

## **RIGHT TO INFORMATION ACT**

### **1. Particulars of organization, functions and duties:**

Regional Medical Research Centre a permanent Centre under (ICMR) an Autonomous organization under Ministry of Health & Family welfare, Govt. of India. Regd. Society under Society act XXI of 1860 No. S-406 of 1949-50.

Establishment of RMRC, Bhubaneswar 29<sup>th</sup> March 1981, which was first in the chain of Council's RMRC's Ref. Minutes of first meeting of the project committee of ICMR dated 2<sup>nd</sup> Feb. 1982 and subsequent meeting, joint meeting of RMRC dated 27-28 June 1995.

The aims and objectives of the Centre for conducting Biomedical Research in the region of country (a) carrying out innovative research (b) human resource development and train technical manpower. The details of aims, objectives future plan, activities and duties of the Centre i.e. to undertake studies on rampant health problems in the region such as malaria, filariasis, leprosy, malnutrition and also health problems of tribal population (c) In fostering research supportive of national health policy strengthening regional health base for solving health problem and in human resource development (d) To facilitate interaction with local health authorities to help solution to the health problems in the region at the same time promote biomedical research and train technical manpower (e) the priorities of State Govt. for local health problem and Council's priorities within the broad frame work of national health policy (f) identification of areas of research which should be undertaken by the Centre.

### **2. Powers and duties of officers and employees:**

The power and duties as per memorandum of Association of Rules & Regulations and by laws as per Appendix II page 81 to 106 i.e. Sl.No.1 to 118 to Director of the Centre by ICMR. The power & duties are exercised as per Govt. of India rules GFR & ICMR guideline from time to time and Central Civil Service Rules, Leave Rules and CCA rules, TA, MR, OT etc of Govt. of India & ICMR.

### **3. Decision making process (including channels of supervision and accountability).**

All projects intramural & extramural are first to be submitted by respective scientists are reviewed at the Centre with experts and later by SAC held once each year which reviews scientific activities of the Centre. The minutes of SAC after approval by Council, projects are placed before appropriate body i.e. SAC, Animal Ethical Committee & Human Ethical Committee are to be submitted finally to ICMR. For ICMR external funding project and extramural project other than ICMR to other funding Agency i.e. WHO/TDR/EC, DST, DBT etc.

### **4. Norms for discharge of functions:**

The procedure followed is as per Govt. of India rules & regulation and by laws of ICMR. In case of purchase, appointment, promotion as per delegation of power vested with head of Centre, through recommendation of various committees constituted for this purposes approved by DG, ICMR & Centre's Director as per applicability ie. (upto Group B Director & Group A and above DG, ICMR). Technical Purchase Committee, Equipment Committee, Instrument Committee, Condemnation Committee etc. selection committee, DPC, Building Maintenance Committee, Estate Committee etc. i.e. recommendation of various committee processing the same by Head of

Office & Accounts Officers through their staff, store & purchase following procedure & guideline as formulated by ICMR/Govt. of India from time to time with approval of Competent Authority. Supervision by various HoDs of respective laboratory, Administration by Head of Office and Administrative Officer Accounts by Accounts Officer, ALIO and Director and D.G. ICMR for effective and smooth functioning of the Centre as per the rules duly constituted animal/human ethical committees with outside experts. The results of study are examined in SAC and published by respective scientist through this Centre. Staff meeting are conducted regularly to appraise the progress and to co-ordinate the activities. Decisions are taken as per Govt. of India orders, ICMR directives and taking views of committees framed in all respective areas. Heads of Department and scientists supervise field, & lab work.

#### **5. Rules, regulations, instructions, manuals and records:**

As per by law rules and regulations of Council (ICMR).

Matter pertaining to documents to related research project intramural/extramural, administrative, accounts, finance, S&P, library documentation etc. as maintained by respective Head of Division/Scientist/Library/Administration and Accounts of the Centre etc.

#### **6. Categories of documents:**

Documents maintained i.e. Scientific, Technical related to Research as per mandate of the Centre and Administrative, Store & Purchase, Library, Accounts by respective Heads of Department and Director's Office.

#### **7. Formulation of policy for implementation:**

Formulation Policy as per recommendation of Council through various scientific committees, technical committee and approval of CA in respective matter & implementation thereto by the Centre.

**8. Statement of the boards, councils, committees and other bodies:**

SAC, Animal & Human Ethical Committees which are known to state health authorities as recommended from time to time not accessible for public as yet.

**8. Directory of scientists, officers and employees:**

As per sanctioned strength enclosed (Annexure-I).

**10. Monthly remuneration of scientists, officers and employees and system of compensation (Anne-II).**

As per Council's communication from time and on the basis of Govt. of India employees of similar category status (Annexure-II).

**11. Budget allocations (all plans, proposed expenditures and reports on disbursements).**

The total sanctioned Budget in respect of the Centre (Non-Plan & Plan) for the year 2005-06 is Rs. 5 to 6 Crore (approx) & 2006 & 07 Rs. 5-8 Crore (approx.) (in revised estimate). Besides the Centre generate resources from outside this budget from various sources through extramural research projects undertaken by scientists.

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As per ICMR & Extramural project funding agency guideline. The beneficiaries are of the public of that particular of the project of the Centre. Based on PI's demand of specific objective of protocol, the procurement made by the Centre to that projects. For scientist, students and research scholars during office hours ie. From 9 am to 5.30 pm.

**16. Names, designations and other particulars of the Public Information Officers:**

**Public Information officer: Dr Amarendra Mohapatra, Scientist-D**

**Appellate Authority : Dr S.K.Kar, Director.**

**17. Other Information:**

Annual Report of the Centre which is published annually indicating scientific matters, monthly bulletin which are scientific indicating activities of the Centre and also monthly & half yearly news letters, pamphlets and posters of the activities of RMRC and awareness to State Health Authorities and also to general public.

**Duties, responsibility/job requirements of different categories of Scientists/AO/AcO.**

**1. DIRECTOR:**

The Director is to plan research activities requiring multi disciplinary approach for finding solution to the health problems of Malaria, Filariasis, Nutrition, Tribal Population etc. of the region. To provide leadership to the staff of the Centre in developing infrastructure and strengthening skills to make RMRC into Centre of excellence in Filariasis & Malaria.

**2. Deputy Director (SG)/Deputy Director ( Sc-F/Sc.-E)**

The Deputy Director (SG)/Deputy Director is to plan research programme and conduct research use their staff of their Department/Centre and formulating in research programme in areas of their respective field as per institutional objectives as per the plan and programme/project submitted approved by council/funding agency i.e. in area of Filaria, Nutrition, Malaria. DD has to assist Director decision-making process through meeting, discussion and committees. Excellent leadership, coordinating team works among the staff working under their supervision and assisting and guiding Head of the Centre in various committees for successful working of the Centre.

**3. Assistant Director ( Sc-D)**

To initiate new research projects in their respective field by the Centre as per SAC approved project in the area of Malaria, Filariasis, Nutrition, Epidemiology, Entomology, Clinical and to strengthen the research programme related to

development. To assist Head of the Centre in various committee and to participate in various Conference/Seminar/Workshop of health research.

**4. Senior Research Officer ( Sc-C)**

The Senior Research Officers of respective field are to plan and initiate research proposal and to implement, monitor. Besides assist the Centre in their respective field/related areas of work and administration as member of various committees and any other job of the Centre assigned from time to time.

**5. Research Officer (Scientist-B)**

Designing and conducting studies on related field by the Centre, analysis, processing of data, conducting various clinical and diagnostic test in lab field tour on epidemic survey and any other duties assigned by head of Centre from time to time and also preparation of project proposal in their related field of work.

6. **Accounts Officer:**

The duties of AcO include pre-checking of bills presented by the DDO, preparation of budget compilation of accounts including preparation of balance sheet scrutiny of financial proposal relating to purchase of stores, equipment etc. rendering financial advice to the Head of the Centre.

7. **Administrative Officer:**

The Administrative Officer and Head of Office is to assist and guide the Head of Centre in all administrative matters and also functioning as DDO/Head of Office of the Centre. The Establishment and over all functioning of the Centre in

its successful implementation of various work allotted, scientific, technical matter of the Centre, associated with various committees of the Centre and to work as per ICMR guideline and Govt. of India circular from time to time. To work as a team leader in all administrative matters.

8. **Other Group B, C & D supporting staff:**

- a) As per ICMR recruitment rules to assist concerned head of Division of Lab. In scientific, technical, conducting various lab tests,. Periodical field tour of the respective project as allotted by Head of Division from time to time for successful functioning of the Centre.

- b) The staff relating group B, C & D of administrative & supporting staff are to function day to day normal processing of all matters relating to Administrative, Accounts, Stores, Purchase, Estate Management, bills and helping scientific and technical matters as per the directive of concerned Head of division and also directive of Head of Centre. Any other work assigned from time to time relating to the Centre's activities.

### **ANNEXURE-I**

#### **IMPORTANT POINTS ON WHICH ACTION TO BE TAKEN IN A TIME**

#### **BOUND MANNER**

- (a) Regional Medical Research Centre a permanent Centre under (ICMR) an Autonomous organization under Ministry of Health & Family welfare, Govt. of India. Regd. Society under Society act XXI of 1860 No. S-406 of 1949-50.

Establishment of RMRC, Bhubaneswar 29<sup>th</sup> March 1981.

The aims and objectives of the Centre for conducting Biomedical Research in the region of country (a) carrying out innovative research (b) human resource development and train technical manpower. The details of aims, objectives future plan, activities and duties of the Centre i.e. to undertake studies on rampant health problems in the region such as malaria, filariasis, leprosy, malnutrition and also health problems of tribal population.



- (b) The power and duties as per memorandum of Association of Rules & Regulations and by laws as per Appendix II page 81 to 106 i.e. Sl.No.1 to 118 to Director of the Centre by ICMR. The power & duties are exercised as per Govt. of India rules GFR & ICMR guideline from time to time and Central Civil Service Rules, Leave Rules and CCA rules, TA, MR, OT etc of Govt. of India & ICMR.
- c) All projects intramural & extramural are first to be submitted by respective scientist to be placed before appropriate body i.e. SAC, Animal Ethical Committee & Human Ethical Committee are to be submitted finally to ICMR. For ICMR external funding project and extramural project other than ICMR to other funding Agency i.e. WHO/TDR/EC, DST, DBT etc.
- (d) The procedure followed is as per Govt. of India rules & regulation in case of purchase as per delegation of power vested with head of Centre, appointment, promotion etc, through recommendation of various committees constituted for this purposes approved by DG, ICMR & Centre's Director as per applicability ie. Technical Purchase Committee, Equipment Committee, Instrument Committee, Condemnation Committee etc. selection committee, DPC, Building maintenance committee, Estate Committee etc. i.e. recommendation of various committee processing the same by Administration & Accounts, store & purchase following procedure & guideline as formulated by ICMR/Govt. of India from time to time to Competent Authority for approval. Supervision by various HoDs of respective laboratory, Administration by Administrative Officer, Accounts by Accounts Officer

and finally Head of Centre i.e. Director and D.G. ICMR for effective and smooth functioning of the Centre.

- (e) As per by law rules and regulations of Council (ICMR).
  - (f) Matter pertaining to documents to related research project intramural/ extramural, administrative, accounts, finance, S&P, library documentation etc.
  - (g) Formulation Policy as per recommendation of various scientific committees, technical committee and approval of CA & implementation thereto.
  - (h) SAC, Animal & Human Ethical Committees which are known to state health authorities as recommended from time to time not accessible for public as yet.
  - (i) As per sanctioned strength enclosed.
  - (j) Enclosed – as per Council's communication from time and on the basis of Govt. of India employees of similar category status.
  - (k) Enclosed – Both Plan & Non Plan Intramural & Extramural 2005-06, 06-07 with details break up for staff, contingencies Equipment, TA/DA etc.
- l,m,n) As per ICMR & Extramural project funding agency guideline.
- (o) For scientist, students and research scholars during office from 9 am to 5.30 pm. Public use is yet to made.

- (p) Dr Amarendra Mohapatra, Sc-D
  
- (q) Annual Report of the Centre which is published annually indicating scientific matters, monthly bulletin which are scientific indicating activities of the Centre and also monthly & half yearly news letters, pamphlets and posters of the activities of RMRC and awareness to general public.