



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	31.03.2021
13.	Schedule of trial batches	Initiation: DEC 2020 Completion : MAY 2021 (Process simulation with water is in progress for verification of system functionality).
14.	Production of Consistency batches (equivalent to commercial scale)	Initiation : APR 2021 Completion :MAR 2022
15.	CDL testing and release of consistency batches	MAR 2022 to MAY2022
16.	Commercial batch production initiation	JUL 2021
17.	Supply of vaccine to UIP	Last quarter of the year 2022

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



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



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)

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.

To Strive to seek to find and not to yield



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

- 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

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26. Legal agreements
27. Society related documents
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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

3. Agendas and Minutes of the Executive/Standing Committees and Governing Body and other Committees.
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Administration Section

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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.
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Library and Information Centre

4. Book Accession Register
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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 2020-21

Official side

- Dr. S. Sivakumar, Director & Chairman, ISC
- Shri A. Vairamoorthy, Administrative Officer & Secretary
- Dr. A. Premkumar, Senior Research Officer & Member.
- Shri R. Mohan, Research Officer & Member.
- Dr. K. C. Sivanandappa, Research Officer & Member.
- 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

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

5. Departmental Estate Committee

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

10. Library Committee

- 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 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?

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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 w.e.f. 01.05.2021

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.	Mrs T. Lalitha	9443091544	lallithapriya7@gmail.com
8.	Dr. C. Muniandi	9443017854	drcmunish@yahooico.in
9.	Mrs. Chandra charles	9487536482	chandabiami@reddiffmail.com
10.	Sri B. Annamalai	9443809913	annamalai2711@gmail.com
11.	Dr. N. Sivananda	9486921166	nanjansivananda@yahoo.co.in
12.	Dr. S. Jagannathan	9486081990	seljag2005@yahoo.com
13.	Sri T. Sekar	9487365795	sekar_102000@yahoo.com
14.	Sri G. Chandra Mohan	9842402813	cmpiic2011@gmail.com
15.	Sri P. Sasikumar	9443107669	pariyathra@gmail.com
16.	Sri R. Ram	9865915364	ram.rk1964@gmail.com
17.	Sri T.K. Balakrishnan	9442638588	tkbkovv@gmail.com
18.	Sri S. Ravi	9442675540	ravisubban18@gmail.com
19.	Mrs Bareedha J	9442084756	jabareybari@gmail.com
20.	Mrs Shanthi Subramani	9443675567	sshanthi721@gmail.com
21.	Sri D. Anurag	9443522611	anuragdevarajan@gmail.com
22.	Sri P. Mani	9486442476	maniponnan1962@gmail.com
23.	Sri P. Venkatachalam	9488541107	kpvenkatpic@gmail.com
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25.	Sri A. Jaffarulla	9486651367	62jaffar@gmail.com
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27.	Sri R. Sathyamurthy	9840407824	vsathyamoorthy1961@gmail.com
28.	Sri P. Paramasivam	8695529685	Paramasivamperumal63@gmail.com
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44.	Sri R. Yesudoss	9443869977	yesudosspiic@gmail.com
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57.	Sri S. Devanbu	9487340897	samuveldevanbu@gmail.com
58.	Sri M. Murugan	9442283069	kmuthumurugran1966@gmail.com
59.	Sri S. Chandrasekaran	9486494829	ybschandru@gmail.com
60.	Sri B. Sivalingam	9943568492	belliesivalingam@gmail.com
61.	Sri K. Elancheran	9842034452	elancheran1963@gmail.com
62.	Sri M. Gunasekaran	9344842683	mgunasekaran1964@yahoo.com
63.	Sri K. Manoharan	9788385744	manoharancoonoor1962@gmail.com
64.	Sri R. Siddayan	9487068842	rajamanickamsiddiyan@gmail.com
65.	Sri R. Vasudevan	9442139488	rajagopalvasudevan1964@gmail.com
66.	Sri R. Durai	9486785309	durairamaswamy@rocketmail.com
67.	Sri K. Ravichandran	7598303104	ravikanniayn@gmail.com
68.	Sri T. Natarajan	9626719746	tekbahadurnatarajan@gmail.com
69.	Sri R. Sreenivasan	8940290459	sreenivasanraju1970@gmail.com
70.	Sri M. Thiyagarajan	9486435541	Thiyaramanickam@gmail.com
71.	Sri B. Nataraj	9489645443	natrajbalasubramani@gmail.com
72.	Sri V. Radhakrishnan	9943730346	radhumahanth@gmail.com
73.	Sri G. Thanaraj	9486928990	gurunathanthanraj@gmail.com
74.	Sri P. Rajendran	9047726465	palaniappanrajendran1963@gmail.com
75.	Sri S. Gangadharan	9442323179	Sannangangadharan@gmail.com

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76.	Sri Vincent Human	9942077422	vincenthuman@gmail.com
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78.	Sri S. Murugan	8148373509	Somumurugan1968@gmail.com
79.	Sri M. Murugan	9843958844	muruganmunu70@gmail.com
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81.	Sri R. Dharmaraj Shanmugam	9894423739	rajushanmugam61@gmail.com
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83.	Sri K. Ganesan	9489227061	kganesan1964@yahoo.com
84.	Mrs B. Jayalakshmi	8903479067	kbalachandaruay@gmail.com
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86.	Mrs Dhanamani Murugesan	9047567622	danamuruges@gmail.com
87.	Sri R. Raghu	8903121926	kmrajuraghu@gmail.com
88.	Miss B. Saroja	9487512033	attadisaroja@gmail.com
89.	Sri G. Saravana Moorthy	9842409860	saravanamoorthy1969@gmail.com
90.	Sri B. Ramu	9787555414	balakrishnanramu@gmail.com
91.	Sri L. Murali	9952607536	lmuralipiic@gmail.com
92.	Sri N. Ramadass	8122149816	nalliyanramadass@gmail.com
93.	Sri M. Ravindran	8903971669	ravindrakambattan@gmail.com
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95.	Mrs M. Geetha	9787350340	geethaspmahendran@gmail.com
96.	Sri Min Bahadur Katri	9486671213	minbahadurkharti1965@gmail.com
97.	Sri Bommiraj Bahadur	9751128798	bommibahadur@gmail.com
98.	Mrs K. Kalavathi	8098040607	kumarkalavathy@yahoo.com
99.	Mrs R. Kamatchi	9897563307	rajukamatchi@gmail.com
100.	Mrs Shanthi Rajkumar	9843542455	shanthirajkumar1962@gmail.com
101.	Mrs S. Sivarani	8940192325	sivaranisadhasivam@gmail.com
102.	Mrs D.R. Latha	9698111826	rlathagopal.1965@gmail.com
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104.	Sri S. Balasubramani	9487117687	balapiic@yahoo.com
105.	Sri A.K. Jithendran	9843891605	jithukrish78@gmail.com
106.	Sri A. Senthilkumar	9965064587, 9487564587	senthil1978senthilk@gmail.com
107.	Sri P.K. Anandan	9486929371	anandankrishnanpka@gmail.com
108.	Sri R. Vinoth	9786086711	rvinoth.sky@gmail.com
109.	Sri B.N. Haldurai	9788826021	halduraibn@gmail.com
110.	Sri G. Saravanan	9843766562	skgsaravanan@gmail.com
111.	Mrs S. Pavithra	9843392919	pavithrapiic@gmail.com
112.	Mrs. M. Mahalakshmi	8760518313	mahalakshmi313@gmail.com

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

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

S. No.	Emp Code	Name	Desig.	Gross Pay (in Rs.)
1.	S00118	Dr. Sivakumar.S	Director	226922
2.	P01190	Dr. Premkumar.A	Sr.Research Officer	109890
3.	V00211	Sri Vairamoorthy.A	Administrative Officer	87399
4.	M00111	Sri Mohan.R	Research Officer	94437
5.	S00101	Dr. Shivanandappa.K.C	Research Officer	102870
6.	J01090	Sri Jason M Jayacross	Asst.Research Officer	94302
7.	L00291	Mrs.Lalitha.T	Asst.Research Officer	89037
8.	M00495	Dr.Muniandi.C	Asst.Research Officer	86463
9.	C00395	Mrs.Chandra Charles	Asst.Research Officer	92231
10.	A01390	Sri Annamalai.B	Asst.Research Officer	86463
11.	S00306	Dr.Sivananda.N	Asst.Research Officer	89606
12.	J00301	Dr.Jagannathan.S	Asst.Research Officer	79326
13.	S01807	Dr.Sekar.T	Asst.Research Officer	64818
14.	C00205	Sri Chandra Mohan.G	Asst.Research Officer	70668
15.	S00990	Sri Sasikumar.P	Private Secretary	84006
16.	R00384	Sri Ram.R	Office Superintendent	74880
17.	B00282	Sri Balakrishnan.T.K.	Office Superintendent	64818
18.	R00388	Sri Ravi.S	Office Superintendent	70668
19.	B00488	Mrs.Bareedha J	Office Superintendent	75356
20.	S00588	Mrs.Shanthi Subramani	Office Superintendent	71368
21.	A00196	Sri Anurag.D	Office Superintendent	56606
22.	M00391	Sri Mani.P	Office Superintendent	54981
23.	K00296	Sri Kuppusamy.N	Office Superintendent	54981
24.	D02189	Sri Doraiswamy.C	Office Superintendent	54981
25.	D00591	Sri Dhurairajan.R.	Office Superintendent	54981
26.	V00305	Sri Venkatachalam.P	Pharmacist	66690
27.	R00506	Sri Raja Karthikeyan.V	Research Assistant	68679
28.	J00681	Sri Jaffarulla.A	Technical Assistant	64106
29.	D01181	Sri Devaraj.K	Technical Assistant	56862
30.	S01581	Sri Sathiyamoorthy.R	Technical Assistant	55224
31.	P05181	Sri Paramasivan.P	Technical Assistant	53703
32.	M05081	Sri Mani.S	Technical Assistant	57231
33.	M00585	Mrs.Manjula.R.	Technical Assistant	57712
34.	G00186	Sri Gopalakrishnan.R	Technical Assistant	55606
35.	U00386	Mrs.Uma Subramani	Technical Assistant	52182
36.	M00686	Mrs.Melan Basavaraj	Technical Assistant	52182
37.	S01986	Sri Shankaran.K	Technical Assistant	50778
38.	C02086	Sri Chandran.N	Technical Assistant	52606

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39.	L05481	Sri Lakshmanan.B	Technical Assistant	53703
40.	P05581	Sri Peter. S	Technical Assistant	57231
41.	R01889	Sri Rajappa A	Supervisor	63356
42.	S01789	Sri Sridharan.M.E.	Supervisor	63356
43.	M01682	Sri Muthu. V	Laboratory Technician	51480
44.	S03085	Sri Subramani.M	Laboratory Technician	45981
45.	R02185	Sri Raju.M.B.	Laboratory Technician	50076
46.	R02385	Sri Radhakrishnan.M	Laboratory Technician	53356
47.	V02785	Sri Vadivelu.C	Laboratory Technician	50076
48.	S02685	Sri Sundaram.B.B.	Laboratory Technician	50076
49.	G02885	Sri Gunasekaran.R	Laboratory Technician	50076
50.	A00293	Sri Alexander Joseph.C	Maint. Technician	58856
51.	R00493	Sri Ravi.R.	Maint. Technician	57231
52.	S01291	Sri Saravanan.R	Maint. Technician	44694
53.	N00193	Sri Nataraj.B	Maint. Technician	52182
54.	Y02186	Sri Yesudoss.R	Staff Car Driver Gr-I	68679
55.	K00104	Sri Karthick.B	Upper Division Clerk	46231
56.	P00204	Sri Praveen.Y.D.	Upper Division Clerk	46231
57.	P03185	Sri Periaswamy.P	Lab. Assistant	53356
58.	D03485	Sri Devanbu.S	Lab. Assistant	53356
59.	M00486	Sri Murugan.M	Lab. Assistant	50076
60.	C00986	Sri Chandrasekaran.S	Lab. Assistant	53356
61.	S01086	Sri Sivalingam.B	Lab. Assistant	48672
62.	E01386	Sri Elancheran.K	Lab. Assistant	51856
63.	G01486	Sri Gunasekaran.M	Lab. Assistant	51856
64.	M01286	Sri Manoharan.K	Lab. Assistant	51856
65.	S00888	Sri Siddayan.R	Lab. Assistant	50356
66.	V01488	Sri Vasudevan.R	Lab. Assistant	47268
67.	D01588	Sri Durai.R	Lab. Assistant	47268
68.	R01088	Sri Ravichandran.K	Lab. Assistant	47268
69.	N01188	Sri Natarajan.T	Lab. Assistant	50356
70.	S01288	Sri Sreenivasan.R	Lab. Assistant	47268
71.	T00289	Sri Thiagarajan.M	Lab. Assistant	50356
72.	G00389	Sri Gangadharan.S	Lab. Assistant	50356
73.	V00689	Sri Vincent Heuman.Y	Lab. Assistant	50356
74.	V00989	Sri Velmurugan.A	Lab. Assistant	50356
75.	M01089	Sri Murugan.S	Lab. Assistant	47268
76.	M01189	Sri M.Murugan	Lab. Assistant	47268
77.	S01689	Sri Surendran.D	Lab. Assistant	50356
78.	D01589	Sri Dharmaraj Shanmugam.R	Lab. Assistant	50356

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79.	A01989	Sri Anandan.S	Lab. Assistant	45981
80.	G00589	Sri Ganesan.K	Lab. Assistant	45981
81.	J00491	Mrs.Jayalakshmi.B	Lab. Assistant	47231
82.	G00691	Sri Ganesan.M	Lab. Assistant	47231
83.	R00905	Sri Radhakrishnan.V	Maint.Assistant	47606
84.	T00187	Sri Thanaraj.G	T/V Driver Gr II	67106
85.	R01091	Sri Rajendran.P	T/V Driver Gr II	60606
86.	D01191	Mrs.Dhanamani Murugesan	Multi Tasking Staff	47231
87.	R00195	Sri Raghu.R	Multi Tasking Staff	45856
88.	S00292	Miss Saroja.B	Multi Tasking Staff	47231
89.	S00295	Sri Saravanamoorthy.G	Multi Tasking Staff	45856
90.	R00595	Sri Ramu.B	Multi Tasking Staff	45856
91.	M00695	Sri Murali.L	Multi Tasking Staff	43056
92.	R00795	Sri Ramadass.N	Multi Tasking Staff	43056
93.	R00890	Sri Ravindran.M	Multi Tasking Staff	44694
94.	P00498	Mrs.Parvathi.R	Multi Tasking Staff	43356
95.	G00199	Mrs.Geetha.M	Multi Tasking Staff	43356
96.	M01186	Sri Min Bahadur Katri	Multi Tasking Staff	47268
97.	B00687	Sri Bommiraj Bahadur	Multi Tasking Staff	44694
98.	K00198	Mrs.Kalavathi.K	Multi Tasking Staff	45856
99.	K00398	Mrs.Kamatchi.R	Multi Tasking Staff	40716
100.	S00299	Mrs.Shanthi Rajkumar	Multi Tasking Staff	40716
101.	S00300	Mrs.Sivarani.S	Multi Tasking Staff	42106
102.	L00501	Mrs.Latha.D.R.	Multi Tasking Staff	40981
103.	R00601	Sri Ramesh.G	Multi Tasking Staff	38493
104.	B00298	Sri Balasubramani.S	Multi Tasking Staff	37440
105.	J01005	Sri Jithendran.A.K.	Multi Tasking Staff	39856
106.	S01105	Sri Senthilkumar.A	Multi Tasking Staff	39856
107.	A00806	Sri Anandan.P.K.	Multi Tasking Staff	38731
108.	V00906	Sri Vinoth.R	Multi Tasking Staff	38731
109.	H01106	Sri Haldurai.B.N.	Multi Tasking Staff	38731
110.	S01206	Sri Saravanan.G	Multi Tasking Staff	36387
111.	P01406	Mrs.Pavithra.S	Multi Tasking Staff	38731
112.	M00108	Mrs.Mahalakshmi.M	Multi Tasking Staff	38712

(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: Nil

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ii. Finalized for Minor penalty or major penalty proceedings:

Shri R. Ravi, Maintenance Technician was awarded penalty of withholding of one increment for a period of six months vide Order No. PII/ADMN/C-1/2020-21/3365 dated 29.03.2021 for unauthorized absence. Further, it is stated that the period of unauthorized absence from 05.09.2020 to 17.09.2020 is treated as 'Dies-Non'.

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.

5.1 PIIC will achieve this policy by

- 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).
- The OIC's shall be transferred once in four years to different sections after providing adequate trainings (SOP training and hand on practice).
- 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.
- The outsourced personnel / Interns shall be transferred based on the requirement to different sections and work exigencies without following any ratio.
- 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.
- This transfer process will be initiated by Administration department based on the outcome of the Officer's meeting and approval from the Director.
- The identified employee shall be assigned responsibilities only after the completion of proper training.