officer and Drawing and Disbursing Officer – Member
- (d) Shri R. Mohan, Research Officer – Member
- (e) Dr. K.C. Shivanandappa, Research Officer - Member
- (f) Shri P. Sasikumar, Private Secretary and Officer-in-Charge, Purchase/Stores – Member

5. Departmental Estate Committee

- (a) Dr. A. Premkumar, Sr. Research Officer – Chairman
- (b) Shri R. Mohan, Sr. Research Officer – Member
- (c) Shri A. Vairamoorthy, Administrative Officer - Member
- (d) Dr. K.C. Shivanandappa, Research Officer – Member
- (e) Dr. N. Sivananda, Assistant Research Officer – Member
- (f) Dr. S. Jagannathan, Assistant Research Officer - Member
- (g) Shri P. Sasikumar, Private Secretary – Member
- (h) Dr. T. Sekar, Assistant Research Officer – Member
- (i) Shri A.K. Jithendran, Multi Tasking Staff – Member
- (j) Shri A. Senthil Kumar, Multi Tasking Staff – Member

6. Library Committee

- i. Dr. S. Sivakumar, Director – Head of the Committee
- ii. Dr. A. Premkumar, Senior Research Officer
- iii. Shri A. Vairamoorthy, Administrative Officer
- iv. Shri R. Mohan, Research Officer
- v. Shri K.C. Shivanandappa, Research Officer and
- vi. Shri P. Sasikumar, Private Secretary

7. Women Welfare Committee (internal Complaints Committee)

- (a) Dr. A. Premkumar, Sr. Research Officer - Chairman
- (b) Shri A. Vairamoorthy, Administrative Officer – Member
- (c) Smt. Chandra Charles, Assistant Research Officer – Member Secretary
- (d) Ms. Usha Franklin, Ex-NGO expert



8. Institutional Animal Ethics Committee (IAEC)

1. Dr. S. P. Muthukumar, Principal Scientist & Head, Animal House facility, CSIR – Central Food Technological Research Institute, Mysore – 570 020, Karnataka – Main Nominee.
2. Dr. D. Kannan, Associate Professor, Deptt. of Laboratory Animal Medicine, Veterinary College and Research Institute, Namakkal – 637 002 – Link Nominee.
3. Dr. R. Vadivelan, Deptt. of Pharmacology, JSS College of Pharmacy, Ooty – 643 001 – Scientist from outside the Institute.
4. Dr. T.K. Praveen, 20, Rocklands, Deptt. of Pharmacology, JSS College of Pharmacy, Ooty – 643 001 – Socially aware nominee.
5. Dr. A. Premkumar, Senior Research Officer & Scientist-in-charge, Animal House facility, Member Secretary, PII, Coonoor.
6. Dr. B. Sugumaran, Scientist from different discipline, Dept. of Animal Husbandry, Ooty
7. Dr. K.C. Shivanandappa, Research Officer & Scientist from different discipline, PII, Coonoor.
8. Dr. S. Parthasarathy, Joint Director & Biological Scientist, Dept. of Animal Husbandry, Coonoor.

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: 22.06.2022

Library Committee: 02.06.2020, until further orders.

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

Institutional Animal Ethics Committee (IAEC): 12.05.2020, 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



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1.8 Directory of officers and employees w.e.f. 01.08.2022

S. No	Name	Mobile Number	e-mail id
1.	Dr. S. Sivakumar	8978101919	drssivakumar.pii-mohfw@nic.in
2.	Dr. A. Premkumar	9442533645	apkumar_piic@yahoo.co.in
3.	Sri A.Vairamoorthy	8903690378	vairamoorthy1966@gmail.com
4.	Sri R. Mohan	9790326511	mohs2@rediffmail.com
5.	Dr. K.C. Sivanandappa	9789327696	Shivasham_27@yahoo.co.in
6.	Sri Jason M Jayacross	9486192627	jasonjayacross@.in
7.	Dr. C. Muniandi	9443017854	drcmunish@yahooico.in
8.	Mrs. Chandra charles	9487536482	chandabiami@reddiffmail.com
9.	Sri B. Annamalai	9443809913	annamalai2711@gmail.com
10.	Dr. N. Sivananda	9486921166	nanjansivananda@yahoo.co.in
11.	Dr. S. Jagannathan	9486081990	seljag2005@yahoo.com
12.	Sri T. Sekar	9487365795	sekar_102000@yahoo.com
13.	Sri G. Chandra Mohan	9842402813	cmpiic2011@gmail.com
14.	Sri P. Sasikumar	9443107669	pariyathra@gmail.com
15.	Sri T.K. Balakrishnan	9442638588	tkbkovv@gmail.com
16.	Sri S. Ravi	9442675540	ravisubban18@gmail.com
17.	Mrs Bareedha J	9442084756	jabareybari@gmail.com
18.	Mrs Shanthi Subramani	9443675567	sshanthi721@gmail.com
19.	Sri D. Anurag	9443522611	anuragdevarajan@gmail.com
20.	Sri P. Venkatachalam	9488541107	kpvenkatpic@gmail.com
21.	Sri V. Raja Karthikeyan	9786896896	vrkarthi1979@gmail.com
22.	Mrs R. Manjula	9047896595	Manjulaooty1965@gmail.com
23.	Mrs Melan Basavaraj	9486988724	Melanjohn64@gmail.com
24.	Sri N. Chandran	9843890313	sarojachand64@gmail.com
25.	Sri B. Lakshmanan	9943391882	boraiyanlakshman@gmail.com
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27.	Sri V. Muthu	8903756266	periyavelanmuthu@gmail.com
28.	Sri M.E. Sridharan	9894895410	sssri11464@gmail.com
29.	Sri C. Alexander Joseph	9994553306	alexanderjsph09@gmail.com
30.	Sri R. Ravi	9487966271	ramanravi358@gmail.com
31.	Sri R. Saravanan	9443897447	saravananrama9@gmail.com
32.	Sri N. Kuppusamy	9489871250	kuppan.67@gmail.com
33.	Sri C. Doraiswamy	9486980631	dorai.piic@gmail.com
34.	Sri R. Dhurairajan	9442326507	rdhurairajan@gmail.com
35.	Sri B. Karthick	9843218901	lyssabpl@gmail.com
36.	Sri Y.D. Praveen	9843934316	praviyd@gmail.com
37.	Sri M. Subramani	9489828144	msubramanikambattan@gmail.com
38.	Sri M. Radhakrishnan	9442674039	mariappanradhakrishnan@yahoo.com
39.	Sri R. Gunasekaran (Jr)	9943580914	ramasamygunasekaran1965@gmail.com
40.	Sri P. Periaswamy	9865560446	81paguthi periaswamy@gmail.com

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42.	Sri M. Murugan	9442283069	kmuthumurugran1966@gmail.com
43.	Sri S. Chandrasekaran	9486494829	ybschandru@gmail.com
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45.	Sri K. Elancheran	9842034452	elancheran1963@gmail.com
46.	Sri M. Gunasekaran	9344842683	mgunasekaran1964@yahoo.com
47.	Sri R. Vasudevan	9442139488	rajagopalvasudevan1964@gmail.com
48.	Sri R. Durai	9486785309	durairamaswamy@rocketmail.com
49.	Sri K. Ravichandran	7598303104	ravikanniayn@gmail.com
50.	Sri T. Natarajan	9626719746	tekbahadurnatarajan@gmail.com
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55.	Sri Vincent Human	9942077422	vincenthuman@gmail.com
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57.	Sri S. Murugan	8148373509	Somumurugan1968@gmail.com
58.	Sri M. Murugan	9843958844	muruganmunu70@gmail.com
59.	Sri D. Surendran	9786077719	dharmhasurendran@gmail.com
60.	Sri S. Anandan	9626481085	vazhgavalamudanandhan@gmail.com
61.	Sri K. Ganesan	9489227061	kganesan1964@yahoo.com
62.	Sri M. Ganesan	9943661932	mallanganeshan@gmail.com
63.	Mrs Dhanamani Murugesan	9047567622	danamuruges@gmail.com
64.	Sri R. Raghu	8903121926	kmrajuraghu@gmail.com
65.	Sri G. Saravana Moorthy	9842409860	saravanamoorthy1969@gmail.com
66.	Sri B. Ramu	9787555414	balakrishnanramu@gmail.com
67.	Sri L. Murali	9952607536	lmuralipiic@gmail.com
68.	Sri N. Ramadass	8122149816	nalliyanramadass@gmail.com
69.	Sri M. Ravindran	8903971669	ravindrakambattan@gmail.com
70.	Mrs R. Parvathi	9787411338	parvathipic@rediffmail.com
71.	Mrs M. Geetha	9787350340	geethaspmahendran@gmail.com
72.	Sri Min Bahadur Katri	9486671213	minbahadurkharti1965@gmail.com
73.	Sri Bommiraj Bahadur	9751128798	bommibahadur@gmail.com
74.	Mrs R. Kamatchi	9897563307	rajukamatchi@gmail.com
75.	Mrs S. Sivarani	8940192325	sivaranisadhasivam@gmail.com
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78.	Sri S. Balasubramani	9487117687	balapiic@yahoo.com
79.	Sri A.K. Jithendran	9843891605	jithukrish78@gmail.com
80.	Sri A. Senthilkumar	9965064587, 9487564587	senthil1978senthilk@gmail.com
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82.	Sri R. Vinoth	9786086711	rvinoth.sky@gmail.com
83.	Sri B.N. Haldurai	9788826021	halduraibn@gmail.com
84.	Sri G. Saravanan	9843766562	skgsaravanan@gmail.com
85.	Mrs S. Pavithra	9843392919	pavithrapiic@gmail.com
86.	Mrs. M. Mahalakshmi	8760518313	mahalakshmi313@gmail.com

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

(i) List of employees with Gross monthly remuneration w.e.f. 01.05.2021

S. No.	Emp. Code	Name	Designation	Gross Pay
1.	S00118	Dr. Sivakumar.S	Director	261243
2.	P01190	Dr. Premkumar.A	Sr. Research Officer	132766
3.	M00111	Shri Mohan.R	Sr. Research Officer	118429
4.	V00211	Shri Vairamoorthy.A	Administrative Officer	110014
5.	S00101	Dr.Shivanandappa.K.C	Research Officer	124190
6.	J01090	Shri Jason M Jayacross	Asstt. Research Officer	111220
7.	M00495	Dr.Muniandi.C	Asstt. Research Officer	104922
8.	C00395	Mrs.Chandra Charles	Asstt. Research Officer	111807
9.	A01390	Shri Annamalai.B	Asstt. Research Officer	104922
10.	S00306	Dr.Sivananda.N	Asstt. Research Officer	108661
11.	J00301	Dr.Jagannathan.S	Asstt. Research Officer	96212
12.	S01807	Dr.Sekar.T	Asstt. Research Officer	78658
13.	C00205	Shri Chandra Mohan.G	Asstt. Research Officer	85760
14.	R00506	Shri Raja Karthikeyan.V	Asstt. Research Officer	83348
15.	S00990	Shri Sasikumar.P	Private Secretary	101974
16.	B00282	Shri Balakrishnan.T.K.	Office Superintendent	78658
17.	R00388	Shri Ravi.S	Office Superintendent	83348
18.	B00488	Mrs.Bareedha J	Office Superintendent	88784
19.	S00588	Mrs.Shanthi Subramani	Office Superintendent	84048
20.	A00196	Shri Anurag.D	Office Superintendent	68478
21.	K00296	Shri Kuppusamy.N	Office Superintendent	64320
22.	D02189	Shri Doraiswamy.C	Office Superintendent	66619
23.	D00591	Shri Dhurairajan.R.	Office Superintendent	64760
24.	V00305	Shri Venkatachalam.P	Pharmacist	80936
25.	M00585	Mrs.Manjula.R.	Technical Assistant	69746
26.	U00386	Mrs.Uma Subramani	Technical Assistant	63248
27.	M00686	Mrs.Melan Basavaraj	Technical Assistant	63248
28.	C02086	Shri Chandran.N	Technical Assistant	63616
29.	L05481	Shri Lakshmanan.B	Technical Assistant	65124

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30.	P05581	Shri Peter.S	Technical Assistant	69336
31.	M01682	Shri Muthu.V	Technical Assistant	65124
32.	S01789	Shri Sridharan.M.E.	Supervisor	76772
33.	N00193	Shri Nataraj.B	Supervisor	67000
34.	S03085	Shri Subramani.M	Lab. Technician	55744
35.	R02385	Shri Radhakrishnan.M	Lab. Technician	64617
36.	G02885	Shri Gunasekaran.R	Lab. Technician	60702
37.	P03185	Shri Periaswamy.P	Lab. Technician	64617
38.	D03485	Shri Devanbu.S	Lab. Technician	64617
39.	M00486	Shri Murugan.M	Lab. Technician	60702
40.	C00986	Shri Chandrasekaran.S	Lab. Technician	64617
41.	S01086	Shri Sivalingam.B	Lab. Technician	58960
42.	E01386	Shri Elancheran.K	Lab. Technician	58960
43.	G01486	Shri Gunasekaran.M	Lab. Technician	62758
44.	V01488	Shri Vasudevan.R	Lab. Technician	57352
45.	A00293	Shri Alexander Joseph.C	Maint.Technician	71338
46.	R00493	Shri Ravi.R.	Maint.Technician	65124
47.	S01291	Shri Saravanan.R	Maint.Technician	54136
48.	R00905	Shri Radhakrishnan.V	Maint.Technician	57610
49.	K00104	Shri Karthick. B	Upper Division Clerk	56037
50.	P00204	Shri Praveen. Y.D.	Upper Division Clerk	56037
51.	D01588	Shri Durai.R	Lab. Assistant	57352
52.	R01088	Shri Ravichandran.K	Lab. Assistant	57352
53.	N01188	Shri Natarajan.T	Lab. Assistant	61042
54.	S01288	Shri Sreenivasan.R	Lab. Assistant	57352
55.	G00389	Shri Gangadharan.S	Lab. Assistant	61042
56.	V00689	Shri Vincent Heuman.Y	Lab. Assistant	61042
57.	V00989	Shri Velmurugan.A	Lab. Assistant	61042
58.	M01089	Shri Murugan.S	Lab. Assistant	57352
59.	M01189	Shri M.Murugan	Lab. Assistant	57352
60.	S01689	Shri Surendran.D	Lab. Assistant	61042
61.	A01989	Shri Anandan.S	Lab. Assistant	55744
62.	G00589	Shri Ganesan.K	Lab. Assistant	55744
63.	G00691	Shri Ganesan.M	Lab. Assistant	55744
64.	D01191	Mrs.Dhanamani Murugesan	Lab. Assistant	59326
65.	R00195	Shri Raghu.R	Lab. Assistant	55608
66.	S00295	Shri Saravanamoorthy.G	Lab. Assistant	55608
67.	R00890	Shri Ravindran.M	Lab. Assistant	54136
68.	R00595	Shri Ramu.B	Lab. Assistant	55608
69.	M00695	Shri Murali.L	Lab. Assistant	52260

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70.	R00795	Shri Ramadass.N	Lab. Assistant	52260
71.	P00498	Mrs.Parvathi.R	Lab. Assistant	52462
72.	G00199	Mrs.Geetha.M	Lab. Assistant	52462
73.	M01186	Shri Min Bahadur Katri	Lab. Assistant	57352
74.	B00687	Shri Bommiraj Bahadur	Lab. Assistant	54136
75.	K00398	Mrs.Kamatchi.R	Lab. Assistant	49312
76.	L00501	Mrs.Latha.D.R.	Lab. Assistant	51032
77.	S00300	Mrs.Sivarani.S	Multitasking Staff	47972
78.	R00601	Shri Ramesh.G	Multi Tasking Staff	51032
79.	B00298	Shri Balasubramani.S	Multi Tasking Staff	45292
80.	J01005	Shri Jithendran.A.K.	Multi Tasking Staff	45292
81.	S01105	Shri Senthilkumar.A	Multi Tasking Staff	48172
82.	A00806	Shri Anandan.P.K.	Multi Tasking Staff	46885
83.	V00906	Shri Vinoth.R	Multi Tasking Staff	46885
84.	H01106	Shri Haldurai.B.N.	Multi Tasking Staff	46885
85.	S01206	Shri Saravanan.G	Multi Tasking Staff	44086
86.	P01406	Mrs.Pavithra.S	Multi Tasking Staff	44086
87.	M00108	Mrs.Mahalakshmi.M	Multi Tasking Staff	46723

(ii) System of compensation as provided in its regulations : Nil

1.11. No of employees against whom Disciplinary action has been proposed/taken:

i. Pending for Minor penalty or major penalty proceedings:

Shri Jason Muthukumar Jeyacross, Assistant Research Officer of this Institute was awarded penalty of withholding of one increment for one year without cumulative effect vide Order No.PII/ADMN/C-2/2021-22/1781 dated 06.09.2021 for habitual late attendance.

ii. Finalized for Minor penalty or major penalty proceedings: Nil

1.12. Programmes to advance understanding of RTI: Nil

1.13. Transfer policy and transfer orders (F. No.1/16/2011-IR dated 15.04.2013]

1. 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.

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5.1 PIIC will achieve this policy by

- a) The CO's shall be to different sections transferred as and when required and in case of work exigencies after providing adequate trainings (SOP training and hands on practice).
- b) The OIC's shall be transferred once in four years to different sections after providing adequate trainings (SOP training and hand on practice).
- c) 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: 4 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.
- d) The outsourced personnel / Interns shall be transferred based on the requirement to different sections and work exigencies without following any ratio.
- e) Prior to initiation of the transfers, the OIC / CO of Administration will call for meeting with all OIC's and CO's of different sections through IOM.
- f) This transfer process will be initiated by Administration department based on the outcome of the Officer's meeting and approval from the Director.
- g) The identified employee shall be assigned responsibilities only after the completion of proper training.