



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

1.5 Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]

- i. Title and nature of the record / manual / instruction
- ii. List of rules, regulations, instructions manuals and records
- iii. Acts / Rules, manuals etc

The institute discharge its functions by the way of Government of India norms as set by DoPT. The rules and regulations or norms concerning service conditions of employee, Fundamental and supplementary Rules (FR/SR), CCS (Conduct) Rules and General Financial Rules (GFR) framed by the Govt. of India, and such other rules and orders issued from time to time shall apply to the extent applicable to the employees.

1. Recruitment rules and regulations of Central leprosy Teaching & Research Institute for Group 'B', 'C' and 'D' employees
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
8. Standard Operating Procedures for procurement of articles

9. Standard Operating Procedures for Aadhaar Enabled Biometric Attendance System
10. National Leprosy Eradication Programme (NLEP) guidelines for case diagnosis, treatment and complications / Disability Prevention Medical Rehabilitation Guidelines (DPMR) and other guidelines issued from time to time

The list and description of establishment rules, regulations, manuals and other records can be accessed from the DoPT Website

iv. Transfer policy and Transfer orders

The transfer of Director, specialists and medical officers working in the institute is managed by Central Health Services (CHS) section of MOHFW and other service officers by the respective cadre controlling authorities.

Other category of employees, not applicable



RIGHT TO
INFORMATION