



RIGHT TO INFORMATION ACT, 2005

PROACTIVE DISCLOSURE UNDER SECTION

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



**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

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[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



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)]

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

Fax : 044-27426064

Email : dircltri@dataone.in, dircltri.tnchn@nic.in

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. S. Elavarasan
Age	61 Years
Cadre	General Duty Medical Officer cadre of Central Health Services (Senior Administrative Grade)
Designation	Director
Date of joining the institute	17/07/2017
Qualification	M.B.B.S.,
Telephone	044-27426274 [Ext. 100]
E-mail	dircltri@dataone.in

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 round the clock.

S.NO	DIVISIONS	SERVICES / FUNCTIONS
TECHNICAL		
1.	<p>CLINICAL</p> 	<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 care 2. In-patient treatment 3. Expert management of leprosy reactions, relapse, drug resistance and other complications of leprosy 4. Teaching & training of medical & paramedical workers. 5. Research activities in clinical leprosy, in collaboration with other divisions 6. Maintenance of medical records relating to patient care activities 7. Provision of balanced and hygienic diet 8. House-keeping services 9. 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 complications 2. Reconstructive surgeries (RCS) for leprosy affected persons. 3. Camp based RCS surgery as requested from states 4. Comprehensive Physiotherapy and rehabilitation services.

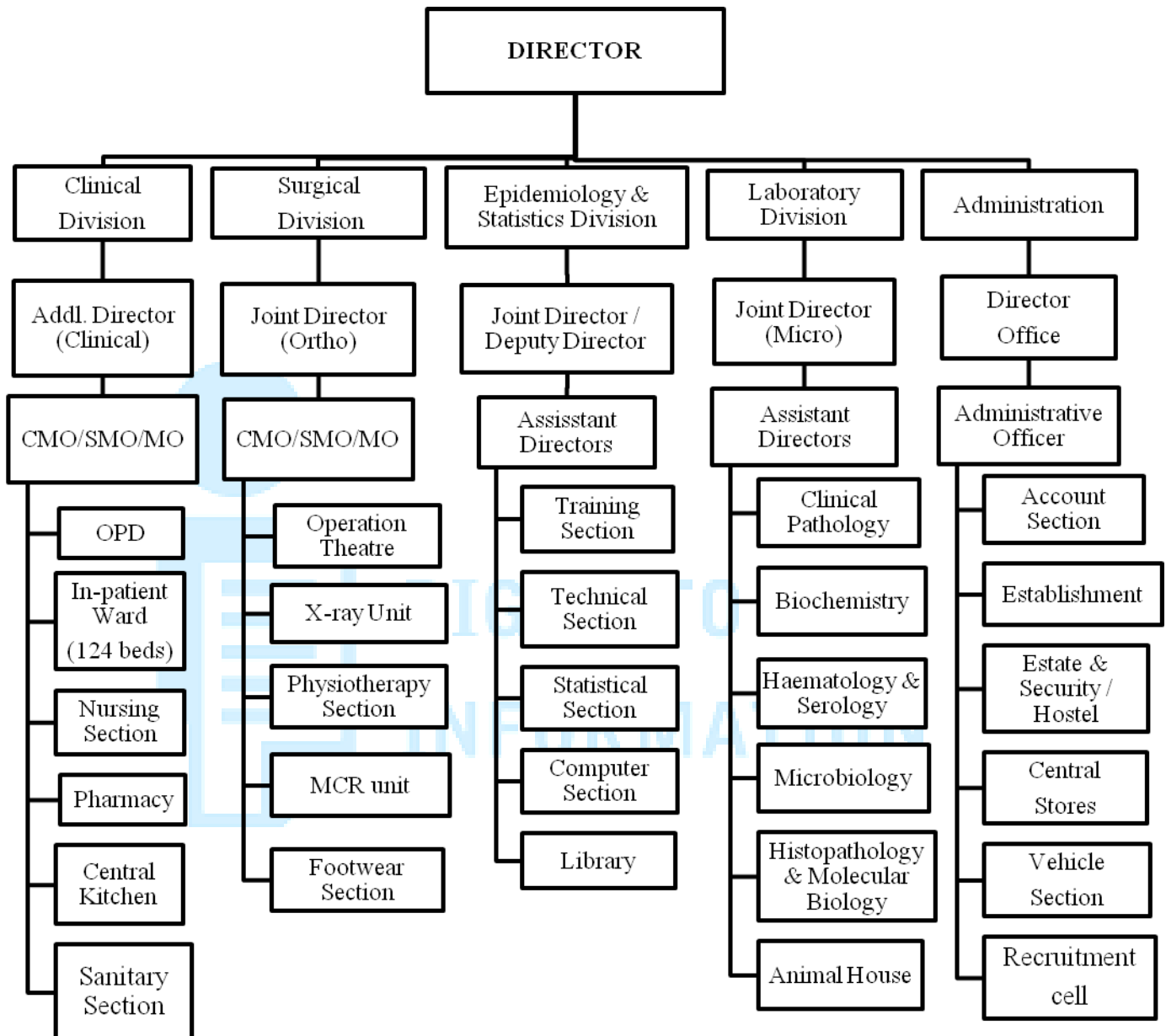
		<ol style="list-style-type: none"> 5. Production of MCR sheets, Provision of MCR footwear and prosthesis. 6. Support in training Programs. 7. Research activities
3.	LABORATORY	<p>This division has sections of Microbiology, Mycobacteriology, Serology, Clinical Pathology with Skin smear, Histopathology, 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 other types of bills

		<ol style="list-style-type: none">5. Budget estimates and utilization6. Procurement of institute needs and maintenance of stock.7. Providing information under RTI Act 20058. Liasion with DGHS, MoH&FW, State health departments and other organizations
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Organogram:



1.2 Power and duties of its officers and employees

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

i. Powers and duties of officers

Director:

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

Division Heads:

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

Specialists & Medical Officers:

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

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

ii. Powers and duties of other employees

Technical and support staffs:

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

Administration:

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

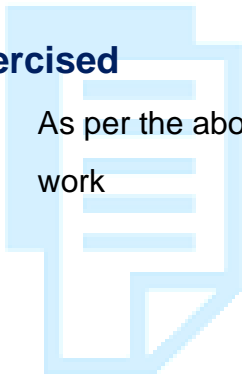
aspects. Stores section deals with procurement and maintenance of supplies and fulfillment of annual requirements of the institute.

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

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

iv. Exercised

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



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v. Work allocation

Allocation of work among officers is given below:

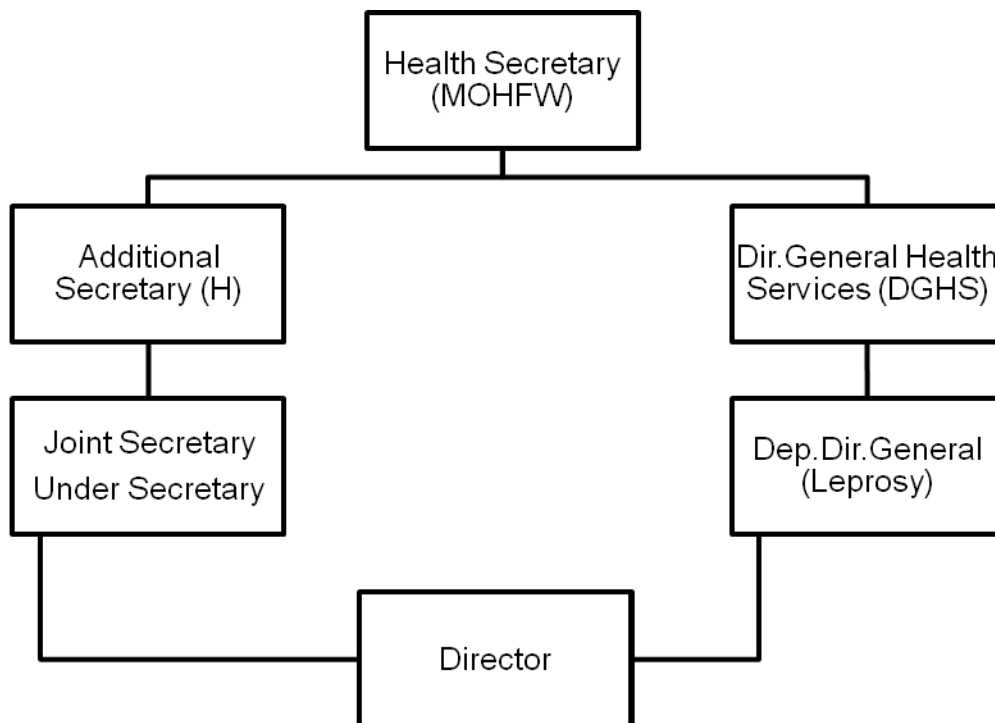
Divisions	Name of the officer in charge	Designation
Clinical	Dr. M. Punitha	Chief Medical Officer (NFSG)
Surgical	Dr. R. Veerakumaran	Chief Medical Officer (NFSG)
Epidemiology & Statistics	Dr. Vijay Bhagat	Deputy Director (Epidemiology)
Laboratory	Dr. M. Swapna	Assistant Director (Microbiology)
Other sections		
Vehicle	Dr. Vijay Bhagat	Deputy Director (Epidemiology)
Library	Dr. Vijay Bhagat	Deputy Director (Epidemiology)
Liaison Officer (SC/ST)	Dr. Vijay Bhagat	Deputy Director (Epidemiology)
Drawing & Disbursing Officer (DDO)	Dr. Shubhangi Baviskar	Deputy Director (Epidemiology)
Liaison Officer (OBC)	Dr. K. Kumaresan	Assistant Director (Epidemiology)
Central Public Information Officer (CPIO)	Dr. K. Kumaresan	Assistant Director (Epidemiology)
Public Grievance Officer	Dr. K. Kumaresan	Assistant Director (Epidemiology)
Institutional Research Coordination Committee	Dr. Sangeetha A.V	Assistant Director (Microbiology)
Central Stores	Dr. Senthil Pragash	Assistant Director (Microbiology)
Institutional Ethics Committee (IEC)	Dr. Senthil Pragash	Assistant Director (Microbiology)
Hostel	Dr. Vinod Kumar	General Duty Medical Officer
Estate & Security	Dr Aravind	General Duty Medical Officer
Establishment	Mr. K. Siva Kumar	Assistant Section Officer
Junior Accounts Officer	Vacant	

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.

8. Recruitment rules and regulations of Central leprosy Teaching & Research Institute
9. Fundamental and Supplementary rules (FR /SR)
10. Central Civil Service (CCS) Rules
11. Office Memorandum / Guidelines issued by Ministry of Health and Family Welfare, Government of India.

12. Office Memorandum / Guidelines issued by DoPT, Government of India from time to time.
13. General Provident Fund Rules
14. General Financial Rules
15. 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.

16. Recruitment rules and regulations of Central leprosy Teaching & Research Institute for Group 'B', 'C' and 'D' employees
17. Fundamental and Supplementary rules (FR /SR)
18. Central Civil Service (CCS) Rules
19. Office Memorandum / Guidelines issued by Ministry of Health and Family Welfare, Government of India.
20. Office Memorandum / Guidelines issued by DoPT, Government of India from time to time.
21. General Provident Fund Rules
22. General Financial Rules
23. Standard Operating Procedures for procurement of articles
24. Standard Operating Procedures for Aadhaar Enabled Biometric Attendance System
25. 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 Stock register Tender / quotations	Central Stores

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

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 (NFSG) – 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) Dr.D.Senthil Pragash, Asst. Director (Lab Div) Dr Vinod, MO Dr.Dharani Dharan, MO Dr Aravind, MO Mrs Malini Grace, ANS 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.	A Committee for posting of Patient Helper	<p>Additional Director – Chairman</p> <p>Dr.R.Veerakumaran, HoD, Surgical Division - Member</p> <p>Dr.Vijay Bhagat, HoD, Epid. Div. - Member</p>	01.08.2019	Posting of patient helper and will make policy mentioned in Functions	Criteria for selection/rotation/local transfer, Maintenance of Attendance, etc.
3.	Departmental Promotion Committee	<p>Additional Director - Chairman</p> <p>Dr.M.Punitha, CMO - Member</p> <p>Dr.Shubangi Baviskar, DD (Epid) - Member</p> <p>Dr.M.Swapna, HoD (Lab) - Member</p>	11.11.2019	As when required	To select staff for the promotion to the post of JAO

4.	E-HRMS Management Team	<p>Dr.M.Punitha, CMO - Chairman</p> <p>Sh.A.Aleem Baig, DEO Gr.A - Nodal Officer</p> <p>Sh.K.Siva Kumar, ASO - Officer (Admin)</p> <p>Sh.G.Gurumurthy, JSO - IT Manager (Epid)</p> <p>Smt.G.Smitha, Accountant - Officer (Finance)</p> <p>Smt.M.Vasanthi, UDC - Officer (Establishment)</p> <p>Sh.E.Sathish Kumar - Rollout Manager (DEO Gr.A)</p>	23.01.2020	Implementation of E-HRMS Flagship Programme	Making soft copy of Service Registers of all employees
5.	Staff Welfare committee	<p>Director - Chairman</p> <p>Dr.R.Veerakumaran, CMO (NFSG) - Member</p> <p>Dr.Shubangi Baviskar, Dy. Director (Epid) - Member</p> <p>Shri.K.Sivakumar, ASO - Member</p> <p>Shri.E.Sathish Kumar, DEO Gr.'A' - Member</p>	04.03.2020	To the staff welfare or benefits.	Whenever the grievances raised by the employees, it can be discussed and processed further by the committee.
6.	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

7.	Quarters Allotment Committee	Dr. K.Kumaresan, Asst. Director (E) Dr. Vinod, GDMO Dr Aravind, GDMO	Jan 2021	Till further orders	To allot the quarters required for employees
8.	Institutional Ethics Committee (IEC)	1. Dr. V. Durai, Regional Director of HFW (Rtd) Chairperson 2. Dr. B. Sekar, Director, BCG Guindy, Dy. Chairperson 3. Mr. N.Khakeel Ahamed, Legal Expert, Chengalpattu 4. Dr. Sathya Jaganathan, Prof & HOD, Dept. of Pediatrics, Chengalpattu Medical College - Member 5. Dr. S. Ravi, Prof & HOD, Dept. of Pathology, Chengalpattu Medical College - Member 6. Dr. R. Veerakumaran, CMO(NFSG) & Head Surgical Division, CLTRI - Member 7. Dr. Shubhangi Baviskar, Deputy Director (Epid), Div. of Epid & Stats, CLTRI - Member 8. Mr. Ramakrishnan, Ex. Ward Member, Bharatapuram, Chengalpattu – Member 9. Mr. V. Mohandass, Puducheery – Member 10. Dr. D. Senthil Pragash, Asst. Director (Micro), Div. of Laboratories, CLTRI – Member Secretary	November 2018	3 years	To Examine and grant Ethical Clearance of Research proposals submitted

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

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

Directory of officers and section in-charge is given below:

S.No	Name	Designation	Telephone (Extn.)	Email Id
1.	Dr. S. Elavarasan	Director	044-27426274 [100]	dircltri@dataone.in dircltri.tnchn@nic.in
2.	Dr. R. Veerakumaran	CMO(NFSG)	044-27426274 [500]	veerakumaran@cghs.nic.in
3.	Dr. M. Punitha	CMO (NFSG)	044-27426274 [402]	drmpunitha@nic.in
4.	Dr. Vijay Bhagat	Deputy Director [Epid]	044-27426274 [201]	vijay.bhagat77@gov.in
5.	Dr. Shubhangi Baviskar	Deputy Director [Epid]	044-27426274 [207]	shubhangi.baviskar79@gov.in
6.	Dr. K. Kumaresan	Assistant Director [Epid]	044-27426274 [206]	kumaresan.k@gov.in
7.	Dr. A.V. Sangeetha	Assistant Director [Micro]	044-27426274 [300]	drsangeetha.av@gov.in
8.	Dr. M. Swapna	Assistant Director [Micro]	044-27426274 [300]	swapnam.84@gov.in
9.	Dr. D. Senthil Pragash	Assistant Director [Micro]	044-27426274 [112]	senthil.pragash@gov.in
10.	Dr.Hosanna SSRC	Medical Officer	044-27426274 [402]	drhosannassrc@nic.in
11.	Dr. M. Sandhanalakshmi	Medical Officer	044-27426274 [402]	sandhanalakshmim@nic.in
12.	Dr.Vinodkumar T.	Medical Officer	044-27426274 [402]	vinodkumar.t@gov.in
13.	Dr.Angel Chellappa	Medical Officer	044-27426274 [402]	_angeldorathyc@gmail.co

S.No	Name	Designation	Telephone (Extn.)	Email Id
				m
14.	Dr.Aravind.R	Medical Officer	044-27426274 [402]	_raravind.ramalingam@gmail.com
15.	Dr.Bagya Jyothi Bodapati	Medical Officer	044-27426274 [501]	bhagyajyothi88@gmail.com
16.	Dr.Dharani Dharan	Medical Officer	044-27426274 [501]	dharanithamizhan@gmail.com
17.	Smt. J.Malini Grace Jayaseeli	Senior Nursing Officer	044-27426274 [405]	cltriadm@gmail.com
18.	Shri. N.S.Rajendran	P.S to Director	044-27426274 [101]	dircltri@dataone.in dircltri.tnchn@nic.in
19.	Shri. K.Sivakumar	Assistant Section Officer	044-27426274 [103]	cltriadm@gmail.com
20.	Shri. G.Gurumoorthy	Junior Statistical Officer	044-27426274 [208]	gurumoorthy.g@gov.in



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INFORMATION

Administrative Division:

SL. NO	NAME	E-Mail ID	OFFICIAL TELEPHONE NOS. WITH EXTENSION (Intercom No.)
1	Sh.K.Sivakumar Assistant Section Officer	sivavani2001@gmail.com	044-27426274-103
2	Sh.N.Sampath Kumar Upper Division Clerk	nsk10041974@gmail.com	044-27426274-108
3	Sh.A.F.Shahul Hameed Upper Division Clerk	-	044-27426274-112
4	Sh.V.Balaji, Upper Division Clerk	vabala76@gmail.com	044-27426274-108
5	Smt.M.Vasanthi Upper Division Clerk	vasanthi.vargheese@gmail.com	044-27426274-104
6	Sh.V.Ravichandran Fitter	ravichandranvenkatesan66@gmail.com	044-27426274-111
7	Smt.Malliga Begum MTS	-	044-27426274-112
8	Sh.N.Maran MTS	kothaimaran@gmail.com	044-27426274-105
9	Sh.R.Sekar MTS	sekarkowsalya1961@gmail.com	044-27426274-105
10	Sh.E.Dakshinamoorthy MTS	-	044-27426274-112
11	Sh.D.K.Sadanandam MTS	d.k.sadanantham9444351408@gmail.com	044-27426274-105
12	Sh. Vishwajeet Kumar MTS	viswajeetkr2012@gmail.com	044-27426274-108
13	Smt.A.Rajalakshmi MTS	arrajalakshmi3@gmail.com	044-27426274-105

Laboratory Division

SL. NO	NAME	DESIGNATION	E-Mail ID	OFFICIAL TELEPHONE NOS. WITH EXTENSION (Intercom No.)
1.	Sh.P.Ravi	Technical Officer(Lab)	-	044-27426065-407
2.	Smt.G.Sangeetha	MLT	sangeetha556@gmail.com	044-27426065-407
3.	Sh.K.Loganathan	JMLT	-	044-27426065-407
4.	Smt.D.Sangeetha	JMLT	sangeethageetha16869@gmail.com	044-27426065-407
5.	Sh.S.Senthil Kumar	Technical Officer(Lab)	senthilrishi04@gmail.com	044-27426065-307
6.	Sh.N.Jothimani	JMLT	-	044-27426065-307
7.	Smt.D.Sudha	Animal Attendant	muthusudha01@gmail.com	044-27426065-307
8.	Sh.D.Nithyananthan	Animal Attendant	ednithy@gmail.com	044-27426065-307
9.	Sh.Rathinavel	MLT	jothimanil@yahoo.com	044-27426065-305
10.	Sh.M.Murugesan	MLT	Murugesan.m323@gmail.com	044-27426065-305
11.	Smt.P.Lalitha	JMLT	Rajulu1568@gmail.com	044-27426065-305
12.	Smt.G.Vanaja	MLT	Vanaja.cltri@gmail.com	044-27426065-27

				306
13.	Smt.C.Kalaivani	MLT	kalaimanickam@gmail.com	044-27426065-306
14.	Smt.B.Nirmala Devi	MLT	Nirmaladevi0065@gmail.com	044-27426065-306
15.	Smt.R.Kala	Lab Attendant	-	044-27426065-306
16.	Sh.K.Arunagiri	MLT	aruna_giri@rediffmail.com	044-27426065-303
17.	Sh.S.Sivaraman	MLT	sivasivaraman1963@gmail.com	044-27426065-304
18.	Smt.K.Menaka	JMLT	kmenaka.2008@rediffmail.com	044-27426065-304
19.	Smt.M.Lavanya	Lab Attendant	mlavanya213@gmail.com	044-27426065-304
20.	Smt.L.Srimathi	MLT	srimathi2092@gmail.com	044-27426065-303
21.	Sh.K.Chandrasekar	MTS	kchandrasekar01061984@gmail.com	044-27426065-301

Clinical Division:

SL. NO	NAME	Designation	E-Mail ID	OFFICIAL TELEPHONE NOS. WITH EXTENSION (Intercom No.)
1.	Smt. Maalini Grace Jayaseeli	Senior Nursing Officer	terrance.samuel@gmail.com	405
2.	Smt. G.Shanthi	Senior Nursing Officer	-	409
3.	Smt. R.Mary	Senior Nursing Officer	-	405
4.	Smt. A. Gnanasundari	Senior Nursing Officer	-	405
5.	Smt. S.Jayakumari	Senior Nursing Officer	jayakumaricltri@gmail.com	104
6.	Smt. Jesi Tamilselvi	Senior Nursing Officer	andriya222@yahoo.com	503
7.	Shri. K. Rajarathnam	Senior Nursing Officer	rajarathnamk06@gmail.com	109
8.	Smt. B.Sumathi	Senior Nursing Officer	sumathi.69b@gmail.com	405
9.	Smt. C.Vallideivanai	Senior Nursing Officer	vallisankar@gmail.com	405
10.	Smt .B.Prasanna kumari	Senior Nursing Officer	-	405
11.	Smt. A Ameena Bie	Senior Nursing Officer	-	405
12.	Smt. Siluvaikani	Nursing Officer	siluvaikavi@gmail.com	405
13.	Smt. R.Helen Vidhyavathi	Nursing Officer	-	405
14.	Smt. J.Suguna Clement	Nursing Officer	clementdevapalan@gmail.com	405

15.	Smt. S. Jayanthi	Nursing Officer	jayanthim@gmail.com	405
16.	Smt. B.Ezhilarasi	Nursing Officer	-	405
17.	Smt. K.Chokkammal	Nursing Officer	-	405
18.	Smt. M.Elizebath	Nursing Officer	-	405
19.	Smt. D.Himala	Nursing Officer	-	405
20.	Smt. S.Sheela	Nursing Officer	-	405
21.	Smt. E.Patricia E.Pereira	Nursing Officer	-	405
22.	Smt. D.Janet Santha Kumari	Nursing Officer	-	405
23.	Smt. P.Moghana	Nursing Officer	anbumoghana@gmail.com	405
24.	Smt. S.Prabavathi	Nursing Officer	prabhavathis025@gmail.com	405
25.	Smt. G.Kalavathy	Nursing Officer	-	405
26.	Smt. H.Dheepa	Nursing Officer	deepramesh99@gmail.com	405
27.	Smt. Suseela Glory Samraj	Nursing Officer	susi@india.com	405
28.	Smt.T.Nachammai	Pharmacist	t.nachammai1967@gmail.com	403
29.	Shri.M.R.Ravichandran	Pharmacist	ravigalen@gmail.com omravigalen@gmail.com	403
30.	Smt.R.Hemalatha	Steno Gr.I	-	401
31.	Shri.T.Rajkumar	Dresser	rajkumarcltri@gmail.com	405
32.	Smt. S. Nagome	Dresser	-	405
33.	Smt.S.Jayalakshmi	Nursing Attendant	-	405
34.	Shri.G.Manimaran	Nursing Attendant	-	405
35.	Shri.A.Dharmaraj	Nursing Attendant	Joe.dharmary20@gmail.com	405
36.	Shri.V.Balamurugan	Theatre Attendant	Vbalamurugan1661972@gmail.com	405
37.	Smt.C.Komala	Nursing Attendant	-	405
38.	Smt.Y.Jayanthi	Nursing Attendant	-	405

39.	Shri.Vengadeshwaran	Nursing Attendant	vengashcltri@gmail.com	405
40.	Shri.S.Raja	Cook	-	409
41.	Shri.Mithun Hetram Patle	Cook	-	409
42.	Shri.Madhusudan Ghadai	Cook	-	409
43.	Shri.V.Kumar	Kitchen Assistant	-	409
44.	Shri.A.Sridharan	Dhoby	-	-
45.	Shri.Jayavendhar	Dhoby	-	-
46.	Sh.Prabakaran	Barber	-	-
47.	Shri.G.Rajalingam	Sanitary Inspector	Rajarama0504@gmail.com	408
48.	Shri.E.Rajaganapathy	Sanitary Worker	erajaganapathy@gmail.com	408
49.	Shri.D.Damodaran	Sanitary Worker	-	408
50.	Shri.I.Yesudoss	Sanitary Worker	-	408
51.	Shri D.Stanly Selvadurai	Sanitary Worker	-	408
52.	Shri D.Ashok Kumar	Sanitary Worker	-	409
53.	Smt.G.Shanthi	Sanitary Worker	-	408

Surgical Division:

SL. NO	NAME	DESIGNATION	E-Mail ID	OFFICIAL TELEPHONE NOS. WITH EXTENSION (Intercom No.)
1.	Shri.D.George	Physiotherapist	dgeorge201263@gmail.com	506
2.	Shri.S.Ravi Ganesan	Supervisor cum Chemist	mcrsssravi@gmail.com	508
3.	Smt. P.Thenmozhi	Physio. Tech.	thenmozhipalani67@gmail.com	506
4.	Shri. G.Venkatesan	Physio. Tech.	ravichandranvenkatesan66@gmail.com	507
5.	Shri.K.R.Gangadharan	Radiographer	krgangadaran@gmail.com	504
6.	Shri.Sudhir Kumar	Ortho. Technician	sudhirpoe@gmail.com	505
7.	Shri.M.Ganesan	Pressing Man	mpaniesan1963@yahoo.com	508
8.	Shri.D.Murugadoss	Mixing Man	-	508
9.	Shri.S.Ganesh	Theatre Attendant	sganesh7919682@gmail.com	502, 503

Division of Epidemiology & Statistics:

S. NO.	NAME	E-MAIL ID	OFFICIAL TELEPHONE NOS. WITH EXTENSION (INTERCOM NO.)
1.	V.ELANGO VAN, STENOGRAPHER-I	elangovan26121969@yahoo.com	044-27426274-202
2.	S. RAMESH, JUNIOR FIELD INVESTIGATOR	spirulinaramesh@gmail.com	044-27426274-204
3.	K. RANGANATHAN, JUNIOR FIELD INVESTIGATOR	-	044-27426274-204
4.	R. KOTTEESWARAN, NON MEDICAL SUPERVISOR	kotteeswaran.44@gmail.com .	044-27426274-204
5.	M.DHAMODARAN, PARA MEDICAL WORKER	dhamodaran.m212b@gmail.com	044-27426274-204
6.	P.UMA SELVARAJ, HEALTH VISITOR	umaselva1694@gmail.com	044-27426274-205
7.	A. ALEEM BAIG, DATA ENTRY OPERATOR GRADE-A	aleembaig1966@gmail.com	044-27426274-209
8.	E. SATHISH KUMAR, DATA ENTRY OPERATOR GRADE-A	sathishva@yahoo.com	044-27426274-209
9.	K. SANKARADAS, COMPUTER ROOM ATTENDER	sankaradask@gmail.com	044-27426274-209
10	AAKASH PRIYADARSHI, MULTI TASK STAFF	aakashprdrsh074@gmail.com	044-27426274-205
11	UDAY KUMAR, LIBRARY ATTENDANT	-	044-27426274-203
12	G. VIJAYAKUMAR, DRIVER GRADE-1	gvijayakumar1761@gmail.com	044-27426274

13	C.RAJMOHAN, DRIVER DRIVER GRADE-1	senthelion@gmail.com	044-27426274
14	K. JEGAN DRIVER ORDINARY GRADE	kjegan911@gmail.com	044-27426274
15	K. GOVINDARAJ MULTI TASK STAFF	-	044-27426274
16	E. NARAYANAN CARTMEN	kalanarayanan0306@gmail.com	044-27426274



RIGHT TO
INFORMATION

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

Old Pension Scheme:

S.No	Name	Designation	Basic Pay	Pay Level
1.	Dr. S. Elavarasan	Director	218200+NPA	Level-14
2.	Dr. R. Veerakumaran	C.M.O (NFSG)	180800+NPA	Level-13
3.	Shri. N. S. Rajendran	PS to Director	66000	Level-7
4.	Shri. K. Sivakumar	Head Clerk	55200	Level-6
5.	Shri. S. Senthilkumar	Technical Officer	81200	Level-8
6.	Shri. P. Ravi	Technical Officer	74300	Level-8
7.	Shri. D. George	Physiotherapist	72100	Level-8
8.	Smt. Mallini Grace Jayaseeli	Sr. Nursing Officer	87400	Level-9
9.	Smt. G. Santhi	Sr. Nursing Officer	77900	Level-9
10.	Smt. R. Mary	Sr. Nursing Officer	77900	Level-9
11.	Smt. A. Gnanasundari	Sr. Nursing Officer	77900	Level-9
12.	Smt. S. Jayakumari	Sr. Nursing Officer	75600	Level-9
13.	Smt. D. Jesi Tamil Selvi	Sr. Nursing Officer	75600	Level-9
14.	Shri. K. Rajarathnam	Sr. Nursing Officer	75600	Level-9
15.	Smt. B. Sumathi	Sr. Nursing Officer	75600	Level-9
16.	Smt. C. Vallideivanai	Sr. Nursing Officer	75600	Level-9
17.	Smt. B. Prasanna kumari	Sr. Nursing Officer	75600	Level-9
18.	Smt. A. Ameena Bie	Sr. Nursing Officer	75600	Level-9
19.	Smt. C. Siluvaikani	Sr. Nursing Officer	75600	Level-9
20.	Smt. R. Helen Vidyavathi	Nursing Officer	75600	Level-9
21.	Smt. J. Suguna Clement	Nursing Officer	75600	Level-9
22.	Smt. S. Jayanthi	Nursing Officer	75600	Level-9
23.	Smt. B. Ezhilarasi	Nursing Officer	75600	Level-9
24.	Smt. K. Chokkammal	Nursing Officer	75600	Level-9
25.	Smt. M. Elizabeth	Nursing Officer	75600	Level-9
26.	Smt. D. Himala	Nursing Officer	75600	Level-9
27.	Smt. S. Sheela	Nursing Officer	75600	Level-9
28.	Smt. Petricia E. Pereira	Nursing Officer	75600	Level-9
29.	Smt. D. Janet Santhakumari	Nursing Officer	75600	Level-9

30.	Smt. P. Moghana	Nursing Officer	75600	Level-9
31.	Smt. S. Prabhavathi	Nursing Officer	77900	Level-9
32.	Smt. G. Kalavathi	Nursing Officer	71300	Level-8
33.	Smt. Suseela Glory Samraj	Nursing Officer	75600	Level-9
34.	Smt. R. Hemalatha	Steno. Gr. I	66000	Level-7
35.	Shri. V. Elangovan	Steno. Gr. I	70000	Level-7
36.	Shri. K. Arunagiri	Medical Lab.Tech	70000	Level-8
37.	Shri. L. Rathinavel	Medical Lab.Tech	70000	Level-8
38.	Smt. G. Vanaja	Medical Lab.Tech	52000	Level-7
39.	Shri. M. Murugesan	Medical Lab.Tech	52000	Level-7
40.	Smt. C. Kalaivani	Medical Lab.Tech	47600	Level-7
41.	Shri. S. Sivaraman	Medical Lab.Tech	49000	Level-7
42.	Smt. B. Nirmala Devi	Medical Lab.Tech	49000	Level-7
43..	Shri. S. Raviganesan	Sup.Cum.Chemist	70000	Level-7
44.	Shri. K.R. Gangadaran	Radiographer	52000	Level-6

S.No	Name	Designation	Basic Pay	Pay Level
1.	Shri. N. Sampath Kumar	Accountant	40400	Level-5
2.	Shri. A.F.Shahul Hameed	U.D.C.	41600	Level-5
3.	Smt. M.Vasanthi	U.D.C.	40400	Level-5
4.	Shri. G. Vijayakumar	Driver Gr I	56900	Level-6
5.	Shri. C. Rajmohan	Driver Gr I	49000	Level-6
6.	Shri. A. Aleem Baig	DEO Gr. A	62200	Level-6
7.	Shri. E. Sathish Kumar	DEO Gr. A	56900	Level-6
8.	Smt. P. Thenmozhi	Physio Tech	72100	Level-7
9.	Shri. G. Venkatesan	Physio Tech	60400	Level-7
10.	Smt. T. Nachammai	Pharmacist	68000	Level-7
11.	Smt. P. Uma	Health Visitor	74300	Level-7
12.	Shri. S. Ramesh	J.F.I	55200	Level-6
13.	Shri. K. Ranganathan	J.F.I	51100	Level-5
14.	Shri. R. Kotteswaran	N.M.S	51100	Level-5
15.	Shri. M. Damodaran	P.M.W	49600	Level-5
16.	Shri. D. Murugadoss	Mixing Man	46800	Level-5
17.	Shri. M. Ganesan	Pressing Man	46800	Level-5
18.	Shri. V. Ravichandran	Fitter	42200	Level-4
19.	Shri. G. Udayakumar	Lib. Attendant	41000	Level-4
20.	Smt. K. Menaka	Junior Medical Lab Technologist	47600	Level-7

21.	Shri.K.Loganathan	Junior Medical Lab Technologist	46200	Level-7
22.	Smt. P. Lalitha	Junior Medical Lab Technologist	44900	Level-7
23.	Shri. N. Jothimani	Junior Medical Lab Technologist	39200	Level-5
24.	Shri. S. Ganesh	Theatre Att.	38600	Level-4
25.	Smt. S. Nagome	Dresser	36400	Level-4
26.	Shri. T. Rajkumar	Dresser	36400	Level-4
27.	Shri. V. Balamurugan	Theatre Att.	35000	Level-3
28.	Smt. J. Malligabegam	Store Attendant	42200	Level-4
29.	Shri. K. Ravi	Peon	34000	Level-3
30.	Shri. R. Sekar	M.T.S.	33600	Level-3
31.	Shri. N. Maran	M.T.S.	35000	Level-3
32.	Shri. A. Sridharan	Dhoby	37500	Level-3
33.	Shri. V. Kumar	Kitchen Assistant	39800	Level-4
34.	Shri. E. Narayanan	Cartman	37500	Level-3
35.	Shri. K. Sankaradas	Computer Room Attd.	41000	Level-4
36.	Shri. E. Rajaganapathy	Jamedhar	41000	Level-4
37.	Shri. D.K.Sadanandam	M.T.S.	39800	Level-4
38.	Shri. K. Govindaraj	M.T.S.	39800	Level-4
39.	Shri. D. Damodaran	M.T.S.	39800	Level-4
40.	Shri. E.Dakshinamurthy	M.T.S.	37500	Level-3
41.	Shri. I. Yeudoss	M.T.S.	37500	Level-3
42.	Shri. Stanley Selva Durai	M.T.S.	35000	Level-3
43.	Smt. A. Rajalakshmi	M.T.S.	35000	Level-3
44.	Shri. D. Ashok Kumar	M.T.S.	35000	Level-3
45.	Smt. G. Shanthi	M.T.S.	34000	Level-2

NEW PENSION SCHEME				
S.No	Name	Designation	Basic Pay	Pay Level
1.	Dr. M. Punitha	Chief Medical Officer (NFSG)	130600+NPA	Level-12
2.	Dr. Vijay Manohar Bhagat	Deputy Director (Epid)	88700+NPA	Level-12
3.	Dr. Shubhangi R.Bhaviskar	Deputy Director (Epid)	88700+NPA	Level-12
4.	Dr. K. Kumaresan	Assistant Director (Epid)	74000+NPA	Level-11
5.	Dr. D. Senthil Pragash	Assistant Director (Micro)	71800+NPA	Level-11
6.	Dr. A.V. Sangeetha	Assistant Director (Micro)	71800+NPA	Level-11
7.	Dr. M. Swapna	Assistant Director (Micro)	71800+NPA	Level-11
8.	Dr. Hosanna Singh Sati Raju	Senior Medical Officer	76200+NPA	Level-11
9.	Dr. M. Sandhanalakshmi	Senior Medical Officer	76200+NPA	Level-11
10.	Dr. T. Vinod Kumar	Medical Officer	61300+NPA	Level-10
11.	Dr.R.Dharani Dharan	Medical Officer	57800+NPA	Level-10
11.	Dr. R.Aravind	Medical Officer	57800+NPA	Level-10
12.	Dr. Angel Chellappa	Medical Officer	57800+NPA	Level-10
13.	Dr. Bagya Jyothi Bodapati	Medical Officer	57800+NPA	Level-10
14.	Smt. R. Dheepa	Nursing Officer	66000	Level-8
15.	Smt. G. Sangeetha	M.L.T.	47600	Level-6
14.	Smt. L. Srimathi	M.L.T.	41100	Level-6
15.	Shri. G. Gurumoorthy	Junior Statistical Officer	41100	Level-6
16.	Shri.Jagdeep Singh	Junior Statistical Officer	41100	Level-6
17.	Shri. M.R. Ravichandran	Pharmacist	39900	Level-6
18.	Shri. V. Balaji	U.D.C.	39200	Level-5
19.	Miss D. Sangeetha	J.M.L.T.	31000	Level-5
20.	Shri. Sudhir Kumar	Ortho. Technician	29600	Level-4
21.	Shri. G. Rajalingam	Sanitary Inspector	29600	Level-4
22.	Shri. K. Jegan	Driver Ordinary Grade	24500	Level-2
23.	Smt. D. Sudha	Animal Attendant	28400	Level-2
24.	Shri . K. Chandrasekar	M.T.S.	27600	Level-2
25.	Smt. S. Jayalakshmi	Nursing Attendant	27600	Level-2

26.	Shri . A. Dharmaraj	Nursing Attendant	22100	Level-1
27.	Shri. C. Komala	Nursing Attendant	22100	Level-1
28.	Smt. Y. Jayanthi	Nursing Attendant	22100	Level-1
29.	Shri. Vishwajeet Kumar	M.T.S.	22100	Level-1
30.	Shri . Aakash Priyadarshi	M.T.S.	22100	Level-1
31.	Miss M. Lavanya	Lab. Attendant	20900	Level-1
32.	Smt. R. Kala	Lab. Attendant	20900	Level-1
33.	Shri. D. Nithiyanthan	Animal Attendant	20900	Level-1
34.	Shri. R.Vengadeshwaran	Nursing Attendant	20900	Level-1
35.	Shri. S. Raja	M.T.S	20900	Level-1
36.	Shri.R.Prabakaran	M.T.S.	19100	Level-1
37.	Shri.D.Jayavendhar	M.T.S.	19100	Level-1
38.	Shri.Mithun Hetram Patle	M.T.S	18500	Level-1
39.	Shri.Madhusudan Ghadai	M.T.S	18500	Level-1

ii. System of compensation as provided in its regulations

As per Government of India norms and as per 7th CPC recommendations

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

From December 2020 – present

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	drv Giri@nic.in	dircltri.tnchn@nic.in dircltri@dataone.in

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.

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.

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

i. Pending for Minor penalty or major penalty proceedings (2018-19, 2019 – 20 & 2020 - 21)

Nil

ii. Finalized for Minor penalty or major penalty proceedings (2018-19, 2019 – 20 & 2020-21)

Nil

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.

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.

1.13 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
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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]



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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)]

- 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
MINISTRY OF HEALTH AND FAMILY WELFARE
DEMAND No.42- DEPARTMENT OF HEALTH & FAMILY WELFARE
Total Budget and Expenditure for 2020 – 21

FINANCIAL YEAR 2020-2021			
NO.	DETAILED HEAD (REVENUE SECTION)	BUDGET 2020-21	EXPENDITURE
020001	SALARIES	142900000	132163940
020002	WAGES	7000000	6807797
020006	MEDICAL TREATMENT	700000	442000
020011	DOMESTIC TRAVEL EXPENSES	700000	488337
020013	OFFICE EXPENSES	8500000	7532769
020016	PUBLICATIONS	100000	0
020020	OTHER ADMINISTRATIVE EXPENSES	300000	23200
020021	SUPPLIES AND MATERIALS	9100000	6450382
020024	POL	600000	319731
020027	MINOR WORKS	7000000	3599675
020028	PROFESSIONAL SERVICES	5800000	5695856
020034	SCHOLARSHIPS /STIPEND	100000	0
020050	OTHER CHARGES	300000	242338
	TOTAL	183100000	163766025
CAPITAL OUTLAY			
050051	MOTOR VEHICLES	800000	0
050052	MACHINERY AND EQUIPMENT	1300000	732550
050053	MAJOR WORKS	2900000	5082280
	TOTAL	5000000	5814830
490053	MAJOR WORKS	0	0

2.2 Foreign and domestic tours [F.No 1/8/2012-IR dt. 11.9.2012]

i. Budget

Total Domestic Travel Expenses budget Rs. 30,00,000

ii. Foreign and domestic tours by head of department (2019 – 2020)

Subject / Visited Place	Period of visit	Expenditure of the visit
National Operational Research Committee Meeting under RNTCP, Nirman Bhawan, New Delhi	08.04.2019 & 09.04.2019	53,644/-
Training on "Right to Information -First Appellate Authority" at ISTM, New Delhi	10.05.2019	33,504/-
Meeting with Dr. S. Venkatesh, DGHS at RoHFW, Chennai	24.05.2019	840/-
Collaborative work on Leprosy disease Modelling at Sri Sathya Sai Institute of Higher Learning, Puttaparthi, Andhra Pradesh	26.07.2019 to 28.07.2019	16,046/-
2 nd National Leprosy Symposium, New Delhi Sub-committee meeting for developing the proposal for decentralization of TB operational research mechanism, New Delhi	02.08.2019 & 05.08.2019	42,202/-
Midterm symposium organized by IAL, Mumbai	17.08.2019 to 18.08.2019	83,549/-
NLEP Research Coordination Committee Meeting, Nirman Bhawan, New Delhi	09.08.2019	61,257/-
LCDC Monitoring - Chandigarh	12.09.2019 to 18.09.2019	82,963/-
Annual Review Meeting of State Leprosy Officers, Goa	03.12.2019 to 05.12.2019	58,516/-

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.



RIGHT TO
INFORMATION



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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

Administration / Public Grievance Officer,

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
8. 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))



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 faculty

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.

Central Public Information Officer (CPIO) / Public Grievance Officer

Dr. K. Kumaresan
Assistant Director [Epidemiology]
CLTRI, Chengalpattu
044-27426274 [Ext. 206]
Kumaresan.k@gov.in

Working hours

Monday- Friday - 9.00 AM -5.30 PM

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

Patient care services:

Dr. M. Punitha
HOD, Clinical Division
CLTRI, Chengalpattu
044-27426274 [Ext. 400]
Elavarasan.s@gov.in

Working hours

Monday- Friday - 9.00 AM -5.30 PM

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

Training & Programme:

Dr. Vijay Bhagat
Deputy Director (Epidemiology)
CLTRI, Chengalpattu
044-27426274 [Ext. 201]
Vijay.bhagat77@gov.in

Working hours

Monday- Friday - 9.00 AM -5.30 PM

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

Institutional Ethics Committee (IEC)

Dr. D. Senthil Pragash
Member Secretary
Assistant Director [Microbiology]
CLTRI, Chengalpattu
044-27426274 [Ext. 112]
senthil.pragash@gov.in

Working hours

Monday- Friday - 9.00 AM -5.30 PM

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

Administration

Mr. K. Siva Kumar

Assistant Section Officer (ASO)

CLTRI, Chengalpattu

044-27426274 [Ext. 103]

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, 044- 27426065

Fax : 91-044-27426064

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

Website : [https:// www.cltri.gov.in](https://www.cltri.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 [Epidemiology] & 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	2017 - 18	2018 - 19	2019 – 20	2020 – 21
Opening Balance	00	00	05	00
Applications received	20	30	13	22
Transfer from other public authority	26	29	08	18
Appeals	0	1	01	02
Applications rejected	0	0	0	0
Applications replied	46	58	24	42
Registration fee collected (Rs.)	200	330	150	220
Additional fee collected (Rs.)	76	466	0	138

iii. List of completed schemes / projects / programmes

Not applicable

iv. List of completed schemes / projects / programmes underway

The ongoing research activities are summarized in below table:

S. No	Title
1.	Feasibility Study of Surveillance of drug resistant leprosy among new and retreatment cases in Tamil Nadu
2.	Evaluation of Slit Skin Smear microscopy for Leprosy in Various district of Tamil Nadu – Completed
3.	Cadaveric Analysis of Neuropathic Ankle in Leprosy
4.	Mathematical Modelling of Lepra reactions
5.	Modelling the impact of recent interventions in NLEP

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

RTI applications received during 2020 – 2021

S. No	Question	Reply
1.	What facility and perks did an officers of A and B level get in all circles, Divisions of this Department?	The facilities and perks which are applicable to All India Class I & II Officers are being extended in CLTRI also
2.	Kindly enclose the RRs of group A, B and C class employee of all Divisions and circles of this department.	The maintained copy of notified Recruitment Rules is enclosed herewith for Group 'B' and 'C' posts. The Ministry of Health and Family Welfare, New Delhi is the competent Authority for the Recruitment Rules of Group 'A' CHS and Non-CHS posts

S. No	Question	Reply
1.	How many senior nursing officer posts remain vacant in Central Leprosy Teaching and Research Institute, Chengalpattu?	1 (one) post
2.	What are the letters received from Director of CLT & RI, Chengalpattu regarding senior nursing officer promotion?	A Departmental Promotion Committee has been constituted here at CLTRI for the post of Nursing Sister (Senior Nursing Officer) as per the DGHS letter No.A-11019/1/2012-Lep dated 27 th August 2013 and the Minutes of Meeting was submitted to the DGHS vide CLTRI letter no F2(53)/E.I/1995-Vol.III/3916 dated 14.05.2019 for approval and no confirmation has been received so far. For questions from S.No 2 to 5, the details to be obtained from DGHS (Leprosy Section)
3.	Why the SNO promotion is delaying in CLT & RI, Chengalpattu?	
4.	What is the necessary action taken place on the requested order copies for SNO promotion?	
5.	Why the approval copy has not been sent to the Director of CLT & RI, Chengalpattu?	

S. No	Question	Reply
1.	Data of representation of SC, ST, OBC & General officials/officers in all the posts/cadres (Gazetted and Non-Gazetted) in all departments come under your control. Kindly provide the sanctioned strength, working strength, No. of posts reserved and actual representation of SC/ST/OBC/General in respect of all the posts/cadres separately as on date	Copy provided as Annexure-I
2.	Certified copy of all Govt. of India/DOPT, New Delhi OMs/orders regarding reservation in appointments and promotions in all cadres/posts in all Centre Govt. Departments, Autonomous Bodies, Semi Govt. Departments governed by Union of India & UT Departments	The requisite information are available in the public domain of DoPT website

S. No	Information sought	Reply
1.	How many Contractual employees are working under your organization means under Department of Health and Family welfare (Including Autonomous organization or Programmes under you)	As far as this institute is concerned, there are 18 employees working on Contractual basis recruited through outsourcing agencies
2.	What is the remuneration for the contractual employee of Postgraduate qualification at entry level e.g. if the employee is Master of Arts If the employee is Master of Science If the employee is Master of Technology If the employee is Master of Pharmaceutical Sciences If the employee is master of Commerce Etc.,	As per Norms of Ministry of Labour & Employment, Government of India, the salary of the contractual employees are paid through their outsourcing agencies
3.	What are the different Designations given by you to the candidates of above qualifications	As far as this Institute is concerned, three designations are being given. They are Office Assistant, Security person and Tailor
4.	Why there is discrimination between two persons of same qualification if they are at permanent and Contractual level respectively and doing same job in the same organization	The information sought is in the nature of interrogation and seeking justification which is outside the ambit of RTI act 2005
5.	Is there any provision of Insurance, Casual leave and other benefits to contractual employee	The benefits have been given by the outsourcing agencies as per the norms of Ministry of Labour & Employment, Government of India

S. No	Information sought	Reply		
1.	Total number of OPD cases from June 26 to August 17, 2020	565		
2.	Total in patient admitted during the period	10		
3.	Total male and female cases both OPD and in patients during the above said period		OPD	In-Patients
		Male	436	09
		Female	129	01
4.	Total cases suspected of COVID-19 and transferred to higher speciality from January 2020 to August 2020	05		
5.	Current status of suspect cases transferred to other higher institute	Records will be available with the referred institute		
6.	Total cases positive for COVID-19 and its male and female numbers in the respective institute or from referred hospital	02 [Male – 02]		
7.	Total cases recovered from COVID-19 and its male and female numbers in the respective institute or from referred hospital	Male – 01 Other patient details not known, will be available with the referred institute		
8.	Total cases remain active of COVID-19 in house or referral centre and its male and female numbers	Nil		
9.	Total number of deaths due to COVID-19 and its male and female numbers in the respective institute or from referred hospital	Nil		
10.	Total number of deaths overall during this period in respective institute or from referred hospital and its male and female numbers [from June 26 to August 17, 2020]	Nil		

4.7 Replies to questions asked in the parliament [Section 4 (1) (d) (2)]

i. Details of questions asked and replies given

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

November 2020 - Present

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 2019-2020 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:

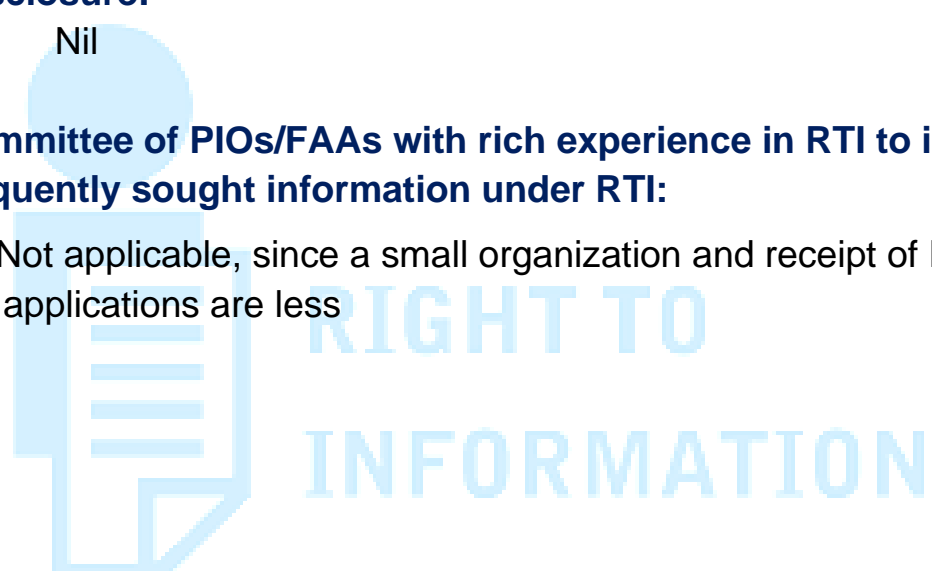
No

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





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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



RIGHT TO INFORMATION

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