



Government of India
Ministry of Health and Family Welfare
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
CHENGALPATTU – 603 001, TAMIL NADU



PROACTIVE DISCLOSURE UNDER SECTION 4 (1) (b) OF RTI ACT, 2005

1. ORGANIZATION AND FUNCTION

1.2 Power and duties of its officers and employees

[Section 4(1)(b)(ii)]

i. Powers and duties of officers

Director:

At present, the institute is headed by Director (Additional Charge) belonging to General Duty Medical Officer sub-cadre of CHS (Senior Administrative Grade). The Director is involved in administrative, technical and financial matters of the institute. He/she is the controlling authority for officers and other staffs of the establishment and acts as drawing and disbursing officer. Director is the appointing and disciplinary authority for certain Group B and Group C employees. The Director has also the powers to implement the rules and regulations of the competent authority.

Division Heads:

Each division has a separate head, under which Joint/Deputy Directors, Assistant Directors, medical officers and other technical staff work. The Division head assist the Director in technical, administrative and research activities.

Specialists & Medical Officers:

The specialists and the medical officers carry out the technical activities in their respective divisions and also assist in the administrative roles as assigned from time to time by the competent authority.

The Director, Joint/Deputy Director, Assistant Directors belong to Public health and Non-teaching specialist cadre of Central Health Services (CHS) and Additional Director, Chief Medical Officers, Senior Medical Officers and Medical Officers are from GDMO cadre of CHS.

ii. Powers and duties of other employees

Technical and support staffs:

The other technical and supportive staffs assist the officers in substantive functions, towards fulfilling the objectives of the institute.

Administration:

The Administrative section has Assistant Section Officer/Head Clerk, Junior Accounts Officer, Accountant, Upper Division Clerk / Lower Division Clerk and other supporting staffs. It deals with all type of establishment matters like maintaining of service registers, employee particulars, maintenance of estates and recruitment process. The accounts section deals with salary, bills, budget utilization and other matters involving financial aspects. Stores section deals with procurement and maintenance of supplies and fulfillment of annual requirements of the institute.

iii. Rules / orders under which powers and duty are derived

1. Recruitment rules and regulations of Central Leprosy Teaching & Research Institute
2. Fundamental and Supplementary rules (FR /SR)
3. Central Civil Service (CCS) Rules
4. Office Memorandum / Guidelines issued by Ministry of Health and Family Welfare, Government of India.
5. Office Memorandum / Guidelines issued by DoPT, Government of India from time to time.
6. General Provident Fund Rules
7. General Financial Rules

iv. Exercised

As per the above rules and orders from time to time and based on allocation of work

v. Work allocation

Allocation of work among officers is given below as on 31st March 2023:

Divisions	Name of the officer in charge	Designation
Clinical	Dr. M. Punitha	Chief Medical Officer (NFSG)
Surgical	Dr. R. Veerakumaran	Chief Medical Officer (SAG)
Epidemiology & Statistics	Dr. K. Kumaresan	Deputy Director (Epidemiology)
Laboratory	Dr. M. Swapna	Assistant Director (Microbiology)
Other sections		
Liaison Officer (SC/ST)	Dr. Hosanna SSRC	General Duty Medical Officer
Drawing & Disbursing Officer (DDO)	Dr. Angel Chellappa Dr. M. Swapna	General Duty Medical Officer Assistant Director (Microbiology)
Liaison Officer (OBC)	Dr. K. Kumaresan	Assistant Director (Epidemiology)
Central Public Information Officer (CPIO)	Dr. K. Kumaresan	Assistant Director (Epidemiology)
Public Grievance Officer	Dr. K. Kumaresan	Assistant Director (Epidemiology)
Central Stores	Dr. Aravind	General Duty Medical Officer
Vehicle	Dr. Aravind	General Duty Medical Officer
Institutional Ethics Committee (IEC)	Dr. M. Swapna	Assistant Director (Microbiology)
Hostel	Dr. Vennila	General Duty Medical Officer
Estate & Security	Dr. R. Veerakumaran	Chief Medical Officer (SAG)
Web Information Manager AEBAS Nodal Officer	Dr. Yogesh	General Duty Medical Officer