

राष्ट्रीय यूनानी चिकित्सा संस्थान

NATIONAL INSTITUTE OF UNANI MEDICINE

(आयुष मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संस्थान)

(An Autonomous Body under Ministry of AYUSH, Govt. of India)



THE RIGHT TO INFORMATION ACT 2005

Update on 1.07.2018

कोट्टीगे पाल्या मगाडी मैन रोड, बेंगलूरु-560 091 / Kottigepalya, Magadi Main Road, Bengaluru – 560 091

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Compliance of Suo Motu Disclosure of Categories of information under of
[Section 4(1)(b)(i)] of the RTI Act

**1. PARTICULARS OF THE ORGANIZATION,
FUNCTIONS AND DUTIES**

National Institute of Unani Medicine was established in 1984 as an autonomous organization under the Dept. of AYUSH, Ministry of Health & Family Welfare (Now Ministry of AYUSH), Govt. of India and registered under the Karnataka Society Act 1960. The academic activities were started in 2004-05.

Aims and objectives and functions duties

- (i) To promote the growth and development of Unani Medicine in the country;
- (ii) To produce graduates and post-graduates of the Unani Medicine;
- (iii) To undertake research on different branches and to provide and assist in providing services and facilities for research, evaluation, education training, consultation and guidance in respect of Unani Medicine;
- (iv) To provide medical relief through Unani Medicine to the suffering Humanity on 'No profit no Loss' basis;
- (v) To conduct experiments and develop patterns of teaching in under graduate and post graduate education in all branches of the Unani Medicine;
- (vi) To conduct refresher courses for Unani under graduate and post graduate teachers;
- (vii) To take over grants of money, securities and properties of any kind offered by the State Government of Karnataka for the furtherance of the objectives enumerated in the paragraph 3 above;
- (viii) To arrange refresher courses for training of Hakims and paramedical staff;
- (ix) To seek affiliation of the Institute with Rajiv Gandhi University of Health Sciences, Karnataka and other Institutions;
- (x) The grant certificates, diplomas, degrees and other academic distinctions and titles as may be provided for in the regulations;
- (xi) To undertake and provide for the publication of journals research papers, leaflets and text books and augment and maintain libraries and information services in furtherance of the objects;
- (xii) To invite representatives of the Government, Universities and of organizations of foreign countries and prominent scientists to participate in the programme of the Institute.
- (xiii) To provide advanced training in professional techniques and theory.
- (xiv) To subscribe to, or become a member of, or cooperative or coordinate with any other association or society whose objects or similar;

- (xv) To cooperate with international and national agencies engaged in research and training in Unani Medicine and arrange for interchange of personnel, materials and data;
- (xvi) To create administrative, technical, ministerial and other posts under the Institute and make appointments thereto in accordance with the rules and regulations of the Institute;
- (xvii) To appoint and hire services or discharge/terminate the services of the personnel and to pay them in return for the services rendered to the Institute, Salaries, Wages, gratuities, provident fund and other allowances or remuneration in accordance with the rules and regulations of the Institute;
- (xviii) To accept grants of money, securities and properties of any kind and / or procure capital, financial assistance or accommodation on such terms as may be expedient;
- (xix) To issue appeals and apply for money and funds in the furtherance of the objects of the Institute and to raise or collect funds by gifts, donations subscriptions or otherwise of cash and securities and any property, either movable or immovable, and grant such rights and privilege to the donors, subscribers and other benefactors as the Institute may consider fit and proper;
- (xx) To invest and deal with funds and money of the Institute;
- (xxi) To acquire by gift, purchase, exchange, lease, hire or otherwise, however any property, movable or immovable, which may be necessary or convenient for the purpose of the Institute and build, construct, improve, alter, demolish and repair such buildings, works and construction, as may be necessary for carrying out the objects of the Institute;
- (xxii) To sell, mortgage, lease, exchange and otherwise transfer or dispose of all or any property, movable or immovable, of the Institute for the furtherance of its objects, or any of them, subjects to prior approval of the Central Government;
- (xxiii) To accept and undertake the managements of any endowment or trust fund or donation to further the objectives of the Institute;
- (xxiv) To grant prizes, awards, scholarships, travel grants, research grant and stipends, and
- (xxv) To do all such other lawful acts and things either along or in conjunction with other organizations or persons as the Institute may consider necessary, incidental or conducive to the attainment of all or any of the above mentioned objects.

Affiliation

The Institute is affiliated to Rajiv Gandhi University of Health Sciences (RGUHS), Karnataka, Bengaluru and follows the curriculum prescribed by Central Council of Indian Medicine (CCIM) as approved by the RGUHS.

Teaching Departments

The Institute offers Post Graduate courses in 08 disciplines of Unani Medicine, viz Moalajat (Medicine), Ilmu Advia (Pharmacology), Tahaffuzi wa Samaji Tib (PSM), Qabalat wa. Amraze Niswan (OBG), Ilmu Saidla (Unani Pharmacy), Kulliyat Umoor Tabiya (Basic Principles of Unani Medicine), Ilaj Bit Tadbeer (Regimenal Therapy) and Jarahat (Surgery). The Institute also offers Ph.D. Programme in Moalijat and Ilmu Advia

Course Details

Sl. No.	Name of the Courses	Level	Duration of the course	Mode of Selection of Students	No. of Seats	Fees Details	Stipend
I	MD/MS (Unani)	Post Graduate	3years	Through AIAPGET	47	At par with National Institute of Ayurveda, Jaipur	<ul style="list-style-type: none"> ●Batch 2015-16 III Year `48640/- + 7%DA (as admissible to Central Govt. Employees time to time) ●Batch 2016-17 II Year `45600/- + 7%DA (as admissible to Central Govt. Employees time to time) ●Batch 2017-18 I Year `42560/- + 7%DA (as admissible to Central Govt. Employees time to time)
1	Dept.of Moalajat				08		
2	Dept.of Ilmu Advia				08		
3	Dept.of Ilmu Qabalat wa Amraze Niswan				07		
4	Dept.of Tahaffuzi wa Samaji Tib				07		
5	Dept.of Ilmu Saidla				04		
6	Dept.of Kulliyat				04		
7	Dept.of Ilaj Bit Tadbeer				05		
8	Dept.of Jarahat	04					

Reservation as per Govt of India provisions.

Sl.No.	Name of the Courses	Level	Duration of the course	Mode of Selection of Students	No. of Seats	Fees Details	Stipend
II	Ph.D (Unani)	Doctor of Philosophy	2years (With Stipend)	Through RGUHS Entrance Test	Maximum 06 Seats	At par with National Institute of Ayurveda, Jaipur	<ul style="list-style-type: none"> ●Batch 2016-17 II Year `51,980/- + 7%DA (as admissible to Central Govt. Employees time to time) ●Batch 2017-18 I Year `50,315/- + 7%DA (as admissible to Central Govt. Employees time to time)
1	Dept. of Moalajat						
2	Dept.of Ilmul Advia						

PATIENT CARE ACTIVITIES

(NABH ACCREDITED HOSPITAL)

Hospital

The hospital has an OPD wing and 180 bed IPD having separate wards for male and female patients. It possesses good infrastructure and skillful staff extending their services round the clock to the patients. The treatment of poor patients in the OPD is free of cost. Diet is also provided to the patients free of cost. No registration fee is collected from SC/ST patients and Senior citizens and offered 50% rebate on all medical investigations. Almost all the investigations done are free of cost for the IPD patients. BPL patients are also similarly treated. Free medical organized regularly.

Laboratories and other Units

Central Instrumentation Facility Laboratory (CIFL)

Pharmacology Laboratory

Quality Control Laboratory

Diagnostic Facilities (Laboratories)

E.C.G. Laboratory

Radiology Unit

Pharmacy Unit

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Powers and Duties of Officers and Employees

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

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

Director

1. Overall In-charge and Chief Executive of the Institute.
2. Implementation of various policies and decisions taken by Governing Body and SFC and also Government orders.
3. Head of the Institute as defined in FR and SR.
4. He has to arrange for the Meetings of Governing Body and Standing Finance Committee.
The Powers and Functions of the Director of the Institute are given in Annexure-1 attached herewith.

Joint Director(Admn.)

1. He is the overall In-charge of the administration of the Institute.
2. He is responsible for proper management of the administrative machinery like various sections, units.
3. He is the controlling Officer for various sections like establishment, personnel, general, accounts, general stores etc. and he has to see that these sections function properly.
4. He is also the controlling Officer for the Estates of the Institute.
5. He has to complete the Annual Accounts of the Institute for submitting before the Audit.
6. He has to complete the Annual Reports of the Institute for approval.
7. He has to implement various policy decisions taken by Committees and also the Govt.
8. Preparation of Agenda for the Meetings of Governing Body, Standing Finance Committee, Selection Committees, DPCs, Parliamentary Committees and the Minutes thereof.
9. Preparation of Annual Report both in English and Hindi and submission for approval.
10. Drafting of Rules & Regulations required.
11. Arranging replies and documents for the Ministry in reply to their correspondences on various subjects and issues.
12. Preparation of documents for visits of Parliamentary Committees and also for Foreign Delegations.
13. Maintaining Annual Confidential Reports of Officers and Staff.
14. Preparation of 5 Years Plans and Annual Plans.

Administrative Officer

1. In-charge of the sections like Establishment, Academic, General Administration.
2. He has to see that these sections are functioning properly and the matters are dealt with satisfactorily.
3. He has to see and get the proposals of personal records, leave, GPF, advances, LTC, allotment of quarters, admissions, etc.

Accounts Officer

1. He is overall In-charge of the Accounts Section.
2. He has to supervise and control the budgetary allocations and to see that they are properly utilized for which it is provided.
3. Preparation of Annual Accounts and conduction of Audit on time.

4. Financial advises on purchases and budgetary utilizations.
5. Preparation of Annual Budget requirements.
6. Compliance of Reports of Audit.
7. Checking and passing of bills and co-signatory for fund operations with the Bank.
8. To supervise and checking of cash. etc

Professors and Heads of the Departments

1. In-charge of the respective teaching departments.
2. Responsible for carrying out teaching and training activities concerning the respective departments.
3. Responsible for Hospital treatment of both OPD and IPD concerning their subjects as well as beds allotted.
4. Supervising the teachers under them like Reader and Lecturers for smooth and regular conduct of classes, teaching, training and patient care activities.
6. Supervising and carrying out various research subjects allocated to PG and Ph.D scholars.
7. To arrange for practical classes in departments, laboratories, hospitals etc. as required in the teaching and training programs of students and scholars.
8. Participating in seminars and conferences in the Institute as well as outside Institutions.
9. To conduct training and preparation of training modules for teachers and physicians training in the respective subjects.

Readers and Lecturers

1. To carryout various duties and responsibilities of teaching, classes, practiclas etc. allotted in the respective teaching departments.
2. Responsible for carrying out teaching and training activities concerning the respective departments.
3. Responsible for Hospital treatment of both OPD and IPD concerning their subjects as well as beds allotted.
4. Managing for the smooth and regular conduct of classes, teaching, training and patient care activities.
5. Supervising and carrying out various research subjects allocated to PG and Ph.D scholars.
7. To arrange for practical classes in departments, laboratories, hospitals etc. as required in the teaching and training programs of students and scholars.
8. Participating in seminars and conferences in the Institute as well as outside Institutions.
9. To conduct training and preparation of training modules for teachers and physicians training in the respective subjects.
10. To participate in medical camps organized by the Institute/Ministry.

Deputy Medical Superintendent

1. He is responsible for the overall management of the Hospitals having OPD and IPD.
2. He has to supervise and control the Hospital Staff for the smooth functioning of patient care activities.
3. He has to allot duties and responsibilities to the Hospital Staff like Nurses, Pharmacists, Group -D etc. for the smooth functioning of the Hospitals.
4. He has responsible to see that the Hospital services are rendered to the patients satisfactory including availability of medicines, diet, linen etc.
5. He has to arrange duties and responsibilities of the PG and Ph.D. scholars in the Hospital.
6. He has to see that the Hospital premises and facilities are properly maintained and the cleanliness is provided.

Resident Medical Officer

1. Management of the Hospital for providing better health care facilities including availability of medicines, diet, linen etc.
2. Control the subordinate staff working in the Hospital and allotting them duties.
3. He /She has to see that better hospital services are rendered to the patients satisfactorily.
4. He / She has to see that the PG and Ph.D. scholars are at duty at the allotted hours and that they are attending to patients.
5. He /She has to see that the Hospital premises and facilities are properly maintained and the cleanliness is provided.

Other Employees

The ministerial, technical and non-technical employees working in various departments, sections and units are to work and discharge various duties and responsibilities allotted to them by their respective Heads and In-charge.

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Procedures followed in Decision Making Process including channels of supervision and accountability

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

The Procedures followed in Decision Making Process are in accordance with the Manual of the Office Procedure, various Rules and Regulations and the Bye-Laws of the Institute. All the cases and matters are dealt with in the Office of the Institute.

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Norms Set for Discharge of Functions

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

Proposals are implemented as per the Bye-Laws of the Institute after obtaining approval of the Competent Authorities.

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Rules, Regulations, Instructions, Manuals and Records for Discharging Functions

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

The Institute follows the Rules, Regulations, Directives and Guidelines of the Government of India, as applicable from time to time and also the Rules framed by it based on Government of India guidelines. Some of these are as under:

1. Manual of Office Procedure
2. General Financial Rules
3. Fundamental Rules and Supplementary Rules (FR & SR)
4. Delegation of Financial Power Rules
5. CCS (Classification, Control and Appeal) Rules
6. CCS (Conduct) Rules
7. CCS (Medical Attendance) Rules
8. CCS (Leave) Rules
9. CCS (LTC) Rules
10. NIUM Service Rules

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Particulars of any Arrangement that exists for Consultation with, or Representation by the Members of the Public in relation to the Formulation of its Policy or Implementation thereof. [Section 4(1)(b)(vii)]

No such arrangement exists in the Institute.

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Statement of Boards, Council, Committees and other Bodies Constituted)

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

- 1. Governing Body**
- 2. Standing Finance Committee**
- 3. Scientific and Academic Committee**

The Meetings of these Bodies are not open to the public and that the Minutes of Meetings of these Bodies are also not accessible for the public.

GOVERNING BODY

The Institute has a Governing Body Presided Over by Hon'ble Union Minister of State for AYUSH for the control and management of activities of the Institute. The Governing Body is reconstituted every three year. The composition of the Governing Body is as follows:

- | | |
|---|----------------|
| 1) Minister incharge of AYUSH | President |
| 2) Minister Incharge of Medical Education
(ISM) Govt. of Karnataka | Vice President |
| 3) Secretary, Ministry of AYUSH,
Govt. of India | Member |
| 4) Joint Secretary, Ministry of AYUSH,
Govt. of India | Member |

5) Financial Advisor, Incharge of AYUSH Govt. of India	Member
6) Secretary, Medical Education, Govt. of Karnataka	Member
7) Secretary, (Finance) Govt. of Karnataka	Member
8) Vice Chancellor, Rajiv Gandhi University of Health Sciences, Bengaluru	Member
9) Advisor (Unani)/Deputy Advisor (Unani) Ministry of AYUSH, Govt. of India	Member
10) Principal of a Post Graduate college of Unani Medicine, to be nominated by the president	Member
11) Chairman, Unani Committee, Central Council of Indian Medicine,	Member
12) Director, Central Council for Research in Unani Medicine,	Member
13& 14) Two Teachers/Researchers to be Nominated by the President	Member
15) Director, National Institute of Unani Medicine, Bengaluru	Member Secretary

The Standing Finance Committee shall have the following functions

- (i) To consider and recommend for approval of the Governing Body the annual budget estimates of the institute.
- (ii) To consider and recommend for approval the annual audited account of the institution.
- (iii) To consider and recommend for approval new financial proposals which may arise during the course of the year which may not be already provided for under the budget, and to approve re-appropriation between previously approved major heads.

- (iv) To consider quarterly report submitted by the Director for information, to examine from time to time adequacy of institute, and to make appropriate for recommendation to the governing body.
- (v) All proposal for creation of new pasts &
- (vi) All matters relating to invitation and acceptance of tenders.

Standing Finance Committee

There would be a Standing Finance Committee consisting of the following:-

- | | | |
|----|---|------------------|
| 1) | Joint secretary, Ministry of AYUSH,
Government of India | Chairman |
| 2) | Financial adviser, Incharge of
AYUSH | Member |
| 3) | Secretary, Medical Education,
Govt. of Karnataka | Member |
| 4) | Secretary, (Finance) or his nominee
Not below the level of Deputy Secretary
Govt. of Karnataka | Member |
| 5) | One expert in unani medical education
who is already a member of the governing body. | Member |
| 6) | One member of faculty not below
the rank of professor in NIUM to be
nominated by the Director of the Institute. | Member |
| 7) | Director,
National Institute of Unani of Medicine,
Bengaluru | Member Secretary |

Scientific & Academic Committee

*22(A).There would be a Scientific & Academic Committee consisting of the following:-

- | | | |
|----|---|------------------|
| 1) | An eminent Scientist having experienced in Research on Unani Medicine | Chairman |
| 2) | One Member of Governing Body | Member |
| 3) | Dean of a P.G. Unani Faculty | Member |
| 4) | One Pharmacologist having experienced in Research on Unani Drugs | Member |
| 5) | One Scientist having Experienced in Standardization of Crude Drugs. | Member |
| 6) | One Scientist from NIMHANS Involved in Clinical Research | Member |
| 7) | Director, CCRUM | Member |
| 8) | Adv./ Dy. Adv .(U) | Member |
| 9) | Director, NIUM | Member Secretary |

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Directory of Officers and Employees

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

Sl.No	Name of the Official	Designation	Ext.No.
1	Prof.Mohd. Zulkifle	Director I/c	101
2	Shri.B.N.Vidyashankara	Consultant Admin	103
3	Shri.Nadeem Ahmad Siddiqui	Administrative officer	105
4	Shri.Suresha	Accounts Officer	129
	Dept. of Moalajat		
1	Prof.M.A.Siddiqui	Professor	132
2	Dr.Mohd.Aleemuddin Quamri	Reader	107
3	Dr.M.D.A.Bhat	Lecturer	108
4	Dr.Abdul Mubeen	Lecturer	123
	Dept.of Ilmul Advia		
1	Prof.Abdul Wadud	Professor	200
2	Dr.Ghulamuddin Sofi	Reader	207
3	Dr.Najeeb Jahan	Lecturer	202
4	Dr.Nasreen Jahan	Lecturer	204
5	Dr.Imran Khan	Lecturer	203
	Dept.of TST		
1	Dr.A.M.K.Sherwani	Reader	112
2	Dr.Abdul Haseeb Ansari	Lecturer	111
3	Dr.Zarnigar	Lecturer	110
4	Dr Malik Itrat	Lecturer	113
	Dept.of Amraze Niswan		
1	Dr.Wajeeha Begum	Reader	221
2	Dr.Ismath Shamim	Lecturer	223
3	Dr.Arshiya Sultana	Lecturer	226
4	Dr. K. Tabassum	Lecturer	-
6	Dr. Kouser Fatima Firdose	Lecturer	225
	Dept.of Ilmul Saidla		
1	Dr.Roohi Zaman	Reader	214
2	Dr.Shariq Shamsi	Lecturer	216
3	Dr.Khaleequr Rahman	Lecturer	215
4	Dr.Hamiduddin	Lecturer	217
	Dept. Ilaj Bit Tadbeer		
1	Dr.Abdul Nasir Ansari	Reader	122
2	Dr.Hamid Ali	Lecturer	117
3	Dr.Mohd.Nayab	Lecturer	118
4	Dr.Abdul Azeez	Lecturer	114

	Dept Of Kulliyat		
1	Prof. Mohd.Zulkifle	Professor	121
2	Dr. Tariq Nadeem Khan	Lecturer	120
3	Dr. Wasim Ahmad	Lecturer	119
	Dept.Of Jarahiyat		
1	Dr.S Shah.Alam	Reader	211
2	Dr.Mohad Shakeel Ansari	Lecturer	208
3	Dr. Firdous Ahmad Najar	Lecturer	210
4	Dr. Mehajabeen Fatimah	Lecturer	212
	Library Staff		
1	Shri.Ehtesham Ahmad	Asst.Librarian	218
	Pharmacy Staff		
1	Dr.Mohd.Nafis	Chief Pharmacist	402
2	Shri.Mohd.Fazil	Sr.Pharmacist	403
	Hospital Staff		
1	Hospital Receptiion	-	323
2	Dr. Hajira Habib	RMO	320
3	Dr.Mohd.Azam	Clinical Rigistrar	300
4	Dr. Asjad Khan	Clinical Rigistrar	
5	Smt.Jamima D Ponmani	Matron	309
	Laboratory Staff		
1	Dr.Sanjeeda Tabassum	Bio Chemist	312
2	Dr. Renuka	Phatologist	315
3	Shri.Mohd.Haneef	Lab.Technicton	314/345
4	Shri.Mohd.Zaki Ahmad	Lab.Technicton	316/345
6	Shri.S.Praveen	ECG Unit	313
7	Shri Sameer	X-ray Unit	354
8	Shri.Nandakishore	USG Unit	331

Tel No. 080-23584260

Manual-9**Monthly Remuneration Received by Officers and Employees****[Section 4(1)(b)(x)]**

S No	Name	Designation	Pay Level	Gross
1	Dr.Mohd.Zulkifle	Professor / Dir. I/C	13	281011
2	Dr.M.A.Siddiqui	Professor	13	270693
3	Dr.Abdul Wadud	Professor	13	241315
4	Dr.Abdul Nasir Ansari	Reader	12	182694
5	Dr.Arish M. K..Sherwani	Reader	12	182694
6	Dr.Wajeeha Begum	Reader	12	182694
7	Dr.Gulamuddin Sofi	Reader	12	182694
8	Dr.Saiyad Shah Alam	Reader	12	152899
9	Dr.Roohi Zaman *	Reader	12	162530
10	Dr.Mohd Aleem. Quamri	Reader	12	182694
11	Dr.Zarnigar	Lecturer	10	138634
12	Dr.Ismath Shameem	Lecturer	10	160882
13	Dr.Najeeb Jehan	Lecturer	10	160882
14	Dr.Nasreen Jahan	Lecturer	10	160882
15	Dr.Abdul Haseeb Ansari	Lecturer	10	160882
16	Dr.Arshiya Sultana	Lecturer	10	147993
17	Dr.Mohd Shakeel Ansari	Lecturer	10	160882
18	Dr.Shariq Shamsi	Lecturer	10	111092
19	Dr.Khaleequr Rehman	Lecturer	10	128660
20	Dr.Hamid Uddin	Lecturer	10	128660
21	Dr.Hamid Ali	Lecturer	10	128660
22	Dr.Tariq Nadeem Khan	Lecturer	10	128660
23	Dr.Wasim Ahmad	Lecturer	10	128660
24	Dr.Firdous Ahmad Najar	Lecturer	10	128660
25	Dr.Abdul Azeez	Lecturer	10	128660
26	Dr.Mohd Nayab	Lecturer	10	128660
27	Dr.Mazafar Din A Bhat	Lecturer	10	111092
28	Dr. Kouser Fathima Fir	Lecturer	10	121720
29	Dr. Malik Itrat	Lecturer	10	121720
30	Dr. Imran Khan	Lecturer	10	121720
31	Dr. Abdul Mobeen	Lecturer	10	121720

32	Dr. Mehajabeen Fatimah	Lecturer	10	121720
33	Dr.Mohd Nafees Khan	Chief pharm'st	10	138634
34	Dr.Mohd Aazam	Clinical Reg'r	10	160882
35	Dr. Mohd. Asjad Khan	Clinical Reg'r	10	121720
36	Dr.Renuka.B.N	Pathologist	10	139896
37	Ms.M.Sanjeeda Tabasum	Biochemist	11	125740
38	Mr.Suresha	Accounts Officer	10	94566
39	Mr.Nadeem Ah. Siddiqui	Administrative Officer	10	79854
42	Mr.Ehtesham Ahmed	Library cum documentation officer	10	81973
40	Ms.Jemima D. Ponmani	Matron	8	99174
41	Mr.Mohd Fazil	Sr.Pharmacist	7	89439
43	Mr.Mohd Zaki Ahmed	Lab. Tech'n	7	89439
44	Mr.Mohd Haneef	Lab. Tech'n	7	89439
45	Ms.K.Shanthipriya	Nursing Sister	7	86279
46	Ms.Nasiya Tabassum	Nursing Sister	7	84102
47	Ms.Asine Parthi Rajani	Staff Nurse	7	83870
48	Ms.Rohini Kumari	Staff Nurse	7	83870
49	Ms.M.J.Shilpa	Staff Nurse	6	75085
50	Ms.Mehajabeen Shaikh	Staff Nurse	6	74701
51	Ms.Fharzana Banu	Staff Nurse	6	73101
52	Ms.J.Sumangala	Staff Nurse	6	76953
53	Ms.Jameela Banu	PA to Director	6	56699
54	Mr.Syed Nizamuddin	Accountant	6	57491
55	Ms.Seema Anjum	Assistant	5	51403
56	Ms.Saira Khatoon	Pharmacist	6	77385
57	Mr.Syed Jeelan	Pharmacist	6	77385
58	Mr.Mohd Sameer	Radiographer	6	77385
59	Mr.M. S. Praveen	ECG Tech'n	6	77385
60	Mr.Nanda .K. Kandati	USG Tech'n	5	66899
61	Mr.Tariq Hafeez	Publi'n Asst.	6	59877
62	Ms.Geetha R Sunkada	Assistant	5	46106
63	Ms.Ashika.M	UDC/Storek'r	4	40810
64	Mr.R.Sitharamaiah	LDC	3	51692
65	Mr.Rohith P	Dressor	3	53080
66	Mr.Naveen Kumar MN	Dark Room Att.	3	53624
67	Mr.Suraj Kumar R	Ambul Driver	3	53840
68	Mr.Mallikarjuna	O.T.Attendant	3	53296

69	Mr.Mansoor Basha S	O.T.Attendant	3	53296
70	Mr.Kashif Nadeem	Pharmacy Assistant	2	44095
71	Mr.Abdul Rasheed	Pump operator	2	43875
72	Ms.C.Varalakshmi	Aya	2	48195
73	Mr.Naveen Kumar C	LDC on Adhoc	2	48195
74	Mr.Goverdhan MC	Lab.Attendant	2	48195
75	Ms.Zeenath Firdouse	Lab.Attendant	2	40437
76	Mr.Sarfaraj Nawaz	Lab.Attendant	2	41379
77	Ms.Kavitha R	Lab.Attendant	2	48195
78	Mr.Zaffar Pasha	LDC on Adhoc	2	37279
79	Smt Nazneen Bano Khazi	OPD Attendant	1	39025
80	Mr.Sajid Hussain	OPD Attendant	1	38083
81	Mr.Mudaseer Ahmed	Off. Att/Nurs.ord.	1	43235
82	Javed Akhtar Khazi	Offic Attendant	1	33159
83	Sri. B.N.Vidyashankara	Consultant (Admn.)		57750
84	Sri. V.K.Sharma	Consultant		45000
85	Sri. Sanjeev Singh	DEO		20000

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**Budget Allocated to each of its Agency
[Section 4(1)(b)(xi)]**

	BE 2018-19	RE 2018-19
Salaries, General Areas, Creation of Capital Assets, Swachta Action Plan, Special Component Plan for SC etc	` 36.5 Crores	--

Manual-11

**Execution of Subsidy Programs
[Section 4(1)(b)(xii)]**

There is no Subsidy Program or any Allocation of Amounts to any Agency in the Institute.

Manual-12

**Particulars of Recipients of Concessions, Permits or Authorizations Granted
[Section 4(1)(b)(xiii)]**

There is no Program for Concessions, Permits or Authorizations of Grants in the Institute.

Manual-13

**Particulars of Facilities available to Citizens for Obtaining Information
[Section 4(1)(b)(xv)]**

Information can be obtained from the Office of the Public Information Officer of the Institute at the following Address:

The Public Information Officer
National Institute of Unani Medicine
Kottegepalya, Magadi Raod
Bengaluru -560091

The Applicant has to deposit the requisite Fee either in Cash in the Office of the National Institute of Unani Medicine or by way of Indian Postal Order or Demand Draft drawn in favour of "Director, National Institute of Unani Medicine" and payable at Bengaluru.

The Library of the Institute has facilities for its teachers, staff, students and scholars only and it is not open to public as it is a Library of an Institution of Unani medical science and no publication or books are available for general reading or use.

Manual-14

Name and Designation and other Particulars of Public Information Officers

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

Sl.No.	Name and Designation of PIO	Postal Address	Mobile No.	Demarcation of Areas/ Activities if more than one PIO is there
1	Dr. Hamiduddin Lecturer Dept. of Ilmul Saidla	Deptt. of Ilmul Saidla National Institute of Unani Medicine, Kottegepalya Magadi Main Road Bengaluru 560091	8088739927	Nil

Sl.No.	Name and Designation of First Appellate Authority	Postal Address	Mobile No.	Demarcation of Areas/ Activities if more than one PIO is there
1	Prof. Abdul Wadud HoD Dept. of Ilmul Advia	National Institute of Unani Medicine, Kottegepalya Magadi Main Road Bengaluru 560091	9916608881	Nil

ANNEXURE-A

Powers and functions of Director

(Bye-Law 30)

1. The Director shall be the Chief Executive of the Institute and shall be responsible for the co-ordination of policies, planning and execution of various programs under the Institute. Without prejudice to the generality of the foregoing provisions, the Director shall exercise such powers and discharge such functions as specified in Schedule-I and also those laid down below subject to any direction under the relevant rules as issued by the Govt. of India, from time to time.
 - (a) He shall do all such acts as may be required for the proper conduct of the ordinary current administrative and business duties and affairs of the Institute;
 - (b) He shall allocate duties to officers and employees of the Institute and shall exercise such supervising and executive control as may be necessary subject to the rules and these regulations;
 - (c) All the correspondence shall be over his signature or of an officer(s) authorized by him in his behalf.
 - (d) He shall also be Member (ex-officio) of all the Committees appointed by the Governing Body and shall attend at his discretion all or any meetings of such Committees;
 - (e) He shall exercise such of the financial and administrative powers as may be delegated by the Governing Body or by the President;
 - (f) The Director shall sign and execute on behalf of the Governing Body all agreements, contracts, etc. which may be necessary for the proper conduct of the business of the Institute. The drafts to all contracts involving consideration exceeding *Rs.5,00,000/- shall be submitted to the Solicitor to

the Govt. of India or such other officer dealing with conveyancing matter in the Ministry of Law for his advice as to its correctness of their form;

(*approved vide Ministry letter No. R 14011/7/2008-NI dated 12.02.2009)

- (g) He shall sign and verify complaints, written documents, statements, affidavits, petitions and tabular statements and institute or defend suits, actions, and other legal proceedings on behalf of the Institute/Governing Body.
- (h) He shall have power to compromise, settle or refer to arbitration any dispute relating to the Institute after taking competent legal advice;
- (i) The Director may, subject to such restrictions as he may think fit to impose, authorize the Departmental Heads/Deputy Director (Admn.)/Administrative Officer/Accounts Officer and Disbursing Officer, as the case may be, to exercise powers upto the extent indicated by him;
- (j) The Director may, subject to such restrictions as he may think fit to impose, authorize the Heads of the Projects, to exercise such of the powers conferred upon him under the Bye-Laws;
- (k) The Drawing and Disbursing Officer or any other officer of Group A or B authorized by the Director on his behalf shall have the power to sanction an expenditure of contingent nature upto the amount not exceeding Rs. 5,000 /- in each case.

NOTE: In the event of any authorization by the Director under items (i), (j) and (k) above, the authorized officers shall be responsible for the correctness, regularity and propriety of the decisions taken by them. However, the Director shall continue to be responsible for all such decisions taken by the authorized officers.

2. Powers of the Director in regard to writing off the irrecoverable value of stores, money, advances etc. shall not be re-delegated.

3. In case of any doubt, the matter should be referred to the *Ministry of AYUSH, Govt. of India.
4. The word 'the Government' in Schedule-I means the Govt. of India

SCHEDULE - I

SCHEDULE OF POWERS VESTED IN DIRECTOR

Sl. No.	Power	Extent
1.	To declare an Institute employee to be a ministerial servant	Full powers.
2.	To dispense with a medical certificate of fitness before appointment (in individual case)	Full powers in respect of the categories of the posts for which Director is the appointing authority.
3.	To suspend a lien	Full powers provided he is authorized to make appointments to the post in question.
4.	To transfer a lien	Full powers provided that he is authorized to make appointments to both the posts concerned.
5.	To transfer an employee from one post to another	Full powers
6.	To appoint an employee to hold a dual charge and to fix emoluments	Full powers provided he has power to make appointments in each post.
7.	To sanction grant or acceptance of honorarium	Upto a maximum of Rs. 25,000/- in each case per year.
8.	To permit teaching staff of the Institute to accept fee for examiner-ship, invigilator-ship, paper setting Valuation of answer book etc.	Full powers subject to the provision of Service Rules-12 and maximum of Rs.2,500/- in a financial year.
9.	To permit undertaking of private work and acceptance of fee	Upto Rs. 1,200/- in case of each employment per year.
10.	To decide the shortest of two or more Routes.	Full powers.

11.	To allow mileage allowance by a route other than the shortest	Full powers provide selection of the route is in the Institute's interest.
12.	To define the limits of an employee's Sphere of duty for the purpose of TA	Full powers
13.	To decide whether a particular Absence is absence or duty for the purpose of TA.	Full powers
14.	To authorize an employee to proceed on duty to any part of India	Full powers
15.	To restrict the frequency and duration of journey	Full powers
16.	To reimburse cancellation charges on Unused air/rail tickets	Full powers where the cancellation was done in the interest of the Institute.
17.	To allow actual expenses for Carriage of personal effects by road between stations connected by rail	Full powers
18.	Power to declare an officer of Group A or B to be Head of an office (Powers of head of Office to sign bills and cheques, last pay certificates, contingent registers etc. He can also delegate such powers in certain cases to any other gazetted officer subordinate to him).	Full powers
19.	Power to permit an officer to countersign TA advance bills where permanent TA Advances have been sanctioned to that Officer.	Full powers
20.	To declare who shall be the controlling officer and to make rules for his Guidance	Full powers provided no employee is declared his own controlling officer.

21.	To purchase raw and prepared drugs, dressings, medicals stores hospital equipment, dietary articles, furniture's, other stores etc. for working of the Institute/Departments, Hospitals or any of its Units, for teaching, Research and Hospital purposes.	Upto the limit of budget provision for such purchase according to usual rules and prescribed procedures.
22.	Power to sanction non-recurring contingent Charges within budget limits.	Up to the limit of budget provision for such Charges within budget limits. Purchase according to usual rules and Prescribed procedure (only in respect of approved schemes)
23	Power to sanction recoupment of Permanent advance.	Full powers.
24	Power to sanction Municipal or Cantonment taxes.	Full powers.
25	Power to purchase within budget Limits Government and Non- Government publications required by him or by officers under his control.	Full powers.
26	Power to sanction the renting of Ordinary offices and hostel accommodation.	Rs.15, 000/- per annum. Subject to the Recommendation of the Finance Committee in principle, for hiring such Accommodations.
27	Maintenance of building and petty works repairs and alternations to hired and requisitioned buildings.	For ordinary repairs to Institute own building –full powers subject to budget Provision.
28	Power to sanction fixed recurring charges of a contingent character	Full powers.

29	Power to sanction telephone rents.	Full powers
30	Power to advance of pay to an officer under transfer	Full powers.
31	Power to grant advance of TA to Himself and to other employees.	Full powers.
32	Power to sanction advances and final Withdrawal from CP Fund/EP Fund/GP Fund in accordance with the Government Rules as amended from time to time	Full powers.
33	Power to sanction festival advance in Accordance with the government rules as amended from time to time.	Full powers.
34	Power to sanction advance for the purchase of Conveyance in accordance with the Government, rules as amended from to time.	Full powers.
35	Power to incur expenditure and sanction Advances for Law Suits to which the Institute is party in accordance with the Government Rules as amended from time to time.	Full powers.
36	Power to vary the terms of repayment of Advances.	Full powers.
37	Power to order retention of undisbursed pay and allowances.	Up to three months.
38	Power to sanction Children Education Allowance and reimbursement of Tuition Fees in accordance with the Central Govt. Rules as amended from time to time.	Full powers

39	Power to sanction reimbursement of Medical Expenses incurred by an employee for himself Or in respect of a member of the family in Accordance with the Central Government Rules as amended from time to time or Institute's Own rules / scheme on medical attendance as Approved by the Governing Body	Director are empowered to make suitable arrangements for providing medical facilities to the staff in areas which are not covered under CGHS provided that such agreements if they are more liberal than the Central Civil Service (Medical Attendance) Rules, 1944 will require prior approval of the Department.
40	Power to sanction the purchase of typewriter.	This will henceforth include purchase of Computers, Printers, Fax machines, Photocopiers etc., subject to observance of laid down procedure.
41	Power in regard to writing of the irrecoverable Value of stores, money, advances etc., provided that (i) the loss is not due to theft, (ii) it does not disclose a defect of system or serious negligence on the part of some individual servant of the Institute which might possibly call for Disciplinary action requiring the orders of a higher authority.	Up to a limit of Rs.10,000/- in each case. Full powers with the approval of the Finance Committee.
41. a.	Contractual appointment against approved Posts.	Director may appoint contractual Staff for one year or till such time Regular appoints are made, Whichever is earlier, against approved Posts, subject to proper selection procedure. This also applies to selection on part-time basis.
42.	Power to order destruction of records.	Full powers subject to observance of periods or retention of records as Prescribed by the Government of India.
43.	To order, sale by auction or otherwise in the interest of Institute of unserviceable Stores or Perishable articles.	Full powers
44	Power to give gift items / medicine to visiting Dignitaries or public bodies at his	Up to Rs.1,000/- in each case.

	discretion.	
45	Power to countersign his own travelling Allowance bills.	Full powers
46	Power to grant all kinds of leave excluding Study leave to staff of the Institute as per CCS Leave Rules.	Full powers
47	Power to grant upto five advance Increments in respect of Group C & D staff on the basis of the Recommendation of the Selection Committee.	Full powers
48	Printing and binding.	Full powers subject to codal formalities.
49	Power to incur expenditure on miscellaneous items or contingent nature.	Powers of Director limited to Rs.1.00 Lakh each time.
50	Power to purchase stationery for Offices / Hospital etc.	Powers according to necessity subject to budget provision.
51	Repair of motor vehicles.	Full powers to the Director.
52	*Emergent Expenditure Rs. 25,000/- expenditure (Generally). (*amended vide letter No. R.14011/7/2008-NI dated 28.01.2009 of Dept. of AYUSH)	The financial limits of incurring expenditure in emergent cases are subject to the following limits: <ul style="list-style-type: none"> a) Rs. 10,00,000/- Head of Governing Body / SFC by whatever name called in the MOA (depending on the clauses of the MOA) b) Rs. 5,00,000/- Chairman of the Governing Council or equivalent authority as laid down in the MOA. c) Rs. 2,00,000/- Director of the Institute. These powers must be exercised keeping in mind the definition of emergent expenditure viz, expenditure which is unforeseen and cannot be postponed.

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