



Organization and Function

1.3 Procedure followed in decision making process [Section 4(1)(b)(iii)]

(i) Process of decision making identify key decision making points

The procedures and processes are broadly as per Government of India norms/pattern and as laid down by the Standing Finance Committee and Governing Body of this Institute.

(ii) Final decision making authority Director.

In case the matter is beyond the powers of the Director, approval from the Governing Body.

Head of Office - Administrative Officer – as per delegation of financial powers.

(iii) Related provisions, acts, rules etc.

a. Official procedures as per the guidelines of Government of India given in General Financial Rules, 2017 and Central Civil Services Conduct Rules, 1965.

b. Guidelines and directives issued by the Ministry of Health and Family Welfare, Government of India

c. Memorandum of Association, Rules and Regulations, bye laws and the Pasteur Institute of India, Coonoor.

(iv) Time limit for taking a decisions, if any:

Disposal of Letters : 15 days

Claims (Travel Allowance,
Leave Travel Concession, : 15 days from the receipt of the claims
General Provident Fund etc.)



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Tender process : 1 – 2 months

Settlement Bills (vendor) : 15 – 30 days

Promotion : Once in a year

Modified Assured Career Progression : Twice in a year

(v) Channel of supervision and accountability

S. No.	Type of cases	Channel of submission	Level of final disposal
1.	Policy Matters	Director	Governing Body
2.	Quotation from Suppliers	Purchase Section	Director
3.	Application form for recruitment to various regular/contract posts	Administrative Officer	Director
4.	Bills (Vendor)	Accounts section	Director
5.	Application forms for grant of various leaves	Administration section	Administrative Officer
	Application for special kinds of leave and Group A officers		Director
6.	Application/Request for issue of Experience Certificate/No Objection Certificate	Administration section	Director
7.	Application for grant of Leave Travel Concession	Administration section	Director
8.	Application for reimbursement of Children Education Allowance for regular staff	Accounts section	Director
9.	Application for permission to participate in Conference/Seminar/Workshop	Administration section	Director
10.	Purchase Requisition	Purchase section	Director
11.	Request for refund of Earnest Money Deposit	Purchase section/ Maintenance section	Director
12.	Travel Allowance Bills/Leave Travel		Director

To Strive to seek to find and not to yield



	Concession Bills/Newspaper allowance/Reimbursement of Medical Bills	Accounts section	
13.	Income Tax returns of regular staff	Accounts section	Director
14.	Annual Property returns	Administration section	Director
15.	Progress Reports of Ph.D. scholar/proposal copies/research proposals	Directors Office	Director

1.3. Procedure followed in decision making process

1. Process of decision making Identify key decision making points
 - Administration & Accounts: Office Superintendent – Administrative Officer – Director
 - Purchase: Officer-in-Charge – Purchase Committee – Director
 - Estate: Section-in-Charge – Controlling Officer - Estate Committee - Director
 - Quality & Production Process: Section-in-Charge - Officer-in-Charge – Controlling Officer – Director

1.4 Norms for discharge of function

1.4.1 Nature of functions / services offered

- Production of Diphtheria, Pertussis, Tetanus group of vaccines
- Rabies Diagnostic Lab and treatment center to cater the need of the general public.
- Academic programmes like Ph.D. Microbiology, Biochemistry and Biotechnology (Part time & Full time) affiliated to Bharathiyar University, Coimbatore and M.D (Microbiology) affiliated to Tamilnadu Dr. M. G. R Medical University, Chennai.

1.4.2 Norms / standards for functions / service delivery

- Schedule M & WHO–GMP for production and Testing vaccines.
- Rules, Regulations & Bye-laws for day-to-day administration.

1.4.3 Time-limit for achieving the targets

Tentative time lines for the release of batches to Universal Immunization Programme

S. No.	Key Mile Stones	Target date for Completion	Remarks
1.	Production of Consistency batches (equivalent to commercial scale)	Completion : Completed for TD and March, 2025 for DPT	Pertussis Bulk antigen is under process.
2.	CDL testing and release of consistency batches	Initiation : April 2025 for TD and June 2025 for DPT Completion : May 2025 for TD and July 2025 for DPT	PII, Coonoor will try to parallel carryout activities wherever possible to adhere to the above timelines.
3.	Commercial licensing	Initiation : June 2025 for TA and October 2025 for DPT Completion : August 2025 for TD and December 2025 for DPT	
4.	Commercial batch production initiation	Initiation : August 2025 for TD and December 2025 for DPT	
5.	Supply of vaccine to UIP	February 2026 for TD and May 2026 for DPT	

1.4.4 Process of redress of grievances

The Interim Staff Council consisting members from staff side and officers side meets periodically to redress the grievance of all staff members.

The constitution is as follows:

OFFICIAL SIDE:

1.	Director	Chairman
2.	Administrative Officer	Secretary
3.	Deputy Director/Assistant Director/ Sr. Research Officer/Research Officer*	Members



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4.	Assistant Accounts Officer	
5.	Procurement cum Stores Officer/Assistant Procurement cum Stores Officer	

* The Chairman will nominate one officer from these cadres as members.

STAFF SIDE:

One member each from Group “C” representing the following cadres.

Group No.	Cadre/Post	No. of Representations
1.	Technical Assistant	1
2.	Laboratory Technician	2
3.	Supervisor and Maintenance Technician	1
4.	Lady Representative for “C” cadre	1

Total number of Staff Representatives: 5 members.

Grievance officer – Shri A. Vairamoorthy, Administrative Officer – grievances shall be addressed on every Wednesday (open day).

Categories of documents held by the authority under its control

1.6.1 Categories of documents

1. Agendas and Minutes of the Institute Body, Executive Council, Standing Committees and other Committees.
2. Annual Performance Appraisal Reports of the Staff
3. Annual Reports
4. Legal agreements
5. Society related documents
6. Pasteur Institute India, Coonoor Bye-Laws
7. Correspondence with other offices, Govt. of India etc.
8. Recruitment Rules
9. General Provident Fund etc.
10. Payments/Receipts/Expenditure Record
11. Pension and Death Benefits.
12. Plan and Non Plan Allocations.
13. Salary, Advances etc.

To Strive to seek to find and not to yield



14. Various advances to the Staff
15. All matters relating to court and disciplinary cases
16. Allotment of quarters
17. Allotment Rules and Regulations
18. Staff Service Books
19. Personal Files of the Staff
20. Maintenance of SC/ST/OBC reservation ROSTER.
21. Recruitment of Staff
22. Returns to Employment Exchanges and Govt.
23. Selection/Interview/Appointments Records
24. Tenders and Record of Housekeeping, Security and Outsourced staff
25. Records related to the Purchase of the equipments/services/surgical items/stationary/consumable/Non-consumable items/Services Sanitation, equipment, Construction of Building, Clinical Services requirements.
26. Stock Register, Record of Various Purchases, Supplies and Stores
27. Records relating to Procurement of Equipments and Materials
28. Condemnation of the Equipments
29. Records of Out Patients
30. Record of various constructions activities and maintenance activities
31. Matters pertaining to Public Relations of the Institute
32. Log Book
33. Preventive Maintenance Records, AMC Records
34. Electrical Work and Instruments Work Related Records
35. Internet Maintenance Records
36. Records pertaining to various projects, reports etc.
37. Training in Hindi

1.6.2 Custodian of documents/Technical documents/categories

Director's Office

1. Agendas and Minutes of the Executive/Standing Committees and Governing Body and other Committees.
2. Academic activities related files
3. Annual Reports/Scientific Reports



4. Correspondence with other offices, Govt. of India etc.
5. All matters relating to court and disciplinary cases
6. Internet & Website related files
7. Parliament Questions
8. Trainees Hostel related files and Register

Administration Section

1. Pasteur Institute India, Coonoor Bye-Laws
2. Correspondence with other offices, Govt. of India etc.
3. Recruitment Rules
4. All agreements
5. Department Promotional Committee minutes/related files Allotment of quarters
6. Allotment Rules and Regulations
7. Staff Service Books
8. Personal Files of the Staff Maintenance of SC/ST/OBC reservation ROSTER.
9. Recruitment of Staff
10. Returns to Employment Exchanges and Govt.
11. Selection/Interview/Appointments Records
12. Tenders and Record of Housekeeping and Security
13. Training in Hindi.

Finance

1. General Provident Fund etc.
2. Payments/Receipts/Expenditure Record
3. Pension and Death Benefits.
4. Plan and Non Plan Allocations.
5. Salary, Advances etc.
6. Various advances to the Staff

Library and Information Centre

1. Book Accession Register
2. Journal Subscription Register
3. Usage Statistics Register



Purchase & Stores Section

1. Records related to the Purchase of the equipments/services/surgical items/stationary/consumable/Non-consumable items/Services Sanitation, equipment, Construction of Building, Clinical Services requirements.
2. Stock Register, Record of Various Purchases, Supplies and Stores
3. Records relating to Procurement of Equipments and Materials
4. Condemnation of the Equipments

Rabies Treatment Centre & Dispensary for staff

1. Records of Out Patients
2. Clinical Services Related Files

Maintenance Section

1. Record of various constructions activities and maintenance activities
2. Log Book
3. Preventive Maintenance Records, AMC Records
4. Electrical Work and Instruments Work Related Records

Quality Assurance

1. Apex document like Quality Manual, Validation Master Plan, and Site Master File.
2. Quality Policy.
3. Standard Operating Procedures, Master Formula Record, Batch Manufacturing Record, Batch Processing Records, Specifications, Validation and Qualification protocols and reports etc.
4. General Record, work sheet, record sheet forms.



(iv) Transfer policy and transfer orders

1 OBJECTIVE

The objective of this document is to describe the policy and guidelines for internal transfer of employees employed in various sections of Pasteur Institute of India, Coonoor.

2 SCOPE

- a. This document is applicable to all sections of Pasteur Institute of India, Coonoor except Accounts, Library and Dispensary.

3 RESPONSIBILITY

- a. It is the responsibility of the responsible person in Administration Department for the preparation of the policy on Internal Transfer of Employees.
- b. It is the responsibility of the Officer-In-Charge/responsible person in QA to ensure the internal transfers of employees are followed as per the approved policy document.
- c. It is the responsibility of all the applicable employee of Pasteur Institute of India, Coonoor to follow policy approved herein.
- d. It is the responsibility of the responsible person in Quality Assurance (QA) for approval and implementation of the policy document.
- e. It is the responsibility of the responsible person of Administration Department for ensuring the training of the concerned personnel and compliance to the policy document.

4 ABBREVIATIONS & DEFINITIONS

a. Abbreviations:

- i. CO - Controlling Officer
- ii. OIC - Officer In Charge
- iii. IOM - Inter Office Memorandum
- iv. SOP - Standard Operating Procedure

5. POLICY

Pasteur Institute of India, Coonoor is committed to create and establish competent workforce with the ability to perform multitasks assigned to them by the Management as and when required for the effective and successful operation of the Institute to ensure the supply of cost effective quality vaccines to the customers within the committed turnaround time.

PIIC will achieve this policy by

- i. The CO's shall be transferred to different sections as and when required and in case of work exigencies after providing adequate trainings (SOP training and hands on practice).
- ii. The OIC's shall be transferred once in four years to different sections after providing adequate trainings (SOP training and hands on practice).
- iii. Transferring the shop floor working force (identified personnel) once in three years or based on the requirements to different sections in the ratio of 1:4 or 1:2 ratio. i.e out of four trained manpower based on the need either one person or two personnel will be transferred without affecting the day to day activities of the concerned departments.
- iv. Prior to initiation of the transfers, the Officer In-charge / Controlling Officer of Administration will call for meeting with all Officer-In-Charges and Controlling Officers of different sections through IOM.
- v. This transfer process will be initiated by Administration department based on the outcome of the Officer's meeting and approval from the Director.
- vi. The identified employee shall be assigned responsibilities only after completion of proper training.

1.6. Categories of documents held by the authority under its control

1.6.1 Categories of documents

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2. Annual Performance Appraisal Reports of the Staff



3. Annual Reports
4. Legal agreements
5. Society related documents
6. Pasteur Institute India, Coonoor Bye-Laws
7. Correspondence with other offices, Govt. of India etc.
8. Recruitment Rules
9. General Provident Fund etc.
10. Payments/Receipts/Expenditure Record
11. Pension and Death Benefits.
12. Plan and Non Plan Allocations.
13. Salary, Advances etc.
14. Various advances to the Staff
15. All matters relating to court and disciplinary cases
16. Allotment of quarters
17. Allotment Rules and Regulations
18. Staff Service Books
19. Personal Files of the Staff
20. Maintenance of SC/ST/OBC reservation ROSTER.
21. Recruitment of Staff
22. Returns to Employment Exchanges and Govt
23. Selection/Interview/Appointments Record
24. Tenders and Record of Housekeeping, Security and Outsourced staff
25. Records related to the Purchase of the equipments/services/surgical items/stationary/consumable/Non-consumable items/Services Sanitation, equipment, Construction of Building, Clinical Services requirements
26. Stock Register, Record of Various Purchases, Supplies and Store
27. Records relating to Procurement of Equipments and Materials
28. Condemnation of the Equipments
29. Records of Out Patients
30. Record of various constructions activities and maintenance activities
31. Matters pertaining to Public Relations of the Institute
32. Log Book
33. Preventive Maintenance Records, AMC Records
34. Electrical Work and Instruments Work Related Records
35. Internet Maintenance Records



36. Records pertaining to various projects, reports etc
37. Training in Hindi

1.6.2 Custodian of documents/Technical documents/categories

Director's Office

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2. Academic activities related files
3. Annual Reports/Scientific Reports
4. Correspondence with other offices, Govt. of India etc.
5. All matters relating to court and disciplinary cases
6. Internet & Website related files
7. Parliament Questions
8. Trainees Hostel related files and Register

Administration Section

1. Pasteur Institute India, Coonoor Bye-Laws
2. Correspondence with other offices, Govt. of India etc.
3. Recruitment Rules
4. All agreements
5. Department Promotional Committee minutes/related files Allotment of quarters
6. Allotment Rules and Regulations
7. Staff Service Books
8. Personal Files of the Staff Maintenance of SC/ST/OBC reservation ROSTER.
9. Recruitment of Staff
10. Returns to Employment Exchanges and Govt.
11. Selection/Interview/Appointments Records
12. Tenders and Record of Housekeeping and Security
13. Training in Hindi.

Finance

1. General Provident Fund etc.



2. Payments/Receipts/Expenditure Record
3. Pension and Death Benefits.
4. Plan and Non Plan Allocations.
5. Salary, Advances etc.
6. Various advances to the Staff

Library and Information Centre

1. Book Accession Register
2. Journal Subscription Register
3. Usage Statistics Register

Purchase & Stores Section

1. Records related to the Purchase of the equipments/services/surgical items/stationary/consumable/Non-consumable items/Services Sanitation, equipment, Construction of Building, Clinical Services requirements.
2. Stock Register, Record of Various Purchases, Supplies and Stores
3. Records relating to Procurement of Equipments and Materials
4. Condemnation of the Equipments

Rabies Treatment Centre & Dispensary for staff

1. Records of Out Patients
2. Clinical Services Related Files

Maintenance Section

1. Record of various constructions activities and maintenance activities
2. Log Book
3. Preventive Maintenance Records, AMC Records
4. Electrical Work and Instruments Work Related Records

Quality Assurance

1. Apex document like Quality Manual, Validation Master Plan, and Site Master File.



2. Quality Policy.
3. Standard Operating Procedures, Master Formula Record, Batch Manufacturing Record, Batch Processing Records, Specifications, Validation and Qualification protocols and reports etc.
4. General Record, work sheet, record sheet forms.

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

1.7.1 Name of Boards, Council, Committee etc.

External:

- (i) Governing Body of this Institute
- (ii) Standing Finance Committee of this Institute and

Internal:

- (iii) Interim Staff Council
- (iv) Departmental Purchase committee
- (v) Departmental Estate Committee
- (vi) Library Committee
- (vii) Women welfare committee
- (viii) Internal animal ethics committee

1.7.2 Composition

1. Governing Body:

- (a) Secretary to Govt. of India, Ministry of Health and Family Welfare, New Delhi - Chairperson
- (b) Director General of Health Services, Govt. of India, Ministry of Health and Family Welfare, New Delhi - Member.
- (c) Secretary, DHR & Director General, Indian Council of Medical Research, New Delhi - Member
- (d) Additional Secretary to Govt. of India, Ministry of Health & Family Welfare, New Delhi - Member
- (e) Additional Secretary and Financial Advisor to Govt. of India, Ministry of Health and Family Welfare, New Delhi - Member



- (f) Drugs Controller General (India), Directorate General of Health Services, Ministry of Health and Family Welfare, New Delhi - Member.
- (g) Joint Secretary to Govt. of India, Ministry of Health & Family Welfare, New Delhi – Member.
- (h) Joint Secretary (RCH), Ministry of Health & Family Welfare, New Delhi – Member.
- (i) Principal Secretary to Govt. of Tamilnadu, Health and Family Welfare, Chennai - Member
- (j) Additional Chief Secretary to Govt. of Tamilnadu, Finance Department, Chennai – Member.
- (k) Director of Medical and Rural Health Services, Govt. of Tamilnadu, Chennai – Member.
- (l) Two eminent scientist nominated by Government of Tamilnadu
- (m) Two eminent scientists nominated by Government of India
- (n) The Director, Central Research Institute, Kasauli – 173 204, Himachal Pradesh - Member
- (o) The Director, BCG Vaccine Laboratory, Guindy, Chennai – 600 032 - Member
- (p) The Director, Pasteur Institute of India, Coonoor, Nilgiris – Member Secretary

2. Standing Finance Committee

- (a) Additional Secretary, Ministry of Health and Family Welfare, New Delhi- Chairman
- (b) Additional Secretary & Financial Adviser to Govt. of India, Ministry of Health and Family Welfare, New Delhi – Member
- (c) Joint Secretary to Govt. of India, Ministry of Health & Family Welfare, New Delhi - Member
- (d) Deputy Director General (P), Govt. of India, Ministry of Health and Family Welfare, New Delhi – Member
- (e) Director of Medical and Rural Health Services, Govt. of Tamilnadu, Chennai – Member
- (f) A senior scientist nominated by the Governing Body
- (g) Director, Pasteur Institute of India, Coonoor – Member Secretary



3. Interim Staff Council for the year 2024-25

1. Dr. S. Sivakumar, Director & Chairman
2. Shri A. Vairamoorthy, Administrative Officer & Secretary
3. Dr. A. Premkumar, Assistant Director & Member
4. Shri R. Mohan, Sr. Research Officer & Member
5. Dr. K. C. Shivanandappa, Sr. Research Officer & Member
6. Shri D. Anurag, Assistant Accounts Officer & Member
7. Shri R. Gunasekaran, Representative for Group No.02 & Leader
8. Shri C. Alexander Joseph, Representative for Group No.06
9. Smt. S. Pavithra, Representative for Group No.03 & Dy. Leader and
10. Smt. M. Mahalakshmi, Lady Staff Representative representing Group No. 08

4. Departmental Purchase Committee

- (a) Dr. S. Sivakumar, Director – Head of the Committee
- (b) Dr. A. Premkumar, Assistant Director – Member
- (c) Shri A. Vairamoorthy, Administrative Officer- Member
- (d) Shri R. Mohan, Senior Research Officer - Member
- (e) Dr. K.C. Shivanandappa, Senior Research Officer - Member
- (f) Shri D. Anurag, Assistant Accounts Officer, Purchase/Stores – Member

5. Departmental Estate Committee

- (a) Dr. A. Premkumar, Assistant Director – Chairman
- (b) Shri R. Mohan, Sr. Research Officer – Member
- (c) Shri A. Vairamoorthy, Administrative Officer - Member
- (d) Dr. K.C. Shivanandappa, Research Officer – Member
- (e) Dr. N. Sivananda, Assistant Research Officer – Member
- (f) Dr. S. Jagannathan, Research Officer - Member
- (g) Shri P. Sasikumar, Private Secretary – Member
- (h) Dr. T. Sekar, Assistant Research Officer – Member
- (i) Shri A.K. Jithendran, Laboratory Technician – Member
- (j) Shri A. Senthil Kumar, Laboratory Technician – Member

6. Library Committee



- i. Dr. S. Sivakumar, Director – Head of the Committee
- ii. Dr. A. Premkumar, Assistant Director
- iii. Shri A. Vairamoorthy, Administrative Officer
- iv. Shri R. Mohan, Research Officer (Controlling Officer Library)
- v. Dr. K.C. Shivanandappa, Research Officer
- vi. Dr. C. Muniandi, Research Officer
- vii. Smt. Chandra Charles, Assistant Research Officer (Office In charge Library)
- viii. Shri. D. Anurag, Assistant Accounts Officer/Drawing & Disbursing Officer

7. Women Welfare Committee (Internal Complaints Committee)

- (a) Dr. A. Premkumar, Sr. Research Officer - Chairman
- (b) Shri A. Vairamoorthy, Administrative Officer – Member
- (c) Smt. Chandra Charles, Assistant Research Officer – Member Secretary
- (d) Ms. Usha Franklin, Ex-NGO expert

8. Institutional Animal Ethics Committee (IAEC)

1. Dr. C. Gunasekaran, Assistant Professor, Conservation Biology Lab, Department of Zoology, Bharathiyar University, Coimbatore – 641 046, Tamilnadu – Main Nominee.
2. Dr. G. Venkatesh, Department of Pharmacology, KMCH College of Pharmacy, Kalapatti, Coimbatore– 641 048, Tamilnadu – Link Nominee.
3. Dr. K. S. G. Arulkumaran, Principal, KTN College of Pharmacy, Chalavara, Puliyankunnu P O, Ottapalam Taluk, Kerala 679505 Scientist from Outside
4. Dr. A. Justin, Dept. Of Pharmacology, JSS College of Pharmacy, Rocklands, Ooty- 643001, Tamilnadu – Socially aware nominee.
5. Dr. A. Premkumar, Senior Research Officer & Scientist-in-charge, Animal House facility, Member Secretary, PII, Coonoor.
6. Dr. B. Sugumaran, Scientist from different discipline, Dept. of Animal Husbandry, Ooty



7. Dr. K.C. Shivanandappa, Research Officer & Scientist from different discipline, PII, Coonoor.
8. Dr. S. Parthasarathy, Joint Director & Biological Scientist, Dept. of Animal Husbandry Bio Safety Committee, Coonoor.

9. Institutional Biosafety Committee (IBSC):

1. Dr. S. Sivakumar, Director, Pasteur Institute of India, Coonoor - Chairman
2. Dr. J. Angayarkanni, Associate Professor & Head, Bharathiar University, Coimbatore – DBT Nominee
3. Dr. A. Premkumar, Assistant Director, Pasteur Institute of India, Coonoor – Member Secretary
4. Dr. P. Nallathambi, Director i/c, IARI, Wellington – Outside Expert
5. Dr. P. Chitra Devi, Medical Officer, Pasteur Institute of India, Coonoor.
6. Shri R. Mohan, Senior Research Officer, Pasteur Institute of India, Coonoor – Internal Expert
7. Dr. K.C. Shivanandappa, Senior Research Officer, Pasteur Institute of India, Coonoor – Internal Expert
8. Dr. N. Sivananda, Assistant Research Officer, Pasteur Institute of India, Coonoor – Internal Expert
9. Dr. T. Sekar, Assistant Research Officer, Pasteur Institute of India, Coonoor – Internal Expert

1.7.3 Dates from which constituted & 1.7.4. Term/Tenure

Governing Body: w.e.f. 01.07.1978 onwards, until further orders

Standing Finance Committee: w.e.f. 01.07.1978 onwards, until further orders

Departmental Purchase Committee: w.e.f. 23.02.2024, until further orders

Departmental Estate Committee: 22.06.2022

Library Committee: 31.01.2023, until further orders.

Women Welfare Committee (internal Complaints Committee): 21.04.2018, until further orders

Institutional Animal Ethics Committee (IAEC): 10.03.2023, until further orders.

1.7.4 Powers and functions



Powers and functions of the Governing Body as per Byelaws

- (i) The Governing Body shall exercise such powers and discharge such functions as are laid down in the Rules & Regulations, these bye-laws and schedules, as the powers & functions of the Governing Body.
- (ii) All proceedings of meeting of the Governing Body shall be entered in a minute book to be maintained by the Secretary for the purpose and minutes shall be signed by the Chairman of the meeting after the same is duly confirmed.
- (iii) Any member desirous of moving a resolution at a meeting of the Governing Body shall give notice thereof in writing to the Secretary so as to reach him not less than 7 days before day of such meeting. Such a notice when received shall be circulated immediately by the Secretary to members and shall then form part of the agenda of the meeting.
- (iv) No subject disposed of by the Governing Body at its meeting shall be brought up again for consideration until after the expiry of one year, except in case where the Chairman decides that the subject requires further consideration in the interest of the Institute.
- (v) The Governing Body shall have powers to create posts subject to specific provision in the budget, in scales of pay applicable to similar posts under Government of India or/scales of pay approved by the Government of India and as applicable from time to time; classify them into grades and specify their designations. In all matters the Governing Body, shall have full powers in the matter of expenditure from the funds of the Institute subject to budget provision save in the matter of pay, allowances and concessions to a Central or any State Government servant, on foreign service which shall not be greater than those admissible under code rules of the concerned government.
- (vi) Appointment to Group A post shall be made by the Governing Body on the recommendation of Selection Committee constituted by the Governing Body for that purpose.
- (vii) The Director of the Institute shall be appointed by the Governing Body on such terms and for such period as may be decided by the Governing Body. The directions of the appointment committee for appointment of Chief Executives through ACCC as per OM No. 28/17/2004 E.O.S.M. II as dated



30.11.2005 of DOPT Govt. of India, New Delhi to be followed (G.B, dated 6.2.06)

(viii) The Governing Body shall, while creating a post, also decide about the classification of the post, if a post with same designation and same scale of pay does not exist in the Institute.

(ix) To establish an appropriate provident fund for the benefit of the employees of the Institute.

(x) Delegation of powers to the Chairman or the Director or to both as it may deem fit for the conduct of business subject to the condition that the action taken by the Chairman or by the Director shall be reported for confirmation at the meeting of the Governing Body.

(xi) The Governing Body may accept the management and administration of any endowment or trust fund or any subscription or donation provided that the same is unaccompanied by any condition inconsistent or in conflict with the nature and object for which the Institute is established.

(xii) The Governing Body shall have all powers of punishment including dismissal, removal or reduction in rank of all members of the Staff of the Institute.

(xiii) The Governing Body may frame, alter, and repeal bye-laws for the proper conduct of the Institute for which no specific provision has been made in these rules. Such bye laws shall be passed by the Governing Body by a majority of not less than two third of the members present.

Functions of the Standing Finance Committee:

- (1) To consider and recommend for approval to the Governing Body the annual budget estimates of the Institute; The budget estimates approved by the Government of India on the recommendations of the Standing Finance Committee shall be subject to availability of funds in the Institute and the financial commitment of the Government of India to the Institute.
- (2) To consider and recommend for approval to the Governing Body the annual audited accounts of the Institute.
- (3) To consider and recommend for approval to the Governing Body, 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 appropriation between



previously approved major heads.

- (4) To consider reports of receipts and expenditure submitted by the Director for information; to examine from time to time the adequacy of resources of funds and the general financial position of the Institute; and to make appropriate recommendations to the Governing Body.
- (5) To consider and recommend to the Governing Body for approval of all proposals for creation of new posts and also to consider and approve the action of the Director and approve the action of the Director in the creation of posts within his powers.
- (6) To consider and approve all matters relating to the invitation and acceptance of tenders which are beyond the powers of the Director, and
- (7) The Standing Finance Committee will also function as the Executive Committee to assist the Director. A report of the proceedings of each Executive Committee meeting will be forwarded to the Governing Body. This Executive Committee will meet more often than the Governing Body.

Functions of the Departmental Purchase Committee:

Scrutinization and Finalizations of all purchases such as Plant & Machinery, Equipment, Chemicals, all Raw Materials, and Maintenance items etc., required by various sections as per purchase procedures placed before the purchase committee.

Functions of Institutional Animal Ethics Committee:

- ◆ To review and approve research proposals involving lab animals
- ◆ To provide suggestions for modification of the proposals wherever necessary
- ◆ To conduct periodic supervision of Institute's animal facility
- ◆ To ascertain ethical use of animals and protection of well being of animals during and after research
- ◆ When research activity is not found in accordance to CPCSEA guidelines to help adopt correct measures
- ◆ To see that all those persons involved in animal care and research are adequately trained to handle the animals

- ◆ To ensure that GLP guidelines are followed in animal facility to protect the researchers and all others involved in animal handling

Functions of Estate Committee:

To look after the works related Estate Department i.e. for generating notes, scrutinizing and finalizing of all tenders related to original civil and electrical works, repair/maintenance of office buildings as well as quarters and allotment of quarters, etc.

Function of Library Committee:

1. To guide the Librarian in formulating general library policies and regulations which govern the functions of the library.
2. To provide for proper documentation services and updating the Library collection.
3. To work towards modernization and improvement of Library and documentation Services.
4. To formulate policies and procedures for efficient use of Library resources.
5. To review Library readership dept-wise
6. To adopt measures to enhance readership
7. To prepare budget and proposals for the development of the Library.
8. To recommend to the authorities the fees and other charges for the use of the Library and
9. To seek feedback on Library functions from readers.

1.7.5 Whether their meetings are open to the public?

No

1.7.6 Whether the minutes of the meetings are open to the public?

Governing Body and Standing Finance Committee minutes are open to the public.

1.7.7 Place where the minutes if open to the public are available?



PASTEUR INSTITUTE OF INDIA, COONOOR
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and Family Welfare, New Delhi, Government of India)**



Website of this Institute: www.pasteurinstituteindia.in

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1.8 Directory of officers and employees w.e.f. 01.04.2025

S. No	Name	Mobile Number	e-mail id
1.	Dr. S. Sivakumar	8978101919	sivakumar.s@pasteurinstituteindia.in
2.	Dr. A. Premkumar	9442533645	premkumar.a@pasteurinstituteindia.in
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5.	Dr. K.C. Shivanandappa	9789327696	shivanandappa.kc@pasteurinstituteindia.in
6.	Dr. C. Muniandi	9443017854	muniandi.c@pasteurinstituteindia.in
7.	Mrs. Chandra Charles	9487536482	chandrach.ro@pasteurinstituteindia.in
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9.	Dr. S. Jagannathan	9486081990	jagannathan.s@pasteurinstituteindia.in
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19.	Sri Y.D. Praveen	9843934316	praveen.yd@pasteurinstituteindia.in
20.	Mrs. R. Manjula	9047896595	manjula.r@pasteurinstituteindia.in
21.	Mrs. Uma Subramani	8903969427	uma.subramani@pasteurinstituteindia.in
22.	Sri P. Venkatachalam	9488541107	venkatachalam.p@pasteurinstituteindia.in
23.	Ms. Supriya Shewade	8750071257	supriya.shewade@pasteurinstituteindia.in
24.	Sri B. Nataraj	9489645443	nataraj.b@pasteurinstituteindia.in
25.	Sri R. Gunasekaran	9943580914	gunasekaran.r@pasteurinstituteindia.in
26.	Sri M. Murugan (Sr)	9442283069	murugan.m@pasteurinstituteindia.in
27.	Sri B. Sivalingam	9943568492	sivalingam.b@pasteurinstituteindia.in
28.	Sri R. Durai	9486785309	durai.r@pasteurinstituteindia.in
29.	Sri K. Ravichandran	7598303104	ravichandran.k@pasteurinstituteindia.in
30.	Sri A. Velmurugan	8497112995	velmurugan.a@pasteurinstituteindia.in
31.	Sri S. Murugan	8148373509	murugan.s@pasteurinstituteindia.in
32.	Sri M. Murugan	9843958844	m.murugan@pasteurinstituteindia.in

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39.	Sri N. Ramadass	8122149816	ramadass.n@pasteurinstituteindia.in
40.	Mrs R. Parvathy	9787411338	parvathy.r@pasteurinstituteindia.in
41.	Mrs M. Geetha	9787350340	geetha.m@pasteurinstituteindia.in
42.	Mrs R. Kamatchi	9897563307	kamatchi.r@pasteurinstituteindia.in
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57.	Mrs. M. Mahalakshmi	8760518313	mahalakshmi.m@pasteurinstituteindia.in

1.9. Pay Level of officers & employees including system of compensation
[Section 4(1) (b) (x)]

(i) List of employees with Pay Level w.e.f. 01.04.2025

S. No.	Emp. Code	Name	Designation	Pay Level
1	S00118	Dr. Sivakumar.S	Director	Level-14
2	P01190	Dr. Premkumar.A	Asst. Director	Level-12

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3	M00111	Sri Mohan.R	Sr.Research Officer	Level-11
4	S00101	Dr.Shivanandappa.K.C	Sr.Research Officer	Level-11
5	V00211	Sri Vairamoorthy.A	Administrative Officer	Level-11
6	M00495	Dr.Muniandi.C	Research Officer	Level-10
7	C00395	Mrs.Chandra Charles	Research Officer	Level-10
8	A01390	Sri Annamalai.B	Research Officer	Level-10
9	J00301	Dr.Jagannathan.S	Research Officer	Level-10
10	S00306	Dr.Sivananda.N	Asst.Research Officer	Level-8
11	S01807	Dr.Sekar.T	Asst.Research Officer	Level-7
12	C00205	Sri Chandra Mohan.G	Asst.Research Officer	Level-7
13	R00506	Sri Raja Karthikeyan.V	Asst.Research Officer	Level-7
14	S00990	Sri Sasikumar.P	Private Secretary	Level-8
15	A00196	Sri Anurag.D	Asst.Accounts Officer	Level-7
16	K00296	Sri Kuppusamy.N	Office Superintendent	Level-6
17	D00591	Sri Dhurairajan.R.	Office Superintendent	Level-6
18	K00104	Sri Karthick.B	Office Superintendent	Level-6
19	P00204	Sri Praveen.Y.D.	Office Superintendent	Level-6
20	M00585	Mrs.Manjula.R.	Sr.Technical Assistant	Level-6
21	U00386	Mrs.Uma Subramani	Sr.Technical Assistant	Level-6
22	S00124	Ms.Supriya Shewade	Junior Translator	Level-6
23	V00305	Sri Venkatachalam.P	Pharmacist	Level-7
24	N00193	Sri Nataraj.B	Supervisor	Level-6
25	G02885	Sri Gunasekaran.R	Technical Assistant	Level-5
26	M00486	Sri Murugan.M (Sr)	Technical Assistant	Level-5
27	S01086	Sri Sivalingam.B	Technical Assistant	Level-5
28	D01588	Sri Durai.R	Technical Assistant	Level-5
29	R01088	Sri Ravichandran.K	Technical Assistant	Level-5
30	V00989	Sri Velmurugan.A	Technical Assistant	Level-5
31	M01089	Sri Murughan.S	Technical Assistant	Level-5
32	M01189	Sri M.Murugan (Jr)	Technical Assistant	Level-5
33	G00691	Sri Ganesan.M	Technical Assistant	Level-5
34	D01191	Mrs.Dhanamani Murugesan	Technical Assistant	Level-5
35	R00195	Sri Raghu.R	Technical Assistant	Level-5
36	S00295	Sri Saravanamoorthy.G	Technical Assistant	Level-5

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37	R00595	Sri Ramu.B	Technical Assistant	Level-5
38	M00695	Sri Murali.L	Technical Assistant	Level-5
39	R00795	Sri Ramadass.N	Technical Assistant	Level-5
40	P00498	Mrs.Parvathy.R	Technical Assistant	Level-5
41	G00199	Mrs.Geetha.M	Technical Assistant	Level-5
42	K00398	Mrs.Kamatchi.R	Technical Assistant	Level-4
43	L00501	Mrs.Latha.D.R.	Lab. Technician	Level-4
44	S00300	Mrs.Sivarani.S	Lab. Technician	Level-4
45	A00293	Sri Alexander Joseph.C	Supervisor	Level-6
46	R00493	Sri Ravi.R.	Maint.Technician	Level-6
47	S01291	Sri Saravanan.R	Maint.Technician	Level-4
48	R00905	Sri Radhakrishnan.V	Maint.Technician	Level-4
49	R00601	Sri Ramesh.G	Lab. Assistant	Level-4
50	J01005	Sri Jithendran.A.K.	Lab. Assistant	Level-4
51	S01105	Sri Senthilkumar.A	Lab. Assistant	Level-4
52	A00806	Sri Anandan.P.K.	Lab. Assistant	Level-4
53	V00906	Sri Vinoth.R	Lab. Assistant	Level-4
54	H01106	Sri Haldurai.B.N.	Lab. Assistant	Level-4
55	S01206	Sri Saravanan.G	Lab. Assistant	Level-4
56	P01406	Mrs.Pavithra.S	Lab. Assistant	Level-4
57	M00108	Mrs.Mahalakshmi.M	Lab. Assistant	Level-4

(ii) System of compensation as provided in its regulations : Nil

1.11. No of employees against whom Disciplinary action has been proposed/taken:

- Pending for Minor penalty or major penalty proceedings: Nil
- Finalized for Minor penalty or major penalty proceedings: Nil

1.12. Programmes to advance understanding of RTI: The Central Public Information Officer and Assistant Public Information Officer have deputed to attend the Workshop on “Right to Information Act” organized by NAHRD from 22-09-2024 to 26-09-2024 at Goa.

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1.13. Transfer policy and transfer orders (F. No.1/16/2011-IR dated 15.04.2013]

1. POLICY

Pasteur Institute of India, Coonoor is committed to create and establish competent workforce with the ability to perform multitasks assigned to them by the Management as and when required for the effective and successful operation of the Institute to ensure the supply of cost effective quality vaccines to the customers within the committed turnaround time.

5.1 PIIC will achieve this policy by

- a) The CO's shall be transferred to different sections as and when required and in case of work exigencies after providing adequate trainings (SOP training and hands on practice).
- b) The OIC's shall be transferred once in four years to different sections after providing adequate trainings (SOP training and hand on practice).
- c) Transferring the shop floor working force (identified personnel) once in three years or based on the requirement to different sections in the ratio of 1: 4 or 1:2 ratio. *i.e.* out of 4 trained manpower based on the need either 1 person or two personnel will be transferred without affecting the day to day activities of the concerned departments.
- d) The outsourced personnel / Interns shall be transferred based on the requirement to different sections and work exigencies without following any ratio.
- e) Prior to initiation of the transfers, the OIC / CO of Administration will call for meeting with all OIC's and CO's of different sections through IOM.
- f) This transfer process will be initiated by Administration department based on the outcome of the Officer's meeting and approval from the Director.
- g) The identified employee shall be assigned responsibilities only after the completion of proper training.