



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, Veperiy, Chennai-600 007 – Member
(g) Dr. S. Sivakumar, Director, Pasteur Institute of India, Coonoor – Member Secretary

3. Interim Staff Council for the year 2020-21

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) Shri R. Mohan, Research Officer & Member.
(e) Dr. K. C. Sivanandappa, Research Officer & Member.
(f) 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. 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

- 1. Dr. A. Premkumar, Sr. Research Officer & Controlling Officer, Estate Department – Chairman.
- 2. Mr. A. Vairamoorthy – Administrative Officer- Member
- 3. Mr. R. Mohan, Research Officer & Officer-in-charge, Quality Assurance – Member
- 4. Dr. K.C. Shivanandappa, Research Officer – Member
- 5. Smt. T. Lalitha, Assistant Research Officer – Member
- 6. Shri P. Sasikumar, Private Secretary – Member
- 7. Dr. N. Sivananda, Assistant Research Officer - Member
- 8. Dr. S. Jaganathan, Assistant Research Officer - Member
- 9. Shri T. Sekar, Assistant Research Officer – Member

10. 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

11. Women Welfare Committee (internal Complaints Committee)

- (a) Dr. A. Premkumar, Sr. Research Officer - Chairman
- (b) Shri A. Vairamoorthy, Administrative Officer – Member
- (c) Smt T. Lalitha, Assistant Research Officer – Member
- (d) Smt. Chandra Charles, Assistant Research Officer – Member Secretary

12. 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: 27.04.2021

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



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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.

To Strive to seek to find and not to yield



- (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