



CENTRAL LEPROSY TEACHING & RESEARCH INSTITUTE
(Ministry of Health & Family Welfare, Govt. of India)
Chengalpattu, Tamil Nadu – 603 001

About the Institute

The Central Leprosy Teaching and Research Institute (CLT&RI), Chengalpattu was originally established in 1955 by the Government of India under a Governing Body by taking over Lady Wellington Leprosy Sanatorium established in 1924. Later, in 1974, Govt. of India had made CLT&RI as a subordinate office of Directorate General of Health Services, Ministry of Health & Family Welfare with an objective to provide diagnostic, treatment and referral services to leprosy patients, trained manpower development for leprosy, control / elimination besides, research on various aspects of leprosy and its control. It has separate wings of Epidemiology and Statistics, Clinical, Medicine, Microbiology and Bio-Chemistry laboratories with Animal house facilities. The hospital has bed capacity of 124 patients. This Institute is also recognized as one of the nodal center by Central Bureau of Health Intelligence (CBHI), DGHS, Govt. of India for conducting Health Statistics training course for Medical Officers.

Name of the Director : Dr. M. K. Shawkath Ali, Director
Appellate Authority

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The name and designation of Public Information Officer

Name of the Public Information Officer : Dr. V.C.Giri

Designation : Assistant Director (Epidemiology & Statistics)

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Objectives

1. To undertake research in basic problems relating to the occurrence and spread and complication of leprosy.
2. To train manpower necessary to implement NLEP
3. To provide specialized services for diagnosis of leprosy, reaction, relapse and reconstructive of surgery
4. To monitor and evaluate National Leprosy Eradication Programme
5. To function as a pivotal center for promoting anti leprosy work in the country

Functions of the Institute

1. Provision of diagnosis, treatment, reconstructive surgery and referral services in leprosy.
2. Undertake the monitoring and evaluation based studies to sustain the elimination of leprosy.
3. Providing training to Medical and Para Medical staffs for NLEP.
4. Involvement in a number of applied research projects to enhance the knowledge on epidemiology of leprosy.
5. As a Centre for giving technical advice and guidance in the promotion of anti leprosy works on sound lines.
6. Carrying out culture and sensitivity test, PCR based investigations; facilities for isolation, characterization and drug sensitivity test for cultivable mycobacteria also exists.
7. Carrying out all routine and major biochemical investigations including various hormones, pharmacology and pharmacokinetics of various drugs and drug
8. Carrying out all serological, immunological and histopathological tests, facility for frozen sectioning of biopsy material also exists
9. Carrying out all animal experimental investigations including mouse foot pad inoculation, viability and drug susceptibility studies.
10. Development and implementation of Computerised Simplified Information System in leprosy.
11. Production of Micro-cellular Rubber sheets, footwear and prosthesis

For discharging the above functions, the CLT&RI has five major divisions viz.

1. Epidemiology and Statistics Division with Computer section, Technical Section and Training Section, Monitoring and Evaluation unit.
2. Surgical Division with Operation Theatre, Physiotherapy, Micro-Cellular Rubber unit, Artificial Limb and Foot wear section and X-ray unit.
3. Clinical Division with Out Patient Department (OPD) and inpatient Hospital with 124 beds.

4. Laboratory Division with Microbiology, Mycobacteriology, Serology, Clinical pathology, Skin smear, Histopathology, Hematology and Molecular Biology sections. Biochemistry Division with Biochemistry, Immunology, Experimental animal laboratory (Animal House) Radio isotopes and Instrumentation sections.
5. Administration Section for dealing with all administrative matters.

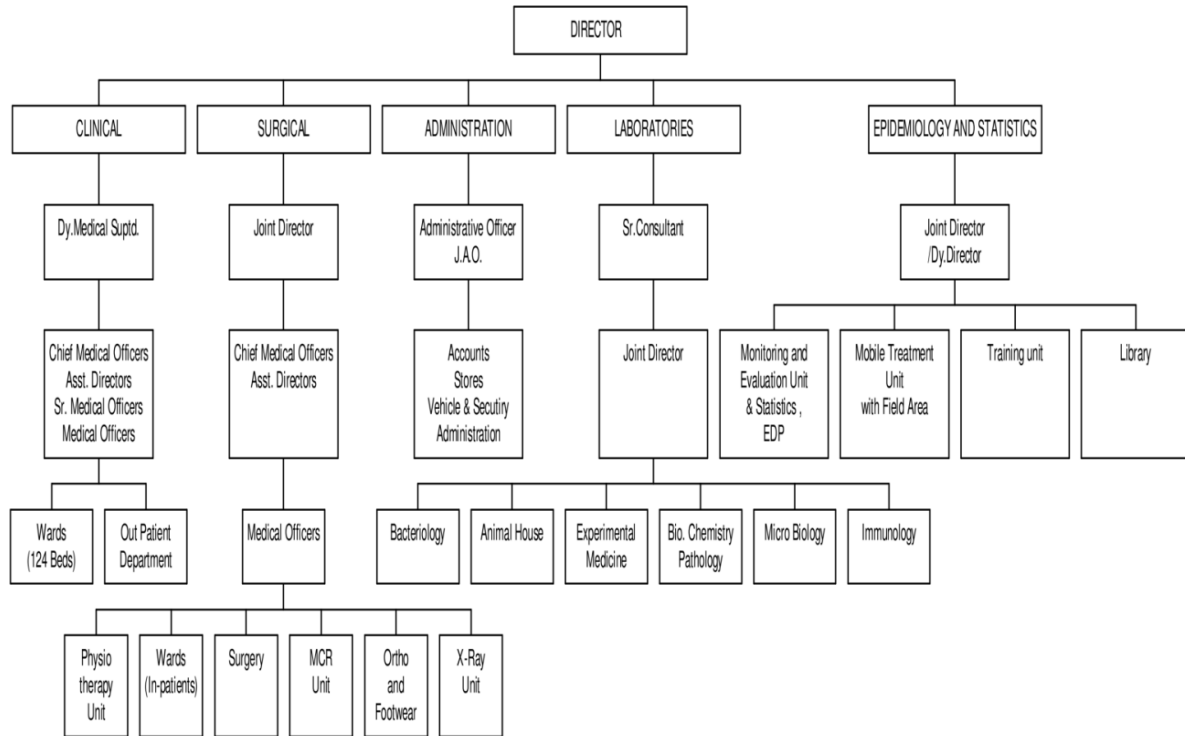
Further, in view of achievement of goal of elimination of leprosy, it has been decided by the Govt. of India to assign the following additional functions to Central Leprosy Teaching and Research Institute, Chengalpattu.

1. Capacity building for Integrated Disease Surveillance programme
2. Epidemiology Training courses as undertaken by the NICD, Delhi
3. Lymphatic Filariasis (Disability management and related training)
4. Microscopy and DOT centers under RNTCP
5. Operational Research related to RNTCP
6. Voluntary counselling Centers VCC and diagnostic centre for HIV/AIDS
7. Disaster management in respect of the state
8. RNTCP – Referral Laboratory for Essential Quality Assurance (EQA) and Drug
9. Resistance studies DRS for the state of Pondicherry.
10. Rehabilitation surgery centre.

Who's Who in the Department

1. Dr. M. K. Shawkath Ali, Director
2. Dr. C.H.D. Vinod Kumar, Chief Medical Officer (NFSG)
3. Dr. (Mrs) Upsana Singh, Chief Medical Officer (NFSG)
4. Dr. R. Veerakumaran, Chief Medical Officer
5. Dr. (Mrs) M. Punitha, Senior Medical Officer
6. Sri. R. Rajan, Senior P.S.
7. Sri. T. Balasundar, Junior Accounts Officer

Organogram - CENTRAL LEPROSY TEACHING & RESEARCH INSTITUTE, CHENGALPATTU - 603 001.



Powers and duties of Officers and Employees

Director is the head of the Institute, empowered for drawl and disbursement of Salary of all officers and employees. Director is the appointing authority of Group C and D employees and also taking decision on disciplinary proceedings against employees.

Since this Institute is subordinate office of Directorate General of Health Services (DGHS) under Ministry of Health and Family Welfare, the Director, Joint Director and Assistant Directors are specialist cadre in Central Health Services (CHS) and others viz., Chief Medical Officers, Senior Medical Officers and Medical Officers are non teaching cadre in CHS. Other than these posts Administrative Officer (Group A Gazatted), Private Secretary (Group B Gazatted) and Assistant Nursing Superintendent (Group B Gazatted) are also available. The appointing authority of Group A and B posts is Director General of Health Services.

Procedure followed in the decision making process, including channels of supervision and accountability

Transaction of work at different level of administration is carried on in the Institute in accordance with the Transaction of Business Rules and other Government orders/instructions issued from time to time,

In CLTRI there are 5 committees involved in decision making process.

These are 1) Purchasing committee 2) Quarters allotment committee 3) Stock verification / Condemnation committee 4) Department Promotion committee

1) Purchasing committee

Purchasing committee consists of four members, the senior most Joint Director acting as a Chairman of the committee. The committee will scrutinize the quotation / tenders and finally recommendation will be made to Director for procurement.

2) Quarters allotment committee

It consists of four members, the senior most Joint Director acting as a Chairman of the committee. The committee will look into the eligibility criteria of the staff, seniority list and availability of quarters, etc. and prepare the list for allotment of quarters.

3) Stock verification / Condemnation committee

It consists of four members, the senior most Joint Director acting as a Chairman of the committee. Stock verification is being carried out every year.

Condemnation committee will recommend for condemnation and the Director will take final decision.

4) Department Promotion Committee

The DPC will be constituted as and when the post is to be filled on promotion / direct recruitment by the Director. The DPC will recommend the candidate for selection. The direct recruitment vacancy will be filled through advertisement /employment exchange list. The respective DPC will select the candidate based on the performance in written test / interview.

Norms Set by Ministry for the discharge of its functions

Diagnosis and treatment of the referral leprosy cases and other cases reporting at OPD, CLTRI. If required the patients will be admitted in the in-patient ward for management / surgery. Research activities are carried out as per the approved protocol and ethical clearance of proposals.

The rules, regulations, instructions, manuals and records, held by CLTRI for discharging its functions

This institute follows Department of Personnel & Training's Manual of Office procedure, rules/regulations/instructions issued by the Ministry of Finance.

Statement of the categories of Documents that are held

Patient Care Card is maintained in CLTRI OPD for the patients reporting for treatment. Inpatient data sheets are maintained in the medical record section. Survey cards are also maintained in CLTRI for the research activities / studies carried out.

Particulars available in Electronic form

1. CLTRI Rural Field Operation Area (RFOA) patient database consist of leprosy cases detected and treated from 1986 to 2005.
2. CLTRI RFOA population data consist of survey information.
3. Pay roll information of CLTRI staff from August 1998 to till date.

Working hours of Library

There are 8500 bound volumes of periodical, 6000 books and 187 micro films available in our library. The library is also subscribing for 50 Indian and Foreign journals. The library is kept open between 9.00 am to 5.30 pm.

The name and designation of Public Information Officer

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