



RIGHT TO INFORMATION ACT, 2005

PROACTIVE DISCLOSURE UNDER SECTION

4 (1) (b) OF RTI ACT, 2005

2023 - 2024



**CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE [CLTRI]
DIRECTORATE GENERAL OF HEALTH SERVICES (DGHS)
MINISTRY OF HEALTH & FAMILY WELFARE,
GOVERNMENT OF INDIA
CHENGALPATTU-603001, TAMIL NADU
<https://www.cltri.gov.in>**



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

- 1.1 Particulars of its organisation, functions and duties
[Section 4(1)(b)(i)]
- 1.2 Power and duties of its officers and employees [Section 4(1) (b)(ii)]
- 1.3 Procedure followed in decision making process
[Section 4(1)(b)(iii)]
- 1.4 Norms for discharge of functions [Section 4(1)(b)(iv)]
- 1.5 Rules, regulations, instructions manual and records for discharging
functions [Section 4(1)(b)(v)]
- 1.6 Categories of documents held by the authority under its control
[Section 4(1)(b) (vi)]
- 1.7 Boards, Councils, Committees and other Bodies constituted as part
of the Public Authority [Section 4(1)(b)(viii)]
- 1.8 Directory of officers and employees [Section 4(1) (b) (ix)]
- 1.9 Monthly Remuneration received by officers & employees including
system of compensation [Section 4(1) (b) (x)]
- 1.10 Name, designation and other particulars of public information
officers [Section 4(1)(b) (xvi)]
- 1.11 No. of employees against whom Disciplinary action has been
proposed/ taken (Section 4(2))
- 1.12 Programmes to advance understanding of RTI (Section 26)
- 1.13 Transfer policy and transfer orders
[F No. 1/6/2011- IR dt. 15.4.2013]



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



1. ORGANIZATION AND FUNCTION

1.1 Particulars of its organisation, functions and duties

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

Central Leprosy Teaching and Research Institute (CLT&RI), Chengalpattu, Tamil Nadu, was started as “Lady Willington Leprosy Sanatorium” (LWLS) under contribution from the Church of Scotland Mission in 1924. It was taken over by the Madras state in 1948, and then by the Government of India in 1955. Since April 1974, the Institute has been functioning as a subordinate office of the Directorate General of Health Service (DGHS), Ministry of Health and Family Welfare.

The Institute is located in Tirumani Village, Chengalpattu Taluk at a distance of 60 kms south of Chennai City and 06 kms from Chengalpattu railway station/bus terminus and well connected with transport facilities.

i. Name and Address of the Organization:

Central Leprosy Teaching & Research Institute [CLTRI]
Directorate General of Health Services (DGHS),
Ministry of Health & Family Welfare,
Government of India,
Allen Road, Tirumani,
Chengalpattu,
Tamil Nadu – 603001

Phone : 044-27426274 / 27426275 / 27426065

Email : dircltri.tnchn@nic.in, cltriadm@gmail.com

Website : <https://www.cltri.gov.in>

Fig 1.1: Map showing the location of CLTRI



ii. Head of the Organization:

Brief Profile of Head of Organization

Name	Dr. Nirmal Joe
Age	51 Years
Cadre	General Duty Medical Officer cadre of Central Health Services (Senior Administrative Grade)
Designation	Director (Additional Charge)
Date of joining the institute	28/09/2022
Qualification	M.B.B.S., DMRD
Telephone	044-27426274 [Ext. 100]
E-mail	dircltri.tnchn@nic.in , cltriadmn@gmail.com

iii. Vision, Mission and Key Objectives

VISION:

1. To establish as the International Centre of Excellence in Hansen's disease
2. Towards "Leprosy free India", the vision of our Father of nation, Mahatma Gandhi.

MISSION:

1. To develop internationally acclaimed technical expertise in Hansen's disease.
2. To provide best quality service to persons affected with leprosy.
3. To conduct operational research to improve areas of technical, administrative and quality services of National Leprosy Eradication Programme (NLEP).
4. To provide necessary rehabilitation services for persons cured of leprosy and mainstreaming the persons affected with leprosy in the society.


KEY OBJECTIVES:

1. To provide basic and specialized diagnostic, treatment, rehabilitation and referral services to leprosy affected patients.
2. To undertake research in basic problems relating to spread and complications of leprosy and in operational aspects for eradication of Leprosy.
3. To train manpower necessary to implement National Leprosy Eradication Programme (NLEP)
4. To monitor and evaluate the National Leprosy Eradication Programme(NLEP)
5. To function as a nodal centre for promoting anti leprosy activities in the country, in collaboration with government and non-government organizations.

iv. Functions and duties

The main functions and duties of the institute is to provide diagnostic, treatment and referral services to persons affected with leprosy (PAL), trained manpower development for leprosy control / elimination, monitoring and evaluation of National Leprosy Eradication Programme (NLEP) besides, operational research on various aspects of leprosy and its control.

It has separate divisions for Clinical services, Surgery and Physiotherapy, laboratory services and division of Epidemiology and Statistics. The institute has a 124 bed hospital catering to both indoor and outdoor patients functioning round the clock.

S.NO	DIVISIONS	SERVICES / FUNCTIONS
TECHNICAL		
1.	 CLINICAL	<p>Clinical division comprises of Out Patient Department, In-Patient Department with 124 beds, Nursing section, sanitary section, central kitchen and Medical Records Department. The clinical and other essential services provided include:</p> <ol style="list-style-type: none">1. Out-patient care2. In-patient treatment3. Expert management of leprosy reactions, relapse, drug resistance and other complications of leprosy4. Teaching & training of medical & paramedical workers.5. Research activities in clinical leprosy, in collaboration with other divisions6. Maintenance of medical records relating to patient care activities7. Provision of balanced and hygienic diet8. House-keeping services9. Bio-medical and solid Waste management
2.	SURGICAL	<p>The surgical division comprises the Surgical Unit, Physiotherapy section, X-ray section, Micro-cellular Rubber Sheet manufacturing unit with dedicated foot wear and prosthesis section. The services provided by the division are:</p> <ol style="list-style-type: none">1. Surgical & non-surgical interventions for wound management and other complications2. Reconstructive surgeries (RCS) for leprosy affected persons.3. Camp based RCS surgery as requested from states4. Comprehensive Physiotherapy and rehabilitation

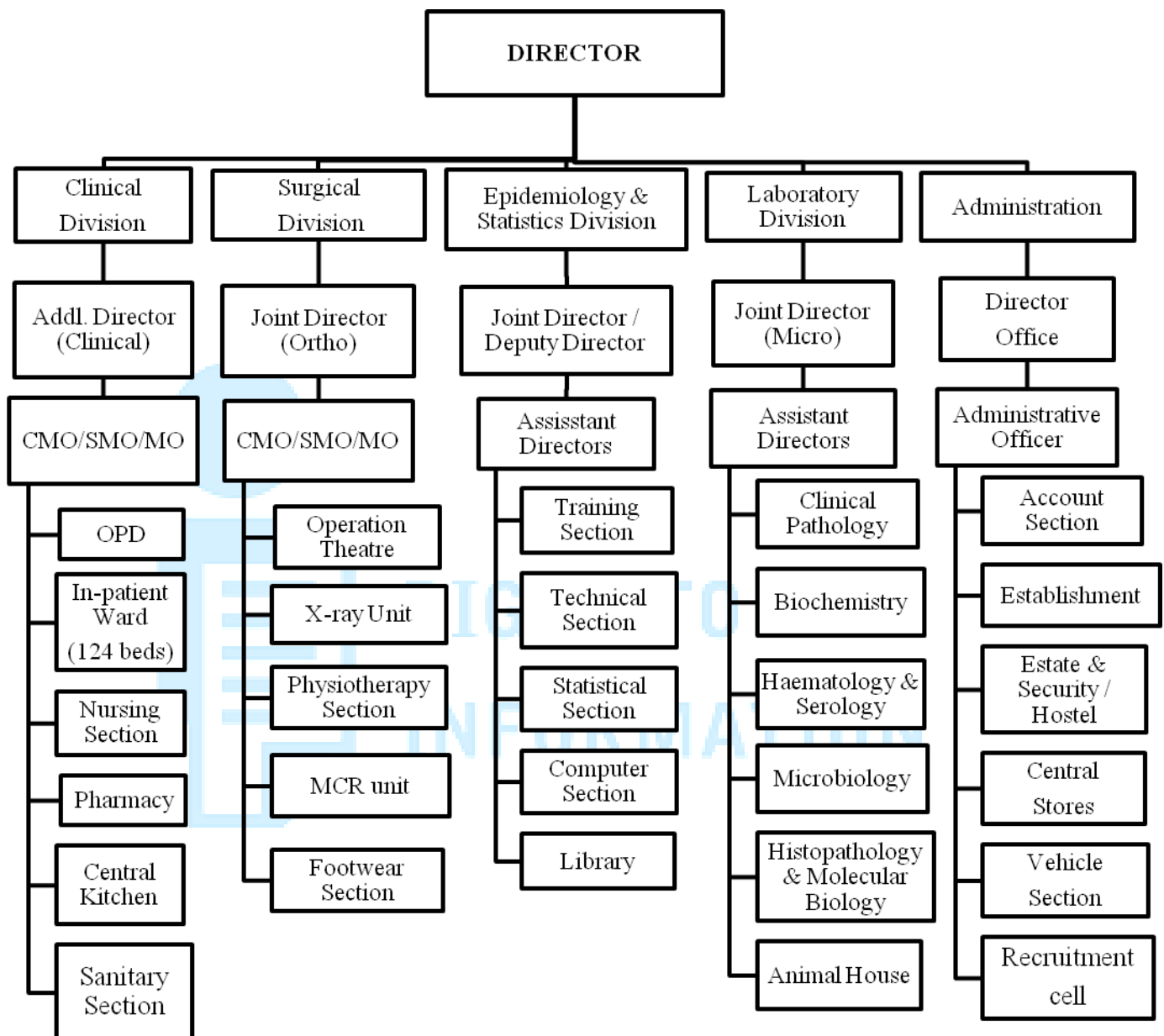
		<p>services.</p> <ol style="list-style-type: none"> 5. Production of MCR sheets, Provision of MCR footwear and prosthesis. 6. Support in training Programs. 7. Research activities
3.	LABORATORY	<p>This division has sections of Microbiology, Mycobacteriology, Serology, Clinical Pathology with Skin smear, Histopathology, Molecular biology, Haematology, Biochemistry, Immunology and Animal House. The major activities are as follows:</p> <ol style="list-style-type: none"> 1. All routine investigations for medical care 2. Leprosy specific investigations, including molecular diagnostics 3. Anti-microbial resistance (AMR) surveillance 4. Basic and applied research activities 5. Support in Training Programmes 6. Experimental investigations involving animals
4.	EPIDEMIOLOGY AND STATISTICS	<p>It has Technical section, training section, Monitoring & Evaluation unit, Statistical and computer section. The key functions include:</p> <ol style="list-style-type: none"> 1. Short term & long term training of medical, paramedical workers, undergraduate and postgraduate students in NLEP 2. Monitoring and Evaluation of National Leprosy Eradication Program [NLEP] 3. Field level surveillance and outreach activities 4. Operational and implementation research related to leprosy and NLEP. 5. Providing technical support for guidelines/modules and policy formulation to Central Leprosy Division. 6. Management information system for the institute and NLEP activities 7. Partnership and collaboration with other organizations
5.	ADMINISTRATION	<p>It deals with all administrative matters of the institute. It has Establishment, Accounts, Recruitment Cell, Stores, Estate, security & Maintenance and Vehicles sections.</p> <ol style="list-style-type: none"> 1. Appointments, joining, transfer and promotions of employees 2. Recruitment, framing of recruitment rules and disciplinary proceedings 3. Maintenance of service records and personal files 4. Preparation of salary/wage bills, pension papers and

		<p>other types of bills</p> <ol style="list-style-type: none"> 5. Budget estimates and utilization 6. Procurement of institute needs and maintenance of stock. 7. Providing information under RTI Act 2005 8. Liasion with DGHS, MoH&FW, State health departments and other organizations
--	--	---



RIGHT TO INFORMATION

v. Organization Chart:





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, Chief Medical Officer, 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 2024:

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. Sudhir D Wanje	Public Health Specialist (SAG)
Laboratory	Dr. M. Swapna	Assistant Director (Microbiology)
Other sections		
Central Public Information Officer (CPIO)	Dr. K. Kumaresan	Public Health Specialist, Gr-II
Public Grievance Officer	Dr. K. Kumaresan	Public Health Specialist, Gr-II
Liaison Officer (OBC)	Dr. K. Kumaresan	Public Specialist, Gr-II
Drawing & Disbursing Officer (DDO)	Dr. M. Swapna	Assistant Director (Microbiology)
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)
Liaison Officer (SC/ST)	Dr. Bagya Jyothi Bodapati	General Duty Medical Officer
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

Work allocation of Group-B and Group C Employees-:

DUTIES OF PRIVATE SECRETARY

1. Collection of information and files
2. Compilation of data in given form
3. Opening of Files
4. Maintenance of Current files
5. Sending of routine reminders and acknowledgements
6. Typing of essential or confidential/secret documents including other typing work as considered necessary in administrative interest.
7. Screening of telephone calls and the visitors in a tactful manner.
8. Fixing up of appointments and if necessary cancelling them.
9. Keeping an accurate list of engagements, meetings etc. and reminding the officer sufficiently in advance of keeping them up.
10. Maintaining in proper order the papers required to be retained by the officer.
11. Keeping a note of the movement of files passed by him officer and other officers. If necessary.
12. Destroying by burning the stenographic record of the confidential and secret letters after they have been typed and issued.
13. Carrying out the corrections to the officer's reference books.
14. To assist the officer in the manner desired by him / her. Any other duties assigned by the Superior time to time.

DUTIES OF ACCOUNTANT

To deal with, Accounts matters (i.e.)

1. Preparation of Reconciliation Statement for every month
2. Preparation of Monthly Statement.
3. Maintenance of Vehicle section.
4. Maintaining the registers related to Vehicle section..
5. Verifying the entries in the Log Books.
6. R.T.I matters related to Accounts.
7. Preparation of Budget statements etc. and any other duties assigned by Superior from time to time. Any other duties assigned by the Superior time to time.

DUTIES AND RESPONSIBILITIES OF ADMINISTRATIVE OFFICER

1. To assist the Director in day to day administrative and accounts matter of this Institute.
2. To function as Drawing and Disbursing Officer in respect of the regular establishment of the Institute.
3. To function as Officer-in-charge of Central Stores in the absence of Store Officer, Motor Vehicle station and Security Section.
4. To function as Estate Officer in respect of the buildings under the control of the Institute.
5. To be overall supervision of works of the general office including accounts and central stores
6. To keep liaison with the CPWD, both civil and electrical departments regarding maintenances, repairs to the buildings, electrical installations and water supply at the institute.
7. Any other duties assigned by the Director time to time.

DUTIES AND RESPONSIBILITY OF LOWER DIVISION CLERKS

Lower Division Clerks are ordinarily entrusted with work of routine nature, e.g.

1. Registration of Dak
2. Maintenance of Section Diary, File Register, File Movement Register
3. Indexing & recording, typing, comparing, photocopying, faxing, e- mailing, etc.,
4. Despatch,
5. Preparation of arrears and other statements,
6. Supervision of correction of reference books and

7. Submission of routine and preparing simple drafts, etc.
8. Any other duties assigned by the Superior time to time

DUTIES AND RESPONSIBILITIES OF STENOGRAPHER GRADE I

1. Taking dictation and transcription of the same.
2. Typing of essential or confidential documents.
3. Fixing up appointments and screening the calls.
4. Opening of files, maintenance of current files.
5. Keeping a note of the movement of files.
6. Sending of routine reminders, etc.
7. Any other work assigned by the Superior.

DUTIES AND RESPONSIBILITIES OF STENOGRAPHER GRADE II

1. Taking dictation and transcription of the same.
2. Typing of essential or confidential documents.
3. Fixing up appointments and screening the calls.
4. Opening of files, maintenance of current files.
5. Keeping a note of the movement of files.
6. Sending of routine reminders, etc.
7. Any other work assigned by the Superior.

DUTIES AND RESPONSIBILITIES OF DRIVER

1. To drive the institute vehicles and maintenance of their log books.
2. To maintain the institute vehicles in roadworthy condition.
3. To attend to emergency duties for transport of patients with serious complications for a admission in chengalpattu Medical College Hospital.
4. Any other duties, as may be assigned by the officer-in-charge, vehicles section. Any other duties assigned by the Superior time to time.

DUTIES AND RESPONSIBILITIES OF LIBRARY INFORMATION ASSISTANT

1. To be an overall charge of library section.
2. To handle all matters relating to procurement of books and journals,
3. Maintenance of stock Account, safe custody and issue to users.
4. Rendering Assistance to officers in tracing back references etc. Any other duties assigned by the Superior time to time.

DUTIES AND RESPONSIBILITIES OF UPPER DIVISION CLERKS

To deal with all Establishment, Accounts and Stores matters (i.e.) .

1. Framing of Recruitment Rules.
2. Appointment of Group A,B,C& M.T.S Posts.
3. Maintenance of Personal files etc.
4. Maintenance of Pay Bill Registers.
5. Making entries in Service Books.
6. Matters related to R.T.I., Office Council meeting , Leave etc. ,
7. Preparation Contingent Bills ,Wages and Salary Bills .
8. Preparation of Papers related to financial upgradation under MACPS ,Pay fixation, Allowance etc.
9. Preparation of all types of Returns .
10. Matter related to training &Conference .
11. Matters related to Disciplinary Proceedings etc.
12. Preparation of Pension Papers .
13. Preparation of papers related to Tender for Staff Canteen & washing linen and any other duties assigned by Superior from time to time.

**DUTIES AND RESPONSIBILITIES OF ASSISTANT
NURSING SUPERINTENDENT**

- (i) Nursing care of the patient and ward management of the department
1. General supervision of the nursing care given to the patients and all nursing activities within the nursing unit.
 2. Cleanliness and order in her department and environment. including out-patient clinic and night rounds.
 3. Regular rounds in her department including out-patient clinic and night rounds.
 4. Receiving reports from the night staff regarding the nursing care of the patient at night.
 5. Analyzing/evaluating the kind and amount of nursing services required in her unit .
 6. Rotation of the nursing staff in her department to ensure good nursing care.
 7. Staff meeting with the department staff.
 8. Planning in cooperation with the sisters of each unit for effective administration.
 9. Interpreting the principle of good management to ward sister, especially to those who are inexperienced and orientating them to apply these principles to their daily work.
 10. Helping the ward sister to ensure supplies and equipment and rechecking their use and care.
 11. Acting as the public relations officer for the unit and deal with problems if any specially with the class IV staff and patient's attendants.
 12. Keeping the nursing superintendant/Matron informed of the needs of the nursing unit and of any special problem.
- (ii) Nursing education
1. Organizing the training programme in this particular specially in consultation with the doctor in-charge and the Nursing Superintendent/Matron.
 2. Responsible for arranging the classes and clinical teaching in this specialty for nursing students.
 3. Implementing the ward teaching programme with the help of doctors and ward sister.
 4. Arranging for proper clinical experience of students.
 5. Counseling and guidance of nursing staff and students.
 6. Assisting in planning for participation in the training of auxiliary personnel.
- (iii) General
1. To plan and implement a proper orientation for all new personnel posted to her department.
 2. Taking the medical and Nursing Superintendent/Matron and special visitor round and department.
 3. Helping the Nursing Superintendent/Matron in the office if necessary.
 4. Participation in staff education staff meeting and other professional activities.
 5. Any other duty delegated by the Nursing Superintendent/Matron.
 6. Keeping the Deputy Medical Superintendent informed about the needs of units and of any special visitors round the wards. Any other duties as may be assigned from time to time by the Director/Medical Superintendent.

DUTIES AND RESPONSIBILITIES OF DRESSER

1. Cleaning of dressing trolley and keep it ready with dressing materials.
2. Exchanging unsterile Dressing materials for sterile items.
3. Assisting the doctors for Dressing, Incision& Drainage, Suturing, Absorption, catheter Changing, Lumbar puncturing and for Burns cases.
4. Giving enema, Bowel wash, Stomach wash for patients.
5. Preparing the patients posted for operation under sterile technique.
6. Preparing and getting roller-pad, Bandage Vaseline gauze, Slap-Stick, Penicillin bottle, Thermometer, I&C Drainage Bottle, Bed-Sheet etc., in sterile condition from the CSSD.
7. Testing of urine for Diabetics patients.
8. Dressing the patients in the OPD and casualty, wards for emergency.
9. Preparing gauze-piece, Cotton-ball pad, dressing pocket, in the C.S.S.D for all the wards.
10. Attending poison cases for stomach wash etc.
11. Cleaning and corbelising the mirror OT every day.
12. In the absence of Barber shavings of patients should be done. Any other duties assigned by the Superior time to time.

DUTIES AND RESPONSIBILITIES OF STAFF NURSE

The staff nurse is responsible for the complete nursing care of the patients assigned to her. The following duties would be shared with nursing students, if any, and auxiliary staff as dresser, nursing assistant, sanitary worker, as the situation warrants.

- (i) General care of the patients
 1. Admission and discharge of patients.
 2. Assistance and instructions to patients and their relations.
 3. Bathing patients including daily care of mouth, nails and pressure points.
 4. Four hourly, or more frequent attention to pressure points.
 5. Giving and removing of bed pans and urine pots.
 6. Giving and removing of hot water bottles.
 7. Bed making.
 8. Feeding of patients.
 9. Distribution of diets, milk, etc.
 10. Preparation of special foods, eggs, milk, etc.
 11. To provide nursing care for patients in the hospital wards and O.P.D.
 12. Technical nursing care of patients;
 - (a) Administration of medicines.
 - (b) Administration of injections.
 - (c) Assistance in administration of intravenous injections.
 - (d) Preparing for injections and clearing up.
 - (e) Recording of medicines and injections given.
 - (f) Taking and charting T.P.R.
 - (g) Rounds with doctor.
 - (h) Technical procedures e.g., enema, catheterization, dressings, irrigations, oxygen therapy, preparing for and clearing up after procedures.
 - (i) Preparation for and assistance in clinical tests and medical procedures.
 - (j) Pre and post-operative care.
 - (k) Urine Testing.
 - (l) Collecting labeling and dispatching of specimens,
 - (m) Escorting patients to and from departments.
 - (n) Giving and receiving reports.
- (ii) Ward Management
 - (a) Handing over and taking charge of shift.
 - (b) Keeping the ward clean and tidy.
 - (c) Preparation of surgical supplies bandages, splints.
 - (d) Routine care and cleaning of dressing trolleys, cupboards, apparatus, mackintosh, etc.
 - (e) Care of clean and soiled linen
 - (f) Disinfection of linen, beds, floor and bed pans.
- (iii) General
 1. Demonstration and guidance to student nurses and domestic staff.
 2. Supervision of domestic staff.
 3. Assistance in orientation of new staff nurses.
 4. Participation in staff education and staff meeting.
 5. Participation in professional activities.
 6. Any other duty that may be assigned from time to time.
 7. To assist the orthopaedic surgeon in Operation Theater in conducting operations.
 8. To supervise works of cook in the kitchen.
 9. To maintain sub-stock registers and keep accounts of medicines, dressing materials linen items etc. received by the wards and O.P.D.
 10. Any other duties, as may be assigned by the Nursing Sister / DY. Medical Superintendent/Additional Director Clinical.

DUTIES AND RESPONSIBILITIES OF PHARMACIST

1. To be in overall charge of the Pharmacy/ Dispensary.
2. To keep account of receipt and issue of medicines and dispensary items in the pharmacy.
3. To issue medicines to the out-patients, as per the prescriptions given by doctors.
4. Compounding and dispensing prescription according to the hospital formulary or prescriptions of doctor in the hospital.
5. Being responsible for initiating the indents, storage and maintenance of stocks and accounting of medical supplies and appliances under his charge.
6. Providing first-aid to the injured and repeat prescriptions of physicians when ordered.
7. Compiling statistics of hospital in accordance with the instructions of the hospital authorities.
8. Attending to the work of the clinical side room and doing the routine tests of urine, faeces and blood, provided he has under gone adequate training.
9. Performing such other duties as may be assigned by the hospital authorities. Any other duties assigned by the Superior time to time.

DUTIES AND RESPONSIBILITIES OF SANITARY INSPECTOR

1. To be in overall charge of the Sanitary Section of the Institute, which is responsible for sanitation in and around the hospital wards and residential area of the institute premises .
2. To allot duties to the sanitary worker and supervise their works.
3. Supervision of works of Cartman and Gardener.
4. Maintenance of stock account of disinfectants, cattle feed, etc.
5. Any other work, as may be assigned by the Deputy Medical Superintendent / Director.

DUTIES AND RESPONSIBILITIES OF NURSING SISTER/WARD SISTER

The ward sister is responsible to the Nursing Superintendent/Matron for the management of the wards and supervision of the nursing and domestic staff. She would be assisted in carrying out the following duties by staff nurse. Clinical and domestic staff as the case may be. The main aim of the ward sister should be to foster team spirit in her area of work.

(i) Nursing care of patients

1. Admission and discharge of patients.
2. Efficient nursing care: personal comfort and toilet of patients, administration of drugs and treatment, observation and recording.
3. Patients diet.
4. Rounds with medical staff.
5. Assistance to medical staff in examination of patients and treatment.
6. Assistance at or supervision of clinical investigations, pre-operative and post-operative care.
7. Maintenance of patients records.
8. Care of patients personal effects in accordance with hospital rules.
9. Following of prescribed rules regarding accident or death of a patient.
10. Giving and receiving reports.
11. Information to relatives and friends.
12. Intimation to nursing superintendent/Matron of any special emergency in the ward.

(ii) Teaching nursing students

1. Planned and incident teaching.
2. Supervision of students work.
3. Consultation and cooperation with sister tutor in arranging demonstrations.
4. Discussion with students to promote good attitudes, complete "Record of practical work" and in relation to confidential reports.

(iii) Ward staff

1. Assignment of work and arrangement of duties by taking roll calls of nursing and domestic staff.
2. Coordinating and facilitating work of other staff. E.g., occupational therapists, social worker, dietician, voluntary worker.
3. In- service training.
4. Orientation of new staff.
5. Maintaining good relationship among all categories of staff and with patients and their relatives.
6. Discipline of nursing and domestic staff. Reporting on absence of staff.

7. Confidential reports.
- (iv) Ward management
 1. Cleanliness of ward, its annexes and environments.
 2. Linen and ward equipment- up-keep and repairs.
 3. Custody of dangerous drugs. Record of their administration.
 4. Indents for drugs, surgical supplies, stores diet.
 5. Maintenance of stock registers, inventories.
 6. Interpretation of hospital policies and regulation and their implementation.
 7. Investigation of complaints.
 8. Issue of stores, etc.
 9. Control of visitors.
- (v) General
 1. Rounds with medical staff and Nursing Superintendent/matron.
 2. Taking round special visitors.
 3. Participation in staff education and staff meeting.
 4. Participation in professional activities.
 5. Any other duty as may be specified from time to time.
 6. To attend any other duties on the Hospital side, as may be assigned by the ANS/ Deputy Medical Superintendent/Additional Director (Clinical).

DUTIES AND RESPONSIBILITIES OF TAILOR

1. Stitching of dresses like pyjamas, shirts, blouses, skirts for male and female patients in the wards.
2. Stitching of coats, aprons for use of doctors and Laboratory Staff.
3. Stitching of special protective dresses for use by surgeons and operation theatre staff.
4. To attend to any other tailoring works like, stitching of curtains, bed and pillow cover, etc. for various sections of the Institute. Any other duties assigned by the Superior time to time.

DUTIES AND RESPONSIBILITIES OF HOSTEL ATTENDANT.

1. Maintenance of the hostel rooms and furniture provided in them.
2. To attend the needs of the trainees and guests who are accommodated in them.
3. Any other works that may be assigned by the Officer – in – charge, section.

DUTIES AND RESPONSIBILITIES OF CARTMAN

1. To maintain the Bullock cart of the Institute.
2. Feeding of the Bullock cart.
3. Driving Bullock cart for distribution of diets and carrying of garbage for disposal, etc., Any other duties assigned by the Superior time to time.

DUTIES AND RESPONSIBILITIES OF GARDENER

1. To attend to all works relating to maintenance of garden around the Institute buildings. Any other duties assigned by the Superior time to time.

DUTIES AND RESPONSIBILITIES OF WATCHMAN

1. To attend to watch and ward duty in and around the Institute campus.
2. To take care of Institute property during day and night. Any other duties assigned by the Superior time to time.

DUTIES AND RESPONSIBILITIES OF SANITARY WORKER

1. Sweeping and cleaning of office rooms, wards, laboratory rooms, Animal House etc.,
2. Swabbing of floor in the wards and various other sections.
3. Spraying insecticides.
4. Sweeping of the lawn and ground around the various functional and non- functional buildings.
5. To attend all other works relating to general sanitation and hygiene in the Institute campus.

6. To attend night duties in wards by rotation. Any other duties assigned by the Superior time to time.

DUTIES AND RESPONSIBILITIES OF COMPUTER ROOM ATTENDANT

1. To assist the officers and staff working in the computer section in maintaining recorder and chambers within the computer room and other messengerial work. Any other duties assigned by the Superior time to time.

DUTIES AND RESPONSIBILITIES OF LIBRARY ATTENDANT

1. To assist the librarians in maintaining the Library Stock, issue & receipt of books etc. Any other duties assigned by the Superior time to time.

DUTIES AND RESPONSIBILITIES OF STORE ATTENDANT

1. To assist the Store Assistant and dealing hands in the Central Stores and receipts of articles.
2. To carry registers from the stores to the Officer – in Charges back. Any other duties assigned by the Superior time to time.

DUTIES AND RESPONSIBILITIES OF SANITARY JAMEDAR

1. To assist the Sanitary Inspectors in maintaining Sanitation all – round the Institute.
2. To supervise the work of sanitary workers.
3. Any other work, as may be assigned by the Sanitary Inspector/ Officer - In – Charge, Sanitary Section.

DUTIES OF RESPONSIBILITIES OF DAFTRY.

1. To carry out files from section to officers and vice- versa.
2. To assist the dealing hands in maintenance of files. Any other duties assigned by the Superior time to time.

DUTIES AND RESPONSIBILITIES OF PEON

1. He will be on the duty half an hour before the working hours of the office in which he works and leave half an hour after the office hour
2. He will attend to dusting of the tables and walls and furniture in the area of the office allotted to him see that the stationery items kept on the desk area always ready for use .
3. He will see that the sweeper allotted to the area cleans floors, walls, toilet, etc., daily before the office hours.
4. He will be on call during the allotted time.
5. He will announce the arrival of visitors to the officer concerned and help them to the officer concerned in an orderly manner.
6. He will attend to the telephone calls when the officer is not in his seat.
7. He will carry 'IN' correspondence and files from the main office to the officer's desk and carry the 'OUT' correspondence to the main office from the officer's desk.
8. He will run errands on official business within the hospital and outside, if necessary.
9. He will bring tea and other refreshments from the canteen to the officer concerned whenever required
10. He will expeditiously deliver the outgoing mail to the addresses and post office and bring the incoming mail from the post office and other officers.
11. He will assist in moving stores from one place to another within the hospital when ordered by responsible personnel. He will move stores from and to the hospital or go to bank to cash cheques, etc.
12. He will assist in packing parcels, closing and stamping of letters.
13. Whenever necessary and authorized by the responsible personnel. He will also do the duties of a chowkidar or a gate peon.
14. He will take only half an hour for his midday lunch and promptly return to duty after the lunch break.
15. He will do such other duties as may be allotted to him by hospital authorities. Any other duties assigned by the Superior time to time.

DUTIES AND RESPONSIBILITIES OF M.C.R. ATTENDANT.

1. To assist the Staff in the M.C.R. Unit in collecting raw materials, stocking of sheets produced and to attend other messngerial works.
2. Also, to assist physique and Footwear Section in collect of materials etc. Any other duties assigned by the Superior time to time.

DUTIES AND RESPONSIBILITIES OF MTS (Non Technical)

(Daftry, Lascar, Hostel Attendant, MCR Attendant, Watchman, Computer Room Attendant, Library Attendant, Store Attendant, Cart man, Gardener, Sanitary Jamedar and Sanitary Worker.)

1. Physical Maintenance of records of the Section.
2. General cleanliness & up keep of the Section/Unit .
3. Carrying of files & other papers within the building.
4. Photocopying, sending of FAX etc.
5. Other non –clerical work in the Section /Unit.
6. Assisting in routine office work like diary, dispatch etc., including on computer.
7. Delivering of dak (outside the building).
8. Watch and ward duties.
9. Opening & closing of rooms.
10. Cleaning of rooms.
11. Dusting of furniture etc.
12. Cleaning of building, fixtures etc.
13. Work related to his ITI qualifications, if it exists.
14. Driving of vehicles, if in possession of valid driving license.
15. Upkeep of parks, lawns, potted plants etc.
16. Any other work assigned by the superior authority.

DUTIES AND RESPONSIBILITIES OF MTS (Technical)

NURSING ATTENDANT

1. He will receive the patients on admission and assist the patient in getting into or out of the bed.
2. He will attend to the personnel hygiene of patients, washing and cleaning teeth, changing clothing, giving enema, etc.
3. He will prepare the patients for operations, laboratory, X-ray and other investigations.
4. He will transport patients to various departments in the hospital.
5. He will help in feeding patients and giving drinking water to patients and washing utensils.
6. He will assist the nurse in handling and observation of patients and in simple basic nursing procedures.
7. He will assist the nurse or doctor in diagnostic and treatment procedures.
8. He will assist in collection and handling of pathological specimens.
9. He will assist the nurse in receiving supplies by running errands to other departments and individuals in the hospital.
10. He will make beds of ambulatory patients and assist the nurse in making beds of non-ambulatory cases.
11. He will assist the nurse in getting supplies from the laundry, disinfecting mattresses and despatching dirty linen to the laundry.
12. He will clean and do dusting of beds, doors, windows and other furniture. He will assist in debugging and pest control of wards.
13. He will wash walls and doors in wards.
14. He will assist in sterilization of instruments appliances and dressings, and dressing of post-operative wounds.
15. He will render first-aid to patients in case of emergency.
16. He will prepare dead bodies, arrange their transportation to the mortuary and assist in terminal disinfection.
17. He will do any other duty that may be assigned to him.

THEATRE ATTENDENT

1. Supervising the working of the domestic staff working in the Operation Theater and recovery room.
2. Being responsible for storage, Maintenance and accounting of instruments, tables and other supplies belonging to the operating theatre and recovery room.
3. Taking adequate precautions against fire and other hazards.
4. Keeping the emergency outfit up-to-date and in good working order in the theatre.
5. Supervising cleanliness and maintenance of operating theatre.
6. Seeing to the proper sterilization of instruments, linen and other appliances before use.
7. Seeing to the testing of the electrical by the electrician periodically and decaling of.
8. Ensuring aseptic conditions in clean theatres.
9. Helping in arranging conveyance of patients to and from the operating theatre.
10. Doing any other duty as may be specified by hospital authorities. Any other duties assigned by the Superior time to time.

DUTIES AND RESPONSIBILITIES OF COOK & KITCHEN ASSISTANT

1. He will receive food article according to indents from the steward/store keeper.
2. He will prepare food as required by the Dietician and according to the menu.
3. He will store cooked food properly till distribution.
4. He will distribute the food to the various wards for further distribution by the ward staff and prevent wastage of food.
5. He will maintain the cooking ranges and other cooking appliances in good condition.
6. He will supervise the duties of other auxiliaries working in the kitchen and in their training.
7. He will observe personal hygiene and use the special clothing of aprons provided while performing his duties.
8. He will maintain cleanliness of the kitchen and utensils.
9. He will take safety precautions to prevent fire and injuries to those working in the kitchen.
10. He will perform such other duties as may be assigned to him by the superior time to time.

DUTIES AND RESPONSIBILITIES OF LABORATORY ATTENDANT

1. Laboratory attendants will look after the laboratory in the matter of cleanliness, washing of glassware, dusting the laboratory area and will be constantly learning the job of laboratory assistant through in-service training. Any other duties assigned by the Superior time to time.

DUTIES AND RESPONSIBILITIES OF ANIMAL ATTENDANT

1. Feeding of animals.
2. Cleaning of cages and taking care of animals in the animal house. Any other duties assigned by the Superior time to time.

DUTIES AND RESPONSIBILITIES OF AUTOPSY ATTENDANT

1. Maintenance of mortuary.
2. To render assistance to Assistant Director (pathology) in conducting post-mortem.
3. Any other duties as may be assigned by the HoD / Assistant Director/Deputy Director.

DUTIES AND RESPONSIBILITIES OF BARBER

1. To attend to hair cutting and shaving of in- patients.
2. To prepare patients for operation. Any other duties assigned by the Superior time to time.

DUTIES AND RESPONSIBILITIES OF DHOBY

1. Collection of soiled linen of in-patients from the wards.

2. Washing of soiled linen collecting from the wards and their return to the wards
3. Any other duties as may be assigned by the Assistant Nursing Superintendent /Nursing Sister in-charge of the section.

DUTIES AND RESPONSIBILITIES OF COBBLER

1. Preparation of Chapals of different types prescribed by surgeons for use of leprosy Patients.
2. To assist Orthotic Technician in preparation of special type of foot wears.
3. To attend to repairs of foot wears of O.P.D patients. Any other duties assigned by the Superior time to time.

DUTIES AND RESPONSIBILITIES OF LASCAR

1. To attend to works relating to loading and unloading of articles of stores received from suppliers and arranging them in the central stores.
2. Carrying diet articles from the Central Stores to the Kitchen.
3. Shifting of furniture, equipments from the section to another.
4. Booking and collection of parcels at the Railway station and local Transport Agency Depots. Any other duties assigned by the Superior time to time.

DUTIES AND RESPONSIBILITIES OF DATA ENTRY OPERATOR GRADE - A

1. To operate Hand Punch and verifying Machines
2. To assist in Statistical tabulation, coding and punching of the data received from field.
3. Entry of data with the computer
4. To assist the programmer in development of software
5. Any other duties assigned by the Officers in the Epidemiology and Statistics Division.

DUTIES AND RESPONSIBILITIES OF HEALTH VISITOR

1. To keep house- to house contact in the field area for survey purpose.
2. To render assistance in conducting mobile treatment clinics in the Rural Field operation area.
3. To follow up cases in the field area.
4. To take part in health education programme. Any other duties assigned by the Superior time to time.

DUTIES AND RESPONSIBILITIES OF DATA ENTRY OPERATOR Grade B

1. Data compilation and tabulation, Data collection and entry, process the Data on computer Maintenance of Records etc. Any other duties assigned by the Superior time to time.

DUTIES AND RESPONSIBILITIES OF LAB TECHNICIAN

1. To assist the respective departments in preparing the solutions
2. To assist the respective departments in preparing the media
3. autoclaving of glassware
4. Handling of electronic components etc.
5. Any other duties assigned by the superior

DUTIES AND RESPONSIBILITIES OF TECHNICAL ASSISTANT (Laboratory)

Nature of Duties:

- a. Technical Assistant is in-charge of a particular section and will be responsible for all the work being carried out in that section.

- b. Teaching and training of Medical and Non-Medical personnel coming to CLTRI across the country.
- c. Doing routine investigation of various laboratory tests and taking part in research activities.
- d. Assistance as well as guidance is given to the junior staff in performing the routine investigations, technical and research works
- e. Procurement of chemicals and kits, maintenance of stocks, preparation of reagents and demonstration of special tests. Any other duties assigned by the Superior time to time.

Responsibilities in the field:-

- a. Responsible for making Indent for procurement of chemicals, kits and instruments required for Lab.Division.
- b. Supervising maintenance of records in the section concerned and reporting to Senior Technical Assistant
- c. Will actively take part in the teaching activities once the 2 years DMLT course gets started.

DUTIES AND RESPONSIBILITIES FOR THE POST OF PARA MEDICAL WORKER

1. To conduct the field survey for detection of Leprosy cases in Rural Field Operation area.
2. To carryout general survey/population survey for finding out the prevalence of Leprosy.
3. Delivery of drugs to Patients.
4. Taking skin smear.
5. Rendering assistance in conducting Mobile Treatment clinics and follow up of absentees in peripheral centres.
6. Collection of basic data in the field and filling up of the relevant forms.
7. To render assistance in the officers in the Epidemiology Division & Statistics Division in conducting research projects on the epidemiological aspects of Leprosy.
8. To educate the people in the field area on the treatment aspects of Leprosy.
9. To render assistance in conducting field training for Medical Officers and Non-Medical Supervisors. Any other duties assigned by the Superior time to time.

DUTIES AND RESPONSIBILITIES OF ASSISTANT PHYSIOTHERAPIST

1. To assist the Physiotherapist and surgeons in providing pre and post operative treatment to leprosy patients admitted in the wards.
2. To provide Physiotherapy treatment to leprosy patients, who attend the O. P. D.
3. To assist the Physiotherapist and surgeons in conducting research studies and also to render assistance in imparting training to the Physiotherapy Technician trainees. Any other duties assigned by the Superior time to time.

DUTIES AND RESPONSIBILITIES OF COBBLER GRADE-1

1. Preparation of Chapals of different types prescribed by surgeons for use of leprosy Patients.
2. To assist Orthotic Technician in preparation of special type of foot wears.
3. To attend to repairs of foot wears of O.P.D patients. Any other duties assigned by the Superior time to time.

DUTIES AND RESPONSIBILITIES OF TECHNICAL ASSISTANT (SURGICAL)

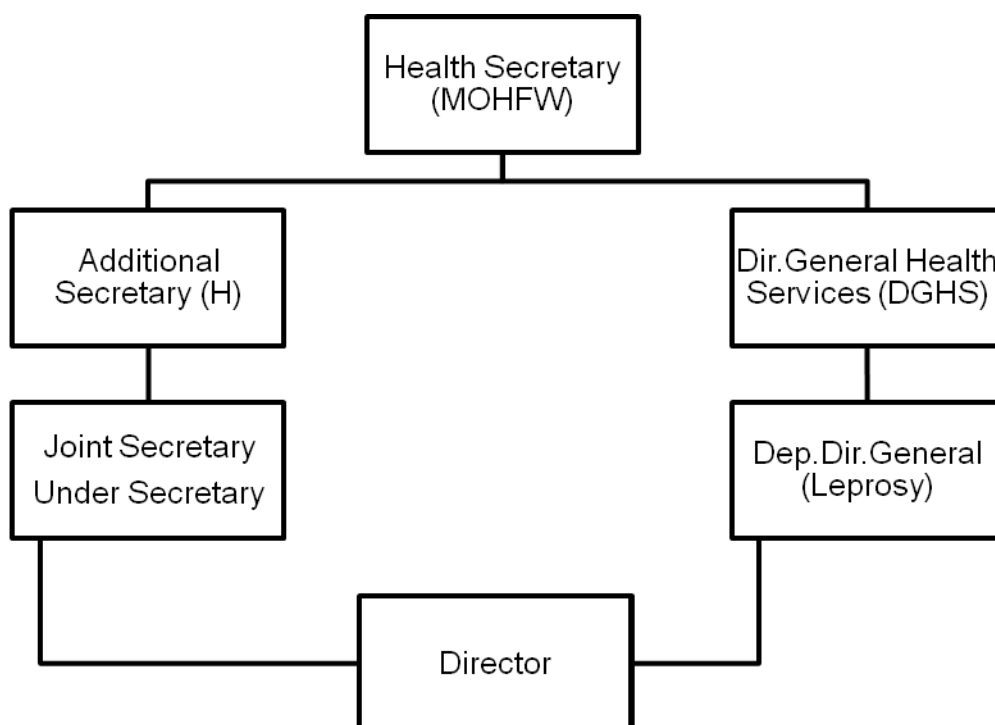
1. Handling Physiological Equipment.
2. Knowledge of Electro-Physiology.
3. To provide physiological treatment to the in-patients and out-patients.
4. To provide pre and post operative care to patients who undergo reconstructive surgery.
5. To assist the surgeons in the Orthopaedic Department in conducting research studies.
6. To take part in teaching activities and to give lecture/demonstration to medical officers, Non Medical Supervisors and Physiotherapy Technician trainees. Any other duties assigned by the Superior time to time.

1.3 Procedures followed in decision making process

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

i. Process of decision making – Identify key decision-making points

The institute is established as a sub-ordinate office, under Directorate General Health Services, Ministry of Health & Family Welfare, Govt. of India. The process and procedures of decision making is by Government of India norms as applicable.



ii. Final decision-making authority

The Director is the decision-making authority in matters of technical and administrative affairs and for day-to-day functioning of the institute with approval of competent authority.

iii. Related provisions, acts, rules etc.

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
8. NLEP Guidelines / WHO Guidelines for Leprosy and programme

iv. Time limit for taking decisions, if any

The time limit for technical and administrative activities is adhered and decisions taken within fixed duration.

For Patient care services, there is no delay in case diagnosis and management.

v. Channel of supervision and accountability

The Director is assisted by Additional Director and other officers in matters relating to administration and technical aspects. Various committees are constituted by the Director for the procedures to be followed in decision making process and for accountability.

1.4 Norms for discharge of functions

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

i. Nature of functions / services offered

1. Patient care services
2. Training / Capacity building of health care workers
3. Monitoring & Evaluation of NLEP at district level
4. Research activities in leprosy
5. Administrative functions

ii. Norms / standards for functions / service delivery

1. Patient care services:

The suspect and confirmed leprosy affected persons attending OPD are provided quality diagnosis and treatment. Enough time is devoted for new case assessment and necessary management provided as per guidelines. The treatment for complications like lepra reactions, relapse, difficult to diagnose and resistant cases are also provided. The patients requiring in-patient care are admitted in the hospital

according to case by case basis. The hospital has 124 beds exclusive for leprosy affected patients and round the clock services are provided. Surgical and non-surgical interventions are given as per the need of the patient. The Institute is equipped with necessary laboratory facilities, for doing investigations from basic level to molecular level.

The Reconstructive surgery (RCS) is done for eligible persons after due assessment and rehabilitation services are provided. Physiotherapy and self-care practices are given to needy persons affected with leprosy. The LAPs are provided Microcellular Rubber (MCR) footwear, twice in a year free of cost and eligible persons with prosthesis also. All patient care services are available round the clock and quality care is provided. Hygienic and quality diet is given to the admitted patients free of cost.

The management of patients is based on NLEP / WHO guidelines and protocols. Standard treatment protocols are followed.

2. Training:

Training in NLEP is provided to health care workers in government sector as well as to medical and para medical students. The proposed annual plan for training to be conducted in the ensuing year is prepared in the form of training calendar every year. The training calendar is communicated with Central Leprosy Division (CLD), shared with state leprosy officers (SLO) and other stakeholders to send the nominations for training. It is also circulated widely among various medical and paramedical institutions and also available on the website. The nominations for the training are received in advance and communicated with the respective stakeholders timely to ensure the relieving of the participants for attending the training programme.

Standard NLEP training modules developed for different categories of health workers are followed in capacity building.

3. Monitoring & Evaluation of NLEP

Monitoring & Evaluation is a key component of NLEP and better programme monitoring is necessary for attainment of the objectives. CLTRI has been involved in Monitoring and Evaluation of NLEP activities in Andhra Pradesh, Telangana, Karnataka, Kerala and Tamil Nadu states and Puducherry and Lakshadweep union territories, vide CLD Order No. 16025/1/2011- Lep dated. 06.09.2011 of DGHS (CLD), New Delhi

The districts to be monitored in the fiscal year is planned before and included in the annual plan. The intimation and information regarding the visit will be provided in advance to the respective stakeholders and officials. The feedback is given to the District and State level program officers and reports were shared with Central Leprosy Division.

4. Research:

Research in leprosy remains core domain of CLTRI and research activities are carried out as per the approved protocol and after clearance from Institutional ethical committee following good clinical practices. Informed written consent is taken from the participants wherever required. All the documents are kept confidential.

5. Administration:

The establishment matters are taken up in fast track and completed within a time frame. The salary and other allowances are processed as per norms of Govt. of India and other claims within reasonable time frame from receipt as case-by-case basis after approval from Director.

iii. Process by which these services can be assessed

Patient care services are provided at Out-patient department and inpatient department. Surgical services are also undertaken based on the eligibility of the patients. Lab support is also available any time.

iv. Time limit for achieving the targets

Patient care services are not delayed – case diagnosis, treatment and management of complications. Re-constructive surgery and minor surgeries are fixed well within the requirements.

Training activities are scheduled as per the training calendar and more training are taken up outside the calendar events.

v. Process of redress of grievances

The grievances of the public and staffs are addressed by Director and Public Grievance Officer with in the time frame as per the grievances from time to time

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

1.6 Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]

i. Categories of documents

ii. Custodian of documents / categories

Categories of documents	Custodian of documents
Letters, notes pertaining to internal communication and communication with DGHS, MoH&FW, state Govt. authorities and others Annual performance Appraisal Reports Confidential files Court cases & related documents Disciplinary proceedings Annual Reports	Director Office
Recruitment rules Service registers Personal files of all staff Recruitment, Appointment & Promotions / Seniority Pay fixation Committee constitution & reports Engagement of casual labourers Leave register of employees Maintenance of Roster for identification of posts Quarters allotment Estate & Security related files	Establishment
Salary particulars , advances etc Cash book / Receipts GPF Financial statements Budget estimates / expenditure Pension details of retired staff Audit	Accounts section
Supplies & Materials - Records related to purchase of equipments /articles/services/consumables/Non-consumables Condemnation of articles	Central Stores

Stock register Tender / quotations Maintenance of articles	
Patient medical records – out patient & Inpatient Drug indent register Drug stock register MDT stock register Death register Diet register Railway concession register	Clinical division
In patient registers OT register RCS register MCR issue register Disability Certificate issue register	Surgical division
Lab reports of patients Research documents Animal House particulars	Laboratory division
Annual Training Calendar Training particulars Joining & Relieving reports of participants Training resources Monitoring & Evaluation reports Field Surveillance reports Technical reports / guidelines Publications Annual Reports Website related documents	Epidemiology & Statistics division
Library books Scientific journals Technical reports Annual Reports of Institute	Library
RTI applications RTI Act 2005 & rules 2012 RTI - Compendium of rules & OM	Public Information Officer



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

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

i. Name of Boards, council, Committee etc

ii. Composition

iii. Dates from which constituted

iv. Term / tenure

v. Powers and functions

S. No.	Name of the Committee	Composition	Dates from which constituted	Term/ Tenure	Powers / Functions
1.	Infection Prevention and Control Committee	<p>Director - Chairman Dr.R.Veerakumaran, CMO (SAG) – Vice-Chairperson</p> <p>Infection Control Officer Dr. Sangeetha, AV, Asst Director(Micro)</p> <p>Infection Control Nurse Smt. Jessi Tamilselvi, SNO</p> <p>Members: Dr K. Kumaresan, Asst Director (E)</p> <p>Dr Vinod, MO</p> <p>Dr Aravind, MO</p> <p>Mr.Rajalingam, Sanitary Inspector</p>	April 2020	-	<p>1. To draft Guidelines for prevention and Control of infections in CLTRI.</p> <p>2. To monitor COVID 19 situation and suggest preventive and control actions.</p> <p>3. To Monitor the antibiotic policy in the institute.</p>
2.	Purchase Committee	<p>Chairman</p> <p>Member – 1</p> <p>Member - 2</p>	As when required depending upon the requirement	Till completion of purchase	To finalize the procurement of articles / services.
3.	Quarters Allotment Committee	<p>Dr. K.Kumaresan, Asst. Director (E)</p> <p>Dr Aravind, GDMO</p> <p>Dr. Yogesh GDMO</p>	Feb. 2023	Till further orders	To allot the quarters required for employees.

4.	Institutional Ethics Committee (IEC)	<p>1. Dr. B. Sekar, BCG Vaccine Lab., Guindy - Chairperson</p> <p>2. Dr. V. Durai, Regional Director of HFW (Rtd)- Vice Chairperson</p> <p>3. Dr. M. Swapna, Deputy Director (Micro), CLTRI Chengalpattu- Member Secretary</p> <p>4. Smt. S. Santhakumari, , Advocate Member (Legal Expert), Chengalpattu.</p> <p>5. Dr. S. Ravi, Prof & HOD, Dept. of Pathology, Chengalpattu Medical College - Member</p> <p>6. Dr. Parameshwari, Associate Professor, Dept. Of Prevention of Social Medicine, Chengalpattu Medical College- Member.</p> <p>7. Dr. M. Sandhanalakshmi, SMO, Clinician -CLTRI, Chengalpattu- Member.</p> <p>8. Dr. K. Kumaresan, Asst. Director (Epid.) CLTRI, Chengalpattu- Member.</p> <p>9. Sh. Raja, President, Leprosy Patients Rehabilitation Centre, Paranur- Member (Social Scientist).</p>	9.03.2023	3 years	To Examine and grant Ethical Clearance of Research proposals submitted.
5.	Death Audit Committee at CLTRI	<p>1. Dr. R. Veerakumaran CMO (SAG)-Chairman</p> <p>2. Dr. M. Punitha, CMO(NFSG)-Member Secretary</p> <p>3. Dr. Bagya Jyothi Bodapatti, MO- Member</p>	23.01.2023	Till further orders	To audit the death in CLTRI.

		4.Dr.S.Yogesh, MO-member			
6.	Biomedical Waste Management Committee	1. Dr. M.Swapna, Non Teaching Specialist Gr.II-Chairman. 2. Dr. Bagya Jyothi Bodapati, MO-Chairman. 3. Smt. R. Mary, SNO-Member. 4.Sh. G.Rajalingam, SI-Member	09.01.2023	Till further orders	Disposal of biomedical waste.
7.	Internal Complaints Committee as per PoSH Act,2013	1.Dr.M. Punitha,CMO(NFSG)-Chairman 2.Dr. Angel Chellappa, MO-Member 3.Smt. A. Gnanasundari, SNO-Member 4.Smt. L. Srimati, Medical Lab. Technologist 5.Women Officer (NGO)-External Member	04.07.2023	3 years	To Enquire the sexual harassment in working place.
8.	Departmental Promotion Committee	.			This committee will be constituted as and when necessary, when the vacancy for promotion arises and the member will be nominated as per the recruitment rule of the post identified for filling up by promotion.

9.	Departmental Confirmation Committee	.Last year 1-LDC, 1-JMLT,1-Cook, 1-Dhoby, 1-Barbar were completed their probation period and were confirmed.			This committee is for declaring completion of probation period and confirmation.
----	-------------------------------------	--	--	--	--

vi. Whether their meetings are open to the public?

The committee constituted is internal and the proceedings are generally not disclosed to the public.

vii. Whether the minutes of the meetings are open to the public? No

viii. Place where the minutes if open to the public are available? Not Applicable



RIGHT TO
INFORMATION



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

1.8 Directory of Officers and employees [Section 4(1)(b)(ix)]

Directory of officers and section in-charge is given below as on 31st March 2024:

S.No	Name	Designation	Telephone (Extn.)	Email Id
1.	Dr. Nirmal Joe	Director (Additional Charge)	044-27426274 [100]	dircltri.tnchn@nic.in
2.	Dr. R. Veerakumaran	CMO(SAG)	044-27426274 [500]	veerakumaran@cghs.nic.in
3.	Sudhir D Wanje	Public Health Specialist(SAG)	044-27426274 [201]	sudhir.wanje@gov.in
4.	Dr. M. Punitha	CMO (NFSG)	044-27426274 [400/402]	m.punitha@gov.in
5.	Dr. K. Kumaresan	Public Health Specialist Gr. II	044-27426274 [206]	kumaresan.k@gov.in
6.	Dr. A.V. Sangeetha	Assistant Director [Micro]	044-27426274 [300]	drsangeetha.av@gov.in
7.	Dr. M. Swapna	Assistant Director [Micro]	044-27426274 [300]	swapnam.84@gov.in
8.	Dr. M. Sandhanalakshmi	Senior Medical Officer	044-27426274 [501]	sandhana.lakshmim@gov.in
9.	Dr. Vinod Kumar T.	Senior Medical Officer	044-27426274 [402]	vinodkumar.t@gov.in
10.	Dr. Gokula Raman K	Senior Medical Officer	044-27426274 [402]	dr.gokularaman@gov.in

S.No	Name	Designation	Telephone (Extn.)	Email Id
11.	Dr. Angel Chellappa	Medical Officer	044-27426274 [402]	drangel.chellappa@nic.in
12.	Dr.Aravind.R	Medical Officer	044-27426274 [402/112]	_dr.aravind@ gov.in
13.	Dr.Bagya Jyothi Bodapati	Medical Officer	044-27426274 [501]	Bhagya.jyothi88@gov.in
14.	Dr. M. Vennila	Medical Officer	044-27426274 [402]	mvennila.14@gov.in
15.	Dr. Yogesh	Medical Officer	044-27426274 [207]	dr.yogesh@cghs.nic.in
16.	Dr. Beegum Thasneem SS	Medical Officer	044-27426274 [402]	thasneem.ss@cghs.nic.in
17.	Dr. Sundaravelan. R	Medical Officer	044-27426274 [402]	r.sundaravelan94@gov.in



RIGHT TO
INFORMATION

Directory of group B & C:

First Name	Last Name	Designation	Official Mail ID
Hemalatha	R	Steno GrI	hemalathar-cltri@gov.in
Elangovan	V	Private Secretary	elangovanv-cltri@gov.in
Aleem Baig	A	DEO GrA	aleembaiga-cltri@gov.in
Sathish kumar	E	DEO GrA	sathishkumar-cltri@gov.in
Vasanthi	M	UDC	vasanthim-cltri@gov.in
Ajay	Kumar	LDC	ajaykumar-cltri@gov.in
Santhi	G	Senior Nursing Officer	santhig-cltri@gov.in
Mary	R	Senior Nursing Officer	mary-cltri@gov.in
Gnanasundari	A	Senior Nursing Officer	gnanasundari-cltri@gov.in
Jesi Tamilselvi	D	Senior Nursing Officer	jesitamil-cltri@gov.in
Rajarathnam	K	Senior Nursing Officer	rajarathnam-cltri@gov.in
Sumathi	B	Senior Nursing Officer	sumathi-cltri@gov.in
Prasanna kumari	B	Senior Nursing Officer	prasannak-cltri@gov.in
Ameena Bie	A	Senior Nursing Officer	ameenabie-cltri@gov.in
Helen Vidhyavathi	R	Nursing Officer	vidhyavathi-cltri@gov.in
Suguna Clement	J	Nursing Officer	sugunaclement-cltri@gov.in
Jayanthi	S	Nursing Officer	jayanthi-cltri@gov.in
Ezhilarasi	B	Nursing Officer	ezhilarasi-cltri@gov.in
Chokkammal	K	Nursing Officer	chokkammal-cltri@gov.in
Elizebath	M	Nursing Officer	elizebath-cltri@gov.in
Himala	D	Nursing Officer	himala-cltri@gov.in
Sheela	S	Nursing Officer	sheela-cltri@gov.in
Janet Santha Kumari	D	Nursing Officer	santhakumari-cltri@gov.in
Moghana	P	Nursing Officer	moghana-cltri@gov.in
Prabavathi	S	Nursing Officer	prabavathi-cltri@gov.in
Kalavathy	G	Nursing Officer	kalavathy-cltri@gov.in
Dheepa	R	Nursing Officer	dheepa-cltri@gov.in
Suseela Glory	Samraj	Nursing Officer	suseelaglori-cltri@gov.in
Nachammai	T	Pharmacist	nachammai-cltri@gov.in
Ravichandran	M R	Pharmacist	ravichandranm-cltri@gov.in

Gangadharan	K R	Radiographer	gangadharank-cltri@gov.in
Thenmozhi	P	Physiotherapy Technician	thenmozhi-cltri@gov.in
Venkatesan	G	Physiotherapy Technician	venkatesan-cltri@gov.in
Murugadoss	D	Mixing Man	murugadoss-cltri@gov.in
Ganesh	S	Theatre Attendant	ganesh-cltri@gov.in
Sudhir	Kumar	Senior Orthotic Technician	sudhirkumar-cltri@gov.in
Arunagiri	K	Technical Officer (MLT)	arunagiri-cltri@gov.in
Sangeetha	G	Medical Laboratory Technologist	sangeetha-cltri@gov.in
Kalaivani	C	Medical Laboratory Technologist	kalaivani-cltri@gov.in
Nirmaladevi	B	Medical Laboratory Technologist	nirmaladevi-cltri@gov.in
Srimathi	L	Medical Laboratory Technologist	srimathi-cltri@gov.in
Ranganathan	K	Junior Field Investigator	ranganathan-cltri@gov.in
Damodaran	M	Junior Field Investigator	damodaran-cltri@gov.in
Uma	P	Health Visitor	uma-cltri@gov.in
Kotteswaran	R	Non-Medical Supervisor	kotteswaran-cltri@gov.in
Menaka	K	Medical Laboratory Technologist	menaka-cltri@gov.in
Lalitha	P	Junior Medical Laboratory Technologist	lalitha-cltri@gov.in
Sangeetha	D	Junior Medical Laboratory Technologist	sangeethad-cltri@gov.in
Jegan	K	Driver Ordinary Grade	jegan-cltri@gov.in
Rajalingam	G	Sanitary Inspector	rajalingam-cltri@gov.in
Lavanya	M	Lab Attendant	lavanya-cltri@gov.in
Kala	R	Lab Attendant	kala-cltri@gov.in
Chandrasekar	K	Sanitary Worker	chandrasekar-cltri@gov.in
Sudha	D	Animal Attendant	sudha-cltri@gov.in
Nithyananthan	D	Animal Attendant	nithyananthan-cltri@gov.in
Ravichandran	V	Fitter	ravichandranv-cltri@gov.in
Maran	N	Watchman	maran-cltri@gov.in
Aakash	Priyadarshi	MTS	aakash-cltri@gov.in
Rajkumar	T	Dresser	rajkumar-cltri@gov.in
Jayalakshmi	S	Nursing Attendant	jayalakshmi-cltri@gov.in
Dharmaraj	A	Nursing Attendant	dharmaraj-cltri@gov.in
Balamurugan	V	Theatre Attendant	balamurugan-cltri@gov.in
Komala	C	Nursing Attendant	komala-cltri@gov.in
Jayanthi	Y	Nursing Attendant	jayanthiy-cltri@gov.in
Vengadeshwaran	R	Nursing Attendant	vengadeshwar-cltri@gov.in
Raja	S	Cook	raja-cltri@gov.in

Mithun	Hetram Patle	Cook	hetrampatle-cltri@gov.in
Sridharan	A	Dhoby	sridharan-cltri@gov.in
Jayavendhar	D	Dhoby	jayavendhar-cltri@gov.in
Prabakaran	R	Barber	prabakaran-cltri@gov.in
Narayanan	E	Cartman	narayanan-cltri@gov.in
Yesudoss	I	Sanitary Worker	yesudoss-cltri@gov.in
Stanly Selvadurai	D	Sanitary Worker	stanly-cltri@gov.in
Rajalakshmi	A	Sanitary Worker	rajalakshmi-cltri@gov.in
Ashok Kumar	D	Sanitary Worker	ashokkumar-cltri@gov.in
Shanthi	G	Sanitary Worker	shanthig-cltri@gov.in
Govindaraj	K	Sanitary Worker	govindaraj-cltri@gov.in
Amit	Mali	Library Attendant	amitmali-cltri@gov.in
Akshaya	M	Medical Laboratory Technologist	akshaya-cltri@gov.in
Yuvaraj	E	Medical Lab Technologist (Technical Assistant)	yuvaraj-cltri@gov.in
Dip	Das	Junior Medical Lab Technologist	dipdas-cltri@gov.in
Shaurya	Khasa	Junior Medical Lab Technologist	shauryakhasa-cltri@gov.in
Sayan	Hazra	Technical Assistant (Surgical)	sayanhazra-cltri@gov.in
Devadarshini	Sathyanathan	Assistant Physiotherapist	devadarshini-cltri@gov.in
Ravi Kumar	Meena	Kitchen Assistant	ravikumar-cltri@gov.in
Sunil	S	Animal Attendant	sunil-cltri@gov.in
Shankar Lal	Sharma	Animal Attendant	shankarlal-cltri@gov.in
Sonu	Dhangar	Animal Attendant	sonu-cltri@gov.in
Madhumitha	S	Nursing Officer	madhumitha-cltri@gov.in
Pooja	Kumari	Nursing Officer	poojakumari-cltri@gov.in
Tiyasa	Das	Nursing Officer	tiyasadas-cltri@gov.in
Dharmendra	Singh	Nursing Officer	dharmendra-cltri@gov.in
Priyanka	Saini	Para Medical Worker	priyanka-cltri@gov.in
Anjali	H	Para Medical Worker	anjali-cltri@gov.in
Hemant	D	Para Medical Worker	hemant-cltri@gov.in
Deepak	K	Para Medical Worker	deepak-cltri@gov.in
Ankit	K	Para Medical Worker	ankit-cltri@gov.in



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

1.9 Monthly Remuneration received by Officers and employees including system of compensation [Section 4(1)(b)(x)]

i. List of employees with Gross monthly remuneration

CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE, CHENGALPATTU
MONTHLY REMUNERATION REPORT FOR THE MONTH OF MARCH, 2024

Sr. No.	Employee Name	Designation	Pay Level	Paid Basic Total	Gross Total
1	Veerakumaran R	Director	14	211800	385212
2	Sudhir Dnyanobarao Wanje	Joint Director	14	170400	329706
3	M Punitha	Chief Medical Officer (nfsg)	13	142700	279603
4	Kumaresan K	Assistant Director (Epidemiology)	12	88700	175293
5	Swapna M	Assistant Director (Microbiology)	12	86100	170379
6	Sandhanalakshmi M	Senior Medical Officer	11	83300	167337
7	Vinod Kumar T	Senior Medical Officer	11	69700	139356
8	Gokula Raman K	Senior Medical Officer	11	69700	139356
9	Angel Chellappa	Medical Officer	10	63100	123480
10	Aravind R	Medical Officer	10	63100	120330
11	Beegum Thasneem S S	Medical Officer	10	59500	108450
12	Sundaravelan R	Medical Officer	10	61300	123558
13	Bagya Jyothi Bodapati	Medical Officer	10	63100	123480
14	Yogesh S	Medical Officer	10	59500	113850
15	Vennila M	Medical Officer	10	61300	122607
16	Rajendran N S	Private Secretary	8	76500	117450
17	Elangovan V	Stenographer Grade-I	8	81200	135908

18	Hemalatha R	Stenographer Grade-I	8	76500	121550
19	Aleem Baig A	Date Entry Operator Gr - A	7	68000	114920
20	Sathish Kumar E	Date Entry Operator Gr - A	6	62200	105698
21	N Sampath Kumar	Accountant	5	44100	72819
22	Balaji V	Upper Division Clerk	5	42800	70752
23	Vasanthi M	Upper Division Clerk	5	44100	68850
24	Ajay Kumar	Lower Division Clerk	2	21100	33000
25	Ameena Bie A	Senior Nursing Officer	9	85100	140250
26	Gnanasundari A	Senior Nursing Officer	9	85100	147909
27	Jesi Tamil Selvi D	Senior Nursing Officer	9	85100	148449
28	Mary R	Senior Nursing Officer	9	85100	147909
29	Prasannakumari B	Senior Nursing Officer	9	85100	148929
30	Rajarathnam K	Senior Nursing Officer	9	82600	143934
31	Santhi G	Senior Nursing Officer	9	85100	140250
32	Sumathi B	Senior Nursing Officer	9	85100	141270
33	Chokkammal K	Nursing Officer	9	85100	140250
34	Elizabeth M	Nursing Officer	9	85100	140250
35	Ezhilarasi B	Nursing Officer	9	85100	147909
36	Helen Vidyavathi R	Nursing Officer	9	85100	147909
37	Himala D	Nursing Officer	9	85100	148929
38	Janetsanthakumari D	Nursing Officer	9	85100	140250
39	Jeyanthi S	Nursing Officer	9	85100	147909
40	Kalavathi G	Nursing Officer	9	82600	136500
41	Moghana P	Nursing Officer	9	82600	143934
42	Prabhavathi S	Nursing Officer	9	85100	147909
43	Sheela S	Nursing Officer	9	85100	149109
44	Suguna Clement	Nursing Officer	9	85100	148929
45	Suseela Glory Samraj K	Nursing Officer	9	82600	143934
46	Dheepa R	Nursing Officer	8	72100	124539
47	Madhumitha S	Nursing Officer	7	40555	73829
48	Dharmendra Singh	Nursing Officer	7	14484	26368
49	Tiyasa Das	Nursing Officer	7	14484	26368
50	Arunagiri K	Medical Lab. .technologist(Technical Assistant)	8	76500	128435
51	Rathinavel L	Medical Lab. .technologist(Technical Assistant)	8	81200	135908
52	Kalaivani C	Medical Laboratory .technologist	7	52000	89480
53	Menaka K	Medical Laboratory .technologist	7	52000	89480
54	Nirmaladevi B	Medical Laboratory .technologist	7	53600	92024

55	Sangeetha G	Medical Laboratory .technologist	7	52000	89480
56	Akshaya M	Medical Laboratory .technologist	6	35400	59900
57	Srimathi L	Medical Laboratory .technologist	6	44900	74150
58	Yuvaraj E	Medical Lab. .technologist(Technical Assistant)	6	35400	59900
59	Lalitha P	Jr Medical Lab Technologist	7	52000	89480
60	Sangeetha D	Jr Medical Lab Technologist	5	33900	60350
61	Shaurya Khasa	Jr Medical Lab Technologist	5	29200	50600
62	Dip Das	Jr Medical Lab Technologist	5	29200	50600
63	Raviganesan S	Supervisor cum Chemist	7	76500	128435
64	Sudhir Kumar	Orthotic Technician	6	32300	55250
65	Thenmozhi P	Physiotherapy Technician	8	78800	132092
66	Venkatesan G	Physiotherapy Technician	8	81200	135908
67	Sayan Hazra	Technical Assistant (Surgical)	6	35400	59900
68	Devadarshini Sathyanathan	Assistant Physiotherapist	4	25500	47345
69	Gangadaran K R	Radiographer	7	60400	97400
70	Uma P	Health Visitor	8	81200	135908
71	Gurumoorthy G	Junior Statistical Officer	6	44900	74150
72	Ramesh S	Field Investigator	6	60400	102836
73	Ranganathan K	Junior Field Investigator	6	60400	102836
74	Dhamodaran M	Junior Field Investigator	5	54200	92978
75	Kotteeswaran R	Non Medical Supervisor	6	56900	97271
76	Priyanka Saini	Para Medical Worker	3	16800	32145
77	Deepak	Para Medical Worker	3	9800	18751
78	Hemant	Para Medical Worker	3	9800	18751
79	Anjali	Para Medical Worker	3	7000	13394
80	Nachammai T	Pharmacist	7	74300	118250
81	Ravichandran M R	Pharmacist	6	43600	74900
82	Rajalingam G	Sanitary Inspector	4	32300	55250
83	Murugadoss D	Mixing Man	5	51100	88049
84	Ravichandran V	Fitter	5	49600	85664
85	Rajkumar T	Dresser	5	40400	67400
86	Jegan K	Driver	2	26800	49412
87	Ganesh S	O. T. Attdt.	4	42200	73898
88	Balamurugan V	O. T. Attdt.	3	38300	67697
89	Jayalakshmi S	Nursing Attendent	2	30200	52100
90	Dharmaraj A	Nursing Attendent	1	24200	43100
91	Jayanthi Y	Nursing Attendent	1	24200	43100

92	Komala C	Nursing Attendant	1	24200	43100
93	Vengadeshwaran R	Nursing Attendant	1	22800	39650
94	Amit Mali	Library Attendant	1	18000	32450
95	Kala R	Lab. Attdt.	1	22800	41675
96	Lavanya M	Lab. Attdt.	1	22800	39650
97	Sudha D	Animal Attendant	2	31100	58949
98	Nithyananthan D	Animal Attendant	1	22800	41702
99	Shankar Lal Sharma	Animal Attendant	1	18000	32450
100	Sonu Dhangar	Animal Attendant	1	18000	32450
101	Sunil	Animal Attendant	1	18000	32450
102	Mithun Hetram Patle	Cook	1	20300	35900
103	Raja S	Cook	1	22800	41702
104	Prabakaran R	Barber	1	20300	23709
105	Ravi Kumar Meena	Kitchen Assistant	1	18000	32450
106	Govindaraj K	Multi Tasking Staff	4	43500	75965
107	Narayanan E	Multi Tasking Staff	4	41000	71990
108	Sridharan A	Multi Tasking Staff	4	41000	71990
109	Yesudoss I	Multi Tasking Staff	4	41000	68300
110	Ashok Kumar D	Multi Tasking Staff	3	38300	67697
111	Maran N	Multi Tasking Staff	3	38300	67697
112	Rajalakshmi A	Multi Tasking Staff	3	38300	64250
113	Stanley Selvadurai D	Multi Tasking Staff	3	38300	64250
114	Chandrasekar K	Multi Tasking Staff	2	30200	52100
115	Shanthi G	Multi Tasking Staff	2	37200	65948
116	Aakash Priyadarshi	Multi Tasking Staff	1	24200	43100
117	Jayavendhar D	Multi Tasking Staff	1	20900	36800

ii. System of compensation as provided in its regulations

As per Government of India norms and as per 7th CPC recommendations like DA, TA, HRA, NPA, HPCA etc.,



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

1.10 Name, Designation and other particulars of Public Information Officers [Section 4(1)(b)(xvi)]

i. Name and designation of the Public Information Officers (PIO), Assistant Public Information Officers and Appellate Authority

ii. Address, telephone numbers and email ID of each designated official

October 2022 - Present

Particulars	Public Information Officer	Appellate Authority
Name	Dr. K. Kumaresan	Dr. M. Punitha
Designation	Assistant Director (Epidemiology)	CMO (NFSG)
Address	Central Leprosy Teaching & Research Institute [CLTRI] Chengalpattu – 603001, Tamil Nadu	Central Leprosy Teaching & Research Institute [CLTRI] Chengalpattu – 603001, Tamil Nadu
Contact No	044-27426274 [Extn. 206]	044-27426274 [Extn. 400]
Email ID	kumaresan.k@gov.in	drmpunitha@nic.in dircltri.tnchn@nic.in

From December 2020 – September 2022

Particulars	Public Information Officer	Appellate Authority
Name	Dr. K. Kumaresan	Dr. S. Elavarasan
Designation	Assistant Director (Epidemiology)	Director
Address	Central Leprosy Teaching & Research Institute [CLTRI] Chengalpattu – 603001, Tamil Nadu	Central Leprosy Teaching & Research Institute [CLTRI] Chengalpattu – 603001, Tamil Nadu
Contact No	044-27426274 [Extn. 206]	044-27426274 [Extn. 100]
Email ID	kumaresan.k@gov.in	dircltri.tnchn@nic.in dircltri@dataone.in

From May 2018 – November 2020

Particulars	Public Information Officer	Appellate Authority
Name	Dr. K. Kumaresan	Dr. Vineet Kumar Chadha
Designation	Assistant Director (Epidemiology)	Director
Address	Central Leprosy Teaching & Research Institute [CLTRI] Chengalpattu – 603001, Tamil Nadu	Central Leprosy Teaching & Research Institute [CLTRI] Chengalpattu – 603001, Tamil Nadu
Contact No	044-27426274 [Extn. 206]	044-27426274 [Extn. 100]
Email ID	kumaresan.k@gov.in	dircltri.tnchn@nic.in dircltri@dataone.in

Jan 2015 to April 2018

Particulars	Public Information Officer	Appellate Authority
Name	Dr. V.C Giri	Dr. M.K. Showkhat Ali
Designation	Deputy Director (Epidemiology)	Director
Address	Central Leprosy Teaching & Research Institute [CLTRI] Chengalpattu – 603001, Tamil Nadu	Central Leprosy Teaching & Research Institute [CLTRI] Chengalpattu – 603001, Tamil Nadu
Contact No	044-27426274 [Extn. 200]	044-27426274 [Extn. 100]
Email ID	drvrgiri@nic.in	dircltri.tnchn@nic.in dircltri@dataone.in

1.11 No. of employees against whom disciplinary action has been Proposed / taken [Section 4 (2)]

i. Pending for Minor penalty or major penalty proceedings (2023 - 24):

One

ii. Finalized for Minor penalty or major penalty proceedings (2023 - 24):

Nil



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

1.12 Programmes to advance understanding of RTI [Section 26]

i. Educational Programmes

1. Training on RTI Act 2005 for Public Information Officers
2. Training on Suo Moto Disclosure and Transparency Audit
3. Training on RTI for Administrative officials

ii. Efforts to encourage public authority to participate in these programmes

The institute encourage in participation of the training programmes from time to time as nominations are called from training institutes.

iii. Training of CPIO/APIO

- Dr. K. Kumaresan, CPIO attended the RTI training for Public Information Officers organized by Institute of Secretariat Training Management (ISTM), New Delhi between March 13 – 15, 2019
- Dr. K. Kumaresan, CPIO attended the training on Suo Moto disclosure and Transparency audit software organized by National Institute of Health & Family welfare (NIHFW) on 04/02/2020.
- Dr. K. Kumaresan, CPIO attended online training on Workshop on Right to Information Act (RTI) 2005, conducted by INGAAF, Chennai on 21/10/2021

- Dr. M. Punitha, CMO(NFSG), First Appellate Authority, CLTRI attended Training Programme on “Right to Information Act, 2005” held at INGAF, Chennai on 21st February 2023.

iv. Update & Publish guidelines on RTI by the Public Authorities concerned

The RTI Act and guidelines with relevant materials are available on the institute website and regularly updated.

1. ORGANIZATION AND FUNCTION

1.13 Transfer policy and Transfer orders

[F No. 1/6/2011-IR dt. 15.4.2013]

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 / employees by the respective cadre controlling authorities.

Other category of employees, not applicable



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

2. BUDGET AND PROGRAMME

- 2.1 Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1) (b) (xi)]
- 2.2 Foreign and domestic tours [F.No 1/8/2012-IR dt. 11.9.2012]
- 2.2. (iii) Information related to procurements [F.No 1/8/2012-IR dt. 11.9.2012]
- 2.3 Manner of execution of subsidy programme [Section 4(1) (b) (xii)]
- 2.4 Discretionary and non-discretionary Grants [F. No. 1/6/2011- IR dt. 15.04.2013]
- 2.5 Particulars of recipients of concessions, permits or authorizations granted by the public authority [Section 4(1) (b) (xiii)]
- 2.6 CAG & PAC paras [F. No. 1/6/2011- IR dt. 15.04.2013]

**2.1 Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.
[Section 4(1) (b) (xi)]**

- i. Total budget for the public authority**
- ii. Budget for each agency and plan & programmes**
- iii. Proposed expenditures**
- iv. Revised budget for each agency, if any**
- v. Report on disbursement made and place where the related reports are available**

CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE, CHENGALPATTU
BUDGET FOR THE YEAR 2023-24 STATEMENT OF EXPENDITURE FOR THE MONTH OF MARCH-2024 (as per PFMS)

REVENUE 22100600302 00	DETAILED HEAD	BE 2023-24	Proposed RE 2023-24	PROGRESSIV E EXPENDITUR E	EXPENDITURE DURING MARCH-2024	TOTAL EXPENDITURE UPTO MARCH 2024	% of EXPENDITUR E UPTO MARCH 2024	Balance
020001	SALARIES	100000000	85000000	77832594	1876621	79709215	94	5290785
020002	WAGES	7500000	4000000	3994578	0	3994578	100	5422
	REWARDS	0	1000	0	0	0	0	1000
020006	MEDICAL TREATMENT	900000	100000	31540	0	31540	32	68460
020007	ALLOWANCES	88800000	64000000	54750547	803222	55553769	87	8446231
020008	LTC	1000000	1250000	826964	1020	827984	66	422016
020009	TRAINING EXPENSES	500000	0	0	0	0	0	0
020011	DTE	1500000	700000	631577	67908	699485	100	515
020013	OFFICE EXPENSES	8500000	8000000	6079126	921530	7000656	88	999344
020016	PRINTING AND PUBLICATION	100000	100000	0	5611	5611	6	94389
020019	DIGITAL EQUIPMENT	1000000	300000	204650	2354	207004	69	92996
020021	M&S	9000000	5000000	4212681	1006623	5219304	104	-219304
020024	FUELS & LUBRICANTS	500000	300000	279448	13694	293142	98	6858
020027	MINOR CIVIL AND ELECTRIC WORKS	10000000	9600000	9106900	506000	9612900	100	-12900
020028	PROFESSIONAL SERVICES	12500000	49000	39240	8550	47790	98	1210
020029	REPAIR AND MAINTANACE	2000000	400000	150143	0	150143	38	249857
020031	GRANTS-IN-AID GENERAL	500000	0	0	0	0	0	0
020034	SCHOLARSHIPS	200000	100000	0	0	0	0	100000
	TOTAL	244500000	178900000	158139988	5213133	163353121	91	15546879

CAPITAL 42100420005 00	DETAILED HEAD	BE 2023-24	Proposed RE 2023-24	PROGRESSIV E EXPENDITUR E	EXPENDITURE DURING MARCH-2023	TOTAL EXPENDITURE UPTO MARCH 2024	% of EXPENDITUR E UPTO MARCH 2024	Balance
050052	M&E	1000000	600000	495000	0	495000	83	105000
050071	ICT EQUIPMENT	1000000	500000	263000	0	263000	53	237000
050072	BUILDING AND STRUCTURES	25000000	0	0	0	0	0	0
050073	INFRASTRUCTURE ASSETS	20000000	0	0	0	0	0	0
050074	FURNITURE & FIXTURES	500000	0	0	0	0	0	0
	TOTAL	47500000	1100000	758000	0	758000	69	342000
Grand Total		292000000	180000000	158897988	5213133	164111121	91	15888879

2.2 Foreign and domestic tours

[F.No 1/8/2012-IR dt. 11.9.2012]

i. Budget

Total Domestic Travel Expenses budget Rs. 10,00,000

ii. Foreign and domestic tours by head of department (2022 – 2023)

Subject / Visited Place	Period of visit	Expenditure of the visit
To Ranchi for attending the workshop on Integration of Mental Health Services for leprosy patients in NLEP” held on 12 th and 13 th January, 2023 (Expenditure borne by WHO)	12.01.2023 & 13.01.2023	-
To New Delhi for attending the National Anti-Leprosy Day Programme: Theme: Let’s Fight Leprosy & Make Leprosy a History held at Samrastha Hall, Dr. Ambedkar International Centre, Janpath Road, New Delhi	30.01.2023	68,556/-

2.2. (iii) Information related to procurements

[F.No 1/8/2012-IR dt. 11.9.2012]

- a) Notice / tender enquiries, and corrigenda if any thereon,
- b) Details of the bids awarded comprising the names of the suppliers of goods/services being procured
- c) The works contracts concluded – in any such combination of the above
- d) The rate / rates and the total amount at which such procurement or works contract is to be executed

All tender / quotation related to procurement of goods are regularly uploaded in the website under “**Tenders**” section (www.cltri.gov.in).

The Procurement is as per policies of Govt. of India and according to General Financial Rules 2017. Most of the procurements are carried out through GEM portal except a few items like diet items, fuel, medicines in case of emergency and items not available through GEM.

2.3 Manner of execution of subsidy programme

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

- i. Name of the programme of activity
- ii. Objective of the programme
- iii. Procedure to avail benefits
- iv. Duration of the programme/scheme
- v. Physical and financial targets of the programme
- vi. Nature/scale of subsidy /amount allotted
- vii. Eligibility criteria for grant of subsidy
- viii. Details of beneficiaries of subsidy programme (number, profile etc)

No subsidy programme is executed directly by the institute. The information regarding execution of subsidy programme may be available with Directorate General of Health Services (DGHS), Ministry of Health & Family Welfare, GOI.

2.4 Discretionary and non-discretionary Grants

[F. No. 1/6/2011- IR dt. 15.04.2013]

- i. Discretionary and non-discretionary grants/allocations to State Govt./NGOs/other institutions
- ii. Annual accounts of all legal entities who are provided grants by public authorities

Not Applicable

2.6 CAG & PAC paras **[F. No. 1/6/2011- IR dt. 15.04.2013]**

- i. CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament

Not Applicable

2.5 Particulars of recipients of concessions, permits of authorizations granted by the public authority **[Section 4(1) (b) (xiii)]**

- i. Concessions, permits or authorizations granted by the public authority
- ii. For each concessions, permit or authorization granted

- a. Eligibility criteria
- b. Procedure for getting the concession / grant and /or permits or authorization
- c. Name and address of the recipients given concession /permits or authorization
- d. Date of award of concession /permits or authorization

- 1. Disability Certificate to persons affected with leprosy / Leprosy cured persons;

Disability Certificate is issued by competent authority in the surgical division after examining the beneficiaries coming to OPD. The eligibility criteria for issuing the certificate is 40% disability in any part of the body affected.

- 2. Railway concessions form to persons affected with leprosy – Temporary and Permanent:--

To avail concessions for travel to getting treatment at the institute, Railway concession form is issued to beneficiaries satisfying the criteria.

Due to stigma and discrimination associated with leprosy and for ethical reasons, the name and address of the beneficiaries are not revealed. The details are available at the respective divisions and updated to time.

Any other particulars of recipients of concessions, permits or authorizations granted by the authority lies with Directorate General of Health Services (DGHS), Ministry of Health & Family Welfare, GOI.



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

3. PUBLICITY AND PUBLIC INTERFACE

3.1 Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof
[Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]

i. Arrangement for consultations with or representation by the members of the public Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens.

ii. Arrangements for consultation with or representation by

a) Members of the public in policy formulation/policy implementation

Being a subordinate office, the institute is not directly involved in formulation of policy or implementation. The reply to third parties or formulation of policy (if any) is provided in consultation with Directorate General of Health Services, Ministry of Health & Family Welfare, GOI.

b) Day & time allotted for visitors

Monday to Friday: 9.00 AM - 5.30 PM

Closed on Saturdays, Sundays & all Central Govt. holidays.

c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants:-

Director / Public Information Officer / Administration,
Central Leprosy Teaching & Research Institute [CLTRI]
Tirumani, Chengalpattu – 603001, Tamil Nadu.
Telephone: 044-27426274
Email: cltriadm@gov.in

iii. Public-private partnerships (PPP)

The institute does not have any public private partnership agreement till now.

3.2 Are the details of policies / decisions, which affect public, informed to them [Section 4 (1) (c)]

Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;

- (i) Policy decisions/ legislations taken in the previous one year
- (ii) Outline the Public consultation process
- (iii) Outline the arrangement for consultation before formulation of policy

Not applicable

3.3 Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4 (3)]

Use of the most effective means of communication

- (i) Internet (website): YES [www.cltri.gov.in]

3.4 Form of accessibility of information manual handbook [Section 4(1) (b)]

Information manual/handbook available in

- i. Electronic format: YES
 - ii. Printed format: YES
-
1. Training programmes – Training Calendar
 2. Recruitment notifications
 3. Tender notifications
 4. Statistics of the institute
 5. Publications – Annual report, Journals
 6. Leprosy [Hansen disease] – Literature, downloadable resources
 7. Research reports

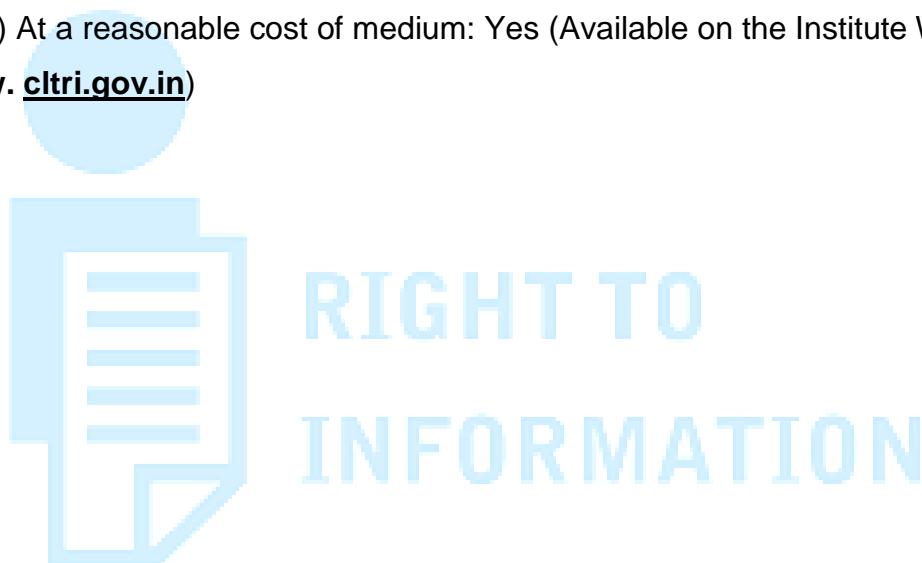
8. Training Modules for Medical Officers / Health Supervisors / Lab Technicians
9. Facilities available for leprosy affected persons

All the information is available in electronic form in the institute website, [www. **cltri.gov.in**](http://www.cltri.gov.in) and updated regularly

3.5 Whether information manual/handbook available free of cost or not [Section 4 (1) (b)]

List of materials available

- i) Free of cost: Yes (Available on the Institute Website, [www. **cltri.gov.in**](http://www.cltri.gov.in))
- ii) At a reasonable cost of medium: Yes (Available on the Institute Website, [www. **cltri.gov.in**](http://www.cltri.gov.in))





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

4. E-GOVERNANCE

4.1 Language in which Information / Handbook available

[F. No. 1/6/2011 – IR dt. 15.4.2013]

- i. English: Yes
- ii. Vernacular / Local Language: No

4.2 When was the information Manual / Handbook last updated?

[F. No. 1/6/2011 – IR dt. 15.4.2013]

The information manual is regularly updated and available on the institute website. The last date of annual update is on 31.03/2021

4.3 Information available in electronic form [Section 4 (1) (b) (xiv)]

- i. Details of information available in electronic form
- ii. Name/title of the document/record/other information
- iii. Location where available

Documents /records/information	Available location
Training programmes – Training Calendar	Epidemiology & Statistics division, e format, website
Leprosy [Hansen disease] – Subject resources / books / journals	All divisions, Library, e format, website
Training Modules for Medical Officers / Health Supervisors / Lab Technicians	Epidemiology & Statistics division, e format, website
Information manual	Library
Research reports / publications	Library, e format
Annual report	Library, Director Office, website
Recruitment notifications	Administration, e format, website
Tender / quotation notifications	Central Stores, website
Information of services & facilities available	Website

4.4 Particulars of facilities available to citizen for obtaining information

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

- i. Name & location of the facility
- ii. Details of information made available
- iii. Working hours of the facility

1. Institute Library

The library with reading room facility is available in the administrative block and easily accessible for the staff and to the public also. It is kept open between 9.00 am to 5.30 pm in all working days. It has collection of books related to medical science, majority on subject of Leprosy [Hansens Disease], monographs, scientific journals, WHO Publications, and other related documents.

2. Notice board

3. Patient care information: Available at Clinical, Surgical and Laboratory division

4. Training: Epidemiology & Statistics division

3. CLTRI website – The information and documents are available on the website (www.cltri.gov.in) and are updated regularly.

4. Any other information:

Any person or Indian citizen can seek information under the RTI Act, 2005 by making a payment fee of Rs 10 /- (**BPL category exempted**) by demand draft or banker's cheque or Indian postal order (IPO) in favour of the "The Director, CLTRI" payable at Chengalpattu.

Administration

Director
CLTRI, Chengalpattu
044-27426274 [Ext. 101]
dircltri.tnchn@nic.in
cltriadm@gmail.com

Working hours

Monday- Friday - 9.00 AM -5.30 PM

Closed on Saturdays, Sundays & all Central Govt. holidays.

Institute Contact:

Phone : 044-27426275, 74

Email : dircltri.tnchn@nic.in, cltriadm@gmail.com

Website : [https:// www.cltri.gov.in](https://www.cltri.gov.in)

Central Public Information Officer (CPIO) / Public Grievance Officer

Dr. K. Kumaresan

Public Health Specialist Gr II

CLTRI, Chengalpattu

044-27426274 [Ext. 206]

kumaresan.k@gov.in

Patient care services:

Dr. M. Punitha

HOD, Clinical Division

CLTRI, Chengalpattu

044-27426274 [Ext. 400]

drmpunitha@nic.in

Training Programme:

Dr. K. Kumaresan

Public Health Specialist Gr II

CLTRI, Chengalpattu

044-27426274 [Ext. 201]

kumaresan.k@gov.in

Surgical Services

Dr. R. Veerakumaran

HOD, Surgical Division

044-27426274 [Ext. 400]

veerakumaran@cghs.nic.in

Laboratory Services

Dr. M. Swapna

HOD, Lab. Division

044-27426274 [Ext. 300]

Swapnam.84@gov.in

4.5 Such other information as may be prescribed under section [4 (i) (b) (xvii)]

i. Grievance redressal mechanism

CLTRI is committed to redress the grievances of the public and staff in a responsible, effective and timely manner. It can be addressed directly to the Director and to the respective division heads.

Dr. K. Kumaresan, Assistant Director [Epid] & CPIO is designated as Public Grievance Officer. The public and staff can meet at any time at his chamber in Epidemiology & Statistics section during normal working hours. The grievances can be also sent by hand / post / email/ fax to the Public Grievance Officer at the following address:

Dr. K. Kumaresan,
Public Grievance Officer,
Central Leprosy Teaching & Research Institute [CLTRI]
Tirumani, Chengalpattu – 603001, Tamil Nadu.
Telephone: 044-27426274 [Extn. 206]
Email: kumaresan.k@gov.in

ii. Details of applications received under RTI and information provided

The details are available with the public information officer and RTI statistics during the last four years is given in the table below:

RTI application details	2018 - 19	2019 – 20	2020 – 21
Opening Balance	00	05	00
Applications received	30	13	22
Transfer from other public authority	29	08	18
Appeals	1	01	02
Applications rejected	0	0	0
Applications replied	58	24	42
Registration fee collected (Rs.)	330	150	220
Additional fee collected (Rs.)	466	0	138

RTI Particulars	2021-22	2022-23	2023-24
Opening Balance	2	5	2
Applications received	32	17	17
Transfer from other ministries	7	13	61
Total received by PIO	39	30	78
Total replied by PIO	37	33	79
No. of First Appeals received	5	3	2
No. of First Appeals replied	5	3	2
Applications/appeals rejected	0	0	0
Registration fee collected (Rs.)	370	160	170
Additional fee collected (Rs.)	0	0	602

iii. List of completed schemes / projects / programmes

Not applicable

iv. List of completed schemes / projects / programmes underway

Not applicable

v. Details of all contracts entered into including the name of contractor, amount of contract and period of completion of contract

Details are available on the institute website under Tenders section

vi. Annual Report

Annual Report is available on the institute website and also from Library

vii. Frequently asked Question (FAQs)

FAQs regarding Leprosy and related resources are available on the institute website and also in Library

viii. Any other information such as

- a. Citizen's Charter
- b. result Framework Document
- c. Six monthly reports
- d. Performance against the benchmarks set in the Citizen's Charter

As notified by the head of department (DGHS), no separate citizen charter is established by this institute at present.

4.6 Receipt & Disposal of RTI applications and appeals

[F. No. 1/6/2011 – IR dt. 15.4.2013]

- i. Details of applications received and disposed
- ii. Details of applications received and orders issued

Details given below



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)



No. CLTRI/PIO/03/2023-2024/79/

Date:- 26.03.2024

To

Sub: Seeking information under RTI Act 2005 - Reg.

Ref: Transfer RTI F. No. Z.17025/13/2024-Lep. (E-8269600) dated:- 11.03.2024) from CPIO, & Deputy Director (Leprosy Section), DGHS, New Delhi.
Sir,

This is in reference to your RTI application dated:-07.03.2024 and received as transfer from Leprosy Section, DGHS in this section on 18.03.2024 to provide information related to CLTRI.

S. No	RTI Query	Reply
1.	On 28.12.2023, Department of Health and Family Welfare, Dte. General of Health Services send me an Provisional appointment letter for the post of Nursing Officer, Group-B at Central Leprosy Teaching and Research Institute (CLT&RI), Chengalpattu and now they cancelled it on 28.02.2024. So, I want to ask that on what basis my provisional appointment offer letter cancelled?	Not an information under section 2 (f) (i) & (j) of RTI Act, 2005 as reasoning / clarification is outside the ambit of RTI Act, 2005.
2.	When will Central Leprosy Teaching and Research Institute is going to issue the Waiting List for Nursing Officer?	
3.	On what basis seats for the post of Nursing Officer at CLT&RI are allotted for all categories?	
4.	How many candidates are selected for the post of Nursing Officer at CLT&RI?	Seven

2. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

Yours faithfully,

(Dr. K. Kumaresan)
Public Information Officer (PIO)

Copy to: CPIO & Deputy Director (Leprosy Section), Directorate General of Health Services, Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi-110011.



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)



No. CLTRI/PIO/03/2023-2024/77/

Date:- 18.03.2024

To

Sub: Seeking information under RTI Act 2005 - Reg.

Ref: Transfer RTI F. No. Z.17025/11/2024-Lep. (E-8269150) dated:- 07.03.2024 from CPIO,
& Deputy Director (Leprosy Section), DGHS, New Delhi.
Sir,

This is in reference to your RTI application dated:-07.03.2024 and received as transfer from Leprosy Section, DGHS in this section on 18.03.2024 to provide information related to CLTRI.

2. The information sought does not pertain to this Institute and hence the information may be treated as 'NIL'. To refer Institute website for available information.

4. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

Yours faithfully,

(Dr. K. Kumaresan)
Public Information Officer (PIO)

Copy to: CPIO & Deputy Director (Leprosy Section), Directorate General of Health Services,
Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi-110011



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)



No. CLTRI/PIO/03/2023-2024/75/

Date:- 18.03.2024

To

Sub: Seeking information under RTI Act 2005 - Reg.

Ref: Transfer RTI F. No. No. Z.17025/10/2024-Lep. (8268110) dated:- 01.03.2024 from CPIO, & Deputy Director (Leprosy Section), DGHS, New Delhi.

Sir,

This is in reference to your RTI application dated:-26.02.2024 and received as transfer from Leprosy Section, DGHS in this section on 12.03.2024 to provide information related to CLTRI.

S. No	RTI Query	Reply
My queries are regarding DGHS recruitment for CLTRI, Chengalpattu for the post of Assistant Physiotherapist:		
1.	Can you provide the details of the selection list for the post of Assistant Physiotherapist in the reputed Institute.	Information available on the HLL, DGHS website – hlldghs.cbt examination.
2.	Can you provide the details of waiting list for the post of Assistant Physiotherapist in the reputed Institute.	
3.	Can you provide the number of persons called for document verification for the post of Assistant Physiotherapist.	One (1)

Contd..2/-

4.	Can you provide the details number of sanctioned posts and their vacancy list Physiotherapy cadre in the reputed Institute	Name of the post	Sanctioned strength	Vacant
		Physiotherapist	01	01
		Assistant Physiotherapist	01	Nil
		Physio-Technician	02	Nil

2. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

Yours faithfully,

(Dr. K. Kumaresan)
Public Information Officer (PIO)

Copy to: CPIO & Deputy Director (Leprosy Section), Directorate General of Health Services, Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi-110011.



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)



No. CLTRI/PIO/03/2023-2024/63/129/

Date:- 14.03.2024

To,

Sub: Seeking information under RTI Act 2005 - Reg.

Ref : 1.No. CLTRI/PIO/03/2022-2023/63/129 (1), dated: 13.03.2024

2.Your additional fees of Rs. 118/- in the form of CLTRI receipt – reg.

Sir,

This is in reference to your RTI application dated: 12.02.2024 and received in this section on 13.03.2024.

2. As Public Information Officer is not the custodian of information sought, your query was sent to the concerned sections to provide with the reply, under Section 5 (4) of the RTI Act 2005. In this regard, the information is provided on reply received from the concerned sections (E-I / E-II):

S. No	RTI Query	Reply
1.	I kindly request you to provide the copy of my father (late) Mr. V. Subramanian Service Register (S.R) Part-I & II.	Photocopies of Service Book of (L)Mr.V.Subramanian - (59 pages) – Given as Annexure.

3. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

Yours faithfully,

(Dr. K. Kumaresan)
Public Information Officer (PIO)

Encl : as above



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)



No. CLTRI/PIO/03/2023-2024/67/121/

Date:- 13.03.2024

To,

Sub: Seeking information under RTI Act 2005 - Reg.

Ref : 1.No. CLTRI/PIO/03/2022-2023/67/121, dated: 11.03.2024

2.Your additional fees of Rs, 176/- in the form of CLTRI receipt – reg.

Sir,

This is in reference to your RTI application dated: 16.02.2024 and received in this section on 19.03.2024.

2. As Public Information Officer is not the custodian of information sought, your query was sent to the concerned sections to provide with the reply, under Section 5 (4) of the RTI Act 2005. In this regard, the information is provided on reply received from the concerned section (HoD, Clinical Division, E-I / E-II):

S.No	RTI Query	Reply
1.	Kindly provide me the treatment details (both In-patient & Outpatient of my father (Mr. Krishnan) who worked as a Sanitary Worker in CLTRI & my mother (Mrs.Chellammal).	Mr. Krishnan – Records not traceable. Mrs.Chellammal – information enclosed (05 pages) - Annexures.
2.	Kindly provide me details of the family pension received by my mother after the death of my father Mr.Krishnan who worked as a Sanitary Worker in CLTRI.	Not traceable.
3.	Kindly provide me the photocopy of my Service Register (S.R) starting from my date of appointment to till date.	Photocopy of Service Register (S.R) – (88 pages) - Annexures.

4. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

Yours faithfully,

(Dr. K. Kumaresan)
Public Information Officer (PIO)

Encl : as above



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)



No. CLTRI/PIO/03/2023-2024/76/

Date:- 13.03.2024

To

Sub: Seeking information under RTI Act 2005 - Reg.

Ref: Transfer RTI F. No. Z.17025/11/2024-Lep. (E-8269150) dated:- 07.03.2024 from CPIO,
& Deputy Director (Leprosy Section), DGHS, New Delhi.
Sir,

This is in reference to your RTI application dated:-12.02.2024 and received as transfer from Leprosy Section, DGHS in this section on 12.03.2024 to provide information related to CLTRI.

2. The information sought does not pertain to this Institute and hence the information may be treated as 'NIL'. Refer website for available information.

4. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

Yours faithfully,

(Dr. K. Kumaresan)
Public Information Officer (PIO)

Copy to: CPIO & Deputy Director (Leprosy Section), Directorate General of Health Services,
Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi-110011



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)



No. CLTRI/PIO/03/2023-2024/68

Date:- 13.03.2024

To

Sub: Seeking information under RTI Act 2005 - Reg.

Ref: Transfer RTI F. No. No. Z.17025/06/2024-Lep. (8265245) dated:- 13.02.2024 from CPIO, & Deputy Director (Leprosy Section), DGHS, New Delhi.

Sir,

This is in reference to your RTI application dated:-03.02.2024 and received as transfer from Leprosy Section, DGHS in this section on 19.03.2024 to provide information related to CLTRI.

S. No	RTI Query	Reply
1.	What is the Normal daily / weekly / monthly minimum work hours need to be done by Nurses in Central Government, INIs, autonomous body hospitals.	Daily – 8.00 hrs (excluding half an hour lunch break) Weekly - 40 hours / week. Monthly – 160 (30 days)/ 168 hrs (31 days)
2.	What is the Normal daily / weekly / monthly minimum work hours need to be done by Medical Laboratory Technologist in Central Government hospitals, INIs, autonomous body hospitals.	8 hours per day / 40 hours per week / 160 or 168 depending on the monthly working hours.
3.	Monthly 8 Off system as per Ministry of Health & Family Welfare O.M.No.A-28011/1/90-PMS dated: 02.01.1990 applicable to which all categories of Health workers.	As per the MoHFW OMNo.A.28011/1/90/PMS, dated: 11.09.1990.
4.	Is that O.M.No.A-28011/1/90-PMS dated: 02.01.1990 applicable to Hospital Assistants and Medical Laboratory Technologists, who do more than 4 consecutive night duties in a month.	Not applicable.
5.	What is the maximum hours needed for a single day night duty for Medical Laboratory Technologists in Central Government hospitals, INIs and autonomous body hospitals.	Not applicable.

Contd..2/-

6.	Maximum how many numbers of consecutive nights (12 hours daily) can be given to a Medical Laboratory Technologists in Central Government hospitals, INIs and autonomous body hospitals.	Not applicable.
7.	Is the labour rule in India applicable to Central Government hospitals, INIs and autonomous body hospital health care workers.	As per DOPT guidelines.

2. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

Yours faithfully,

(Dr. K. Kumaresan)
Public Information Officer (PIO)

Copy to: CPIO & Deputy Director (Leprosy Section), Directorate General of Health Services, Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi-110011.



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)



No. CLTRI/PIO/03/2023-2024/74

Date:- 12.03.2024

To

Sub: Seeking information under RTI Act 2005 - Reg.

Ref: Transfer RTI F. No. Z.17025/12/2024-Lep. (E-8269151) dated:- 07.03.2024 from CPIO, & Deputy Director (Leprosy Section), DGHS, New Delhi.

Sir,

This is in reference to your RTI application dated:-23.02.2024 and received as transfer from Leprosy Section, DGHS in this section on 12.03.2024 to provide information related to CLTRI.

S. No	RTI Query	Reply
1.	Please furnish the criteria and process for selecting beneficiaries under the specific health schemes.	Information not pertaining to the Institute.
2.	Please provide details of the budget allocation and expenditure for health programmes in this year.	Information available on the website.

2. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

Yours faithfully,

(Dr. K. Kumaresan)
Public Information Officer (PIO)

Copy to: CPIO & Deputy Director (Leprosy Section), Directorate General of Health Services, Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi-110011



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)



No. CLTRI/PIO/03/2023-2024/70

Date:- 05.03.2024

To

Sub: Seeking information under RTI Act 2005 - Reg.

Ref: Transfer RTI F. No. Z.17025/07/2024-Lep. (8266029) dated:- 21.02.2024 from CPIO, & Deputy Director (Leprosy Section), DGHS, New Delhi.

Sir,

This is in reference to your RTI application dated:-21.02.2024 and received as transfer from Leprosy Section, DGHS in this section on 28.02.2024 to provide information related to CLTRI.

S. No	RTI Query	Reply
1.	What is total number of vacancy of Nursing Officer (Staff Nurse) CLTRI, Chengalpattu) Advertisement No.A.12034/02/2023-PH(IH) for Group B & C Posts in the Institutes under Dte. GHS ?	Seven (07)

2. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

Yours faithfully,

(Dr. K. Kumaresan)
Public Information Officer (PIO)

Copy to: CPIO & Deputy Director (Leprosy Section), Directorate General of Health Services, Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi-110011



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)



No. CLTRI/PIO/03/2023-2024/69

Date:- 05.03.2024

To

Sub: Seeking information under RTI Act 2005 - Reg.

Ref: Transfer RTI F. No. Z.17025/08/2024-Lep. (8266047) dated:- 21.02.2024) from CPIO, & Deputy Director (Leprosy Section), DGHS, New Delhi.
Sir,

This is in reference to your RTI application dated:-08.02.2024 and received as transfer from Leprosy Section, DGHS in this section on 28.02.2024 to provide information related to CLTRI.

S. No	RTI Query	Reply
1.	Kindly provide information about the qualification of the Health Inspector and Sanitary Inspectors all over India including the Directorate General of Health Services, AIIMS, Cantonment Board and all other Public Sector units.	As per the existing Recruitment Rule: 1. B.Sc Chemistry from recognized University. 2. Diploma in Sanitary Inspector course from a recognized Institute. 3. The course should be recognized by the concerned State Directorate of Medical Education. 4. Experience of having worked in a recognized hospital as a Sanitary Inspector or Supervisor for the period of minimum one year.

2. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

Yours faithfully,

(Dr. K. Kumaresan)
Public Information Officer (PIO)

Copy to: CPIO & Deputy Director (Leprosy Section), Directorate General of Health Services, Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi-110011



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)



No. CLTRI/PIO/03/2023-2024/66

Date:- 01.03.2024

To

Sub: Seeking information under RTI Act 2005 - Reg.

Ref: Transfer RTI F. No. Z.17025/04/2024-Lep. (8263753) dated:- 02.02.2024 from CPIO, & Deputy Director (Leprosy Section), DGHS, New Delhi.
Sir,

This is in reference to your RTI application dated:-09.01.2024 and received as transfer from Leprosy Section, DGHS in this section on 14.02.2024 to provide information related to CLTRI.

S. No	RTI Query	Reply
1.	Is there any interview of Group C posts (mentioned below) after CBT exam of DGHS recruitment 2023?	Not applicable
2.	Is there any transfer policy for posts mentioned below under recruitment of DGHS 2023? Post – Technical Surgical Assistant (CLTRI Chengalpattu).	Not applicable

3. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

Yours faithfully,

(Dr. K. Kumaresan)
Public Information Officer (PIO)

Copy to: CPIO & Deputy Director (Leprosy Section), Directorate General of Health Services, Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi-110011.



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)



No. CLTRI/PIO/03/2023-2024/65

Date:- 01.03.2024

To

Sub: Seeking information under RTI Act 2005 - Reg.

Ref: Transfer RTI F. No. Z.17025/47/2022-Lep. (8260532) dated:- 02.02.2024 from CPIO, & Deputy Director (Leprosy Section), DGHS, New Delhi.

Sir,

This is in reference to your RTI application dated:-17.01.2024 and received as transfer from Leprosy Section, DGHS in this section on 14.02.2024 to provide information related to CLTRI.

S. No	RTI Query	Reply
3.	No. of vacancies zone-wise/ state wise to be filled in various Offices under the jurisdiction of Ministry of Health and Family Welfare (DGHS) through SSC Stenographer Grade C and D examination 2023 & 2024.	04 vacancies in Stenographer Grade-II.
4.	If possible, provide category wise bifurcation for the same.	03 – UR & 1-OBC.

3. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

Yours faithfully,

(Dr. K. Kumaresan)
Public Information Officer (PIO)

Copy to: CPIO & Deputy Director (Leprosy Section), Directorate General of Health Services, Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi-110011.



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)



No. CLTRI/PIO/03/2023-2024/72/

Date:- 01.03.2024

To,

Sub: Seeking information under RTI Act 2005 - Reg.

Ref: Transfer RTI F.No. Z.17025/07/2024-Lep.(E-8266029) dated:- 23.02.2024 from CPIO, & Deputy Director (Leprosy Section), DGHS, New Delhi.

Sir,

This is in reference to your RTI application dated:-21.01.2024 and received as transfer from Leprosy Section, DGHS in this section on 01.03.2024 to provide information related to CLTRI.

S. No	RTI Query	Reply
5.	There are 7 vacancy (4 OBC, 3 UR) for post of Nursing Officer (Staff Nurse) (CLTRI, Chengalpattu) Advertisement No. A.12034/02/2023-PH(IH) for Group B & C posts in the Institutes under DGHS. My name is Priya Goswmi, Appl. No. 254977, Father Name: Hemraj, my serial number is 8 in result list. If you consider starting 2 candidates as per age relaxation criteria, I would still be 4 OBC but I have not received any mail yet from CLTRI, Chengalpattu. I don't know why they did not consider me for this Post? I would request you to kindly give me a valid reason for that.	The question asked is of interpretative and reasoning type. Hence, denied under Section 2 (f) (i) & (j) of RTI of RTI Act, 2005, as reasoning and clarification is outside the ambit of RTI Act, 2005.

3. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

Yours faithfully,

(Dr. K. Kumaresan)
Public Information Officer (PIO)

Copy to: CPIO & Deputy Director (Leprosy Section), Directorate General of Health Services, Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi-110011.



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)

SPEED POST



No. CLTRI/PIO/03/2023-2024/71/

Date:- 01.03.2024

To,

Sub: Seeking information under RTI Act 2005 - Reg.

Ref: Transfer RTI F.No. Z.17025/09/2024-Lep.(E-8267143) dated:- 26.02.2024 from CPIO,
& Deputy Director (Leprosy Section), DGHS, New Delhi.
Sir,

This is in reference to your RTI application dated:-15.02.2024 and received as transfer from Leprosy Section, DGHS in this section on 01.03.2024 to provide information related to CLTRI.

2. In this connection, it is to inform that the information does not pertain to CLTRI and hence information may be treated as 'NIL'.

3. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

Yours faithfully,

(Dr. K. Kumaresan)
Public Information Officer (PIO)

Copy to: CPIO & Deputy Director (Leprosy Section), Directorate General of Health Services, Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi-110011.



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)

SPEED POST



No. CLTRI/PIO/03/2023-2024/64/

Date:- 14.02.2024

To,

Sub: Seeking information under RTI Act 2005 - Reg.

Ref: Transfer RTI F.No. Z.17025/43/2024-Lep.(8240790) dated:- 02.02.2024 from CPIO, & Deputy Director (Leprosy Section), DGHS, New Delhi.
Sir,

This is in reference to your RTI application dated:-17.01.2024 and received as transfer from Leprosy Section, DGHS in this section on 14.02.2024 to provide information related to CLTRI.

2. In this connection, it is to inform that the information to be provided from this CPIO may be treated as 'NIL', as no posts of Hindi Translator is available in this Institute.

3. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

Yours faithfully,

(Dr. K. Kumaresan)
Public Information Officer (PIO)

Copy to: CPIO & Deputy Director (Leprosy Section), Directorate General of Health Services, Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi-110011.



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)

SPEED POST



No. CLTRI/PIO/03/2023-2024/61/

Date:- 14.02.2024

To,

Sub: Seeking Information under RTI Act, 2005 – Reg.

Ref: Transfer RTI application of received from CPIO & Under Secretary (CHS Division), Ministry of Health & Family Welfare, Nirman Bhawan, New Delhi-110011 (No.A.29018/01/2024-CHS-IV dated:- 25.01.2024).

Sir,

This is in reference to your RTI application dated:-11.01.2024 and received as transfer from CHS Division, MOHFW in this section on 02.02.2024 to provide information related to CLTRI.

2. As Public Information Officer is not the custodian of information sought, your query was sent to the concerned sections to provide with the reply, under Section 5 (4) of the RTI Act 2005. In this regard, the information is provided on reply received from the concerned sections (E-I):-

S. No	RTI Query	Reply
6.	How many Officers (Medical Officers) across different departments/divisions of MoHFW (CHS, International health, EMR, RCH, NHM and others) in the past five years (2018-2-23) have been permitted to pursue higher education in foreign Institutes outside India?	No Officer at CLTRI has been permitted to pursue higher education in foreign Institutes outside India in the past five years 2018-2023.
7.	Is the information available Department wise and cadre wise? If yes, please share a copy.	Not applicable.
8.	What are the different courses for which permission to pursue the same from foreign Institutes have been given by MoHFW in the past five years (2018-2023).	Information may be obtained from MoHFW.
9.	Of the Officers who were permitted for pursuing higher education abroad, how many were sponsored by the MoHFW and how many had funded the course fee themselves?	Not applicable.

Contd.2/-

10.	Are Officers desirous of pursuing such courses eligible to apply for scholarships that to aid them financially for the course fee etc.	Information may be obtained from MoHFW.
11.	What is the process flow / channel of submission followed in case of a Medical Officer applying for permission to study abroad on study leave with sponsorship?	Permission has to be obtained from the Ministry through their respective Head of Office and Head of Department.

3. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

Yours faithfully,

(Dr. K. Kumaresan)
Public Information Officer (PIO)

Copy to: CPIO & Under Secretary (CHS-IV Division), Ministry of Health & Family Welfare, Nirman Bhawan, New Delhi-110011 (**SPEED POST**).



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)



No. CLTRI/PIO/03/2023-2024/60/

Date:- 31.01. 2024

To,

Sub: Seeking information under RTI Act 2005 - Reg.

Ref: Transfer RTI F.No. Z.17025/02/2024-Lep.(8260532) dated:- 22.01.2024 from CPIO, & Deputy Director (Leprosy Section), DGHS, New Delhi.
Sir,

This is in reference to your RTI application dated:-09.01.2024 and received as transfer from Leprosy Section, DGHS in this section on 31.01.2024 to provide information related to CLTRI.

2. In this connection, it is to inform that the information to be provided from this CPIO may be treated as 'NIL', as no posts of Hindi Translator is present in this Institute.

3. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

Yours faithfully,

(Dr. K. Kumaresan)
Public Information Officer (PIO)

Copy to: CPIO & Deputy Director (Leprosy Section), Directorate General of Health Services, Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi-110011.



SPEED POST
Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)



No. CLTRI/PIO/03/2023-2024/56/

Date:- 30.01.2024

To,

Sub: Seeking Information under RTI Act, 2005 – Reg.

Ref: Transfer RTI F.No. No Z.17025/47/2022-Lep. (8189978) dated:- 18.12.2023 from CPIO, & Deputy Director (Leprosy Section), DGHS, New Delhi.

Sir,

This is in reference to your RTI application dated:-11.12.2023 and received as transfer from Leprosy Section, DGHS in this section on 28.12.2023 to provide information related to CLTRI.

2. As Public Information Officer is not the custodian of information sought, your query was sent to the concerned sections to provide with the reply, under Section 5 (4) of the RTI Act 2005. In this regard, the information is provided on reply received from the concerned sections (Director Office/HoD-Clinical/E-I/Recruitment Cell):-

S.No	RTI Query	Reply
12.	Provide the attested copies of details of information regarding administrative trainings (such as establishment matters, accounts matters, recruitment rules framing etc.) of Shri. K. Rajarathinam, S.N.O and Smt. Sheela, N.O., deputed by Director, CLTRI, Chengalpattu from 2010 to till date.	Training Order copy provided as Annex-1.
13.	Provide the attested copies of exception order / approval issued by the competent authority to post Nursing Officers i.e. S.N.O and N.O. drawing level 8 and above to look after administrative works (clerical cadre works pay level 4 and below) in CLTRI, Chengalpattu from 2010 to till date.	Not available.
14.	Provide the number of excess / surplus Nursing Officers in CLTRI, Chengalpattu as per the report submitted by the then Director, Dr. S. Elavarasan during the year 2022.	02
15.	Provide the details of UDC / LDC posted in administrative works (regular and rotation basis) in Nursing Section from 01.01.2012 to 31.08.2022.	Sh.A.F.Shahul Hameed, UDC from September 2022 to December 2023.

Contd.2/-

16.	Provide the copies of recruitment rule for the post of ANS of CLTRI, Chengalpattu. If no recruitment rule is available, provide the attested copies of any relaxation / approval order stating that ANS post can be filled in CLTRI in the absence of recruitment.	Not available
17.	Provide the copy of proposal send to DGHS/Ministry during 01.01.2022 to 31.10.2023 regarding seeking permission for one time relaxation to fill the ANS post in CLTRI, Chengalpattu.	Copy of letter No.F2(67)E.1/93/Vol.III/1991, dated:22.09.2023 is enclosed.
18.	Provide the details of the Nursing Officer to patient ratio to care the in-patient wards i.e. the ratio of patient to nurses (one nurse: no. of patients) providing care in-patient wards in hospitals / Institutions under DGHS / Nursing Advisor of DGHS.	Nursing Officer - 01 No. of patients - 09

3. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

Yours faithfully,

(Dr. K. Kumaresan)
Public Information Officer (PIO)

Copy to: CPIO & Deputy Director (Leprosy Section), Directorate General of Health Services, Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi-110011.



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)



No. CLTRI/PIO/03/2023-2024/55/

Date:-29.01.2024

To,

Sub: Seeking information under RTI Act 2005 – Reg.

Sir,

This is in reference to your RTI application dated: 12.12.2023 and received in this section on 13.12.2023.

2. As Public Information Officer is not the custodian of information sought, your query was sent to the concerned sections to provide with the reply, under Section 5 (4) of the RTI Act 2005. In this regard, the information is provided on reply received from the concerned section (Director Office and E-I Section):

S.No	RTI Query	Reply
1.	Please issue attested copies of complaint letters, DGHS orders/circulars/commands, Central Vigilance Commission orders/circulars/commands related to F.No. 63/02/CLTRI/E.I/2015, dated:- 17/08/2023 and 21/11/2023.	It contains personal and third party information that are denied under section 8 (1) (j) of the RTI Act, 2005.
2.	Kindly issue the attested copies of memorandum/show cause notice issued to me, my reply letters, Director, CLTRI decisions on my reply letters.	Information available with CLTRI were already provided to the Applicant.

5. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

Yours faithfully,

(Dr. K. Kumaresan)
Public Information Officer (PIO)



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)



SPEED POST

No. CLTRI/PIO/03/2023-2024/54/

Date:- 19.01.2024

To,

Sub: Seeking Information under RTI Act, 2005 – Reg.

Ref: Transfer RTI F.No. No. Z.17025/34/2022-Lep(E-8165800) dated:- 04.12.2023 from CPIO, & Deputy Director (Leprosy Section), DGHS, New Delhi.

Sir,

This is in reference to your RTI application dated:-23.11.2023 and received as transfer from Leprosy Section, DGHS in this section on 11.12.2023 to provide information related to CLTRI.

2. As Public Information Officer is not the custodian of information sought, your query was sent to the concerned sections to provide with the reply, under Section 5 (4) of the RTI Act 2005. In this regard, the information is provided on reply received from the concerned sections (Director Office/E-I):

S.No	RTI Query	Reply
1.	Provide the attested copy of the enquiry committee report during the year 2023, which was submitted by Dr. Veerakumran-Chairman; Dr. Hosanna-Member and Dr. Bakiyajyothi Bodapati-Member; regarding minor penalty imposed on Shri.E.Narayanan, MTS of CLTRI, Chengalpattu by then Director, CLTRI, for fraudulent claim of CGHS card with bogus address.	They pertain to personal information of an employee and third party information and hence, denied under Section 8 (1) (j) and 11 of RTI Act, 2005. Available information have already been given by the Leprosy Section, Directorate General of Health Services, New Delhi.
2.	Provide the attested copy of forwarding letter along with the annexures of the said report mentioned in Sl.No.1, by Dr.Nirmal Joe, Director, CLTRI to DGHS / Ministry of Health and Family Welfare in connection with minor penalty imposed on Shri.E.Narayanan, MTS of CLTRI, Chengalpattu by then Director, CLTRI, for fraudulent claim of CGHS card with bogus address.	
4.	Provide the details under which provision of DOPT/Ministry order and financial approval of competent authority, the daily wages/casual labourers are engaging against to the regular vacant posts by the Director, CLTRI, Chengalpattu from 01.01.2022 to 25.11.2023.	Daily Wages are being engaged on temporary basis but not against the regular vacant post.

Contd..2/-

5.	Provide the attested copy of relaxation / approval obtained from the DOPT / DGHS / MoHFW saying that CLTRI administration can engage daily wages/ casual labourers directly against to the DOPT orders (O.M. No. 49014/2/86-Estt. © dated: 07.06.1988 & O.M. No.49014/1/2017-Estt. © dated: 04.09.2019) and not adopting the Govt. recruitment procedure of wide-publicity such as CLTRI website display, CLTRI notice board display, advertisement in newspaper, outsourcing from the GEM portal and tender for outsourcing.	No such Order available.
6.	Provide the attested copies of order issued by the Director, CLTRI/DGHS/MOHFW for selection of daily wages/casual labourers in CLTRI, Chengalpattu from 01.10.2022 to 25.11.2023. If no such committee is available in CLTRI, provide the details of the procedure adopting by the Director, CLTRI while recruiting persons on Daily wages/Casual labourers.	Committee formed for engagement of Casual Labourers in daily wages basis through Employment Exchange for the categories viz. Kitchen Helper, Security Guard, Conservancy Staff, Footwear assistant.
7.	Provide the attested copies of exemption order from Competent Authority / DOPT to engage daily wages / casual labourers, who are found to be encroachers of CLTRI owned Govt. land and close aid of Shri. Sampath, Accountant.	No such Order available.
8.	Provide the action taken report on complaint against Shri.E.Narayanan, MTS of CLTRI and Dr.Vijay Manohar Bhagat, then CLTRI Officer, where after the letter No. C-13019/21/2022-AV-8164613, dated: 25 th April 2022 from Shri.Amit Choubey, Deputy Director (AV) kept in abeyance from May 2022.	They pertain to personal information of an employee and third party information and hence, denied under Section 8 (1) (j) and 11 of RTI Act, 2005.
9.	Provide the attested copies of permission sought by Shri.Narayanan and Shri. Ramesh employees of CLTRI to visit the Leprosy Section during the period of September 2022 to October 2023.	No record available.

3. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

Yours faithfully,

(Dr. K. Kumaresan)
Public Information Officer (PIO)

Copy to: CPIO & Deputy Director (Leprosy Section), Directorate General of Health Services, Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi-110011.



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)



No. CLTRI/PIO/03/2023-2024/58/

Date:- 18.01.2024

To,

Sub: Seeking information under RTI Act 2005 - Reg.

Ref: Transfer RTI F. No.Z.17025/57/2023-Lep.(8256913) Dated:- 01.01.2024 from CPIO, & Deputy Director (Leprosy Section), DGHS, New Delhi.

Sir,

This is in reference to your RTI application dated:16.12.2023 and received as transfer from Leprosy Section, DGHS in this section on 12.01.2024 to provide information related to CLTRI.

2. In this connection, it is to inform that the information sought does not pertain to this Institute. Hence, the information may be treated as 'NIL'. Moreover, the information sought is denied under Section 2 (f) (i) (j) of RTI Act, 2005 as reasoning / clarification is outside the purview of RTI Act, 2005.

3. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

Yours faithfully,

(Dr. K. Kumaresan)
Public Information Officer (PIO)

Copy to: CPIO & Deputy Director (Leprosy Section), Directorate General of Health Services, Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi-110011.



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)



No. CLTRI/PIO/03/2023-2024/57/

Date:- 09.01.2024

To,

Sub: Seeking information under RTI Act 2005 - Reg.

Ref: Transfer RTI F. No.Z.17025/01/2024-Lep.(8258448) Dated:- 05.01.2024 from CPIO, & Deputy Director (Leprosy Section), DGHS, New Delhi.

Sir,

This is in reference to your RTI application dated:23.12.2023 and received as transfer from Leprosy Section, DGHS in this section on 09.01.2024 to provide information related to CLTRI.

2. In this connection, it is to inform that the information sought does not pertain to this Institute. Hence, the information may be treated as 'NIL'.

3. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

Yours faithfully,

(Dr. K. Kumaresan)
Public Information Officer (PIO)

Copy to: CPIO & Deputy Director (Leprosy Section), Directorate General of Health Services, Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi-110011.



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)



No. CLTRI/PIO/03/2023-2024/46/

Date:- 08.01.2024

To,

Sub: Seeking Information under RTI Act, 2005 – Reg.

Ref: Email RTI application of Shri. K. Sanjay Kumar, Chengalpattu dated:- 17.11.2023 and resubmitted by Email dated:- 30.11.2023 received through Director Office, CLTRI on 06.12.2023)..

Sir,

This is in reference to your RTI application dated: 30.11.2023 and received in this section on 06.12.2023.

2. As Public Information Officer is not the custodian of information sought, your query is sent to the concerned sections to provide with the reply, under Section 5 (4) of the RTI Act 2005. In this regard, the information pertaining to this Institu0074e is provided on reply received from the concerned sections (Director Office/ABEAS Nodal Officer):

S.No	RTI Query	Reply
1.	Provide the attested copies of biometric attendance of Dr.Nirmal Joe in CLTRI from October 2022 to October 2023.	No records available in CLTRI.
2.	Provide the exemption issued by the DGHS / Competent Authority to Dr. Nirmal Joe, Director to come to office at his flexible times.	No records available in CLTRI.
3.	Provide the approved tour program in connection with the MoHFW undertaken by Dr. Nirmal Joe, Director, CLTRI from October 2022 to October 2023.	No records available in CLTRI.
4.	Provide the attested copies of travelling allowance claimed by Dr. Nirmal Joe, Director, CLTRI from October 2022 to October 2023.	Information available on CLTRI website.

3. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

Yours faithfully,

(Dr. K. Kumaresan)
Public Information Officer (PIO)



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)



No. CLTRI/PIO/03/2023-2024/49/

Date:-20.12.2023

To,

1.

Sub: Seeking information under RTI Act 2005 – Reg.

Ref: Email Transfer RTI application of Shri. Sanjay Kumar K, Chengalpattu received from CPIO (CLD), Central Leprosy Division, Directorate General of Health Services, Nirman Bhawan, New Delhi-110011. (No. DTGHS/R/E/23/00630 dated:- 21.11.2023).

Sir,

This is in reference to your RTI application dated:-05.11.2023 and received as transfer from CLD Division, DGHS in this section on 23.11.2023 to provide information related to CLTRI.

2. As Public Information Officer is not the custodian of information sought, your query was sent to the concerned section to provide with the reply, under Section 5 (4) of the RTI Act 2005. In this regard, the information is provided on reply received from the concerned sections (HoD-Clinical, HoD-Surgical, HoD-Lab, Director Office, Estt-I, ANS):

S. No	RTI Query	Reply
5.	Provide the total number of patients admitted as in-patients in the CLTRI hospital wards, Chengalpattu from 01.10.2022 to 31.10.2023.	683
6.	Provide the total number of patients taken treatment / visited as outpatients in the CLTRI OPD, Chengalpattu from 01.10.2022 to 31.10.2023.	5528
7.	Provide the total number of Doctors posted in the CLTRI and working under Clinical Division and Surgical Division including GDMO cadre, CMO, SMO, CMO / SMO (NFSG and SAG) cadre in CLTRI, Chengalpattu from 01.10.2022 onwards.	10
8.	Provide the total number of Nursing Officer, Senior Nursing Officer, Nursing Attendant, Dresser and Theatre Attendant working in CLTRI, Chengalpattu from 01.10.2022 onwards.	Nursing Officer – 14 Senior Nursing Officer - 09 Nursing Attendant - 05 Dresser –02 Theatre Attendant - 02

Contd..2/-

9.	Provide the details of Shri.K.Rajarathinam, Sr. Nursing Officer and Smt. Sheela, Nursing Officer as per the table given:-				
		Period worked in Administration between 2012 to 2023	Amount of Dressing /Uniform allowance drawn during the period of working in Administration	Amount of Nursing Allowance drawn during the period of working in Administration	Amount of Patient Care Allowance (HPCA) drawn during the period of working in Administration
	Sh. Rajarathinam	From 2012 to 2021 & September 2023 to till date.	Shri. Rajarathinam, SNO Smt. Sheela, NO 2012-2016-Rs.750/- per month. 2017 to 2021-Rs.21600 per year	Shri. Rajarathinam, SNO Smt. Sheela, NO 2012-2016-Rs.4800/- per month. 2017 to 2021-Rs.7200 per month.	Not applicable
	Smt.Sheela	From 2012-2013 and October 2021 to September 2023.			Not applicable
10.	Provide the Exemption Order issued by the Competent Authority/Ministry to avail holiday on Saturday and Sunday issued to Dr.Veerakumaran, Dr. Punitha, ANS, Nurses posted in OPD, Operation Theatre, Dresser and Theatre Attendant in CLTRI, Chengalpattu.				No record available.
11.	Provide the Exemption Order issued to Dr.Veerakumaran, Dr.Punitha, ANS, Nurses posted in OPD, Operation Theatre, Dresser and Theatre Attendant for not engaging in night shifts in CLTRI, Chengalpattu.				No record available.
12.	Provide the Exemption Order issued by the Competent Authority/Ministry to avail holiday on Saturday and Sunday issued to Laboratory staffs in CLTRI, Chengalpattu.				No record available.
13.	Provide the attested copy of Order issued by the Competent Authority to the ANS, CLTRI, Chengalpattu to purchase food items and snacks from Varghese/Solomon for the celebrations held in CLTRI during the period of 01.10.2022 to 30.09.2023.				No record available.

3. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

Yours faithfully,

(Dr. K. Kumaresan)
Public Information Officer (PIO)

Copy to: CPIO (CLD), (Central Leprosy Division), Directorate General of Health Services, Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi-110011.



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)



No. CLTRI/PIO/03/2023-2024/47/

Date:- 18.12.2023

To,

Sub: Seeking information under RTI Act 2005 – Reg.

Ref: Transfer RTI F.No. Z.17025/51/2023-Lep. (8250430) dated:- 16.11.2023 from CPIO, & Deputy Director (Leprosy Section), DGHS, New Delhi.

Sir,

This is in reference to your RTI application dated:-14.11.2023 and received as transfer from Leprosy Section, DGHS in this section on 23.11.2023 to provide information related to CLTRI.

2. As Public Information Officer is not the custodian of information sought, your query was sent to the concerned section to provide with the reply, under Section 5 (4) of the RTI Act 2005. In this regard, the information is provided on reply received from the concerned section:

RTI Query	Reply
Annual Budget of your Department and Organization under your Department as per RTI site for last 6 years. Provide, if any years in last six years Non Utilization of Budget from your Department and Organization under you refunded the Budget money. Give organization Name and Year of Refund. Provide the Manpower strength of this Organization as on 31.10.2023.	Refer our website www.cltri.gov.in for the details of Annual Budget. The manpower of this organization as on 31.10.2023 is provided as Annex-1.

3. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

Yours faithfully,

(Dr. K. Kumaresan)
Public Information Officer (PIO)

Copy to: CPIO & Deputy Director (Leprosy Section), Directorate General of Health Services, Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi-110011.



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)



No. CLTRI/PIO/03/2023-2024/53/

Date:- 11.12.2023

To,

Sub: Seeking information under RTI Act 2005 - Reg.

Ref: Transfer RTI F.No. Z.17025/55/2023-Lep. dated:- 04.11.2023 from CPIO, & Deputy Director (Leprosy Section), DGHS, New Delhi.

Sir,

This is in reference to your RTI application dated:-26.11.2023 and received as transfer from Leprosy Section, DGHS in this section on 11.12.2023 to provide information related to CLTRI.

2. In this connection, it is to inform that there is no post of Caretaker sanctioned in this Institute. Hence, the information from this CPIO may be treated as 'NIL'.

3. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

Yours faithfully,

(Dr. K. Kumaresan)
Public Information Officer (PIO)

Copy to: CPIO & Deputy Director (Leprosy Section), Directorate General of Health Services, Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi-110011.



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)



No. CLTRI/PIO/03/2023-2024/45/

Date:- 11.12.2023

To,

Sub: Seeking information under RTI Act 2005 – Reg.

Ref: Transfer RTI F.No. . Z.28018/02/2023-EPI/FTS 8234479 dated:- 10.11.2023 from CPIO, & Deputy Director (Leprosy Section), DGHS, New Delhi.

Sir,

This is in reference to your RTI application dated:-01.11.2023 and received as transfer from Leprosy Section, DGHS in this section on 17.11.2023 to provide information related to CLTRI.

2. As Public Information Officer is not the custodian of information sought, your query was sent to the concerned section to provide with the reply, under Section 5 (4) of the RTI Act 2005. In this regard, the information is provided on reply received from the concerned section (E-I):

S.No	RTI Query	Reply
Q. d)	Provide the attested copy of the following information i.e. Name of the Applicant applied for the post of Store Officer (Group 'B' Non-Gazetted) in BCGVL, Chennai on deputation basis vide vacancy circular No. 12021/27/2020-Admn. Dated: 14.03.2023 along with Vigilance Certificate, disciplinary certificate, APARs for the last 05 years and no major / minor penalty certificate etc.	Shri. A. F.Shahul Hameed, UDC. Vigilance Certificate, Disciplinary Certificate, APARs, major/minor penalty certificate belongs to personal information and denied under section 8 (1) (j) of RTI Act, 2005.
Q. f)	Provide the attested copy of the letter No.F.No.F2(11)E.I(2012)/Vol.II/1531, dated: 08/08/2023 sent by the Director, CLTRI to this DGHS.	As per section 8 (1) (j) of RTI Act, 2005, the information is denied being personal and third party information.

3. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

Yours faithfully,

(Dr. K. Kumaresan)
Public Information Officer (PIO)

Copy to: CPIO & Deputy Director (Leprosy Section), Directorate General of Health Services, Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi-110011.



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)



No. CLTRI/PIO/03/2023-2024/48/

Date:- 15.12.2023

To,

Sub: Seeking information under RTI Act 2005 – Reg.

Ref: Transfer RTI F.No. . No. Z.17025/34/2023-Lep.(8165800) dated:- 14.11.2023 from CPIO, & Deputy Director (Leprosy Section), DGHS, New Delhi.

Sir,

This is in reference to your RTI application dated:-01.11.2023 and received as transfer from Leprosy Section, DGHS in this section on 23.11.2023 to provide information related to CLTRI.

2. As Public Information Officer is not the custodian of information sought, your query was sent to the concerned section to provide with the reply, under Section 5 (4) of the RTI Act 2005. In this regard, the information is provided on reply received from the concerned section (Accounts Section):

RTI Query	Reply
Provide the attested copies of contingent bill register from 01 st April 2018 to 30 th October 2023 of CLTRI, Chengalpattu.	The contingent bill register consists of information regarding bills passed and details of third party and the disclosure will affect the competitive position of third parties and hence denied under section 8 (1) (d) of RTI Act, 2005. Also, the information asked is very voluminous and will result in disproportionate diversion of scare resources in the Institute.

3. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

Yours faithfully,

(Dr. K. Kumaresan)
Public Information Officer (PIO)

Copy to: CPIO & Deputy Director (Leprosy Section), Directorate General of Health Services, Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi-110011.



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)



No. CLTRI/PIO/03/2023-2024/52/

Date:- 07.12.2023

To,



Sub: Seeking information under RTI Act 2005 - Reg.

Ref: Transfer RTI F.No. Z.17025/53/2023-Lep. dated:- 28.11.2023 from CPIO, & Deputy Director (Leprosy Section), DGHS, New Delhi.

Sir,

This is in reference to your RTI application dated:-15.11.2023 and received as transfer from Leprosy Section, DGHS in this section on 07.12.2023 to provide information related to CLTRI.

2. In this connection, it is to inform that the information sought relates to RLTRI, Raipur and does not pertain to this Institute. Hence, the information from this CPIO may be treated as 'NIL'.

3. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

Yours faithfully,

(Dr. K. Kumaresan)
Public Information Officer (PIO)

Copy to: CPIO & Deputy Director (Leprosy Section), Directorate General of Health Services, Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi-110011.



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)



No. CLTRI/PIO/03/2023-2024/51/

Date:- 07.12.2023

To,

Sub: Seeking information under RTI Act 2005 - Reg.

Ref: Transfer RTI F.No. Z.17025/53/2023-Lep. dated:- 28.11.2023 from CPIO, & Deputy Director (Leprosy Section), DGHS, New Delhi.

Sir,

This is in reference to your RTI application dated:-15.11.2023 and received as transfer from Leprosy Section, DGHS in this section on 07.12.2023 to provide information related to CLTRI.

2. In this connection, it is to inform that the information sought does not pertain to this Institute. Hence, the information from this CPIO may be treated as 'NIL'.

3. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

Yours faithfully,

(Dr. K. Kumaresan)
Public Information Officer (PIO)

Copy to: CPIO & Deputy Director (Leprosy Section), Directorate General of Health Services, Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi-110011.



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)



No. CLTRI/PIO/03/2023-2024/50/

Date:- 07.12.2023

To,

Sub: Seeking information under RTI Act 2005 - Reg.

Ref: Transfer RTI F.No. Z.17025/2023-Lep. dated:- 28.11.2023 from CPIO, & Deputy Director (Leprosy Section), DGHS, New Delhi.

Sir,

This is in reference to your RTI application dated:-20.11.2023 and received as transfer from Leprosy Section, DGHS in this section on 07.12.2023 to provide information related to CLTRI.

2. In this connection, it is to inform that the information sought does not pertain to this Institute. Hence, the information from this CPIO may be treated as 'NIL'.

3. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

Yours faithfully,

(Dr. K. Kumaresan)
Public Information Officer (PIO)

Copy to: CPIO & Deputy Director (Leprosy Section), Directorate General of Health Services, Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi-110011.



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)

**BY SPEED
POST**



No. CLTRI/PIO/03/2023-2024/44/

Date:- 07.12.2023

To,

Sub: Seeking information under RTI Act 2005 - Reg.

Ref: Transfer RTI F.No. Z.17025/50/2023-Lep. dated:- 02.11.2023 from CPIO, & Deputy Director (Leprosy Section), DGHS, New Delhi.

Sir,

This is in reference to your RTI application dated:-26.10.2023 and received as transfer from Leprosy Section, DGHS in this section on 14.11.2023 to provide information related to CLTRI.

2. As Public Information Officer is not the custodian of information sought, your query was sent to the concerned section to provide with the reply, under Section 5 (4) of the RTI Act 2005. In this regard, the information is provided on reply received from the concerned section:

S.No	RTI Query	Reply
1.	Please provide Library Clerk (Library) Question Papers and Final Answer Key conducted (Notification No. 09/02/CLTRI/Est./2020)	Recruitment process for the post of Library Clerk vide Notification No.09/02/CLTRI/Est./2020 was cancelled due to Administrative reasons. Hence, no Question paper and Answer key applicable.

3. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

Yours faithfully,

(Dr. K. Kumaresan)
Public Information Officer (PIO)

Copy to: CPIO & Deputy Director (Leprosy Section), Directorate General of Health Services, Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi-110011. (**SPEED POST**).



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)



No. CLTRI/PIO/03/2023-2024/42/

Date:- 16.11.2023

To,

Sub: Seeking information under RTI Act 2005 - Reg.

Ref: Transfer RTI F.No. Z.17025/47/2023-Lep. dated: 13.10.2023 from CPIO, & Deputy Director (Leprosy Section), DGHS, New Delhi.

Sir,

This is in reference to your RTI application dated:-10.10.2023 and received as transfer from Leprosy Section, DGHS in this section on 19.10.2023 to provide information related to CLTRI.

2. As Public Information Officer is not the custodian of information sought, your query was sent to the concerned sections to provide with the reply, under Section 5 (4) of the RTI Act 2005. In this regard, the information is provided on reply received from the concerned sections:

S.No	RTI Query	Reply
1.	Provide the attested copies of Annual Physical Verification Reports of Fixed Assets and consumables under GFR, 2017 (Rule 213) for the following divisions of Central Leprosy Teaching and Research Institute, Chengalpattu (CLTRI) for the calendar year 2022 (Jan. 2022 to Dec. 2022).	
	a. Clinical Division of CLTRI, Chengalpattu including Clinical Office, ANS Office, Central Kitchen, All inpatient wards, Dhobi Section and OPD.	The Applicant was Vendor to CLTRI and filed a Court Case against the Institute as a Vendor.
	b. Surgical Division of CLTRI, Chengalpattu including MCR Unit, Footwear Section, Physiotherapy Section, Operation Theatre, Surgical Wards.	The Fixed Assets Registers and Stock Registers consist of information related to procurement of items along with cost. Hence the information is exempted under 8(1) (d) of RTI Act, 2005.
	c. Central Stores of CLTRI, Chengalpattu including Diet, Non-Diet, Consumables, Non Consumables, Stationary items, Electrical items, Sanitary items and Fixed Assets.	Moreover the information sought is too voluminous and extends to all the Sections /
	d. Vehicle Section, Administration (Establishments & Accounts), Director, Office, Estate Section (including CPWD Electrical maintenance room), Workshop Section, Hostel (Student & Scientist) and Security Section and Staff Canteen of CLTRI, Chengalpattu.	
	e. Laboratory Division of CLTRI, Chengalpattu including all Sections and Animal House.	
	f. Epidemiology Division of CLTRI, Chengalpattu including Library, Computer Section, Training Section, Epidemiology	

	Office, Conference Hall and Auditorium.	Divisions in the Institute,
2.	Whether Fixed Asset Register as per GFR, 2017 is maintained in all the above said Sections and Divisions mentioned in 1 (a) to 1 (f) in the Sl. 1 (in standard prescribed format). If Yes, provide the attested copies of Fixed Asset Register for Clinical Section, Vehicle Section and Library Section pertaining to the Calendar year 2022 (Jan. 2022 to Dec. 2022). If not maintained, provide the rule position / DOPT Order / Exemption from the competent Authority.	which will involve in diverting the scarce resource of the Institute from routine patient care activities and the same is denied under Section 7 (9) of RTI Act, 2005.

3. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

(Dr. K. Kumaresan)
Public Information Officer (PIO)

Copy to: CPIO & Deputy Director (Leprosy Section), Directorate General of Health Services, Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi-110011. **(SPEED POST)**.



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)



No. CLTRI/PIO/03/2023-2024/40/ Date:- 07.11.2023

To,

Sub: Seeking information under RTI Act 2005 - Reg.
Ref: Transfer RTI F.No. Z.17025/46/2023-Lep. dated: 10.10.2023 from CPIO, & Deputy Director (Leprosy Section), DGHS, New Delhi.

Madam,
This is in reference to your RTI application dated:-27.09.2023 and received as transfer from Leprosy Section, DGHS in this section on 17.10.2023 to provide information related to CLTRI.

2. As Public Information Officer is not the custodian of information sought, your query was sent to the concerned section to provide with the reply, under Section 5 (4) of the RTI Act 2005. In this regard, the information pertaining to this Institute is provided on reply received from the concerned section:

S.No	RTI Query	Reply
1.	According to P.W.D. Act 1995, 3p reservation for disabled people in government jobs and R.P.W.D. There is 4p reservation for disabled people in Act 2016. How many disabled people have got the benefit of reservation from 2000 to 2016? (3p reservation) and from 2017 to 01 February 2023 (4p reservation). Please provide his/her name, designation, details of disability, posting.	Three persons with the bench mark of disabilities have been appointed under 3 point Reservation as below:- 1.Sri.M.R.Ravichandran, Pharmacist-OH, date of appointment-04.07.2014. 2.Smt.R.Kala, Laboratory Technician-OH, date of appointment-09.11.2018. 3.Miss.D.Sangeetha, Laboratory Technician-OH, date of appointment-09.11.2018.
2.	According to P.W.D. Act 1995, 3p reservation for disabled people in government jobs and R.P.W.D. There is 4p reservation for disabled people in Act 2016. How many disabled people have got the benefit of reservation from 2001 to 01 February 2023? Please provide his/her name, designation, details of disability, posting.	No short fall vacancies available in 4 point reservation of PwD as on date at CLTRI.
3.	What is the number of all types of employees working in all departments, all directorates, all universities, government recognized institutions, commissions and all the states of India, and how many disabled persons are included in it, their name, designation, type of disability.	In position – 104

Contd..2/-

4.	How many schools, colleges, universities, hospitals and institutions are there for the disabled people (recognized schools, colleges, universities, hospitals, and institutions) run by the Govt. of India? In how many schools, colleges, universities, hospitals and institutions are wheel chairs available? How many are available? How many are available? Please tell with complete details.	This Institution is established for management of persons affected with leprosy. <u>Wheel Chairs availability:-</u> 1. OPD:- 03 nos. 2. OT:- 04 nos. 3. Ward 1 & 2:- 05 nos. 4. Ward 3 & 4:- 06 nos. 5. Ward 5 & 6:- 06 nos. 6. Ward 7 & 8:- 04 nos.
5.	There is a provision of ramp for the disabled in all the schools, colleges, universities, hospitals and institutions run by the Govt. of India. If yes, please provide ramp photo, Please tell with complete details.	Ramps are constructed in OPD, OT, All Wards, Surgical Division, Physiotherapy block.
6.	Disabled adapted accessible toilets are available in all schools, colleges, universities, hospitals and institutions run by the Govt. of India. Please tell with complete details.	Yes, the toilets are disabled adapted accessible toilets in the hospital.
7.	Moving chairs are available in all schools, colleges, universities, hospitals and institutions run by the Govt. of India. How many area available? Please tell with complete details.	Not available in hospital.
8.	What arrangements have been made for compliance with the Rights of persons with Disabilities Act 2016 in all the schools, colleges, universities, hospitals and institutions run by the Govt. of India. Please tell with complete details.	The hospital/Institute is accessible and friendly for persons with disability.

3. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

Yours faithfully,

(Dr. K. Kumaresan)
Public Information Officer (PIO)

Copy to: CPIO & Deputy Director (Leprosy Section), Directorate General of Health Services, Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi-110011.
(SPEED POST).



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)



No. CLTRI/PIO/03/2023-2024/39/

Date:- 02.11.2023

To,

Sub: Seeking Information under RTI Act, 2005 – Reg.

Ref: Email received from ID: yogipleader@gmail.com dated: 04.10.2023.

Sir,

This is in reference to your RTI application dated: 04.10.2023 received via Email by the PIO on 04.10.2023. The application attached as annexure is received without signature of the Applicant and the application is processed as per RTI Rules.

2. As Public Information Officer is not the custodian of information sought, your query is sent to the concerned sections to provide with the reply, under Section 5 (4) of the RTI Act 2005. In this regard, the information pertaining to this Institute is provided on reply received from the concerned sections:

S.No	RTI Query	Reply
1.	Provide the attested copy of the bills settled to external food vendors/agencies except AAR Enterprises during the financial year 2022-2023 and 2023-2024.	AAR Enterprises was Vendor to CLTRI and hence the information is denied under section 8 (1) (d) of RTI Act, 2005. However, the total amount of bills settled to 3 food vendors is given: 2022-23 : 2 bills - Rs. 37,100 2023-24 : 2 bills - Rs. 11,180
2.	Provide the attested copies of order copies and corresponding noting sheets/ financial approval in selecting Varghese/ Solomon as supplier for food to the trainees for trainings conducted by Training section of Epidemiology Division during the financial year 2022-2023 and 2023- 2024.	AAR Enterprises was Vendor to CLTRI and hence the information is denied under section 8 (1) (d) & (g) of RTI Act, 2005.

Contd.2/-

3.	Provide the attested copies of quotation copies of other food vendors received and corresponding noting sheets in selecting Varghese/Solomon as supplier for food to the trainees of CLT&RI (for trainings conducted by Training section of Epidemiology Division) during the financial year 2022-2023 and 2023-2024.	AAR Enterprises was Vendor to CLTRI and hence the information is denied under section 8 (1) (d) & (g) of RTI Act, 2005.
4.	Provide the officers name with designation and attested copies and details of committee members, committee report involved in selecting Varghese/ Solomon as supplier for food to the training programs (for trainings conducted by Training section of Epidemiology Division) during the financial year 2022-2023 and 2023-2024	
5.	Provide the attested copy of exemption order from the competent authority to supersede GFR 2017 in the process of selecting Varghese/ Solomon as supplier for food to the training programs during the financial year 2022-2023 and 2023-2024.	
6.	Provide the attested copies of the order placed for water cans to CLTRI in the month of May 2023 to September 2023.	
7.	Provide the attested copies of bills, purchase order, delivery challan, name details of the person supplied who supplied drinking water cans to CLTRI in the month of May 2023 to September 2023.	
8.	Provide the attested copies of detail supplier who supplied vegetables to Central Kitchen from 01.06.2023 to 30.09.2023 with bill.	Questions No. 8-12 are already replied by PIO vide F.No. CLTRI/PIO/03/2023-2024/10/31/1379, dated: 10.07.2023, hence repetitive queries.
9.	Provide the details of order issues to the ANS in-charge to purchase vegetables for Central Kitchen from 01.06.2023 to 06.06.2023.	
10.	Provide the attested copies of orders and corresponding notice sheets relevant to issuing delegation of financial powers to Dr.Kumaresan as a Director of CLTRI.	
11.	Provide the attested copies of the following order with No.F.2-2/WAGES/E.I/2023 dated: 31.05.2023 with subject engagement of persons on wages basis.	
12.	Provide the action taken report and corresponding noting sheets subject "Request to initiate Disciplinary actions against the PIO for providing false information and to initiate Disciplinary action against the office bearers of unrecognized association (CLTRISA)".	

Contd..3/-

13.	Provide the reason for not submitting the APAR of Shri.N.S.Rajendran, PS to the Director to the Reporting Officer for the year 2019 to 2022. If any exemption given to the Shri. N.S. Rajendran, PS to the Director, for non submission of APAR, the attested copies of the same may be furnished.	Not an information under Section 2 (f) (i) (j) of RTI Act, 2005. Reasoning / clarification is outside the purview of RTI Act, 2005.
14.	If no exemption given to the Shri. N.S. Rajendran, PS to the Director, for non submission of APAR, provide the action taken report against the custodian of the APAR of the CLTRI.	

3. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

Yours faithfully,

(Dr. K. Kumaresan)
Public Information Officer (PIO)



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)



No. CLTRI/PIO/03/2023-2024/43/

Date:- 30.10.2023

To,

Sub: Seeking information under RTI Act 2005 - Reg.

Ref: Transfer RTI F. No.Z.17025/49/2023-Lep. Dated:- 23.10.2023 from CPIO, & Deputy Director (Leprosy Section), DGHS, New Delhi.

Madam,

This is in reference to your RTI application dated:19.10.2023 and received as transfer from Leprosy Section, DGHS in this section on 30.10.2023 to provide information related to CLTRI.

2. In this connection, it is to inform that there are no posts of Junior Hindi Translator in CLTRI. Hence, the information from this CPIO may be treated as 'NIL'.

3. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

Yours faithfully,

(Dr. K. Kumaresan)
Public Information Officer (PIO)

Copy to: CPIO & Deputy Director (Leprosy Section), Directorate General of Health Services, Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi-110011.
(SPEED POST).



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)



No. CLTRI/PIO/03/2023-2024/41/

Date:- 19.10.2023

To,

Sub: Seeking information under RTI Act 2005 - Reg.

Ref: Transfer RTI F. No.Z.17025/47/2023-Lep. Dated:- 13.10.2023 from CPIO, & Deputy Director (Leprosy Section), DGHS, New Delhi.

Sir,

This is in reference to your RTI application dated:28.09.2023 and received as transfer from Leprosy Section, DGHS in this section on 19.10.2023 to provide information related to CLTRI.

2. In this connection, it is to inform that there are no posts of JTO, STO and AD (OL) in CLTRI. Hence, the information from this CPIO may be treated as 'NIL'.

3. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

Yours faithfully,

(Dr. K. Kumaresan)
Public Information Officer (PIO)

Copy to: CPIO & Deputy Director (Leprosy Section), Directorate General of Health Services, Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi-110011.
(SPEED POST).



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)



No. CLTRI/PIO/03/2023-2024/36/

Date:-17.10.2023

To,

Sub: Seeking information under RTI Act 2005 - Reg.

Ref: Transfer RTI F. No.Z.17025/17/2023-Lep. Dated:- 13.09.2023 from CPIO, & Deputy Director (Leprosy Section), DGHS, New Delhi.
Sir,

This is in reference to your RTI application dated:-09.09.2023 and received as transfer from Leprosy Section, DGHS in this section on 21.09.2023 to provide information related to CLTRI.

2. As Public Information Officer is not the custodian of information sought, your query was sent to the concerned section to provide with the reply, under Section 5 (4) of the RTI Act 2005. In this regard, the information pertaining to this Institute is provided on reply received from the concerned section:

S.No	RTI Query	Reply
1.	Provide the attested copies of letter No. C-13019/14/2022-AV dated: 30.09.2022, 12.10.22, 17.10.22, 20.10.2022 of Deputy Director (AV), AV section, DGHS, New Delhi along with the corresponding noting sheet proceedings.	May be obtained from the DGHS / MoHFW, New Delhi.
2.	Provide the copies of communication/replies received from Director, CLTRI, Chengalpattu in connection with the references mentioned in the S.No.1.	
3.	Provide the attested copies of the detailed report submitted by the fact finding committee which visited CLTRI, Chengalpattu from October 2022 to January 2023 and the report forwarded to DGHS/Ministry, New Delhi.	

Contd..2/-

4.	<p>Provide the attested copies of action taken report along with noting sheet proceedings up to date, by the DGHS/Ministry on the report submitted by the fact finding committee in connection with illegal appointments and encroachments of CLTRI owned Govt. land by CLTRI employees and pensioners which visited CLTRI, Chengalpattu.</p> <p>(a) Provide the attested copies of show cause notices issued to Shri. G.Manimaran, Smt. Y.Jayanthi and Shri. G. Rajalingam with related to illegal appointments.</p> <p>(b) Provide the notice sheets progress of Shri. K. Jegan, Smt. C. Komala, Shri.A.Dharmaraj and Shri.G.Vengadeshwaran with related to illegal appointments.</p> <p>(c) Provide the reason/DOPT order / rule position/exemption obtained from Ministry for not taking action against the employees mentioned in Sl.No. 4(b).</p> <p>(d) Provide the action taken report on the officials and employees who are all being the part of recruitment i.e. Committee Chairman, Members (Dr.R.Veerakumaran, Dr.M.Punitha, Dr.Vijay Manohar Bhagat and Dr. V.C.Giri and Director, Dr. Showkath Ali, knowing that the procedure lapse was taken place in order to benefit the illegal appointees.</p> <p>(e) Provide the reason/DOPT order/rule position/exemption obtained from Ministry for making enquiry in the above subject without suspending the committee chairman, members even after knowing the prima-facie made out.</p> <p>(f) Provide the reason/DOPT order/rule position/exemption obtained from Ministry for conducting interview for single person without competitors in the case of Driver, Shri. K. Jegan appointment. Whether the fact finding committee accepts that Shri. Jegan has bribed the committee and the members to select him without other competitors and to issue Driving evaluation certificate (issued by Dr.Veerakumaran) without RTO official presence.</p> <p>(g) Provide the reason for Dr. Veerakumaran's visit to DGHS/Ministry frequently in the past 3 months. Whether any bargains/negotiations were made with Dr. Veerakumaran to relieve his name from the illegal appointments and vigilance complaints.</p>	<p>Information denied under 8(1)(j) of RTI Act, 2005, as it relates to personal information.</p> <p>No records available.</p> <p>Not an information under section 2(f) (j) of RTI Act, 2005.</p> <p>May be obtained from the DGHS / MoHFW, New Delhi.</p> <p>4 (e), (f) & (g) - Not an information under section 2(f) (j) of RTI Act, 2005.</p>
----	---	---

Contd..3/-

5.	Provide the information pertaining to Dr. Nirmal Joe, SAG, CHS Officer, GDMO Sub-cadre that his place of posting, transfer details, positions held, responsibilities undertaken by him during his tenure from the date of joining CHS service under Ministry of Health and Family welfare to 31.08.2023.	May be obtained from CHS Section, MoHFW, New Delhi.
6.	If, Dr. Nirmal Joe, SAG CHS Officer is working more than 10 years in Tamilnadu state and was not transferred outside Tamilnadu state, provide the exemption order from Competent authority, relaxing the transfer policy of DOPT/Ministry is not applicable to him.	
7.	Dr. M.Punitha, CMO(NFSG), CHS Officer, GDMO Sub cadre is working more than 13 years in CLTRI, Chengalpattu, Tamilnadu state from her date of appointment and was not transferred outside Tamilnadu state. In this regard, provide the exemption order from Competent authority, relaxing the transfer policy of DOPT/Ministry is not applicable to Dr. M. Punitha.	
8.	Provide the attested copy of the transfer policy framed by DOPT/Ministry/DGHS for CHS Officers.	
9.	Provide the vigilance clearance certificate issued to Dr.Veerakumaran by the competent Authority for the promotion from CMO to SAG/HAG cadre. Provide the notice sheets related to the same.	

3. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

Yours faithfully,

(Dr. K. Kumaresan)
Public Information Officer (PIO)

Copy to: CPIO & Deputy Director (Leprosy Section), Directorate General of Health Services, Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi-110011.
(SPEED POST).



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)



No. CLTRI/PIO/03/2023-2024/37/

Date:-17.10.2023

To,

Sub: Seeking information under RTI Act 2005 - Reg.
Ref: Transfer RTI F. No.Z.17025/17/2023-Lep. Dated:- 18.09.2023 from CPIO, & Deputy Director (Leprosy Section), DGHS, New Delhi.
Sir,

This is in reference to your RTI application dated: 11.09.2023 and received as transfer from Leprosy Section, DGHS in this section on 25.09.2023 to provide information related to CLTRI.

2. As Public Information Officer is not the custodian of information sought, your query was sent to the concerned section to provide with the reply, under Section 5 (4) of the RTI Act 2005. In this regard, the information pertaining to the Institute is provided on reply received from the concerned section:

S.No as asked	RTI Query	Reply			
Q.4	Provide the attested copies following information in the desired format given below:				
		S.No	Subject	Head	Senior Nursing Officer, CLTRI.
		1.	Date of amended Recruitment Rule (RR) notification.	13.12.2022	02.03.2023
		2.	List of eligible candidates.	To be decided by the DPC.	To be decided by the DPC.
		3.	Date of constitution of DPC, if any.	To be decided by the DGHS.	
Q.5	Provide the reason for non constitution of DPC for the post of Head Clerk, CLTRI.	Not an information under Section 2 (f) (j) of RTI Act. Reasoning and clarification is outside the ambit of RTI Act, 2005.			
Q.6	Whether the Training Certificates submitted by Shri. Shahul Hameed, UDC, CLTRI to the Director, CLTRI dated: 30.12.2022 is fulfilled for the amended Recruitment Rule for the post of Head Clerk in CLTRI. If not fulfilled, the reason for the delay of not sending him to the requisite training as per amended RR may be furnished.				

3. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,
Yours faithfully,

(Dr. K. Kumaresan)
Public Information Officer (PIO)
Copy to: CPIO & Deputy Director (Leprosy Section), Directorate General of Health Services, Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi-110011. (SPEED POST).



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)

SPEED POST



No. CLTRI/PIO/03/2023-2024/38/

Date:- 10.10.2023

To,

Sub: Seeking information under RTI Act 2005 - Reg.

Ref: Transfer RTI F. No.Z.17025/45/2023-Lep. Dated:- 25.09.2023 from CPIO, & Deputy Director (Leprosy Section), DG HS, New Delhi.
Sir,

This is in reference to your RTI application dated:21.09.2023 and received as transfer from DGHS in this section on 04.10.2023.

2. As Public Information Officer is not the custodian of information sought, your query was sent to the concerned section to provide with the reply, under Section 5 (4) of the RTI Act 2005. In this regard, the information pertaining to the Institute is provided on reply received from the concerned section:

RTI Query	Reply
Kindly provide the suitable information about the pay structure of Medical Laboratory staff namely Laboratory Technician / Technical Assistant (Lab.) / Technical Grade 1-3 from the 5 th Central Pay Commission onwards for Institutions under Central Government / Autonomous Bodies under Central Government / PSUs etc.	Copy given as Annexure.

2. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

Yours faithfully,

(Dr. K. Kumaresan)
Public Information Officer (PIO)

Copy to: CPIO & Deputy Director (Leprosy Section), Directorate General of Health Services, Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi-110011. **(SPEED POST)**.



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)



No. CLTRI/PIO/03/2023-2024/35/

Date:- 21.09.2023

To,

Sub: Seeking information under RTI Act 2005 - Reg.

Ref: Transfer RTI F. No.Z.17025/43/2023-Lep. Dated:- 13.09.2023 from CPIO, & Deputy Director (Leprosy Section), DGHS, New Delhi.

Sir,

This is in reference to your RTI application dated:05.09.2023 and received as transfer from DGHS in this section on 21.09.2023.

2. In this connection, it is to inform that, there are no posts of Junior / Senior Hindi Translator in CLTRI. Hence, the information from this CPIO may be treated as 'NIL'.

3. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

Yours faithfully,

(Dr. K. Kumaresan)
Public Information Officer (PIO)

Copy to: CPIO & Deputy Director (Leprosy Section), Directorate General of Health Services, Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi-110011.
(SPEED POST).



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)



No. CLTRI/PIO/03/2023-2024/34/

Date:- 05.09.2023

To,

Sub: Seeking information under RTI Act 2005 - Reg.

Ref: Transfer RTI F. No.Z.17025/41/2023-Lep. Dated:- 23.08.2023 from CPIO, & Deputy Director (Leprosy Section), DGHS, New Delhi.

Sir,

This is in reference to your RTI application dated:16.08.2023 and received as transfer from DGHS in this section on 29.08.2023.

2. As Public Information Officer is not the custodian of information sought, your query was sent to the concerned section to provide with the reply, under Section 5 (4) of the RTI Act 2005. In this regard, the information pertaining to the Institute is provided on reply received from the concerned section:

S.No.	RTI Query	Reply
1.	For furnishing the details of employees who selected against Schedule Tribe Category and working under your control in all groups of all branches of your organization.	In CLTRI, the number of employees selected against Schedule Tribe category in all Groups is 03.

6. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

Yours faithfully,

(Dr. K. Kumaresan)
Public Information Officer (PIO)

Copy to: CPIO & Deputy Director (Leprosy Section), Directorate General of Health Services, Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi-110011. (**SPEED POST**).



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)



No. CLTRI/PIO/03/2023-2024/29/

Date:- 05.09.2023

To,

Sub: Seeking information under RTI Act 2005 - Reg.

Madam,

This is in reference to your RTI application dated: 26.07.2023 and received in this section on 26.07.2023.

2. As Public Information Officer is not the custodian of information sought, your query was sent to the concerned sections to provide with the reply, under Section 5 (4) of the RTI Act 2005. In this regard, the information is provided on reply received from the concerned sections (HoD-Clinical Division, Chairman-IDAC and Officer Incharge, Central Stores):

S. No	RTI Query	Reply
3.	The copy of Audit Slip No. 7 dated: 09.04.2021.	Annexure- 1 (02 pages)
4.	The copy of Orders pertaining to creation of Institutional Drug Audit Committee (IDAC) by including Pharmacist as one of the Members.	Annexure- 2 (03 pages)
5.	Details of drugs expired (date of purchase & expiry) identified by the Audit Committee Report dated: 08.04.2022.	Annexure- 3 (03 pages)
6.	Copies of Annual Requirements submitted by various authorities to Central Stores / HoD (Clinical Division) for the purchase of the above mentioned expired drugs.	The information sought was voluminous in nature and hence the applicant is requested to inspect the files/records.
7.	Details of Purchase Committee which processed the purchase of above said expired drugs, date of purchase and other details may please be provided.	
8.	Copies of numerous orders given to Pharmacy (as specified in Show Cause Notice) <i>“through Officer i/c (Clinical) as well as IDAC with direction to maintain buffer stock, periodical online indent with GMSD to avoid piecemeal purchase and nil stock etc.”</i> as mentioned in the Show Cause Notice.	No records available.

Contd..2/-

3. Further for Question No. 4 & 5, since the information sought was voluminous in nature and hence the applicant is requested to inspect the files / records and obtain the requisite documents, as per Section 7(4) of the RTI Act 2005, on a mutually convenient date and time.

4. For the inspection, the applicable fee for providing information as per Section 7(5) of RTI Act 2005 and Rules is as follows:

- i) No Fee for inspection of records for first hour of inspection and a Fee of Rs. 5/- for each subsequent hours or fraction thereof:
- ii) Rupees two for each page (A-4/A3 size paper) created or copied.
- iii) Actual cost or price of a photocopy in large size paper.

5. Herein, you are requested to provide convenient date and time for inspection of records, within 10 days of receipt of this letter.

6. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

Yours faithfully,

(Dr. K. Kumaresan)
Public Information Officer (PIO)

Encl:- as above



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)



No. CLTRI/PIO/03/2023-2024/33/

Date:- 30.08.2023

To,

Sub: Seeking information under RTI Act 2005 - Reg.

Sir,

This is in reference to your RTI application dated: 21.08.2023 and received in this section on 24.07.2023.

2. As Public Information Officer is not the custodian of information sought, your query was sent to the concerned sections to provide with the reply, under Section 5 (4) of the RTI Act 2005. In this regard, the information is provided on reply received from the concerned section (E-I):

S. No	RTI Query	Reply
9.	Provide copy of reply letter submitted by Sh. G.Rajalingam, Sanitary Inspector, CLTRI to Memorandum F.No. 13/02/CLTRI/E.I/2018, dated: 24.12.2018.	Copy enclosed as Annexure-I

7. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

Yours faithfully,

(Dr. K. Kumaresan)
Public Information Officer (PIO)



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)



No. CLTRI/PIO/03/2023-2024/32/

Date:- 18.08.2023

To,

Sub: Seeking information under RTI Act 2005 - Reg.

Ref: Transfer RTI F. No.Z.17025/38/2023-Lep. Dated:- 05.07.2023 from CPIO, & Deputy Director (Leprosy Section), DGHS, New Delhi.

Sir,

This is in reference to your RTI application dated:18.07.2023 and received as transfer from DGHS in this section on 02.08.2023.

2. As Public Information Officer is not the custodian of information sought, your query was sent to the concerned section to provide with the reply, under Section 5 (4) of the RTI Act 2005. In this regard, the information pertaining to the Institute is provided on reply received from the concerned section:

S.No.	RTI Query	Reply
2.	<u>Central Leprosy Teaching and Research Institute, Chengalpattu:-</u> Total No. of Consultant, Medical Officers, Nursing Officers, Pharmacist and Lab. Assistants.	Consultant – Nil Medical Officers – 10 Nursing Officers – 14 Pharmacist - 02 Lab. Assistants - 02
3.	Does anyone can remain on the Sensitive/Non-Sensitive Seat? What is the maximum period or minimum period for holding the sensitive / non sensitive seat?	As per DoPT / CVC Orders.
4.	Does the Order regarding the maximum period circulated? If yes. When? Kindly provide the copy	No Order available.

8. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

Yours faithfully,

(Dr. K. Kumaresan)
Public Information Officer (PIO)

Copy to: CPIO & Deputy Director (Leprosy Section), Directorate General of Health Services, Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi-110011. (**SPEED POST**).



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)



No. CLTRI/PIO/03/2023-2024/28/

Date:- 18.08.2023

To,

Sub: Seeking information under RTI Act 2005 - Reg.

Ref: Transfer RTI F. No.Z.17025/30/2023-Lep. Dated:- 03.07.2023 from CPIO, & Deputy Director (Leprosy Section), DGHS, New Delhi.

Sir,

This is in reference to your RTI application dated:24.06.2023 and received as transfer from DGHS in this section on 25.07.2023.

2. As Public Information Officer is not the custodian of information sought, your query was sent to the concerned section to provide with the reply, under Section 5 (4) of the RTI Act 2005. In this regard, the information pertaining to the Institute is provided on reply received from the concerned section:

S.No.	RTI Query	Reply
1.	<u>Central Leprosy Teaching and Research Institute, Chengalpattu:-</u> Number of post in Nursing Officer / Staff Nurse vacancy. Please provide details.	06
2.	Family Welfare (Direct Central Government Institute or Hospital) post of Nursing Officer / Staff transfer eligibility available. Yes or No ?	Yes
3.	If Yes. Eligibility for transfer, what are the process about your Institute criteria?	No criteria in the Institute for transfer. Refer to Leprosy Section, DGHS, New Delhi.
4.	Deputation post available or not? Please provide details.	No

9. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

Yours faithfully,

(Dr. K. Kumaresan)
Public Information Officer (PIO)

Copy to: CPIO & Deputy Director (Leprosy Section), Directorate General of Health Services, Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi-110011. (**SPEED POST**).



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)



No. CLTRI/PIO/03/2023-2024/27/

Date:-17.08.2023

To,

Sub: Seeking information under RTI Act 2005 - Reg.

Madam,

This is in reference to your RTI application dated: 24.07.2023 and received in this section on 24.07.2023.

2. As Public Information Officer is not the custodian of information sought, your query was sent to the concerned sections to provide with the reply, under Section 5 (4) of the RTI Act 2005. In this regard, the information is provided on reply received from the concerned section (Director Office):

S. No	RTI Query	Reply
1.	Copy of the forwarding letter by the Director CLTRI to DGHS on my representation to DGHS through Director CLTRI representing my facts about my seniority in CLTRI.	Copy of the forwarding letter dt. 21.07.2023 is given as annexure.
2.	Copies of the documents sent along with the forwarding letter to DGHS by the Director CLTRI, on my representation regarding the protection of my existing seniority in CLTRI.	Annexure contains documents submitted by the applicant herself. The Annexure also contains personal information of an employee and third party information that are denied under section 8 (1) (j) and 11 of the RTI Act, 2005.

3. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

Yours faithfully,

(Dr. K. Kumaresan)
Public Information Officer (PIO)



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)



No. CLTRI/PIO/03/2023-2024/26/

Date:-08.08.2023

To,

Sub: Seeking information under RTI Act 2005 - Reg.

Sir,

This is in reference to your RTI application dated: 11.07.2023 and received in this section on 11.07.2023.

2. As Public Information Officer is not the custodian of information sought, your query was sent to the concerned sections to provide with the reply, under Section 5 (4) of the RTI Act 2005. In this regard, the information is provided on reply received from the concerned section (Director Office):

S. No	RTI Query	Reply
1.	Copy of the Order from DGHS saying ACP / MACP benefits may be granted to my Junior Physio Technician.	The DGHS Order dated: 5 th July 2023 issued pursuant to the Hon'ble Supreme Court of India dt.03.08.2022 in the SLP (C) No.004896/2019 is in personam and as exception that shall not be extended to other employees.
2.	Copy of the Order given by Director, CLTRI to my Junior Physio Technician sanctioning ACP / MACP benefits.	Based on the DGHS Order dated: 5 th July, 2023, the Director, CLTRI issued the Order dt.07.07.2023 to the respondent. Copies of orders given are denied under Section 8 (1) (j) of RTI Act, 2005, as it is personal information of the employee and Third Party information as per Section 11 of RTI Act, 2005.

4. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

Yours faithfully,

(Dr. K. Kumaresan)
Public Information Officer (PIO)



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)



No. CLTRI/PIO/03/2023-2024/24/

Date:- 04.08.2023

To,

Sub: Seeking information under RTI Act 2005 - Reg.

Ref: Transfer RTI F. No.Z.17025/34/2023-Lep. Dated:- 05.07.2023 from CPIO, & Deputy Director (Leprosy Section), DGHS, New Delhi.

Sir,

This is in reference to your RTI application dated:30.06.2023 and received as transfer from DGHS in this section on 10.07.2023.

2. As Public Information Officer is not the custodian of information sought, your query was sent to the concerned section to provide with the reply, under Section 5 (4) of the RTI Act 2005. In this regard, the information pertaining to the Institute is provided on reply received from the concerned section:

S.No.	RTI Query	Reply
5.	Provide current availability of vacancies for recruitment of MBBS graduates in various Central Government Department /Organizations.	01 (GDMO)

10. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

Yours faithfully,

(Dr. K. Kumaresan)
Public Information Officer (PIO)

Copy to: CPIO & Deputy Director (Leprosy Section), Directorate General of Health Services, Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi-110011.
(SPEED POST).



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)



No. CLTRI/PIO/03/2023-2024/21/

Date:- 04.08.2023

To,

Sub: Seeking information under RTI Act 2005 - Reg.

Ref: Transfer RTI F. No.Z.17025/31/2023-Lep. Dated:- 03.07.2023 from CPIO, & Deputy Director (Leprosy Section), DGHS, New Delhi.

Sir,

This is in reference to your RTI application dated:26.06.2023 and received as transfer from DGHS in this section on 10.07.2023.

2. As Public Information Officer is not the custodian of information sought, your query was sent to the concerned section to provide with the reply, under Section 5 (4) of the RTI Act 2005. In this regard, the information pertaining to the Institute is provided on reply received from the concerned section:

S.No.	RTI Query	Reply
1.	Provide the list of Ministerial and Non-Ministerial posts at all AIIMS & Medical Institution come under the Ministry of Health and Family Welfare.	No Records available
2.	Provide the proper document where it has been notified the Ministerial and Non-Ministerial staffs at all AIIMS & Medical Institution come under the Ministry of Health and Family Welfare.	As per Recruitment Rules of the post.

3. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

Yours faithfully,

(Dr. K. Kumaresan)
Public Information Officer (PIO)

Copy to: CPIO & Deputy Director (Leprosy Section), Directorate General of Health Services, Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi-110011.
(SPEED POST).



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)



No. CLTRI/PIO/03/2023-2024/23/

Date:-04.08.2023

To,

Sub: Seeking information under RTI Act 2005 - Reg.

Sir,

This is in reference to your RTI application dated: 11.07.2023 and received in this section on 11.07.2023.

2. As Public Information Officer is not the custodian of information sought, your query was sent to the concerned sections to provide with the reply, under Section 5 (4) of the RTI Act 2005. In this regard, the information is provided on reply received from the concerned section (Est.-I):

S. No	RTI Query	Reply
A Enquiry Committee has been constituted to look into the minor penalty imposed against me, kindly provide the following information.		
3.	Provide the copy of the Enquiry Committee Report.	Information denied under Section 8 (1) (h) as disciplinary proceedings process is not completed and no logical conclusion reached.
4.	Whether any letter has been sent to DGHS, New Delhi based on the Committee Report, if yes, provide the copy of the forwarding letter and relevant note sheet sent from CLTRI.	Information denied under Section 8 (1) (h) as disciplinary proceedings process is not completed and no logical conclusion reached. Forwarding letter sent.

5. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

Yours faithfully,

(Dr. K. Kumaresan)
Public Information Officer (PIO)



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)



No. CLTRI/PIO/03/2023-2024/15/

Date:- 02.08.2023

To,

Sub: Seeking information under RTI Act 2005 - Reg.

Ref: Transfer RTI F. No.Z.17025/25/2023-Lep. Dated:- 13.06.2023 from CPIO, & Deputy Director (Leprosy Section), DGHS, New Delhi.

Sir,

This is in reference to your RTI application dated:05.06.2023 and received as transfer from DGHS in this section on 21.06.2023.

2. As Public Information Officer is not the custodian of information sought, your query was sent to the concerned section to provide with the reply, under Section 5 (4) of the RTI Act 2005. In this regard, the information pertaining to the Institute is provided on reply received from the concerned section:

S.No.	RTI Query	Reply
3.	It is requested to furnish or provide information pertaining to the rules and regulations regarding provision of the horizontal reservations of ex-servicemen at the recruitment of group C and D posts in all the departments, Institutions including autonomous Institutions under the department of Family and Welfare viz. Regional Institute of Medical Sciences (Being a Central Government Institute).	There are no provisions in the Recruitment Rules of group C and D (MTS) posts in our Institute for recruitment of ex-servicemen.

4. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

Yours faithfully,

(Dr. K. Kumaresan)
Public Information Officer (PIO)

Copy to: CPIO & Deputy Director (Leprosy Section), Directorate General of Health Services, Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi-110011.
(SPEED POST).



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)



No. CLTRI/PIO/03/2023-2024/19/

Date:-31.07.2023

To,

Sub: Seeking information under RTI Act 2005 - Reg.

Ref: Transfer RTI F. No.Z.17025/26/2023-Lep. Dated:- 23.06.2023 from CPIO, & Deputy Director (Leprosy Section), DGHS, New Delhi.

Sir,

This is in reference to your RTI application dated:16.06.2023 and received as transfer from DGHS in this section on 30.06.2023.

2. As Public Information Officer is not the custodian of information sought, your query was sent to the concerned section to provide with the reply, under Section 5 (4) of the RTI Act 2005. In this regard, the information pertaining to the Institute is provided on reply received from the concerned section (Estt.-I):

S.No	RTI Query	Reply
1.	Provide the name of the Upper Division Clerks (UDC) working in CLTRI, Chengalpattu since 01.01.2022 to till date.	Shri. A.F.Shahul Hameed, UDC Shri. V.Balaji, UDC Smt. M.Vasanthi, UDC
2.	Provide the list of employees, who are all under the consideration zone for the post of Head Clerk by promotion at CLTRI, Chengalpattu as per GSR 195 as above.	List of employees not available at present.
3.	Provide the Name and details of employees holding the post of Accountant in CLTRI since 01.01.2022 to till date.	Shri. N. Sampath Kumar Accountant
4.	Whether an employee holding the post of Accountant in CLTRI as per Sl. No.3, is coming under consideration zone/eligible incumbent for the post of Head Clerk by promotion as per GSR 195 as above in CLTRI, Chengalpattu.	Reasoning / clarification outside the ambit of RTI Act and hence exempted under 2 (f) and (j) of RTI Act, 2005. However, eligibility as per Recruitment Rule GSR. 195 dated: 13.11.2022.
5.	If yes, provide the attested copies of rule position / Govt. of India decision / DoPT order / relaxation if any, issued by Ministry, if any received from competent authority stating that holding the post of Accountant in CLTRI is also under consideration zone / panel list for DPC, while preparing panel list to be submitted in DPC proceedings along with UDC seniority list as in Sl.No.1, for the post of Head Clerk by promotion in CLTRI, Chengalpattu as per GSR 195, as above.	Not applicable.
6.	Whether Shri.Sampath Kumar, Accountant, CLTRI, is eligible for the post of Head Clerk by promotion as per GSR 195 as above in CLTRI, Chengalpattu. If Yes, provide the rule position / order of the Competent Authority superseding GSR 195.	Reasoning / clarification outside the ambit of RTI Act and hence exempted under 2 (f) and (j) of RTI Act, 2005.

3. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

Yours faithfully,

(Dr. K. Kumaresan)
Public Information Officer (PIO)

Copy to: CPIO & Deputy Director (Leprosy Section), Directorate General of Health Services, Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi-110011.
(SPEED POST).



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)



No. CLTRI/PIO/03/2023-2024/25/

Date:- 14.07.2023

To,

Sub: Seeking information under RTI Act 2005 - Reg.

Ref: Transfer RTI F. No.Z.17025/33/2023-Lep. Dated:- 05.07.2023 from CPIO, & Deputy Director (Leprosy Section), DGHS, New Delhi.

Sir,

This is in reference to your RTI application dated: 20.06.2023 and received as transfer from DGHS in this section on 11.07.2023.

2. As Public Information Officer is not the custodian of information sought, your query was sent to the concerned section to provide with the reply, under Section 5 (4) of the RTI Act 2005. In this regard, the information pertaining to the Institute is provided on reply received from the concerned sections:

S.No.	RTI Query	Reply
1.	Kindly provide the information on data of leprosy cases belongs to Scheduled Caste (SC) and Scheduled Tribe (ST) being treated in Central Leprosy Teaching and Research Institute (CLTRI) from 2019, 2020, 2021, 2022, 2023 and till date.	Data not available
2.	Kindly provide the information on data on New Cases of Scheduled Caste (SC) and Scheduled Tribe (ST) being diagnosed and getting treatment in Central Leprosy Teaching and Research Institute (CLTRI), from 2019, 2020, 2021, 2022, 2023 and till date.	Data not available

4. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

Yours faithfully,

(Dr. K. Kumaresan)
Public Information Officer (PIO)

Copy to: CPIO & Deputy Director (Leprosy Section), Directorate General of Health Services, Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi-110011.
(SPEED POST).



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)



No. CLTRI/PIO/03/2023-2024/18/
To,

Date:- 21.07.2023

Sub: Seeking information under RTI Act 2005 - Reg.
Ref: Transfer RTI F. No. I.35013/15/2022-CHS-III. dated: 23.06.2023 from CPIO & Under Secretary, (CHS-III Section), Government of India, Ministry of Health and Family Welfare, Nirman Bhawan, New Delhi-110011.
Sir,
This is in reference to your RTI application dated: 16.06.2023 and received as transfer from DGHS in this section on 30.06.2023.

2. As Public Information Officer is not the custodian of information sought, your query was sent to the concerned section to provide with the reply, under Section 5 (4) of the RTI Act 2005. In this regard, the information pertaining to the Institute is provided on reply received from the concerned section:

RTI Query	Reply
Total number of Doctors recruited by Central Government and their qualification and posting details.	(GDMO cadre during last 5 years) - 05 (03 – MBBS) (01-MBBS, MD Microbiology) (01 – MBBS, MS (ENT) at CLTRI.

3. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

Yours faithfully,

(Dr. K. Kumaresan)
Public Information Officer (PIO)

Copy to: CPIO & Under Secretary, (CHS-III Division), Government of India, Ministry of Health and Family Welfare, Nirman Bhawan, New Delhi-110011 . **(SPEED POST)**.



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)



No. CLTRI/PIO/03/2023-2024/17/
21.07.2023

Date:-

To,

Sub: Seeking information under RTI Act 2005 - Reg.

Ref: Transfer RTI F. No. I.35013/27/2022-CHS-IV. dated: 21.06.2023 from CPIO & Under Secretary, (CHS-IV Division), Government of India, Ministry of Health and Family Welfare, Nirman Bhawan, New Delhi-110011.

Sir,

This is in reference to your RTI application dated: 30.05.2023 and received as transfer from DGHS in this section on 30.06.2023.

2. As Public Information Officer is not the custodian of information sought, your query was sent to the concerned section to provide with the reply, under Section 5 (4) of the RTI Act 2005. In this regard, the information pertaining to the Institute is provided on reply received from the concerned section:

S.No.	RTI Query	Reply
1.	Please share the count of Doctors, Engineers & Lawyers whose 10 th (High School) data is with Government.	14
2.	Please share the count of Doctors, Engineers & Lawyers who got education in Government School.	03

3. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

Yours faithfully,

(Dr. K. Kumaresan)
Public Information Officer (PIO)

Copy to: CPIO & Under Secretary, (CHS-IV Division), Government of India, Ministry of Health and Family Welfare, Nirman Bhawan, New Delhi-110011 . **(SPEED POST)**.



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)



No. CLTRI/PIO/03/2023-2024/16/

Date:- 03.07.2023

To,

Sub: Seeking information under RTI Act 2005 - Reg.

Ref: Transfer RTI F. No.Z.17025/29/2023-Lep. Dated:- 23.06.2023 from CPIO, & Deputy Director (Leprosy Section), DGHS, New Delhi.

Sir,

This is in reference to your RTI application dated: 19.06.2023 and received as transfer from DGHS in this section on 30.06.2023.

2. In this regard, the following information in regard to Central Leprosy Teaching and Research Institute, Govt. of India is provided:

S.No.	RTI Query	Reply
3.	List of CT scan machines: Kindly provide a comprehensive list of all CT scan machines installed in each all states/UTs district wise. The list should include the district name and the corresponding Health care facility where the machine is located (e.g. district hospital, medical college, etc.)	NIL
4.	Period of installation: Please provide the dates or period (month and year) when each CT scan machine was installed in their respective states/UTs district wise. This information will help in understanding the timeline of installation and the availability of the machines for public use.	Not applicable
5.	Machines out of order: Kindly provide details of any CT scan machines that are being carried out, please provide information on the expected timeframe for the machine to be functional again.	Not applicable

5. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

Yours faithfully,

(Dr. K. Kumaresan)
Public Information Officer (PIO)

Copy to: CPIO & Deputy Director (Leprosy Section), Directorate General of Health Services, Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi-110011. (**SPEED POST**).



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)



No. CLTRI/PIO/03/2023-2024/14/

Date:-21.07.2023

To,

Sub: Seeking information under RTI Act 2005 - Reg.

Sir,

This is in reference to your RTI application dated: 19.06.2023 and received in this section on 19.06.2023.

2. As Public Information Officer is not the custodian of information sought, your query was sent to the concerned sections to provide with the reply, under Section 5 (4) of the RTI Act 2005. In this regard, the information is provided on reply received from the concerned sections (Est.-I, Head-Clinical Division, Officer incharge-Central Stores, ANS (in charge) :

S. No	RTI Query	Reply
5.	Provide the list of drugs, surgical items along with its value got expired purchased through the purchase committee in which I was a purchase committee member.	No records available.
6.	Provide the list of months between January 2015 to January 2023 in which the short expiry list of medicines was not circulated to all the Medical Officers/ANS/Operation Theatre.	No records available.
7.	Provide the copy of committee recommendations if any on expired drugs over which the decision to record the entries in my service register was made.	Available record enclosed.

6. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

Yours faithfully,

(Dr. K. Kumaresan)
Public Information Officer (PIO)

Encl: as above



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)



No. CLTRI/PIO/03/2023-2024/13/

Date:- 13.06.2023

To,

Sub: Seeking information under RTI Act 2005 - Reg.

Ref: Transfer RTI F. No.Z.17025/26/2023-Lep. Dated:- 08.06.2023 from CPIO, & Deputy Director (Leprosy Section), DGHS, New Delhi.

Sir,

This is in reference to your RTI application dated: 01.06.2023 and received as transfer from DGHS in this section on 13.06.2023.

2. In this regard, the information is provided below (*Repetitive RTI query*- similar RTI query was replied by this Institute to another Applicant to same address):

S.No.	RTI Query	Reply
1.	Please clarify that the Post name CASHIER in Level-4 (Group-C Non Gazette) working in Central Government Health Care Facilities/Autonomous bodies/Defense are come under Ministerial or Non-Ministerial cadre.	No such post available in this Institute.
2.	If it comes under Non-Ministerial cadre, then what is the rule position to grant HPCA/PCA and Hardship Matrix to those who are working in Hospitals/Medical Institutions?	Not applicable

3. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

Yours faithfully,

(Dr. K. Kumaresan)
Public Information Officer (PIO)

Encl:- as above

Copy to: CPIO & Deputy Director (Leprosy Section), Directorate General of Health Services, Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi-110011. (**SPEED POST**).



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)



No. CLTRI/PIO/03/2023-2024/12/

Date:- 12.07.2023

To,

Sub: Seeking information under RTI Act 2005 - Reg.

Ref: Transfer RTI F. No.Z.17025/24/2023-Lep. Dated:- 02.06.2023 and dated: 06.07.2023 from CPIO, & Deputy Director (Leprosy Section), DGHS, New Delhi.

Sir,

This is in reference to your RTI application dated: 31.05.2023, 05.07.2023 and received as transfer from DGHS in this section on 09.06.2023 and 11.07.2023.

2. As Public Information Officer is not the custodian of information sought, your query was sent to the concerned section to provide with the reply, under Section 5 (4) of the RTI Act 2005. In this regard, the information pertaining to the Institute is provided on reply received from the concerned sections:

S.No.	RTI Query	Reply
1.	List of Group B (Non-Gazetted, Non Ministerial) posts in various Central Govt.Organizations/PSUs/Autonomous Bodies	Head Clerk, Junior Accounts Officer, Store Assistant, Steno Gr.-I, Junior Statistical Officer, D.E.O Gr.-'B', Technical Officer, Technical Assistant (Surgical), Library Information Asst., Medical Laboratory Technologist, Senior Nursing Officer, Nursing Officer, Physiotherapist, Supervisor cum Chemist, Radiographer.
2.	List of Group B (Gazetted, Non Ministerial) posts in various Central Govt.Organizations/PSUs/Autonomous Bodies	Store Officer, Private Secretary, Asst. Nursing Superintendent.
3.	List of posts of Junior Physiotherapist along with their Gazetted/Non-Gazetted status existing in various Ministries of Govt. of India.	Not applicable to CLTRI.
4.	Details of ruling/conditions under which Non-Gazetted Gr.B post is considered/upgraded/promoted into Group-B Gazetted post.	As per Recruitment Rules of the post.
5.	Details ruling about Aadhar based biometric attendance system for Central Government employees.	
6.	Please provide guidelines physical signature in attendance register is compulsory when the Office have facility for Aadhar based biometric attendance.	OM and guidelines available on DOPT website.

3. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

Yours faithfully,

(Dr. K. Kumaresan)
Public Information Officer (PIO)

Copy to: CPIO & Deputy Director (Leprosy Section), Directorate General of Health Services, Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi-110011. **(SPEED POST)**.



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)



No. CLTRI/PIO/03/2023-2024/11/ Date:- 26.06.2023

To,

Sub: Seeking information under RTI Act 2005 - Reg.
Ref: Transfer RTI F. No.Z.17025/22/2023-Lep. Dated:- 02.06.2023 from CPIO, & Deputy Director (Leprosy Section), DGHS, New Delhi.
Sir,

This is in reference to your RTI application dated: 30.05.2023 and received as transfer from DGHS in this section on 12.06.2023.

2. As Public Information Officer is not the custodian of information sought, your query was sent to the concerned section to provide with the reply, under Section 5 (4) of the RTI Act 2005. In this regard, the information is provided on reply received from the concerned section:

S.No.	RTI Query	Reply
4.	Name of the Institutes/hospitals/organization, where recommendations of 7 th CPC related to Lab Cadre implemented till date and copy of the implementation orders.	The implementation order in respect of CLTRI is provided as Annexure-1.
5.	Whether recruitment rules of the Lab. Cadre has been up-dated accordingly where 7 th CPC recommendations implemented? If, Yes, please provide the copy of the draft or final notification of that Recruitment Rules.	Recruitment Rules for the Lab. Cadre posts (Laboratory Attendant/Animal Attendant/Junior Medical Laboratory Technologist) have been amended and amendment of Recruitment Rules for remaining posts is in process. The copy of the draft/amended Recruitment Rules is available on the website of mohfw.gov.in/eGazette.gov.in

6. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

Yours faithfully,

(Dr. K. Kumaresan)
Public Information Officer (PIO)

Encl:- as above
Copy to: CPIO & Deputy Director (Leprosy Section), Directorate General of Health Services, Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi-110011. **(SPEED POST)**.



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)



No. CLTRI/PIO/03/2023-2024/10/

Date:-10.07.2023

To,

Sub: Seeking information under RTI Act 2005 - Reg.

Sir,

This is in reference to your RTI application dated: 06.06.2023 and received in this section on 08.06.2023.

2. As Public Information Officer is not the custodian of information sought, your query was sent to the concerned sections to provide with the reply, under Section 5 (4) of the RTI Act 2005. In this regard, the information is provided on reply received from the concerned sections (Est.-I, Head-Clinical Division, Officer incharge-Central Stores and PS to Director) :

S.No	RTI Query	Reply
1.	Provide the attested copy of the following order with F. No.1/00/Dir/2023 dated 21-04-2023 with subject "Allocation of Duties for Smt. Sheela, Nursing Officer – Reg."	Copy enclosed as Annexure-1 (01 page).
2.	Provide the attested copies of duty rooster allotted to Smt. Sheela, Nursing Officer in nursing section from 21-04-2023 to 06-06-2023.	Relevant records not available.
3.	Provide the name of the official/employee who is in-charge for allotting duty rooster in nursing section.	Smt. Shanthi, ANS (i/c).
4.	Provide the attested copies of the corresponding noting sheets and order issued to the ANS in-charge for buying vegetables for Central kitchen on 01-06-2023 from outside.	No records available
5.	Provide the attested copies of the corresponding noting sheets and order issued to the ANS in-charge to deny the snacks and fruits supplied by the contractor on 01-06-2023.	No records available
6.	Provide the attested copies of details supplier who supplied vegetables to Central kitchen from 01-06-2023 to 06-06-2023 with bill.	The information is denied under section 8(1)(d) (g) of RTI Act, 2005.
7.	Provide the details of order issues to the ANS in-charge to purchase vegetables for Central kitchen from 01-06-2023 to 06-06-2023.	No records available.
8.	Provide the attested copies of orders and corresponding notice sheets relevant to issuing delegation of financial powers to Dr. Kumaresan as a Director of CLTRI.	Office order F.No. 1/00/Dir./2023, dated: 17.05.2023 - Copy enclosed as Annexure-2 (01-page).
9.	Provide the attested copies of the following order with No. F. 2-2/WAGES/E.I/2023 dated 31-05-2023 with subject Engagement of persons on wages basis.	Copies enclosed as Annexure-3 (03 pages, 6 copies).
10.	Provide the action taken report and corresponding noting sheets on the complaint made by Mr. Sanjay Kumar dated 02-05-2023 with subject "Request to initiate Disciplinary actions against the PIO for providing false information and to initiate Disciplinary action against the office bearers of unrecognized association (CLTRISA)".	Under process.

3. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

Yours faithfully,

(Dr. K. Kumaresan)
Public Information Officer (PIO)

Encl:- as above



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)



No. CLTRI/PIO/03/2023-2024/09/

Date:- 12.06.2023

To,

Sub: Seeking information under RTI Act 2005 - Reg.

Ref: Transfer RTI F. No.Z.17025/44/2023-Lep. Dated:- 18.05.2023 from CPIO, & Deputy Director (Leprosy Section), DGHS, New Delhi.

Sir,

This is in reference to your RTI application dated: 05.05.2023 and received as transfer from DGHS in this section on 25.05.2023.

2. As Public Information Officer is not the custodian of information sought, your query was sent to the concerned section to provide with the reply, under Section 5 (4) of the RTI Act 2005. In this regard, the information is provided on reply received from the concerned section:

S. No.	RTI Query	Reply
1.	Current vacancy of NURSING OFFICER POST for Central Leprosy Teaching and Research Institute.	12 Nos.
2.	Is it possible to transfer from Central Institute of Psychiatry, Ranchi, Jharkhand to to Central Leprosy Teaching and Research Institute, Chengalpattu for the post of Nursing Officer.	As per the Recruitment Rule for Nursing Officer (Staff Nurse) of this Institute, Mode of Recruitment is Direct Method (For Transfer, details may be obtained from Directorate General of Health Services, New Delhi.)
3.	If Yes, What is the process for transfer or any criteria need to complete for transfer process.	Not applicable.

3. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

Yours faithfully

(Dr. K. Kumaresan)
Public Information Officer (PIO)

Copy to: CPIO & Deputy Director (Leprosy Section), Directorate General of Health Services, Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi-110011. **(SPEED POST)**.



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)



No. CLTRI/PIO/03/2023-2024/08/

Date:- 12.06.2023

To,

Sub: Seeking information under RTI Act 2005 - Reg.

Ref: F. No.V.18022/6/2023-CCD. Dated:- 12.05.2023 from CPIO, & Under Secretary, (CCD Section), Department of Health & FW, Ministry of Health & FW, Nirman Bhawan, New Delhi.
Sir,

This is in reference to your RTI application dated: 02.05.2023 and received as transfer from DGHS in this section on 25.05.2023.

2. As Public Information Officer is not the custodian of information sought, your query was sent to the concerned section to provide with the reply, under Section 5 (4) of the RTI Act 2005. In this regard, the information is provided on reply received from the concerned section:

S. No.	RTI Query	Reply
1.	<p>In Central Leprosy Teaching and Research Institute, Chengalpattu, the Junior Accounts Officer, Group-B (Non-Gazetted Post), Store Officer Group-B (Non-Gazetted Post) and Store Assistant Group-B (Non-Gazetted Post) are lying vacant more than 4 years, 15 years and 15 years respectively and as per DOPT Order these posts are declared deemed to abolished. In this regard, you are requested to provide the following information under RTI Act 2005.</p> <p>Provide the attested copy of Order/Letter issued by DGHS/Ministry declaring the Junior Accounts Officer, Store Officer and Store Assistant posts in CLTRI, Chengalpattu are deemed to be abolished.</p>	<p>As per the Department of Expenditure Order No. 7(1)E.Coord-I/2017, dated:- 12.04.2017, the mentioned posts are identified as deemed to be abolished.</p> <p>Refer Department of Expenditure, Ministry of Finance website.</p>

3. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

Yours faithfully

(Dr. K. Kumaresan)
Public Information Officer (PIO)

Copy to: CPIO & Under Secretary, (CCD Section), Department of Health & FW, Ministry of Health & FW, Nirman Bhawan, New Delhi-110011. **(SPEED POST)**.



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu



(RTI Section)

No. CLTRI/PIO/03/2023-2024/07/

Date:- 30.05.2023

To,

Sub: Seeking information under RTI Act 2005 - Reg.

Ref: Transfer RTI F. No.Z.17025/17/2023-Lep. Dated:- 12.05.2023 from CPIO, & Deputy Director (Leprosy Section), DGHS, New Delhi.

Sir,

This is in reference to your RTI application dated: Nil and received as transfer from DGHS in this section on 18.05.2023.

2. In this regard, the information is provided on reply received from the concerned sections:

S. No.	RTI Query	Reply
1.	Provide the details i.e. Name and Designation of CLTRI employees, who submitted the application for the post of Store Officer (Group B Non Gazetted) in BCG Vaccine Laboratory, Chennai on deputation basis and duly forwarded by the Director, CLTRI to the Deputy Director, EPI Section, DGHS, Nirman Bhavan, New Delhi.	Sh. A. F. Shahul Hameed Upper Division Clerk
2.	Provide the attested copies of applications along with enclosures for the post of Store Officer (Group B Non-Gazetted) in BCG Vaccine Laboratory, Chennai on Deputation basis and forwarded by the Director, CLTRI.	The information asked, relates to personal information, and hence the information is exempted under Section 8 (1) (j) of RTI Act, 2005.
3.	Whether APAR for the last 5 years (i.e. from 2017 to 2022) duly signed by the Competent Authority for APAR (Director, CLTRI) was enclosed and forwarded along with the application as mentioned in Sl. No.1.	Yes
4.	If APAR for last 5 years (i.e. from 2017 to 2022), as per the Circular No.A.12021/27/2020-Admn, dated: 14.03.2023 of A.O I/c, BCGVL, Guindy, Chennai, was not enclosed along with the applications forwarded by the Director, CLTRI, provide the attested copies of the relaxation order issued by Competent Authority to consider the application along with the old APAR for the post of Store Officer mentioned in Sl. No.1.	No order is issued
5.	Whether Head Clerk post, Group-B, Non Gazetted filled in CLTRI, Chengalpattu (by promotion). If not filled by promotion, provide the reasons as the amended Recruitment Rule already published in Gazette during December 2022.	Not filled. Providing reasons is not an information and hence exempted under 2 (f) and (j) of RTI Act, 2005.
6.	Provide the attested copies of DOPT Order/Ministry instruction stating that, if APAR is not finalized by the Reviewing Officer i.e. (Director) for last 4 years, the promotion benefits to the eligible employees can be delayed/postponed.	Refer DOPT website.
7.	Provide the reason under which DOPT Order/Ministry instruction, the promotion to the post of Head Clerk in CLTRI is not considered with the available APARs, if the latest APARs are not updated by the Reviewing Officer. (as the old APARs taken for consideration of the post of Store Officer on Deputation basis as per S.No.4).	Providing reasons is not an information and hence exempted under 2 (f) and (j) of RTI Act, 2005.


3. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,


Yours faithfully

(Dr. K. Kumaresan)
Public Information Officer (PIO)

Copy to: CPIO & Deputy Director (Leprosy Section), Directorate General of Health Services, Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi-110011. **(SPEED POST)**.



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu



(RTI Section)

No. CLTRI/PIO/03/2023-2024/06/Date:- 01.06.2023

To,

Sub: Seeking information under RTI Act 2005 - Reg.

Sir,

This is in reference to your RTI application dated: 30.04.2023 and received as transfer from DGHS in this section on 16.05.2023.

2. As PIO, CLTRI is not the custodian of the information sought, your queries on the same were sent to Director, CLTRI vide No. CLTRI/PIO/03/2023-2024/06, dated: 16.05.2023 to provide necessary information from the concerned sections under section 5(4) of the RTI Act, 2005.
3. In this regard, the reply has been received from concerned section along with Annexures as given below:

S.No	Questions	Reply
1.	Provide the details of mode of receipt of APARs obtained from the then Directors, Dr. M. K. Showkath Ali and Dr. V. K. Chadha during the period 2017-2021.	By Post
2.	Provide the attested copies of letter correspondence, noting sheet etc., between the Director, CLTRI and then Directors, Dr. M. K. Showkath Ali and Dr. V. K. Chadha regarding updation of reviewing of APARs of CLTRI employees during the period 2017-2021.	Given as Annexure-I (25 pages)
3.	Provide the attested copies of letter correspondence, noting sheet etc., between the present Director, CLTRI, Dr. Nirmal Joe and then Director Dr.S.Elavarasan regarding updation of reviewing of 4 years pending APARs of CLTRI employees (more than 50 employees as informed by the present Director.	Given as Annexure-II (9 pages)
4.	If letter forwarded as mentioned in Sl. No.3, provide the attested copies of reply correspondence received from Dr. S. Elavarasan, then Director, CLTRI.	No record is available.
5.	If letter not forwarded as in Sl. No. 3, the reason may please be provided.	Not an information under RTI Act, 2005.
6.	Whether any disciplinary action/memorandum/explanation letters issued to the P.S. to Director i.e. custodian of APAR of CLTRI employees. If yes, provide the attested copies of the action taken for the same along with noting sheet. If no, the reason may be provided along with the exemption for relaxation obtained from Ministry/DGHS for not conducting disciplinary action against Shri. N. S. Rajendiren, PS to the Director, CLTRI for misconduct of his duty.	No record is available. Not an information under RTI Act, 2005.

4. It is to inform that, the total pages given as annexures, consists of 34 pages and the additional charges to be paid for the photocopy of documents is **Rs. 68.00** (34 copies x Rs. 2.00 per copy = Rs. 68.00).
5. In this regard, you are requested to pay the above charges towards photocopying of the documents by way of **Demand Draft/Banker's Cheque/Indian Postal Order** in favour of '*The Director, Central Leprosy Teaching & Research Institute (CLT&RI), Chengalpattu*' payable at Chengalpattu. Also, the payment can be made by way of **cash to the Accounts Section, CLTRI** against a proper receipt. And, on payment of the above charges, the annexures will be provided to you against proof of payment.

Thanking you,

Yours faithfully,

(Dr. K. Kumaresan)

Copy to:

1. CPIO & Deputy Director (Leprosy Section), Directorate General of Health Services, Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi-110011. (**SPEED POST/Email**).
2. Accounts Section, CLTRI-for information.



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)



No. CLTRI/PIO/03/2023-2024/05/

Date:- 19.05.2023

To,

Sub: Seeking information under RTI Act 2005 - Reg.

Ref: Transfer RTI F. No.Z.17025/18/2023-Lep. Dated:- 10.05.2023 from CPIO, & Deputy Director (Leprosy Section), DGHS, New Delhi.

Sir,

This is in reference to your RTI application dated: 27.04.2023 and received as transfer from DGHS in this section on 16.05.2023.

2. In this regard, the information is provided on reply received from the concerned section:

S.No.	RTI Query	Reply
4.	Please clarify that the Post name CASHIER in Level-4 (Group-C Non Gazette) working in Central Government Health Care Facilities/Autonomous bodies under Ministry of Health and Family Welfare (AIIMS, PGI, Central Institute of Psychiatry, RLTRI etc.) are come under Ministerial or Non-Ministerial Cadre.	No such post available in this Institute.
5.	If it comes under Non-Ministerial cadre, then what is the rule position to grant HPCA/PCA and Hardship Matrix to those who are working in Hospitals/Medical Institutions.	Not applicable

6. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

Yours faithfully,

(Dr. K. Kumaresan)
Public Information Officer (PIO)

Encl:- as above

Copy to: CPIO & Deputy Director (Leprosy Section), Directorate General of Health Services, Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi-110011. **(SPEED POST)**.



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)



No. CLTRI/PIO/03/2023-2024/03/

Date:- 29.05.2023

To,

Sub: Seeking information under RTI Act 2005 - Reg.

Sir,

This is in reference to your RTI application dated: 27.04.2023 and received in this section on 27.04.2023.

2. In this regard, the information is provided on reply received from the concerned sections:-

S. No	RTI Query	Reply
1.	Provide the attested copy of the ATC copy approved by the Competent Authority which proves the requirement of experience for the above bid from the buyer end for the GEM Bid number GEM/2022/B/2037810.	Copy enclosed as Annexure-I
2.	Provide the attested copies of Committee Report for the GEM Bid number GEM/2022/B/2037810.	Copy enclosed as Annexure-II
3.	Provide the attested copies of mail communication between Committee members and the then Director regarding the engagement of Government Counsel.	Copy enclosed as Annexure-III
4.	Provide the attested copies of orders and corresponding Notice Sheets relevant to engaging Govt. Counsel for the said case.	Copy enclosed as Annexure-IV
5.	Whether the Committee members appealed to DGHS/Ministry regarding the decision of the then Director for denying Govt. Counsel on the above matter, provide the copy of the same, if available.	Copy enclosed as Annexure-V
6.	Whether any special relaxation/order issued from the DGHS/Ministry to suspend the decision of the then Director that not to engage Govt. Counsel, as the matter is not a public interest. If yes, provide the copies of the special relaxation/order issued from the DGHS/Ministry.	Copy enclosed as Annexure-VI
7.	Provide the details of Mrs. Punitha's working period (number of years) in the CLTRI, Chengalpattu.	17 years
8.	Provide the number of Vigilance complaints and attested copies of complaints pending on Mrs. Punitha.	The information asked, relates to personal

		information and hence the information is exempted under Section 8 (1) (j) of RTI Act, 2005.
9.	Provide the attested copies of following letters/orders. <i>a.</i> No. F.19/C/Dir/CLTRI/2021, dated: 19-01-2022.	No such record is available.

3. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

Yours faithfully,

(Dr. K. Kumaresan)
Public Information Officer (PIO)

Encl:- as above



RIGHT TO
INFORMATION



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)



No. CLTRI/PIO/03/2023-2024/02/

Date:- 12.05.2023

To,

Sub: Seeking information under RTI Act 2005 - Reg.

Sir,

This is in reference to your RTI application dated: 17.04.2023 and received in this section on 17.04.2023.

2. In this regard, the information is provided on reply received from the concerned section:-

S. No	RTI Query	Reply
1.	Provide the attested copies of the representations (including reminders) dated: 23.12.2022, 30.12.2022, 23.01.2023 and 15.02.2023 submitted by Sh.A.F. Shahul Hameed, UDC, CLTRI regarding promotion to the post of the Head Clerk, CLTRI, Chengalpattu.	Copy attached as Annexure-1
2.	Provide the current status as on 17.04.2023 of the representations (including reminders) dated: 23.12.2022, 30.12.2022, 23.01.2023 and 15.02.2023 submitted by Sh.A.F. Shahul Hameed, UDC, CLTRI regarding promotion to the post of the Head Clerk, CLTRI, Chengalpattu.	The APAR of the officials under consideration zone for the post of Head Clerk is incomplete and have been sent to the then Director for reviewing. Once completed APARs received, action will be taken to fill up the post of Head Clerk by promotion.
3.	Provide the attested copies of the noting sheet proceedings, correspondence between CLTRI and Leprosy Section, DGHS/Ministry in connection to the representations (including reminders) dated: 23.12.2022, 30.12.2022, 23.01.2023 and 15.02.2023 submitted by Sh.A.F. Shahul Hameed, UDC, CLTRI regarding promotion to the post of the Head Clerk, CLTRI, Chengalpattu.	Copy attached as Annexure-2.
4.	Provide the attested copy of the letter forwarded to Chairman / Secretary, Minority Commission, New Delhi by the Director, CLTRI, Chengalpattu; which the complaint dated: 03.03.2023 was submitted by Sh.A.F. Shahul Hameed, UDC, CLTRI, Chengalpattu.	Copy attached as Annexure-3.

5.	If the complaint dated 03.03.2023 of Sh.A.F. Shahul Hameed, UDC, CLTRI, was not forwarded, the reason may be provided and also copy of the corresponding noting sheet proceedings may be provided.	Not applicable.
----	--	-----------------

3. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

(Dr. K. Kumaresan)
Public Information Officer (PIO)

Encl:- as above



RIGHT TO
INFORMATION



Government of India
Ministry of Health and Family Welfare
Directorate General Health Services
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
Chengalpattu – 603 001, Tamil Nadu
(RTI Section)



No. CLTRI/PIO/03/2023-2024/01/

Date:- 09.05.2023

To,



Sub: Seeking information under RTI Act 2005 - Reg.

Ref: Transfer RTI F. No.Z.17025/12/2023-Lep. Dated:- 04.04.2023 from CPIO, & Deputy Director (Leprosy Section), DGHS, New Delhi.

Sir,

This is in reference to your RTI application dated: 09.03.2023 and received as transfer from DGHS in this section on 11.04.2023.

2. In this regard, the information is provided on reply received from the concerned sections:

S. No	RTI Query	Reply
1.	Run by the Government of India (recognized schools, colleges, universities, hospitals and Institutions), how many schools, colleges, universities, hospitals and Institutions are there for the disabled. Out of that, how many schools, colleges, universities, hospitals and Institutions have wheelchairs available? Available in what number? Kindly tell me with full details.	This Institution is established for management of persons affected with leprosy. <u>Wheel Chairs availability:-</u> 7. OPD:- 03 nos. 8. OT:- 04 nos. 9. Ward 1 & 2:- 05 nos. 10. Ward 3 & 4:- 06 nos. 11. Ward 5 & 6:- 06 nos. 12. Ward 7 & 8:- 04 nos.
2.	All the schools, colleges, universities, hospitals and Institutions run by the Government of India have provision for ramps for the disabled. If yes, please provide ramp photo. Kindly tell me with full details.	Ramps are constructed in OPD, OT, All Wards, Surgical Division, Physiotherapy block – Photos enclosed.
3.	Disabled adapted accessible toilets are available in all schools, colleges, universities, hospitals and Institutions run by the Government of India. Kindly tell me with full details.	Yes, the toilets are disabled adapted accessible toilets in the hospital.
4.	Moving chairs are available in all schools, colleges, universities, hospitals and institutions run by the Government of India. Available in what number? Kindly tell me with full details.	Not available in hospital.
5.	What arrangements have been made for the compliance of the Disabled Right Act, 2016 in all	The hospital/Institute is accessible and friendly for

	schools, colleges, universities, hospitals and Institutions run by the Government of India. Kindly tell me with full details.	persons with disability.
--	---	--------------------------

3. In case not satisfied with the above reply, you may prefer an appeal to the First Appellate Authority, Central Leprosy Teaching and Research Institute, Tirumani, Chengalpattu, Tamil Nadu – 603001, as per Section 19 (1) of the RTI Act 2005, within 30 days of receipt of this letter.

Thanking you,

Yours faithfully,

(Dr. K. Kumaresan)
Public Information Officer (PIO)

Encl:- as above

Copy to: CPIO & Deputy Director (Leprosy Section), Directorate General of Health Services, Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi-110011. (**SPEED POST**).



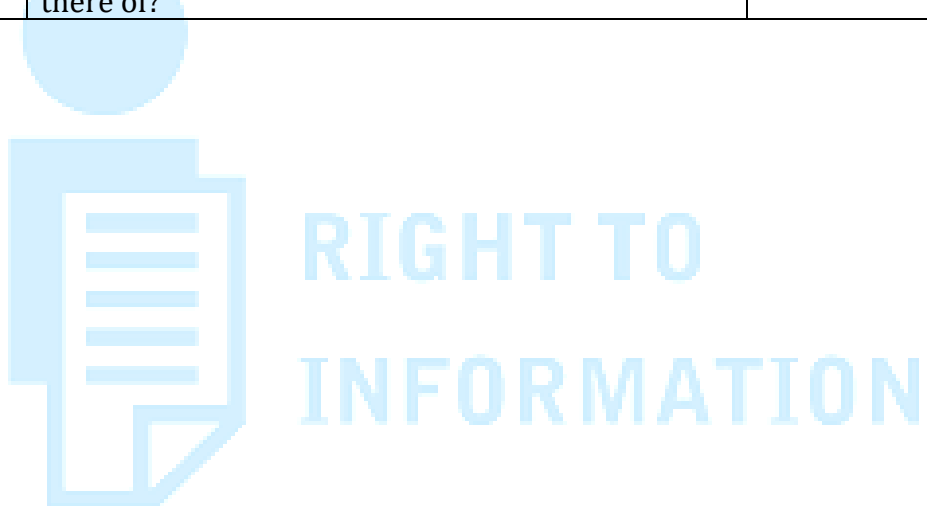
RIGHT TO
INFORMATION

4.7 Replies to questions asked in the parliament

[Section 4 (1) (d) (2)]

i. Details of questions asked and replies given

S.No	Question	Answer
1.	Whether it is a fact that there is no public display of available and occupied beds in Government and Private hospitals	Available bed strength for CLTRI is mentioned in CLTRI's official web page.
2.	Whether Government has any plan to make a public display of available and occupied beds in Government and Private hospitals	It is coming under the purview of MoHFW.
3.	If so, the details there of and if not, the reasons there of?	Not applicable.





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

5. INFORMATION AS MAY BE PRESCRIBED

5.1 Such other information as may be prescribed

[F. No. 1/2/2016 – IR dt. 17.8.2016, F. No. 1/6/2011 – IR dt. 15.4.2013]

i. Name & details of

a. Current CPIOs & FAAs

b. Earlier CPIO & FAA from 01.01.2015

October 2022 - Present

Particulars	Public Information Officer	Appellate Authority
Name	Dr. K. Kumaresan	Dr. M. Punitha
Designation	Assistant Director (Epidemiology)	CMO (NFSG)
Address	Central Leprosy Teaching & Research Institute [CLTRI] Chengalpattu – 603001, Tamil Nadu	Central Leprosy Teaching & Research Institute [CLTRI] Chengalpattu – 603001, Tamil Nadu
Contact No	044-27426274 [Extn. 206]	044-27426274 [Extn. 400]
Email ID	kumaresan.k@gov.in	drmpunitha@nic.in dircltri.tnchn@nic.in

December 2020 – September 2022

Particulars	Public Information Officer	Appellate Authority
Name	Dr. K. Kumaresan	Dr. S. Elavarasan
Designation	Assistant Director (Epidemiology)	Director
Address	Central Leprosy Teaching & Research Institute [CLTRI] Chengalpattu – 603001, Tamil Nadu	Central Leprosy Teaching & Research Institute [CLTRI] Chengalpattu – 603001, Tamil Nadu
Contact No	044-27426274 [Extn. 206]	044-27426274 [Extn. 100]
Email ID	kumaresan.k@gov.in	dircltri.tnchn@nic.in dircltri@dataone.in

May 2018 – November 2020

Particulars	Public Information Officer	Appellate Authority
Name	Dr. K. Kumaresan	Dr. Vineet Kumar Chadha
Designation	Assistant Director (Epidemiology)	Director
Address	Central Leprosy Teaching & Research Institute [CLTRI] Chengalpattu – 603001, Tamil Nadu	Central Leprosy Teaching & Research Institute [CLTRI] Chengalpattu – 603001, Tamil Nadu
Contact No	044-27426274 [Extn. 206]	044-27426274 [Extn. 100]
Email ID	kumaresan.k@gov.in	dircltri.tnchn@nic.in dircltri@dataone.in

01.01.2015 to April 2018

Particulars	Public Information Officer	Appellate Authority
Name	Dr. V.C Giri	Dr. M.K. Showkhat Ali
Designation	Deputy Director (Epidemiology)	Director
Address	Central Leprosy Teaching & Research Institute [CLTRI] Chengalpattu – 603001, Tamil Nadu	Central Leprosy Teaching & Research Institute [CLTRI] Chengalpattu – 603001, Tamil Nadu
Contact No	044-27426274 [Extn. 200]	044-27426274 [Extn. 100]
Email ID	vc.giri@gov.in	dircltri.tnchn@nic.in dircltri@dataone.in

ii. Details of third party audit of voluntary disclosure:

The third party audit of the proactive disclosures for the financial year 2022-2023 was done by National Institute of Health & Family Welfare, New Delhi. The audit report is available on the institute website under RTI section (<https://cltri.gov.in/RTI/RTIDetails.htm>)

iii. Appointment of Nodal Officers not below the rank of Joint Secretary/Additional HoD:

No

iv. Consultancy committee of key stake holders for advice on suo-motu disclosure:

Nil

v. Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI:

Not applicable, since a small organization and receipt of RTI applications are less.



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

6. INFORMATION DISCLOSED ON OWN INITIATIVE

6.1 Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information

Important information and particulars – Recruitment notifications, Tenders, Leprosy related information, Annual Report, Training calendar, research publications, RTI related are available on the institute website [www.cltri.gov.in] and regularly updated.

6.2 Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India)

i. Whether STQC certification obtained and its validity.

No

ii. Does the website show the certificate on the Website?

No
