

# 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 25.05.2021**

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091

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**Manual-1**  
**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) To 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 10 disciplines of Unani Medicine, viz Moalajat (Medicine), Ilmu Advia (Pharmacology), Tahaffuzi wa Samaji Tib (PSM), Qabalat wa. Amraze Niswan (OBG), Ilmu Saidla (Unani Pharmacy), Kuliyat Umoor Tabiya (Basic Principles of Unani Medicine), Ilaj Bit Tadbeer (Regimenal Therapy) , Jarahat (Surgery), Amraze Jild wa Tazeeniyat (Cosmetology & Skin) & Mahiyatul Amraz (Pathology) 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
<b>I</b>	<b>MD/MS (Unani)</b>	Post Graduate	3years	Through AIAPGET	<b>71</b>	At par with National Institute of Ayurveda, Jaipur	<ul style="list-style-type: none"> <li>●Batch 2018-19 III Year `48640/- + 17% DA (as admissible to Central Govt. Employees time to time)</li> <li>●Batch 2019-20 II Year `45600/- + 17%DA (as admissible to Central Govt. Employees time to time)</li> <li>●Batch 2020-21 I Year `42560/- + 17%DA (as admissible to Central Govt. Employees time to time)</li> </ul>
1	Moalajat				10		
2	Ilmu Advia				11		
3	Ilmul Qabalat wa Amraze Niswan				09		
4	Tahaffuzi wa Samaji Tib				08		
5	Ilmul Saidla				05		
6	Kuliyat				05		
7	Ilaj Bit Tadbeer				06		
8	Jarahat				05		
9	Amraze Jild wa Tazeeniyat				06		
10	Mahiyatul Amraz	06					

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
<b>II</b>	<b>Ph.D (Unani)</b>	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"> <li>●Batch 2019-20 II Year `51,990/- + 17%DA (as admissible to Central Govt. Employees time to time)</li> <li>●Batch 2020-21 I Year `50,315/- + 17%DA (as admissible to Central Govt. Employees time to time)</li> </ul>
1	Moalajat						
2	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**

## **Manual-2**

### **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.
5. Supervising and carrying out various research subjects allocated to PG and Ph.D scholars.
6. To arrange for practical classes in departments, laboratories, hospitals etc. as required in the teaching and training programs of students and scholars.
7. Participating in seminars and conferences in the Institute as well as outside Institutions.
8. 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, practical's 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.
6. To arrange for practical classes in departments, laboratories, hospitals etc. as required in the teaching and training programs of students and scholars.
7. Participating in seminars and conferences in the Institute as well as outside Institutions.

8. To conduct training and preparation of training modules for teachers and physicians training in the respective subjects.
9. 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 -C 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.



## **Manual -3**

### **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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## **Manual-4**

### **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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## **Manual-5**

### **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

## Manual-6

### 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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## Manual -7

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

**Manual - 8**

**Directory of Officers and Employees**

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

<b>Sl.No</b>	<b>Name of the Official</b>	<b>Designation</b>	<b>Ext.No.</b>
1	Prof.Abdul Wadud	Director	101
2	Shri.Nadeem Ahmad Siddiqui	Administrative officer	105
3	Shri.Suresha	Accounts Officer	129
	<b>Dept. of Moalajat</b>		
1	Dr.Mohd.Aleemuddin Quamri	Professor	107
2	Dr.M.D.A.Bhat	Assistant Professor	108
3	Dr.Abdul Mobeen	Assistant Professor	123
	<b>Dept.of Ilmu Advia</b>		
1	Prof.Abdul Wadud	Professor	200
2	Dr.Ghulamuddin Sofi	Professor	207
3	Dr.Najeeb Jahan	Professor	202
4	Dr.Nasreen Jahan	Professor	204
5	Dr.Imran Khan	Assistant Professor	203
	<b>Dept.of TST</b>		
1	Dr.A.M.K.Sherwani	Professor	112
2	Dr.Zarnigar	Professor	111
3	Dr. Abdul Haseeb Ansari	Professor	110
4	Dr Malik Itrat	Assistant Professor	113
	<b>Dept.of Amraze Niswan</b>		
1	Dr.Wajeeha Begum	Professor	221
2	Dr.Ismath Shamim	Professor	223
3	Dr.Arshiya Sultana	Reader	226
4	Dr. Kouser Fatima Firdose	Assistant Professor	225
	<b>Dept.of Ilmu Saidla</b>		
1	Dr.Roohi Zaman	Professor	214
2	Dr.Shariq Shamsi	Assistant Professor	216
3	Dr.Khaleequr Rahman	Assistant Professor	215
4	Dr.Hamiduddin	Assistant Professor	217
	<b>Dept. Ilaj Bit Tadbeer</b>		
1	Dr.Abdul Nasir Ansari	Professor	122
2	Dr.Hamid Ali	Assistant Professor	117
3	Dr.Mohd.Nayab	Assistant Professor	118
4	Dr.Abdul Azeez	Assistant Professor	114
	<b>Dept Of Kulliyat</b>		
1	Prof. Mohd.Zulkifle	Professor	121
2	Dr. Tariq Nadeem Khan	Assistant Professor	120
3	Dr. Wasim Ahmad	Assistant Professor	119
	<b>Dept.Of Jarahiyat</b>		
1	Dr.S Shah.Alam	Professor	211

2	Dr.Mohad Shakeel Ansari	Assistant Professor	208
3	Dr. Firdous Ahmad Najar	Assistant Professor	210
4	Dr. Mehajabeen Fatimah	Assistant Professor	212
	<b>Library Staff</b>		
1	Shri.Ehtesham Ahmad	Library cum Documentation Officer	218
	<b>Pharmacy Staff</b>		
1	Dr.Mohd.Nafis	Chief Pharmacist	402
2	Shri.Mohd.Fazil	Sr.Pharmacist	403
	<b>Hospital Staff</b>		
1	Hospital Reception	-	323
2	Dr.Mohd.Azam	Clinical Registrar	320
3	Dr. Asjad Khan	Clinical Registrar	300
4	Smt.Jamima D Ponmani	Matron	309
	<b>Laboratory Staff</b>		
1	Dr.Sanjeeda Tabassum	Bio Chemist	312
2	Dr. B N Renuka	Pathologist	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
1	Dr. Abdul Wadud	Director	14
2	Dr. Mohd.Zulkifle	Professor	14
3	Dr. Abdul Nasir Ansari	Professor	13
4	Dr. Arish M. K..Sherwani	Professor	13
5	Dr. Wajeeha Begum	Professor	13
6	Dr. Gulamuddin Sofi	Professor	13
7	Dr. Saiyad Shah Alam	Professor	13
8	Dr.Roohi Zaman	Professor	13
9	Dr.Mohd Aleem. Quamri	Professor	13
10	Dr.Zarnigar	Professor	13
11	Dr.Ismath Shameem	Professor	13
12	Dr.Najeeb Jehan	Professor	13
13	Dr.Nasreen Jahan	Professor	13
14	Dr.Abdul Haseeb Ansari	Professor	13
15	Dr.Arshiya Sultana	Reader	12
16	Dr.Mohd Shakeel Ansari	Asst.Professor	11
17	Dr.Shariq Shamsi	Asst.Professor	11
18	Dr.Khaleequr Rehman	Asst.Professor	11
19	Dr.Hamid Uddin	Asst.Professor	11
20	Dr.Hamid Ali	Asst.Professor	11
21	Dr.Tariq Nadeem Khan	Asst.Professor	11
22	Dr.Wasim Ahmad	Asst.Professor	11
23	Dr.Firdous Ahmad Najar	Asst.Professor	11
24	Dr.Abdul Azeez	Asst.Professor	11
25	Dr.Mohd Nayab	Asst.Professor	11
26	Dr.Mazafar Din A Bhat	Asst.Professor	11
27	Dr. Kouser Fathima Fir	Asst.Professor	11
28	Dr. Malik Itrat	Asst.Professor	11
29	Dr.MD. Imran Khan	Asst.Professor	11
30	Dr. Abdul Mobeen	Asst.Professor	11
31	Dr. Mehajabeen Fatimah	Asst.Professor	11



32	Dr.Mohd Nafees Khan	Chief pharmacist	12
33	Dr.Mohd Aazam	Clinical Registrar	13
34	Dr. Mohd. Asjad Khan	Clinical Registrar	11
35	Dr.Renuka.B.N	Pathologist	12
36	Ms.M.Sanjeeda Tabasum	Biochemist	11
37	Mr.Suresha	Accounts Officer	10
38	Mr.Nadeem Ah. Siddiqui	Administrative Officer	10
39	Mr.Ehtesham Ahmed	Library cum documentation officer	10
40	Ms.Jemima D. Ponmani	Matron	8
41	Mr.Mohd Fazil.H.I.	Sr. Pharmacist	7
42	Mr.Mohd Zaki Ahmed	Lab. Technician	7
43	Mr.Mohd Haneef	Lab. Technician	7
44	Ms.K.Shanthipriya	Nursing Sister	7
45	Ms.Nasiya Tabassum	Nursing Sister	7
46	Ms.Asine Parthi Rajani	Staff Nurse	7
47	Ms.Rohini Kumari	Staff Nurse	7
48	Ms.M.J.Shilpa	Staff Nurse	7
49	Ms.Mehajabeen Shaikh	Staff Nurse	7
50	Ms.Fharzana Banu.L.A.	Staff Nurse	7
51	Ms.J.Sumangala	Staff Nurse	7
52	Ms.Jameela Banu	PA to Director	6
53	Mr.Syed Nizamuddin	Accountant	6
54	Ms.Seema Anjum	Assistant	5
55	Ms.Saira Khatoon	Pharmacist	6
56	Mr.Syed Jeelan.	Pharmacist	6
57	Mr.Mohd Sameer	Radiographer	6
58	Mr.M. S. Praveen	ECG Technician	6
59	Mr.Nanda .K. Kandati	USG Technician	6
60	Mr.Tariq Hafeez	Publication Assistant	6
61	Ms.Geetha R Sunkada	Assistant	5
62	Ms. Anupama	Jr. Steno	5
63	Ms.Ashika.M	UDC/Store keeper	4
64	Mr.Mohd Ali	UDC/Storekeeper	4
65	Mr.Rohith P	Dresser	3
66	Mr.Naveen Kumar M.N	Dark Room Att.	3
67	Mr.Suraj Kumar R	Ambulance Driver	3
68	Mr.Mallikarjuna	O.T.Attendant	3
69	Mr.Mansoor Basha S	O.T.Attendant	3

70	Mr.Kashif Nadeem	Pharmacy Assistant	2
71	Mr.Abdul Rasheed	Pump operator	2
72	Ms.C.Varalakashmi	Aya	2
73	Mr.Naveen Kumar C	LDC on Adhoc	2
74	Mr.Goverdhan MC	Lab. Attendant	2
75	Ms.Zeenath Firdouse	Lab. Attendant	2
76	Mr.Sarfaraj Nawaz	Lab. Attendant	2
77	Ms.Kavitha R	Lab .Attendant	2
78	Mr.Zaffar Pasha	LDC on Adhoc	2
79	Smt Nazneen Bano Khazi	OPD Attendant	2
80	Mr.Sajid Hussain	OPD Attendant	2
81	Mr.Mudaseer Ahmed	Office Attendant/Nursing orderly	2
82	Mr.Javed Akhtar Khazi	Office Attendant	2
83	Sri. V.K.Sharma	Consultant	
84	Sri. Sanjeev Singh	DEO/ Office Assistant	

## Manual-10

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

	BE 2020-21	RE 2020-21
Salaries, General Areas, Creation of Capital Assets, Swachta Action Plan, Special Component Plan for SC etc	` 52.50 Cr	`173.75 Cr

## 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 Assistant Professor 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. Mohd Zulkifle HoD Dept. of Kulliyat	National Institute of Unani Medicine, Kottegepalya Magadi Main Road Bengaluru 560091	9341824561	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 convincing 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 plaints, written documents, statements, affidavits, petitions and tabular statements and institute or defend suits, action, 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 rout 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	Full powers

	to any part of India	
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.	Up to 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 discretion.	Up to Rs.1,000/- in each case.
45	Power to countersign his own travelling	Full powers

	Allowance bills.	
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"> <li>a) Rs. 10,00,000/- Head of Governing Body / SFC by whatever name called in the MOA (depending on the clauses of the MOA)</li> <li>b) Rs. 5,00,000/- Chairman of the Governing Council or equivalent authority as laid down in the MOA.</li> <li>c) Rs. 2,00,000/- Director of the Institute.</li> </ul> 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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