



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 of 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, 2017 and Central Civil Services Conduct Rules, 1965.

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

c. Memorandum of Association, Rules and Regulations, bye laws 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/Newspaper 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
 - Quality & 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 Bharathiyar 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 & WHO–GMP 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.	Award of Operation & Maintenance contract for HVAC, water system, ETP/STP & Mechanical works to successful third party vendor	JUN 2020
5.	Award of LOA for Performance Qualification of HVAC, BAS, Autoclaves & clean room equipments.	JUN 2020 (Service agreement signed on 15.12.2020.
6.	Extension of License in CT-11	Completed 20.09.2022
7.	Submission of application for test license in Form 29 to manufacture drugs for the purpose	Completed 27.01.2023



	of examination, test and analysis.	
8.	Joint inspection for issue of NOC in CT-11 for manufacturing drugs for the purpose of examination, test and analysis.	Completed 09.11.2022 & 10.11.2022
9.	Receipt of NOC in CT-11 by CLA	Completed 29.12.2022
10.	Receipt of test license in form 29 to manufacture drugs for the purpose of examination, test and analysis by SLA	Completed 02.03.2023
11.	Yearly calibration of all measuring devices attached to various equipments (approx. 3600 Nos.) is in progress.	Yearly it is been carried out 30.04.2023
12.	Completion of PQ of facilities, utilities and critical equipments	Completed (Jan. 2022) and ongoing
13.	Schedule of trial batches	Initiation: APRIL, 2022 Completion : MARCH, 2023
14.	Production of Consistency batches (equivalent to commercial scale)	Initiation : NOVEMEER,2022 Completion:OCTOBER.,2023
15.	CDL testing and release of consistency batches	Initiation: NOV. 2023 Completion: DEC, 2023
16.	Commercial batch production initiation	OCTOBER 2023 ONWARDS
17.	Supply of vaccine to UIP	SECOND QUARTER OF THE YEAR 2024

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	Supervisor, Maintenance Technician, Maintenance Assistant	1
5	Lady Representative for “C” cadre	1

Total number of Staff Representatives: 5 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, Coonoor 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

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

4 ABBREVIATIONS & DEFINITIONS

a. Abbreviations:

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

5 POLICY

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

PIIC will achieve this policy by

- 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.
- vi. Any transfer is at the discretion of the Director.

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

1.6.1 Categories of documents

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2. Annual Performance Appraisal Reports of the Staff
3. Annual Reports
4. Legal agreements
5. Society related documents
6. Pasteur Institute India, Coonoor 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 Record
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 Store
 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
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 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
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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
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Maintenance Section

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

Quality Assurance

1. Apex document like Quality Manual, Validation Master Plan, and Site Master File.
2. Quality Policy.
3. Standard Operating Procedures, Master Formula Record, Batch Manufacturing Record, Batch Processing Records, Specifications, Validation and Qualification



protocols and reports etc.

4. General Record, work sheet, record sheet forms.

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

1.7.1 Name of Boards, Council, Committee etc.

External:

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

Internal:

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

1.7.2 Composition

1. Governing Body:

- (a) Secretary to Govt. of India, Ministry of Health and Family Welfare, New Delhi - Chairperson
- (b) Director General of Health Services, Govt. of India, Ministry of Health and Family Welfare, New Delhi - Member.
- (c) Secretary, DHR & Director General, Indian Council of Medical Research, New Delhi - Member
- (d) Additional Secretary to Govt. of India, Ministry of Health & Family Welfare, New Delhi - Member
- (e) Additional Secretary and Financial Advisor to Govt. of India, Ministry of Health and Family Welfare, New Delhi - Member
- (f) Drugs Controller General (India), Directorate General of Health Services, Ministry of Health and Family Welfare, New Delhi - Member.
- (g) Joint Secretary to Govt. of India, Ministry of Health & Family Welfare, New Delhi - Member.
- (h) Joint Secretary (RCH), Ministry of Health & Family Welfare, New Delhi - Member.
- (i) Secretary to Govt. of Tamilnadu, Health and Family Welfare, Chennai - Member
- (j) Principal Secretary to Govt. of Tamilnadu, Finance Department, Chennai - Member.
- (k) Director of Medical and Rural Health Services, Govt. of Tamilnadu, Chennai - Member.
- (l) Director-in-charge, King Institute of Preventive Medicine, Chennai - Member
- (m) The Director, Institute of Veterinary Preventive Medicine, Ranipet - Member



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- (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) The Director, Central Research Institute, Kasauli – 173 204, Himachal Pradesh
 - (q) The Director, BCG Vaccine Laboratory, Guindy, Chennai – 600 032.
 - (r) 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, Vepey, Chennai-600 007 – Member
- (g) Dr. S. Sivakumar, Director, Pasteur Institute of India, Coonoor – Member Secretary

3. Interim Staff Council for the year 2022-23

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- Member
- (d) Shri R. Mohan, Senior Research Officer - Member
- (e) Dr. K.C. Shivanandappa, Senior Research Officer - Member
- (f) Shri D. Anurag, Assistant Accounts Officer, 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 (Controlling Officer Library)
- v. Dr. K.C. Shivanandappa, Research Officer
- vi. Dr. C. Muniandi, Research Officer
- vii. Smt. Chandra Charles, Assistant Research Officer (Office In charge Library)
- viii. Shri. D. Anurag, Assistant Accounts Officer/Drawing & Disbursing Officer

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. C. Gunasekaran, Assistant Professor, Conservation Biology Lab, Department of Zoology, Bharathiyar University, Coimbatore – 641 046, Tamilnadu – Main Nominee.
2. Dr. G. Venkatesh, Department of Pharmacology, KMCH College of Pharmacy, Kalapatti, Coimbatore– 641 048, Tamilnadu – Link Nominee.
3. Dr. Varun Tyagi, Senior Research Scientist, Eurofins Product Testing India Pvt. Ltd, NO. 16C Ramraj Nagar, 80 Feet Road, Gandhi Nager, Avinashi Road, Tiruppur – 641 603, Tamilnadu – Scientist from outside the Institute.
4. Dr. A. Justin, Dept. Of Pharmacology, JSS College of Pharmacy, Rocklands, Ooty-643001, Tamilnadu – 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 Bio Safety Committee, Coonoor.



9. Institutional Biosafety Committee (IBSC):

1. Dr. S. Sivakumar, Director, Pasteur Institute of India, Coonoor - Chairman
2. Dr. J. Angayarkanni, Associate Professor & Head, Bharathiar University, Coimbatore – DBT Nominee
3. Dr. A. Premkumar, Assistant Director, Pasteur Institute of India, Coonoor – Member Secretary
4. Dr. P. Nallathambi, Director i/c, IARI, Wellington – Outside Expert
5. Dr. P. Chitra Devi, Medical Officer, Pasteur Institute of India, Coonoor.
6. Shri R. Mohan, Senior Research Officer, Pasteur Institute of India, Coonoor – Internal Expert
7. Dr. K.C. Shivanandappa, Senior Research Officer, Pasteur Institute of India, Coonoor – Internal Expert
8. Dr. N. Sivananda, Assistant Research Officer, Pasteur Institute of India, Coonoor – Internal Expert
9. Dr. T. Sekar, Assistant Research Officer, Pasteur Institute of India, Coonoor – Internal Expert

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): 10.03.2023, until further orders.

1.7.4 Powers and functions

Powers and functions of the Governing Body as per Byelaws

- (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.pasteur institute india.com

1.8 Directory of officers and employees w.e.f. 01.05.2023

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
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22.	Mrs. Melan Basavaraj	9486988724	Melanjohn64@gmail.com
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33.	Sri R. Gunasekaran (Jr)	9943580914	ramasamygunasekaran1965@gmail.com
34.	Sri P. Periaswamy	9865560446	81paguthi periaswamy@gmail.com



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35.	Sri S. Devanbu	9487340897	samuveldevanbu@gmail.com
36.	Sri M. Murugan	9442283069	kmuthumurugan1966@gmail.com
37.	Sri B. Sivalingam	9943568492	belliesivalingam@gmail.com
38.	Sri M. Gunasekaran	9344842683	mgunasekaran1964@yahoo.com
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45.	Sri V. Radhakrishnan	9943730346	radhumahanth@gmail.com
46.	Sri S. Gangadharan	9442323179	Sannangangadharan@gmail.com
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75.	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. 01.05.2023

S. No.	Emp. Code	Name	Designation	Gross Pay
1.	S00118	Dr. Sivakumar. S	Director	308624
2.	P01190	Dr. Premkumar. A	Assistant Director	149078
3.	M00111	Sri Mohan. R	Sr. Research Officer	128621
4.	S00101	Dr. Shivanandappa. K.C	Sr. Research Officer	140558
5.	V00211	Sri Vairamoorthy. A	Administrative Officer	119990
6.	M00495	Dr. Muniandi. C	Research Officer	120962
7.	J01090	Sri Jason M Jayacross	Asst. Research Officer	117860
8.	C00395	Mrs. Chandra Charles	Asst. Research Officer	118071
9.	A01390	Sri Annamalai. B	Asst. Research Officer	114452
10.	S00306	Dr. Sivananda. N	Asst. Research Officer	118071
11.	J00301	Dr. Jagannathan. S	Asst. Research Officer	104938
12.	S01807	Dr. Sekar. T	Asst. Research Officer	85768
13.	C00205	Sri Chandra Mohan. G	Asst. Research Officer	93578
14.	R00506	Sri Raja Karthikeyan. V	Asst. Research Officer	90880
15.	A00196	Sri Anurag. D	Assistant Account Officer	76546
16.	S00990	Sri Sasikumar. P	Private Secretary	111186
17.	R00388	Sri Ravi. S	Office Superintendent	90880
18.	B00488	Mrs. Bareedha. J	Office Superintendent	96478
19.	S00588	Mrs. Shanthy Subramani	Office Superintendent	91580
20.	K00296	Sri Kuppusamy. N	Office Superintendent	68160
21.	D00591	Sri Dhurairajan. R	Office Superintendent	68392
22.	K00104	Sri Karthick. B	Office Superintendent	59332
23.	P00204	Sri Praveen. Y.D.	Office Superintendent	59332
24.	V00305	Sri Venkatachalam. P	Pharmacist	88324
25.	M00585	Mrs. Manjula. R	Sr. Technical Assistant	74874



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26.	U00386	Mrs. Uma Subramani	Sr. Technical Assistant	72136
27.	M00686	Mrs. Melan Basavaraj	Sr. Technical Assistant	72136
28.	C02086	Sri Chandran. N	Sr. Technical Assistant	72318
29.	S03085	Sri Subramani. M	Technical Assistant	61628
30.	S01789	Sri Sridharan .M.E.	Supervisor	83492
31.	N00193	Sri Nataraj. B	Supervisor	72136
32.	A00293	Sri Alexander Joseph. C	Maint. Technician	76546
33.	R00493	Sri Ravi. R.	Maint. Technician	69012
34.	S01291	Sri Saravanan. R	Maint. Technician	57368
35.	R00905	Sri Radhakrishnan. V	Maint. Technician	60842
36.	G02885	Sri Gunasekaran. R	Lab. Technician	66172
37.	P03185	Sri Periaswamy. P	Lab. Technician	70204
38.	D03485	Sri Devanbu. S	Lab. Technician	70204
39.	M00486	Sri Murugan.M	Lab. Technician	66172
40.	S01086	Sri Sivalingam.B	Lab. Technician	64326
41.	G01486	Sri Gunasekaran.M	Lab. Technician	68241
42.	V01488	Sri Vasudevan. R	Lab. Technician	62480
43.	D01588	Sri Durai. R	Lab. Technician	62480
44.	R01088	Sri Ravichandran. K	Lab. Technician	62480
45.	N01188	Sri Natarajan. T	Lab. Technician	66278
46.	S01288	Sri Sreenivasan.R	Lab. Technician	62480
47.	G00389	Sri Gangadharan.S	Lab. Technician	66278
48.	V00689	Sri Vincent Heuman. Y	Lab. Technician	66278
49.	V00989	Sri Velmurugan. A	Lab. Technician	66278
50.	M01089	Sri Murugan. S	Lab. Technician	62480
51.	M01189	Sri M. Murugan	Lab. Technician	62480
52.	A01989	Sri Anandan. S	Lab. Technician	60776
53.	G00589	Sri Ganesan. K	Lab. Technician	60776
54.	G00691	Sri Ganesan. M	Lab. Technician	60776
55.	D01191	Mrs. Dhanamani Murugesan	Lab. Technician	64466
56.	R00195	Sri Raghu. R	Lab. Technician	62654
57.	S00295	Sri Saravanamoorthy. G	Lab. Technician	62654
58.	R00595	Sri Ramu .B	Lab. Technician	62654

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59	M00695	Sri Murali.L	Lab. Technician	55806
60	R00795	Sri Ramadass. N	Lab. Technician	55806
61	P00498	Mrs.Parvathy. R	Lab. Technician	59181
62	G00199	Mrs.Geetha. M	Lab. Technician	59181
63	M01186	Sri Min Bahadur Katri	Lab. Technician	62480
64	K00398	Mrs.Kamatchi.R	Lab. Technician	54244
65	L00501	Mrs.Latha. D.R.	Lab. Technician	55859
66	S00300	Mrs.Sivarani.S	Lab. Assistant	52256
67	R00601	Sri Ramesh. G	Lab. Assistant	55406
68	J01005	Sri Jithendran.A.K.	Lab. Assistant	49416
69	S01105	Sri Senthilkumar. A	Lab. Assistant	52386
70	A00806	Sri Anandan. P.K.	Lab. Assistant	50876
71	V00906	Sri Vinoth. R	Lab. Assistant	50876
72	H01106	Sri Haldurai B.N.	Lab. Assistant	50876
73	S01206	Sri Saravanan. G	Lab. Assistant	47996
74	P01406	Mrs. Pavithra. S	Lab. Assistant	47996
75	M00108	Mrs. Mahalakshmi. M	Lab. Assistant	50714

(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

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.



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.