



**Manual under  
Right to Information Act, 2005  
(As on 15.02.2022)**

**Central Council for Research in Homoeopathy  
An Autonomous Body  
Under  
Ministry of AYUSH  
Govt. of India**

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## **ABBREVIATIONS**

GB	: Governing Body
CCRH	: Central Council for Research in Homoeopathy
SAC	: Scientific Advisory Committee
SFC	: Standing Finance Committee
EC	: Ethical Committee
HPT	: Homoeopathic Pathogenetic Trial
CRU (H)	: Clinical Research Unit for Homoeopathy
CRU (T)	: Clinical Research Unit (Tribal) for Homoeopathy
DPRU	: Drug Proving Research Unit
DSU	: Drug Standardisation Unit
SMPCU	: Survey of Medicinal Plants & Collection Unit
RRI (H)	: Regional Research Institute for Homoeopathy
CRI (H)	: Central Research Institute for Homoeopathy
HTC	: Homoeopathic Treatment Centre
HDRI	: Homoeopathic Drug Research Institute
Ext.	: Extension
CVU	: Clinical Verification Unit
CREC	: Clinical Research-cum-Epidemic Cell

**Manual 1**  
**Particulars of Organization, functions and duties**

**(Section 4(1)(b)(i))**

Brief history and Background of the Council

To streamline research in Homoeopathy, the need of a planned and organized research set up was strongly felt by the Government of India. As a result, the Central Council for Research in Indian Medicine and Homoeopathy (CCRIMH) was established in 1969 to carry out researches in Ayurveda, Siddha, Unani medicine, Yoga and Homoeopathy. The Central Council for Research in Homoeopathy (CCRH), one of the successor organizations to the erstwhile CCRIMH was established as an autonomous organization, at New Delhi in 1978 under the Ministry of AYUSH, Govt. of India. Since then the CCRH remains a unique organization engaged in organized researches in Homoeopathy.

Aims and Objectives of the Organization

The main objectives of the Council are: -

1. The formulation of aims and patterns of research on scientific lines in Homoeopathy.
2. To undertake any research or other programmes in Homoeopathy.
3. The prosecution of and assistance in research, the propagation of knowledge and experimental measures generally in connection with the causation, mode of spread and prevention of diseases.
4. To initiate, develop, coordinate scientific research in different aspects, fundamental and applied of Homoeopathy and to promote and assist institutions of research for the study of diseases, their prevention, causation and remedy.
5. To finance enquiries and researches for the furtherance of objects of the Central Council.
6. To exchange information with other institutions, associations and societies interested in the objects similar to those of the Central Council and specially in observation and study of diseases in East and in India in particular.
7. To prepare, print, publish and exhibit any papers, posters, pamphlets, periodicals and books for furtherance of the objects of the Central Council and contribute to such literature
8. To issue appeals and make applications for money and funds in furtherance of the objects of the Central Council and to accept for the aforesaid purpose gifts, donations and subscriptions of cash and securities and of any property whether movable or immovable.
9. To borrow or raise monies with or without security or on security mortgage, charge, hypothecation or pledge of all or any of the immovable or movable properties belonging to the Central Council or in any other manner whatever.
10. To invest and deal with the funds and monies of the Central Council or entrusted to the Central Council not immediately required in such manner as may from time to time be determined by the Governing body of the Central Council.
11. To permit the funds of the Central Council to be held by the Government of India.

12. To acquire and hold, whether temporarily or permanently any movable or immovable property necessary or convenient for the purpose of the Central Council.
13. To sell, lease mortgage and exchange and otherwise transfer any of the properties movable or immovable of the Central Council provided prior approval of the Central government is obtained for the transfer of the immovable property.
14. To purchase, construct, maintain and alter any buildings or works necessary or convenient for the purpose of the Central Council.
15. To undertake and accept the management of any endowment or trust fund for donation the undertaking or acceptance whereof may seem desirable.
16. To offer prizes and grant of scholarships, including traveling scholarships in furtherance of the objects of the Central Council.
17. To create administrative, technical and ministerial and other posts under the society and to make appointments there to in accordance with rules and regulations of the Society.
18. To establish a provident fund and or pension fund for the benefit of the Central Council's employees and/or their family members
19. To do all such other lawful things either alone or in conjunction with others as the Central Council may consider necessary or as being incidental or conducive to the attainment of the above objects.

### **Organizational set up:**

At present, the Council has a network of its 26 Institutes/ Units as stated below:

• Central Research Institutes	3
• Homoeopathic Drug Research Institute	1
• Regional Research Institutes	10
• Clinical Research Units	8
• Clinical Verification Units	1
• Extension Units	2
• Survey, Collection and Cultivation of Medicinal Plants Unit	1
<b>Total</b>	<b>: 26</b>

### **Research Activities**

- (i) Clinical Research
- (ii) Drug Proving Research
- (iii) Clinical Verification
- (iv) Drug Standardization
- (v) Fundamental Research
- (vi) Survey, Collection and Cultivation of Medicinal Plants.

**Clinical Research:** Clinical Research in Homoeopathy helps in generating, validating and consolidating scientific evidences (in terms of safety, efficacy and effectiveness) of

homoeopathic medications, procedures and treatment regimes. This research may be useful in prevention, treatment of various diseases, decision making for stake holders and thus help in improving clinical care. The aim is to carry out evidence-based trials based on modern scientific parameters (double blinding; objective assessment criteria, statistical analysis, etc.) without conflicting with the doctrines of Homoeopathy. More emphasis is laid upon the clinical evaluation of homoeopathic medicines in disease conditions of national health importance, where no curative treatment is available in conventional medicine, endemic diseases in certain parts of the country and the so-called surgical diseases.

Being one of the major activities of the Council, Clinical research has traversed a path from prospective observational studies to gold standard randomized controlled studies. Studies in various diseased conditions are taken up from time to time as per the guidance of Scientific Advisory Committee (SAC). Earlier, multi-centric clinical studies were conducted to ascertain therapeutic utility of a smaller group of medicines on the protocols developed in consultation with the experts in respective fields from All India Institute of Medical Sciences (AIIMS), Indian Council of Medical Research (ICMR), National Institute of Communicable Diseases (NICD), National AIDS Control Organization (NACO), eminent homeopathic Educators and Researchers. Presently as per the need of the hour, randomized controlled trials (RCT) are being conducted to establish the effectiveness of homoeopathic treatment. The results of these studies are published time to time in the National, International peer reviewed journals of importance.

Till date Council has conducted 136 studies on various diseases, out of which 121 studies were concluded (106 were observational studies and 15 randomized clinical trials) and 15 studies were withdrawn. The salient achievements in clinical studies have been in HIV/AIDS, Acute Rhinitis in children, Gastroenteritis, Chronic Sinusitis, Influenza like illness, Benign prostatic hyperplasia, acute haemorrhoids, cervical spondylosis pain management, urolithiasis etc.

### **Collaboration with International Organizations**

#### *UCLA Collaborative study on AIDS Prevention with Traditional Medicine*

The Council undertook a study ‘AIDS Prevention with Traditional Medicine’ in collaboration with University of California, Los Angeles (UCLA). The study involved assessment of existing level of knowledge of HIV/AIDS amongst homoeopathic educators and practitioners and their level of comfort in discussing sexuality and HIV/AIDS with their students and clients respectively. The study involved participation of 40 educators and 40 practitioners (20 each at New Delhi and Pune). Twelve Focus Group meets, comprising of 6-7 participants each, were conducted at New Delhi and Pune during March 2003-May 2004.

The study was aimed at development of an instrument for the training of Homoeopathic Educators and Practitioners. The training module thus developed shall be used during the ‘Train the Trainer’ study funded by the World AIDS Foundation, USA that shall be undertaken in collaboration with UCLA between the years 2005 and 2007.

**Drug Proving:** Drug Proving also termed as Homoeopathic Pathogenetic Trial (HPT) is a process in which drug substances are put into trial on healthy human volunteers and their pathogenetic effects are observed, noted and compiled as the first step to introduce the

drug in the Homoeopathic Materia Medica. Proving of a drug substance is a unique process in Homoeopathy. Unlike conventional medicine where animal experimentation forms the basis of evaluation of drug pathogenesis, homoeopathic medicines are proved on healthy human volunteers, including controls, from both sexes and age group between 18-60 years. The Central Council for Research in Homoeopathy since its inception in 1978 has adopted the Drug Proving Research Program as one of its primary research areas where Council has focused on proving of indigenous drugs and fragmentarily proved drugs.

**Clinical Verification:** Clinical Verification is one of the flagship research programmes of the Council since inception. Clinical Verification of symptomatic data of 106 drugs till date, including those proved by the Council and those, which have had fragmentary provings. Till now data on 72 drugs have been published in the form of a Materia Medica's in the name of "Study of Homoeopathic Medicines through Clinical Verification – A new perspective" in three volumes. The rest of the drugs has been published either in the form of monographs or as research articles. The data on the remaining drugs is under compilation and is going to be published soon in the form of Materia Medica.

**Drug Standardisation:** Success in homoeopathic prescribing is based upon the purity and quality of raw drugs & finished products. A sub-standard drug will not produce desired results in a sick individual. Drug standardisation encompasses a comprehensive evaluation of the homoeopathic drugs in respect of their pharmacognostical, physico-chemical and pharmacological profiles in order to study the various qualitative and quantitative characteristics of drugs. The pharmacognostical studies of raw drug plant material include study of the gross morphology of the raw drug, its macro and microscopical characteristics and after suitable processing enumeration of characteristic structures of cells, tissues and organs under the microscope and determining their essential bio statistical dimensions. The physico-chemical parameters of the raw drug and prepared mother tincture include moisture content, ash value, extractive value, presence of active constituents in raw drug and organoleptic characteristics, carrying out specific tests and TLC, UV spectrophotometry of the mother tincture. These can be used as a bench mark standard against any commercial sample to be compared with in future or as reference whenever there is a necessity. The pharmacological spectrum of a drug is ascertained through experimental trials on laboratory animals under standard laboratory conditions which include preliminary estimation of dosage, evaluation of efficacy and safety and also the mode of action of homoeopathic drugs. The council has undertaken pharmacognostical studies on 297 drugs, physico-chemical studies on 304 & pharmacological studies on 149 drugs (as in March 2016).142 drugs have been studied in all the three aspects. The standards of the drugs worked out by the Council are definite gains and are important for preparation of quality homoeopathic medicines.

These findings have been published in research journals; monographs and books of the Council:

- *Standardisation of Homoeopathic Drugs Vol. I- IV*
- *Identification of Homoeopathic Drugs of Plant Origin*
- *Pharmacological action of Homoeopathic drugs and*
- *Vernacular names of plant drug in Homoeopathic Pharmacopoeia of India:* which contains data of 548 plant drugs incorporated in Homoeopathic Pharmacopoeia of India (HPI) Volumes I-IX in various languages to identify them locally. This compilation has been made as an effort to improve the Homoeopathic Pharmacopoeia of India bringing it at par with other world class pharmacopoeias.

At present, pharmacognostical & physico-chemical studies are being undertaken at two centres of the council:

1. **Dr D. P. Rastogi Central Research Institute (H), Noida**
2. **Regional Research Institute (H), Hyderabad (A.P.)**

***Survey, Collection & Cultivation of Medicinal Plants:*** About 70% of the Homeopathic drugs are derived from medicinal plants sources and for maintaining the quality of the drug, the source material is collected either from wild occurrence or is cultivated in the gardens with expert supervision. For maintaining authentic plant source material in fresh and live condition, the Council has established a medicinal plants research garden and a Survey of Medicinal Plants and Cultivation Unit, which collects raw drug plant material from areas surveyed from all over India. This research unit has now been renamed as “Centre of Medicinal Plants Research in Homoeopathy” in Tamil Nadu at Indira Nagar, Emerald Post, Nilgiris District (T. N.), taking into account the manifold aspects of research work on medicinal plants being carried out here. This research Centre in addition to conducting survey for the collection of the medicinal plants used in Homoeopathy in its wild state also cultivates both exotic and indigenous plant material for supply as and when required for drug standardization or drug preparation, both for in-house research and also for Homoeopathic drug manufacturers the surplus raw drug plant material in ‘not for profit’ basis. **Currently 75 plant (61 exotic plants and 14 indigenous plant species are being cultivated the plant species are under experimental cultivation and below conservation cum germplasm collection at demonstration plots for further multiplication or seed production to continue as next generation and being maintained as reference species useful in Homoeopathy.** In addition the laboratory for carrying out drug standardization research studies is also hoped to be established here in future, bringing all aspects of research in medicinal plants under one umbrella. **The Centre has conducted 202 surveys and supplied 542 raw drugs to Units for carrying out standardisation studies, 9384 herbarium sheets have been prepared and mounted with their voucher specimen number till date.**

**A rigid poly house constructed by poly carbonate sheet has been inaugurated by Director general, CCRH during the visit of Special Committee Members of Drug Standardization in the month of August 2017, the utilization of this poly**



house and its usage is mainly for the process of seedling germination, vegetative propagation (VP-Clones), and mass production of plantlet for development/cultivation of the entire larger area for internal usage, for the supply of raw drug to drug standardization units and for commercial purpose. This poly house is very unique and constructed for the first time in Nilgiris by using poly carbonate sheet.

**Sale of Homoeopathic Medicinal Plants raw drug** ( as on 11.01.2018)

(At CMPRH Research Garden, Emerald, Tamil Nadu)

Contact No. 0423-2955184, E-mail - smpcuemerald@gmail.com)

Sl. No.	Name of Material	Part used	Stock Available	Rate
1	Coccinia grandis (L.) Voigt Cephalandra indica (Wt. & Arn.)	Leaves	250 gms	-
2	Erigeron canadensis L.	Whole Plants	900 gms	-
3	Cineraria maritima	Leaves	10 Kgs	Rs. 300 /kg
4	Digitalis pupurea	Leaves	10 Kgs	Rs. 300 /kg
5	Digitalis purpurea	Leaves	25 Kgs	Rs. 200 /kg

**Publication/Documentation:** Dissemination and communication are two very important aspects in the field of science. As a primary mandate, the Council disseminates the outcomes of the research studies through effective documentation and publications.

To share the research outcomes with clinicians, researchers, teachers, students, policy makers and common man, the Council publishes books, monographs, newsletter and IEC material. In its endeavor to reach out globally, the Council publishes a peer reviewed quarterly research journal, Indian Journal of Research in Homoeopathy which can be accessed online at [www.ijrh.org](http://www.ijrh.org). The print copy of the journal can be obtained from the Council's Headquarters or can be ordered online.

The Council publishes quality books on Drug Standardization, Homoeopathic Pathogenetic Trials and Clinical Verification apart from Mother and Child Health and Homoeopathic Materia Medica. The online purchase of these publications has been facilitated for Indian readers by integrating payment gateway with Council's website ([www.ccrhindia.nic.in](http://www.ccrhindia.nic.in))

The Council was launched its website [www.ccrhindia.org](http://www.ccrhindia.org) (at present : [www.ccrhindia.nic.in](http://www.ccrhindia.nic.in)) on 8<sup>th</sup> October 1999.

## **Grievances Redressal Mechanism**

**Vigilance cell** exists in the Council under the overall supervision of the Director General, CCRH for receiving complaints/suggestions from public / individuals/ users and clients on the functioning of the Council. There is a Chief Vigilance officer to deal with vigilance.

All Vigilance cases pertaining to the Council can be addressed to the following officer:

Dr. Praveen Oberai  
Chief Vigilance Officer  
Central Council for Research in Homoeopathy  
JLN Bhartiya Chikitsa avum Homoeopathy anusandhan Bhawan  
61-65, Institutional Area, Janakpuri, New Delhi- 110058  
Tel. No.: 91-11-28521651

**Public Grievances Cell** exists in the Council under the overall supervision of the Director, CCRH for receiving complaints/suggestions from public / individuals/ users and clients on the functioning of the Council. There is a Public Grievances Officer to deal with all public grievances.

All public grievances pertaining to the Council can be addressed to the following officer:

Dr. O.P. Verma  
Public Grievances Officer  
Central Council for Research in Homoeopathy  
JLN Bhartiya Chikitsa avum Homoeopathy anusandhan Bhawan  
61-65, Institutional Area, Janakpuri, New Delhi- 110058  
Tel. No.: 91-11-28525934

### **Postal address of the main office:**

The Council's headquarter is situated at New Delhi at the following address:

Dr. Subhash Kaushik,  
Director General  
Central Council for Research in Homoeopathy  
JLN Bhartiya Chikitsa avum Homoeopathy Anusandhan Bhawan  
61-65, Institutional Area, Janakpuri, New Delhi- 110058  
Tel. No.: 91-11-28525523, fax: 91-11-28521060  
e-mail: ccrhindia.nic.in

## Manual 2

### Powers and duties of officers and employees

#### POWERS AND FUNCTIONS OF THE DIRECTOR GENERAL

The Director General shall be the Chief Executive of the Central Council and shall be responsible for the coordination of policies, planning and execution of various programmes under the Central Council. Without prejudice to the generalities of the foregoing provisions, the Director General shall exercise such powers and discharge such functions as specified in Schedule I to the Bye-Laws and also those laid down below:

- 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 Central Council.
- b) He shall allocate duties to officers and employees of the Central Council and shall exercise such supervising and executive control as may be necessary subject to the rules and regulations.
- c) All the correspondences shall be under his signature or of an officer(s) authorized by him on his behalf.
- d) He shall also be a Member (*ex-officio*) of all the committees appointed by Governing Body/ Executive Committee 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 General 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 Council. The drafts of all contracts involving consideration exceeding Rs. 5,00,000/- (five lakhs) shall be submitted to the Solicitor to the Government of India and such other officer dealing with the matter in the Ministry of Law for his advice as to its correctness of their forms.
- g) He shall sign and verify complaints, written documents, statements, affidavits, petitions and tabular statements and institute or defend suits, actions and other legal proceedings on behalf of the Central Council.
- h) He shall have power to compromise, settle or refer to arbitration any dispute relating to the Central Council after taking competent legal advice.

- i) The Director General may, subject to such restrictions as he may think fit to impose, authorize an officer declared as Head of Office / Assistant Director (Administration) /Accounts officer/Drawing and Disbursing Officer as the case may be, to exercise, up to the extent indicated in the Schedule II & III respectively of powers conferred upon him under the Bye-Laws.
- j) The Director General may, subject to such restrictions as he may think fit, 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 Group A or B officer authorized by the Director General on his behalf shall have the power to sanction an expenditure of a miscellaneous or contingent nature as delegated to him from time to time.
- l) He may accept any donation by cash or kind provided the same is unaccompanied by any condition inconsistent with or in conflict with the nature and objects for which the Central Council is established. The donation so received shall be utilized for the purpose for which it has been received and the matter may be reported to the Executive Committee when it meets next.
- m) He shall exercise such administrative and disciplinary powers, subject to discipline and conduct rules, as may be necessary for achieving the objectives of the Central Council.
- n) He shall realize and receive all the grants or other money due to the Council from the Government and other persons/authorities etc.
- o) He shall have powers to incur expenditure within the limits of budget approved by the Standing Finance Committee subject to such conditions and limitations as may be prescribed by the Executive Committee.
- p) In emergent circumstances, the Director General shall take action, subject to these rules, as he thinks necessary. The action taken under this provision shall be reported for ratification to the Executive Committee at its next meeting.

## **ACCOUNTS AND AUDIT**

- a) Central Council shall cause regular accounts to be kept of all its monies and properties in respect of the affairs of the Central Council.

- b) The accounts of the Central Council shall be audited annually by the auditors appointed by the Government of India and any expenditure incurred in connection with such audit be payable by the Central Council to the Auditors.
- c) The auditors appointed by the Central Government in connection with the audit of the accounts of the Central Council shall have the same right, privileges and authority in connection with such audit as the Comptroller and Auditor General has in connection with the audit of Government accounts and in particular shall have the right to demand the production of books, accounts, connected vouchers and other necessary documents and papers.
- d) The report of such audit shall be communicated by the auditor to the Central Council which shall submit a copy of the Audit Report along with its observation to the Government of India. The Auditor shall also forward a copy of the report to the Government of India.

**Schedule-I**  
**Schedule of powers vested in the Director General**

Sl. No.	POWERS	EXTENT
1.	To declare a Central Council employee to be a ministerial servant	Full powers.
2.	To dispense with a medical certificate of fitness before appointment (in individual cases)	Full powers subject to conditions of GoI in Fundamental Rules and Supplementary Rules.
3.	To suspend a lien	Full powers provided he is authorized to make appointments to the posts in question.
4.	To transfer a lien	Full powers provided he is authorized to make appointments to both the posts concerned.
5.	To transfer an employee	Full powers
6.	To appoint an employee to hold a dual charge and to fix emoluments as per FR 49.	Full powers provided he has power to make appointment in each post.
7.	To sanction grant or acceptance of honorarium	Full power upto a maximum of Rs. 2500/- in a year. In the case of recurring honoraria, this limit applies to the total of the recurring payments to individual in a year.
8.	To retain the categories of technical/research staff of the Council in service after the age of 60 years and upto 62 years in exceptional cases.	Full powers provided that extensions are limited to a period of one year at a time in respect of posts to which he is the appointing authority and subject to prior approval of Central Govt.
9.	To permit undertaking of private work and acceptance of fee	Full powers to permit undertaking of private work and acceptance of fees keeping in view the conditions prescribed in FR and SR.
10.	To decide the shortest of two or more routes.	Full powers for journeys within his jurisdiction.
11.	To allow mileage allowance by a route other than the shortest	Full powers provided selection of the route is in the Central Council's interest.
12.	To define the limits of an	Full Powers

	employee's sphere of duty.		
13.	To decide whether a particular absence is absence or duty		Full Powers
14.	To authorize an employee to proceed on duty to any part of India		Full Powers
15.	To restrict the frequency and duration of journeys		Full Powers
16.	To permit travel by air to Non-officials		Full Powers
17.	To reimburse cancellation charges on unused air/rail/tickets		Full powers where the cancellation was done in the interest of the Council.
18.	To allow actual expenses for carriage of personal effects by road between stations connected by rail		Full powers
19.	Power to declare a gazetted officer (Group-A or Group-B) to be Head of an office mainly to sign bills and cheques, last pay certificates, contingent registers etc. He can also delegate such powers in certain cases to any other Group 'A' officer subordinate to him. (DFPR-16)		Full Powers
20.	Power to permit an officer to countersign T.A. advance bills where permanent T.A. advances have been sanctioned to that officer		Full Powers
21.	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
22.	To purchase working stores, tools and plants etc.		Up to the limits of budget provision for such purpose within his delegated powers or authorized by GB/EC/SFC.

23.	Powers to sanction non-recurring contingent charges within budget limits		Upto the limits of budget provision for such purpose.
24.	Powers to sanction permanent advances		Full powers
25.	Power to sanction Municipal or Cantonment taxes		Full powers
26.	Power to purchase within budget limits official and non-official publications required by him or by officers under his control		Full Powers
27.	Power to sanction the renting of ordinary office accommodation		Rs.15.00 Lakhs per annum at Delhi, Mumbai, Kolkata and Chennai and Rs.8.00 Lakh per annum at other places. This is subject to assessment by CPWD/State PWD.
28.	Maintenance of the building and petty works, repairs and alterations  (i) Ordinary repairs to Government buildings. (ii) Repairs and alterations to hired and requisitioned buildings.  NOTE: Such expenditure may be incurred only if the landlord has refused to meet the charges himself.		Upto Rs.20.00 Lakhs subject to availability of funds and through CPWD/PWD/Govt. agencies/Organizations authorized to carry out such work under GFR.
29.	Power to sanction fixed recurring charges of a contingent character		Full Powers
30.	Power to sanction telephone rents		Full Powers
31.	Power to sanction advances of pay to an officer under transfer		Full Powers
32.	Power to grant advance of T.A. to himself and to other employee		Full Powers



33.	Power to sanction advances and final withdrawal from General Provident Fund in accordance with the Govt. rules as amended from time to time		Full Powers
34.	Power to incur expenditure and sanction advances for law suits to which the Council is party in accordance with the Govt. rules as amended from time to time		Full Powers
35.	Power to vary the terms of repayment of advances		Full Powers
36.	Power to order retention of un-disbursed pay and allowances		Upto three months
37.	Power to sanction children education allowances and reimbursement of tuition fees in accordance with the Central Govt. rules as amended from time to time		Full Powers
38.	Power to sanction reimbursement of medical expenses incurred by an employee for himself or in respect of a member of his family in accordance with the Central Govt. rules as amended from time to time		Full Powers
39.	Power to purchase office equipment like computer, Fax, Photocopier, Franking Machines, etc.		Full Powers, subject to usual checks and observance of codal formalities under GFR/DFPRs.
40.	Power in regard to writing off 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 or		Rs. 1,00,000/- for losses of stores not due to theft, fraud or negligence and Rs. 20,000/- in other cases which are due to theft, fraud or negligence subject to simultaneously fixing of responsibility.

	servants of the Central Council which might possibly call for disciplinary action requiring the orders of a higher authority		
41.	Power to order destruction of records.		Full powers in respect of records specific to Council. For other records, as per Govt. instructions.
42.	To order sale by auction or otherwise in the interest of the Central Council of un-serviceable stores or perishable articles		Full Powers.
43.	Power to give gifts to visiting dignitaries or public bodies at his discretion		Upto Rs. 10,000/- in each case and upto a maximum of 12 occasions in a year
44.	Power to countersign his own traveling allowances bills		Full Powers
45.	Power to grant all kind of leave including study leave, special disability leave to staff of the Central Council as per CCS (Leave) Rules		Full Powers
46.	Power to make appointment substantively or temporarily in respect of posts in Level 10 [pre-revised Pay Band 3 with maximum Grade Pay of Rs.5400/-] and below, on the basis of the recommendations of the Selection Committee.		Full Powers
47.	Power to appoint part-time workers and fix their remuneration on consolidated basis		Full powers.

48.	Power to employ outsiders in an officiating capacity in vacancies caused by the grant of leave to or officiating promotion to Group A and B posts of incumbents of Group C posts for which there is no leave reserve.		Full powers in respect of posts to which he is the appointing authority.
49.	Printing and binding		Full powers subject to codal formalities.
50.	Power to incur expenditure on miscellaneous items		Full powers.  [Powers are subject to the conditions contained in the Economy instructions issued by the Govt. of India from time to time].
51.	Power to purchase equipments/instruments etc./Taking up of short-term projects of Research studies etc.		Upto Rs.2.00 crore subject to availability of funds and following procedural requirements and responsibility for ensuring productive expenditure.
52.	Power to purchase of medicines, Chemicals/raw drugs etc.		Full powers subject to following codal formalities and availability of budget.
53.	Power to sanction House Building Advances to Council's employees		Full powers as per House Building Advance Rules.
54.	Power to incur expenditure on drug Standardization and testing through outside Govt. Autonomous/DST approved Research & Academic Institutions under drug development Programme		Full powers
55.	To execute contracts, agreements, etc.		Powers of Director General/Director to execute contracts, agreements etc. upto Rs.10.00 lakhs.
56.	To sanction an expenditure of a misc. or contingent nature.		Powers of Director General/ Director limited to Rs. 5.00 lakh in each case.
57	Repair of motor vehicles		Full Powers

58.	Provision of medical facilities to the staff	Director Generals/Directors 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 Services (CCS) [Medical Attendance] Rules, 1944 will require prior approval of the Department.
59.	Power to appoint contractual staff against approved posts.	Director Generals/Directors may appoint contractual staff for one year or till such a time as regular appointments are made, whichever is earlier, against approved posts, subject to proper selection procedure. This also applies to selection on part-time basis.
60.	To sanction the expenditure for organizing Seminars, workshops, melas, training programmes, CME, ICE activities etc.	Up to Rs.25,00,000/- provided the funds are met from within the sanctioned budget grant of the Council.
61.	Emergent expenditure	Upto Rs.5.00 lakhs

**Schedule-II**  
**Delegation of powers made under the Rules and Regulations**  
**to the Officer declared as head of Office**

Sl. No.	Powers	Extent
1.	As Head of the Office	Full, under various rules & regulations.
2.	Power to sanction consumable items such as stationery, printing, rubber stamps and other articles of misc. nature including refreshment for Meeting, Workshops & staff Meeting etc.	Full, provided the budget provision is not exceeded and subject to observance of codal formalities as per rules.
3.	Power to sanction expenditure of miscellaneous or contingent nature, i.e. maintenance of building, repair of furniture, equipment, instrument, machinery and purchase of reference books & medical books etc.	Up to Rs.10,000/- in each case.
4.	Power to grant Special pay	Full, as per rules.
5.	Power to sanction travelling allowances/D.A./pay & LTC Transfers/ tours etc.	Full, except own case.
6.	Power to sanction telephone bills, electricity, fuel and other charges.	Full
7.	Power to attest entries in the Service Book/ leave account, Stock register etc.	Full
8.	Power to grant all kinds of leave including Maternity/ paternity leave, EOL to all groups as per CCS (Leave) Rules other than study leave and leave not due.	Full, as per rules except in his own case. EOL up to 6 months in respect of group 'C' staff. Three months in respect of group 'A' and 'B' officers.
9.	Power to grant of periodical increment in respect of all groups.	Full, except in his own case.
10.	Powers to sanction medical reimbursement claims, T.A. and advance on medical Treatment.	Full, as per C.S.M.A. Rules except in case of relaxation of rules in own case.
11.	Power to sign cheques jointly with Authorised Officers in respect of approved expenditure/bills passed for payment including GPF advance/withdrawal.	Without any financial ceiling
12.	Power to sanction GPF advance/ withdrawal including converting of advance into withdrawal except final payment.	Full, as per rules except own case.
13.	Power to sanction conveyance charges to all groups.	Full, as per rules except own case.
14.	Power to sanction C.E.A and reimbursement of tuition fee/ Hostel	Full, as per rules, except own case.

	subsidy.		
15.	Power to engage Group 'C' daily wage/part-time workers/contract staff against leave vacancies or on need basis.		Full, but should not exceed 89 days at a stretch in each case.
16.	Purchase and issue of liveries to the entitled Group 'C' staff as per rules including Apron for medical and non-Medical staff.		Full, as per rules.
17.	Grant of O.T.A to Group 'C' staff.		Full
18.	Sanction of consumable and non-consumable items; Medicines, Lab. Chemicals/ glass wares and furniture, equipment, instrument etc.		Rs.25,000/- in each cases.
19.	Sanction and payment of Insurance, maintenance of equipment/instrument A.M.C., photocopier charges etc.		Full, as per rules.
20.	Transfer of employees from one Section to another in the Hqrs, officer (up to Office Supdt. Level)		Full

**SCHEDULE - III**  
**Powers of Accounts Officer/ Drawing and Disbursing Officer**

<b>Sl. No.</b>	<b>Nature of Power</b>		<b>Extent of Delegation</b>
1.	Passing Pay, TA and other allowances bills of the Headquarters and Units staff.		Full
2.	Passing and countersigning bills for contingent expenditure.		Full
3.	Countersigning T.A. bills for approved tours of staff.		Full
4.	Countersigning T.A. bills for approved tours of officers.		Full
5.	Attesting entries in Cash book.		Full
6.	Checking monthly cash balance.		Full
7.	Countersigning T.A. bills of non-officials and officials (where T.A. is payable by the Central Council) invited to attend meetings convened by Central Council.		Full
8.	Power to sign cheques jointly with an authorised officer in respect of approved expenditure/ bills passed for payment.		Without any financial limit.

**POWERS DELEGATED TO THE INCHARGES OF THE INSTITUTES/UNITS  
UNDER CCRH  
(w.e.f. 25<sup>th</sup> November, 2019)**

Sl. No.	Powers	Extent of powers for Incharge of NHRIMH/DDPCRRIH/DACRRI (H)	Extent of powers for Incharge of CRI/HDRI/RRIs/ other than those in Col.3	Extent of powers for Incharge of Units, Including Extn. Units
1	2	3	4	5
1	Power to engage Casual Worker/Part- time worker viz. Safaiwala/Cleaner etc. against any emergency work and which cannot be managed with the available staff.	Full. The expenditure to be limited to Rs. 10,000/- in a month. No appointment order will be made against such engagement. The same person should not be engaged beyond 89 days in any case. Bill must contain Name & Full address, and signature of Recipient, duly countersigned by In-charge, muster roll for reimbursement.	Same as in Col. 3	Same as in Col. 3
2	To transfer an employee from one Section / Wing to another under the same Institute/Units.	Full	Full	Full
3	To declare a holiday on the basis of <i>ad hoc</i> decision of the Central or local State Government.	Full	Full	Full
4	Power to grant Casual leave /RH, Special Casual Leave (as per Central Govt. orders) and Earned Leave, Half Pay Leave, Commuted leave, maternity/paternity leave and Child Care Leave (as per CCS Leave Rules) in respect of Group A, B, & C staff.	Full except in his/her own case. Cases involving relaxation to be referred to Hqrs. for prior approval. Proper leave record is to be maintained.	Same as in Col. 3	Same as in Col. 3



5	Power to grant Extra Ordinary Leave (EOL) to Group A, B, & C employees.	Full, up to three months on medical grounds as per CCS Leave rules. Beyond three months, the request of employee will be sent to Hqrs. Office.	Same as in Col. 3	Same as in Col. 3
6	Power to maintain Service Books of all Group A, B, and C employees as per rules including grant of Annual Increments.	Full except in his/her own case.	Same as in Col. 3	Same as in Col. 3
7	To incur expenditure of non-recurring nature on machinery & equipment, furniture etc.	Not exceeding Rs. 2,00,000/- on each item subject to observance of codal formalities as per provisions of GFRs and budget allocation. All purchase must be made through GeM portal only. The total purchase should not exceed Rs.10,00,000/- in a financial year. In case that particular item is not available through GeM, Screen shot/a certificate by the Incharge to that effect may be attached with the sanction order.	As in column No. 3 except the amount not exceeding Rs. 50,000/- on each item. The total purchase should not exceed Rs.6,00,000/- in a financial year.	As in column No. 3 except the amount not exceeding Rs. 25,000/- on each item. The total purchase should not exceed Rs.3,00,000/- in a financial year.
8	To incur expenditure on recurring contingencies (viz. stationery, medicine, chemicals, glass wares) etc.	Not exceeding Rs. 100,000/- on each item (Head-wise like stationery, medicine etc. e.g.: all stationery items comes under one item, all medicines and sundries are one item etc.) in a month subject to observance of codal formalities as per provisions of GFRs and budget allocation. All purchase must be made through GeM portal only. In case a particular item is not available through GeM, Screen shot/a certificate by the Incharge to that effect may be attached with the sanction order.	As in column No. 3 except the amount which should not exceed Rs.50,000/-	As in column No. 3 except the amount which should not exceed Rs.25,000/-

9	To incur expenditure on Dietary articles where IPD is functioning, including Cooking Gas/Firewood/ Coal etc.	Full subject to observance of codal formalities. The expenditure shall be commensurate with actual occupancy of beds in respect of assigned study/studies and as per prescribed norms. The diet schedule may be got approved from the Hqrs. The approved market rate of dietary items issued by the Tahsildar of the region/Taluk may be obtained and be submitted along with the Bill, if the procurement of items is made locally.	Same as in Col. 3	Same as in Col. 3
10	Printing of letter heads, Proforma and IPD/OPD cards in the name of Institutes/Units	Rs. 2,00,000/- in a financial year subject to observance of codal formalities as per GFRs and budget allocation. All purchase must be made through GeM portal only. In case a particular item is not available through GeM, Screen shot/a certificate by the Incharge to that effect may be attached with the sanction order.	As in column No. 3 except the amount which should not exceed Rs.50,000/-	As in column No. 3 except the amount which should not exceed Rs.25,000/-
11	To make payment of Rent of building on prescribed rates including renewal as per statutory requirement of Rates fixed/assessed by PWD, CPWD and other local authorities.	As approved by competent authority and subject to execution of agreement of required stamp paper.	Same as in Col. 3	Same as in Col. 3
12	Power to sanction temporary advance from sanctioned imprest.	Rs. 10,000/- provided that not more than one advance is sanctioned to an individual and the adjustment bill is submitted within 03 days of receipt of the advance.	As in column No. 3 except the amount which should not exceed Rs.3,000/-	As in column No. 3 except the amount which should not exceed Rs.2,000/-
13	To sanction advance and make payment of vehicle	Full. Details of assets against which insurance cover has been obtained should be	Same as in Col. 3	Same as in Col. 3

	Road Tax, insurance of vehicle and assets of the Council.	submitted to Hqrs. office along with a copy of Policy certificate every year from any recognized insurance company.		
14	Power to sanction local tour of the Officers and staff including issue of orders to the staff against the tour approved by the Hqrs. for Mela/Arogya etc.	Within the State, except in his/her own case. The tour may be sanctioned strictly in the case of unavoidable work and should be economical to the Government.	Same as in Col. 3	Same as in Col. 3
15	To reimburse local conveyance charges to Officers and staff including contractual employees except in the case of Incharge.	Up to maximum of Rs. 300/- per month per individual as per rules.	Same as in Col. 3	Same as in Col. 3
16	Power to sanction L.T.C. and L.T.C. advance to Group 'A' 'B' and 'C' employees as per L.T.C. rules including encasement of Earned Leave for 10 days along with LTC.	Full. The Incharge must ensure that the entitlements are as per rules and necessary entries have been made in the Service Book of the employee concerned and countersigned by him. This should be recorded on the LTC bill concerned. Officers entitled to travel by air should book the tickets through the Air India website directly failing which through Govt. authorized agents. Tickets should be purchased for apex fare subject to a maximum of LTC 80 fare.	Same as in Col. 3	Same as in Col. 3
17	Power to sanction advance from GPF in respect of Officers and staff as per rules i.e. equivalent to twelve months pay or three fourth of the amount at the credit whichever is	Full except in his/her own case	Same as in Col. 3	Same as in Col. 3

	less under Rule 12 (1) and 13(1) and where there is no outstanding recoverable balance in the account of official concerned, except in his own case.			
18	Power to sanction GPF withdrawal to Officers & staff under Rule 15 (1) (A) a,b,c, & d , 15 (B) a, b,c,d, e & f except in his/her own case	Full as per normal limits. NOTE:- Power to sanction GPF withdrawal under Rule 16(1) is vested with the Headquarters.	Same as in Col. 3	Same as in Col. 3
19	Power to grant reimbursement of tuition fee/Children education allowance in respect of Group A,B, & C employees, as per rules.	Full. Incharge must ensure that claims sanctioned are as per rules.	Same as in Col. 3	Same as in Col. 3
20	To make payment of Postage & Fax charges	Full	Full	Full
21	Power to sanction/payment of telephone Bill/Internet/broad band, etc. of office where the Council has sanctioned telephone connections.	Full subject to maintenance of proper register against STD calls made by the office. In charge should ensure that payments are made in time. No payment towards surcharge / late fee should be paid.	Full. Same as in Col. 3	Full. Same as in Col. 3
22	Power to sanction/payment of residential telephone of Incharge, wherever approved by Council	Full. As per ceiling approved by the Govt. from time to time.	Same as in Col. 3	Same as in Col. 3
23	Power to incur expenditure on Electricity and water charges.	Full where such charges are agreed upon & to be borne by the Council.	Same as in Col. 3	Same as in Col. 3

24	Power to purchase Homoeopathic/allied reference books and administrative reference books in a financial year, after observing codal formalities.	Rs.30,000/- in a financial year subject to observation of codal formalities as per provisions of GFRs.	As in column No. 3 except the amount which should not exceed Rs.20,000/-	As in column No. 3 except the amount which should not exceed Rs.10,000/-
25	Power to sanction outsourcing of Pathological investigations as per research assignment as approved by the Hqrs. and from approved Laboratories.	Full. Only in the case of facilities not available in the Institute's laboratories and as per the rates approved by the Council.	Same as in Col. 3	Same as in Col. 3
26	Power to sanction Honorarium to Consultants appointed after obtaining approval of the Council.	Full. As per approved rates.	Full. As per approved rates.	Full. As per approved rates.
27	Power to sanction of AMC including drawl of advance to the respective firms against Air Conditioners, instruments, equipments, machineries, including Computers, UPS, Printers etc. as per provision of GFRs. The advance payment on such AMC may be released on Quarterly basis only subject to satisfactory functioning of all such items.	Full and subject to observation of codal formalities as per provisions of GFRs.	Same as in Col. 3	Same as in Col. 3
28	Power to sanction meeting expenses/refreshm	Rs. 20,000/- for meetings in which Non-Official Members participate. In case of light	As in column No. 3 except the amount which should not	As in column No. 3 except the amount which should not

	ents in which Non - Official Member/Members participate etc.	refreshment, the amount should not exceed Rs. 100/- and Lunch Rs. 250/-per head. Incharge should submit the details of meeting such as purpose, number and name of participants etc. along with the bill.	exceed Rs.10,000/-	exceed Rs.5000/-
29	Power to sanction minor repairs/servicing /maintenance of vehicle wherever vehicle provided by the Council.	Rs. 40,000/- per year through authorized dealer/service centre subject to codal formalities as per provisions for GFRs.	Same as in Col. 3	Same as in Col. 3
30	Power to forward the applications of Group B & C employees to other departments against advertisement/Circular issued by the concerned department and issue NOC for the purpose as per rules.	Full subject to the terms and conditions/observance of the procedure under intimation to the Council along with a copy of such application.	Same as in Col. 3	Same as in Col. 3
31	Power to sanction Cash Handling allowance to Group 'B' & 'C' employees,	Full subject to fulfilling the rules and execution of fidelity bond.	Same as in Col. 3	Same as in Col. 3
32	Power to grant medical reimbursement. The Office should maintain a separate register for the purpose.	Up-to Rs. 10,000/- (except in his/her own case) per individual for Group A, B, & C staff subject to the condition that the treatment should be taken in a State/Central Govt. Hospital as per CSMA Rules.	Same as in Col. 3	Same as in Col. 3
33	Purchase of Petrol/Diesel/LPG for vehicle/Generator wherever vehicle generator, laboratory and kitchen facilities are available	Full subject to maintenance of Log Book / Register as per rules.	Same as in Col. 3	Same as in Col. 3

34	Power to hire taxi for official purpose. The office vehicle, wherever provided by the Council, should be utilized for all camps/projects & all official purpose.	Rs.20,000/- per month subject to observance of codal formalities. Rate of taxi may be got approved from the Council. Taxi may be hired only during the visits of officials from Council/Ministry for official purpose.	As in column No. 3 except the amount which should not exceed Rs.15,000/-	As in column No. 3 except the amount which should not exceed Rs.10,000/-
35	Repair of office/Lab equipment, office furniture, etc.	Rs. 20,000/- per month subject to observance of codal formalities as per provisions of GFRs.	As in column No. 3 except the amount which should not exceed Rs.10,000/-	As in column No. 3 except the amount which should not exceed Rs.5,000/-.

## Manual 3

### Procedure followed in decision – making process

#### {Section 4(1)(b)(iii)}

The Council is taking decision on various issues in the following manners:

1. **On Scientific Matters:** As per recommendations of the Scientific Advisory Committee, Special Committees on Clinical research, Homoeopathic Pathogenetic Trials (Drug Proving), Drug Standardisation, Ethical Committee and with the final approval of the Governing Body.
2. **Regarding Financial Matters:** As per recommendations of the Standing Finance Committee (SFC), with the approval of the Governing Body,
3. **On Policy Matters:** As per recommendations of the Governing Body
4. **On Miscellaneous Matters:** As per the direction of the Dept. of AYUSH, Ministry of Health & Family Welfare (Govt. of India).
5. Some decisions are taken by the Director as per powers delegated to him as per Rule 50(Schedule I) under memorandum of Association and Rules, Regulations and Byelaws of the Council.



## Manual 4

### Norms set for discharge of function

#### {Section 4(1)(b)(iv)}

The norms set for discharge of functions related to Administration and Accounts are as follows:

#### 1. Receipt of Administrative proposals from its Institutes/Units

- a. Diary of all such proposals/letters within two (2) days after marking/signature by the relevant officers and handing over the concerned staff dealing with.
- b. Completion of scrutiny the administrative proposals received from different Institutes/Units and others within ten (10) days from the date of receipt of letters at Office Superintendent/Accountant (Internal Audit) level.
- c. Finalizing the concerned proposals by Assistant Director (Admn.)/Director within ten (10) days after the scrutiny at Office Superintendent/Accountant (Internal Audit) level.
- d. Disposal of proposals by issue of reply letters, sanction letters or rejection letters as the case may be within three (3) days.

#### 2. Receipt of bills and release of payment

- a. Diary of all such bills received from the Institutes/Units and other sources within two (2) days from the date of receipt and signed by Accountant, Accounts Officer, Assistant Director (Admn.) or any other officer of the Council.
- b. The bills whatsoever received from Institutes/Units and other sources will be verified by Accountant within seven (7) days from the date of the receipt of the bills. Such bills shall be passed for payment by Accounts Officer within three (3) days.
- c. Payment against all type of bills as passed by Accounts Officer/D.D.O. will be released through Demand Draft/Cheques as the case may be by the Cashier within three (3) days.

#### 3. Disposal of Public Grievances

Grievances received in the public grievances cell are disposed off under the following norms set by the Council.:

- Issue of acknowledgement/interim reply to the petitioner: 1 week
- Forwarding of the grievances petition to the concerned Authority: 2 weeks
- Final disposal of transferred/referred cases by the concerned Departments/Organizations/Individuals: 2 months

## **Manual 5**

### **Rules, Regulations. Instructions, manuals and records for discharging functions**

#### **{Section 4(1)(b)(v)}**

The following reference books are consulted for discharging the functions related to Establishment, Administration and Accounts sections of the Council:

1. Fundamental Rules & Supplementary Rules (FR & SR)
2. Central Civil Services (Classification, Control & Appeal) Rules, 1965
3. Central Civil Services Conduct Rules, 1964
4. General Financial Rules (GFR)
5. Delegation of Financial Rules (DFR)
6. Central Services (Medical Attendance) Rules, 1944
7. Central Civil Services Leave Rules 1972
8. Central Civil Services Leave Travel Concession Rules
9. Central Vigilance Commission (CVC) Manual

## **Manual 6**

**A statement of documents that are held by it for under its control**

**{Section 4(1)(b)(vi)}**

The following documents are maintained under the control of the council:

- Annual Confidential Report of the employees
- Departmental Disciplinary Proceedings
- Vigilance Cases

**Manual 7**

**Particulars of any arrangement that exists for consideration with or representation by the public in relation to the formulation of its policy of implementation**

**{Section 4(1)(b)(vii)}**

NOT APPLICABLE

## Manual 8

### Statement of boards, council, committees and other bodies constituted

Management of the affairs of the Council is vested in a Governing Body appointed by the Ministry of AYUSH. The Governing Body is headed by Union Minister, Ministry of AYUSH as President and Secretary, Ministry of AYUSH as Vice-President. The members include: Financial Advisor, Ministry of AYUSH; Joint Secretary, Ministry of AYUSH; Advisor (Homoeopathy), Ministry of AYUSH; and Director, National Institute of Homoeopathy as official members and five Experts in Homoeopathy, four experts (one each in Modern medicine, Pharmacology, Botany and Chemistry), as Non-official members. The Director General of the Council acts as the Member Secretary of the Governing Body.

The general control of the affairs of the Council has been vested in the Executive Committee, who has authority to exercise and perform all the powers, acts and deeds for the planning, establishment and running of the Central Council, and its branches whether within or outside India consistent with the objects of the Central Council, as set forth in the Memorandum of Association and a report shall be presented to the Governing Body at its annual meeting.

The Executive Committee is headed by Secretary, Ministry of AYUSH. The members include: Financial Advisor, Ministry of AYUSH; Joint Secretary, Ministry of AYUSH; Advisor (Homoeopathy), Ministry of AYUSH; and Director, National Institute of Homoeopathy as official members and five non-official experts members of Governing Body, three from Homoeopathy and two other experts, to be nominated by the Chairperson of the Executive Committee. The Director General of the Council acts as the Member Secretary of the Executive Committee.

The Council has a Standing Finance Committee (SFC) headed by the Joint Secretary, Ministry of AYUSH and has Advisor (Homoeopathy), Ministry of AYUSH; Director/ Deputy Secretary, Integrated Finance Division, Ministry of AYUSH; and two non-official members of the Executive Committee to be nominated by the Chairperson of the Standing Finance Committee, as members. The Director General of the Council acts as the Member Secretary of the Standing Finance Committee.

The SFC shall consider the following matters and make its recommendation thereon to the Executive Committee, namely:-

- a) Annual accounts showing the receipts and expenditure of the Central Council together with audit report thereon;
- b) Budget estimates showing the estimated receipts and expenditure of the Central Council;
- c) All proposals for creation/ abolition of posts;
- d) All financial matters pertaining to the Central Council including new proposals, re-appropriation of funds etc, beyond the delegated powers of Director General;
- e) All matters relating to the invitation and acceptance of tenders beyond the delegated powers of Director Governing of the Council.
- f) To give advice and make recommendations to the Executive Committee on any other financial matter affecting the affairs of the Council.

All research proposals and activities are considered by a Scientific Advisory Board (SAB) appointed by the Governing Body of the Council. This Board comprises experts drawn from amongst researchers, teachers and clinicians in the field of Homoeopathy. This will be

assisted by three special committees on Clinical Research, Drug Proving and Drug Standardization.

### **GOVERNING BODY OF CCRH**

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1. President: Minister, Ministry of AYUSH
2. Vice President: Secretary, Ministry of AYUSH.

#### **Official Members:**

3. Financial Adviser, Ministry of AYUSH.
4. Joint Secretary, Ministry of AYUSH.
5. Deputy Secretary (IFD), Ministry of Health and Family Welfare

#### **Non-official members:**

1. Padamshree Dr. V.K. Gupta  
C-3/29, Rajouri Garden, New Delhi
2. Prof. (Dr.) Chaturbhuj Nayak  
President, Homoeopathy University, Saipura, Sanganer, Jaipur
3. Dr. Rathin Chakravarty  
Consultant Homoeopath, 5-Subal Koley Lane, P.S. Shibpur, Howrah
4. Dr. (Ms.) Nandini Sharma  
Member EMR, Ministry of AYUSH  
E-14, Gitanjali Enclave-Malviya Nagar, Delhi
5. Dr. Eswara Das  
Souparnika, KRWA 47, Kattachal Road, Thirumala PO, Thiruvananthapuram.
6. Dr. Surender Singh  
Professor, Department of Pharmacology, A.I.I.M.S. New Delhi
7. Dr. A.K. Bhatnagar  
Former Professor (Botany), Delhi University
8. Prof (Dr.) Kanjaksha Ghosh  
Former Director  
National Institute of Immunohaematology,  
13th FL, KEM Hospital, Mumbai
9. Director, NIH, Kolkata
10. Director General, CCRH - Member Secretary

#### **Member Secretary**

Director General, Central Council for Research in Homoeopathy

## **EXECUTIVE COMMITTEE OF CCRH**

- |     |  |                      |
|-----|--|----------------------|
| 1.  | Secretary, Ministry of AYUSH   | Chairperson          |
| 2.  | Financial Advisor, Ministry of AYUSH   | Official Member      |
| 3.  | Joint Secretary, Ministry of AYUSH   | Official Member      |
| 4.  | Advisor (Homoeopathy), Ministry of AYUSH   | Official Member      |
| 5.  | Dr. V.K. Gupta<br>Member Governing Body & Chairman, Scientific<br>Advisory Board of CCRH.                            | Official Member      |
| 6.  | Dr. Nandini Sharma<br>Member Governing Body of CCRH, Member Project<br>Screening Committee of EMR, Ministry of AYUSH | Non- Official Member |
| 7.  | Dr. Eswara Das<br>Member Governing Body of CCRH; Former Deputy<br>Advisor, Ministry of AYUSH                         | Non- Official Member |
| 8.  | Dr. A.K. Bhatnagar<br>Former Professor, Department of Botany, University<br>of Delhi                                 | Non- Official Member |
| 9.  | Dr. Kanjaksha Ghosh<br>Former Director, National Institute of<br>Immunohaematology (ICMR)                            | Non- Official Member |
| 10. | Director, National Institute of Homoeopathy  | Non- Official Member |
| 11. | Dr. Rajesh Shah<br>Director, Life Force Homoeopathy  | Special Invitee      |
| 12. | Dr. Rama Jayasundar<br>Professor, Department of NMR, AIIMS, New Delhi  | Special Invitee      |
| 13. | Dr. Mitali Mukerji<br>Senior Principal Scientist, Institute of Genomics and<br>Integrative Biology, New Delhi        | Special Invitee      |
| 14. | Director General, Central Council for Research in<br>Homoeopathy   | Member Secretary     |

### **STANDING FINANCE COMMITTEE OF CCRH**

- |    |  |                  |
|----|--|------------------|
| 1. | Joint Secretary, Ministry of AYUSH   | Chairman         |
| 2. | Sh. Raj Kumar, Deputy Secretary, IFD   | Member           |
| 3. | Dr. V.K. Gupta, Chairman Scientific Advisory Board, CCRH                       | Member           |
| 4. | Dr. Kanjaksha Ghosh, Former Director, National Institute of Immunohaematology. | Member           |
| 5. | Sh. Yash Veer Singh, Deputy Secretary, Ministry of AYUSH                       | Special Invitee  |
| 6. | Dr. Anil Khurana, Director General, CCRH                                       | Member Secretary |

### **SCIENTIFIC ADVISORY BOARD OF CCRH**

- |    |  |   |          |
|----|--|---|----------|
| 1. | Dr. V.K. Gupta<br>Former Principal, Nehru Homoeopathic Medical College & Hospital, C-3/29, Rajouri Garden, New Delhi-110027                            | - | Chairman |
| 2. | Dr. N. Radha<br>Former Adviser (Homeopathy)<br>Ministry of AYUSH Govt. of India<br>Souparnika, KRWA 47, Kattachal Road, Thirumala, Thiruvananthapuram. | - | Member   |
| 3. | Dr. M.P. Arya<br>Homoeopathic Consultant<br>Oberoi House, 1 <sup>st</sup> Floor, Nal Stop, Karve Road, Pune.   | - | Member   |
| 4. | Advisor (Homoeopathy)<br>Ministry of AYUSH, Govt. of India, B-Block, GPO Complex, INA, New Delhi   | - | Member   |
| 5. | Dr. K.M. Dhawale<br>Dr. M.L. Dhawle Memorial Trust's BMC's Mother and Child Care Centre, 801, Horizon Apartment, 285, Fifth road, Chembur, Mumbai      | - | Member   |
| 6. | Dr. Alok Pareek<br>Consultant Homoeopath<br>4/11, Bagh Farzana, Civil Lines, Agra.   | - | Member   |
| 7. | Dr. Rathin Chakravarty<br>Consultant Homoeopath<br>5-Subal Koley Lane, P.S. Shibpur, Howrah.   | - | Member   |



- |     |   |   |                  |
|-----|---|---|------------------|
| 8.  | Dr. Nandini Sharma<br>Member EMR , Ministry of AYUSH<br>E-14, Gitanjali Enclave-Malviya Nagar, New Delhi  | - | Member           |
| 9.  | Dr. Ashvini Kumar Dwivedi<br>Professor & HOD (Physiology & Biochemistry)<br>22A, Sector-B, Bakhtawar Ram Nagar, In front of Tilak<br>Nagar Post Office, Indore. | - | Member           |
| 10. | Prof (Dr.) Kanjaksha Ghosh<br>Former Director<br>National Institute Of Immunohaematology,<br>13th FL, KEM Hospital, Mumbai.                                     | - | Member           |
| 11. | Director General, CCRH  | - | Member Secretary |

**SPECIAL COMMITTEE FOR CLINICAL RESEARCH OF CCRH**

- |    |  |   |          |
|----|--|---|----------|
| 1. | Dr. L.K. Nanda<br>Former Principal at Dr. A.C. Homoeopathic Medical<br>College and Hospital  | - | Chairman |
| 2. | Dr. Kalyan Baerjee<br>Homoeopathic Physician<br>1691, Block 1, Chittaranjan Park, New Delhi  | - | Member   |
| 3. | Advisor (Homoeopathy)<br>Ministry of AYUSH, Govt. of India, B-Block, GPO Complex,<br>INA, New Delhi  | - | Member   |
| 4. | Director NIH, Kolkata<br>National Institute of Homoeopathy   | - | Member   |
| 5. | Dr. Arvind Kothe<br>Former Principal, Shri Kamaxidevi Homoeopathic Medical<br>College & Hospital, F-5, Tip top Mansion-I, Dhavali-<br>Ponda, Goa | - | Member   |
| 6. | Dr. Naval Kumar Verma<br>Homoeopath, J,13/14 Patel Market, Landmark: Near IDBI<br>Bank, Rajouri Garden, Delhi                                    | - | Member   |
| 7. | Dr. Sangeeta Duggal<br>Joint Director (Ministry of AYUSH) at C.G.H.S, CGHS HQ,<br>Sector 12, R.K. Puram, New Delhi                               | - | Member   |

- |    |  |   |                  |
|----|--|---|------------------|
| 8. | Prof. (Dr.) Niranjan Mohanty<br>Former Principal - cum – Superintendent, Dr. ACHMC&H,<br>Bhubaneswar, Odisha | - | Member           |
| 9. | Director General, CCRH   | - | Member Secretary |

**SPECIAL COMMITTEE FOR HUMAN PATHOGENIC TRIAL (DRUG PROVING) OF CCRH**

- |    |   |   |                  |
|----|---|---|------------------|
| 1. | Dr. J.D. Daryani<br>Former Principal at Dr. MPK Homoeopathic Medical<br>College, Hospital & Research Center; Jaipur   | - | Chairman         |
| 2. | Dr. Anil Kumari Malhotra<br>Former Principal, NHMC, J-27, Lajpat Nagar- III, New<br>Delhi   | - | Member           |
| 3. | Dr. Neeraj Gupta<br>Assistant Prof., Department of Organon of Medicine<br>Nehru Homoeopathic Medical College & Hospital,<br>Defence Colony, New Delhi           | - | Member           |
| 4. | Dr. Rajesh Shah<br>Former Honorary Lecturer at CMPH Medical College<br>Nataakar, Irla Vileparle (W), Mumbai   | - | Member           |
| 5. | Prof. V.K. Vimal<br>Director Homoeopathy, UP Govt., 8 <sup>th</sup> Floor, Indira<br>Bhavan, Ashok Marg, Lucknow  | - | Member           |
| 6. | Dr. R. Gnanasambandam<br>Homoeopathy Expert, Lloyds IInd Lane, Royapettah,<br>Chennai   | - | Member           |
| 7. | Dr. S.K. Bhattacharya<br>Former HOD at NIH Kolkata, 139 Swami Vivekananda<br>Road, P.O. Birati, Kolkata   | - | Member           |
| 8. | Dr. S.K. Tiwari<br>Homoeopathic Consultant & Former Principal Fr.<br>Muller Homoeopathic Medical College, Kankanady, Dev<br>Plaza, Kadri Temple Road, Mangalore | - | Member           |
| 9. | Director General, CCRH  | - | Member Secretary |

## **SPECIAL COMMITTEE FOR DRUG STANDARDIZATION OF CCRH**

- |     |   |   |                  |
|-----|---|---|------------------|
| 1.  | Dr. S.P. Singh<br>Former Director CCRH & Advisor (Hom.), Govt. of India<br>Ministry of AYUSH  | - | Chairman         |
| 2.  | Dr. P.V. Venkataraman<br>Asst. Prof. Department of Organon, HHMC,<br>Lake Area, Nungambakkam, Landmark: near To<br>Valluvar Kottam, Chennai | - | Member           |
| 3.  | Dr. D.S. Bhar<br>Managing Director, Hahnemann Publishing Company<br>Pvt. Ltd., 165, Bipin Behary Ganguly, Street Kolkata                    | - | Member           |
| 4.  | Dr. Rajesh Shah<br>Former Honorary Lecturer at CMPH Medical College<br>Nataakar, Irla Vileparle (W), Mumbai                                 | - | Member           |
| 5.  | Dr. Govind Singh<br>Assistant Professor (Pharmacology),<br>Department of Pharmaceutical Science, M D University,<br>Rohtak                  | - | Member           |
| 6.  | Dr. Suman Lakhanpal<br>Professor, Delhi University, UGF, Inderpuri, New Delhi   |   | Member           |
| 7.  | Dr. Surender Singh<br>Professor, Department of Pharmacology, AIIMS<br>Ansari Nagar, New Delhi   | - | Member           |
| 8.  | Dr. Rakesh Shukla<br>Former Senior Scientist, CSIR- Central Drug Research<br>Institute, Sector-1, Indiranagar, Lucknow                      | - | Member           |
| 9.  | Dr. M.M. Gore<br>Scientist G, National Institute of Virology, 5/1B, Krutika<br>Complex, Tejas Nagar, Kothrud, Pune.                         | - | Member           |
| 10. | Prof. Rajamani Nagarajan<br>Professor, Department of Chemistry, University of Delhi   | - | Member           |
| 11. | Director General, CCRH  | - | Member Secretary |

## **SPECIAL COMMITTEE ON FUNDAMENTAL RESEARCH OF CCRH**

- |     |  |   |                  |
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| 1.  | Prof. (Dr.) C. Nayak<br>President, Homoeopathy University, Saipura,<br>Sanganer, Jaipur  | - | Chairman         |
| 2.  | Dr. Renu Pandey<br>Scientist (Sr. Scale), Mineral Nutrition Laboratory,<br>Indian Agriculture Research Institute, Pusa, New Delhi  | - | Member           |
| 3.  | Dr. Alok Chandra Bharti<br>Scientist D, Institute of Cytology & Preventive<br>Oncology<br>NOIDA, Distt- Gautam Buddha Nagar  | - | Member           |
| 4.  | Prof. (Dr.) Subhendu Ghosh<br>Associate Professor, University of Delhi South Campus<br>Benito Juarez Road, New Delhi   | - | Member           |
| 5.  | Prof. Shantaram G Kane<br>Former Adjunct Professor, Department of Chemical<br>Engineering, Indian Institute of Technology Bombay,<br>Mumbai  | - | Member           |
| 6.  | Dr. Satadal Das<br>Consultant Pathologist, DACRRI(H), 76, Satyen Roy<br>Road Kolkata   | - | Member           |
| 7.  | Dr. Sandeep R. Mathur<br>Associate Professor, Department of Pathology, AIIMS   | - | Member           |
| 8.  | Dr. Y.K. Gupta<br>Professor & Head, Department of Pharmacology,<br>C1/16 AIIMS, Ansari Nagar, New Delhi  | - | Member           |
| 9.  | Dr. D.S. Nauriyal<br>Professor & Head, Department of Veterinary<br>Medicine,<br>College of Veterinary Science & A.H., Anand<br>Agricultural University, Gujarat  | - | Member           |
| 10. | Prof. (Dr.) Kanjaksha Ghosh<br>Director, Surat Raktadan Kendra & Research Centre,<br>Regional Blood Transfusion Centre, Udhana-<br>Khatodara Health Center, Near Chosath Joganio<br>Matanu Mandir, Udhana, Magdalla, Road, Surat | - | Member           |
| 11. | Director General, CCRH.  | - | Member Secretary |

## **ETHICAL COMMITTEE OF CCRH**

- |     |   |   |                  |
|-----|---|---|------------------|
| 1.  | Prof (Dr.) Kanjaksha Ghosh<br>Former Director<br>National Institute of Immunohaematology,<br>13th FL, KEM Hospital, Mumbai  | - | Chairman         |
| 2.  | Sh. Satendra Narayan Tripathi<br>Legal Consultant<br>B-409, Mahalaxmi Apartment, Sector-2, Plot No.4,<br>Dwarka, New Delhi-110075.  | - | Member           |
| 3.  | Dr. Tulika Seth<br>Additional Professor, Department of Hematology, All<br>India Institute of Medical Sciences, Ansari Nagar, New<br>Delhi.                                    | - | Member           |
| 4.  | Dr. Rajesh S. Sharma<br>Shraddha General Hospital, Katju Nagar, Ratlam –MP.<br>Res: 102, New Road, Ratlam (M.P)   | - | Member           |
| 5.  | Dr. V. K. Khanna<br>Former Principal, Nehru Homoeopathic Medical<br>College & Hospital, New Delhi;<br>C-759, New Friends Colony. New Delhi                                    | - | Member           |
| 6.  | Dr. Mridula Pandey<br>Deputy Director (Homoeopathy), Dte. of AYUSH,<br>Convenient Shopping Centre-3, Block B, 1 <sup>st</sup> Floor,<br>Preet Vihar, Delhi                    | - | Member           |
| 7.  | Dr. Monika Datta<br>Consultant,DDPRCRI (H), Noida, Sector – 24, Noida.  | - | Member           |
| 8.  | Mr. Kuldeep Jain<br>B. Jain Publisher (P) Ltd..<br>D-157, Sector 63, Noida.   | - | Member           |
| 9.  | Sh. S C Poddar<br>Former Secretary, Govt. of Delhi, 194, Sukhdev Vihar,<br>New Delhi.   | - | Member           |
| 10. | Dr. Tapasya Srivastava<br>Assistant Professor, Department of Genetics<br>Room 257, Biotechnology Center, University of Delhi,<br>South Campus, Benito Juarez Road, New Delhi. | - | Member           |
| 11. | Dr. Praveen Oberai,<br>Scientist IV, CCRH, 61-65, Institutional Area, D-<br>Block, Janakpuri, New Delhi-110058  | - | Member Secretary |

**Manual 9****Directory of Officers and employees****{Section 4(1)(b)(ix)}**

<b>Sl. No.</b>	<b>Name of Employee</b>	<b>Designation</b>	<b>Place of Posting</b>
1.	Dr. Subhash Kaushik	Director General	CCRH Hqrs.
2.	Sh. H.O. Kaushik (on Deputation)	Asst Dir (Admn)	CCRH Hqrs.
3.	Dr. O.P. Verma	Librarian	CCRH Hqrs.
4.	Dr.(Ms.) Praveen Oberai	AD(H)	CCRH Hqrs.
5.	Dr. (Ms.) Jaya Gupta	AD(H)	CCRH Hqrs.
6.	Dr. Rajpal	RO(H)/S-4	CCRH Hqrs.
7.	Dr. Manas R. Sarangi	R.O (H)/S-2	CCRH Hqrs.
8.	Dr.Shaji kumar R.T.	RO(H)/S-3	CCRH Hqrs.
9.	Dr. (Mrs.)Renu Mittal	Ro(H)/S-3	CCRH Hqrs.
10.	Dr. Debadatta Nayak	RO(H)/S-2	CCRH Hqrs.
11.	Dr. (Mrs.)Varanasi Roja	RO(H)/S-2	CCRH Hqrs.
12.	Dr.(Ms.) Chetna Deep Lamba	RO(H)/S-2	CCRH Hqrs.
13.	Dr. (Ms.)Divya Taneja	RO(H)/S-2	CCRH Hqrs.
14.	Dr. (Mrs.)Harleen Kaur	RO(H)/S-1	CCRH Hqrs.
15.	Dr. (Mrs.) Deepti Singh	RO(H)/S-1	CCRH Hqrs.
16.	Dr. (Mrs.)Ritika Hasija Narula	RO(H)/S-1	CCRH Hqrs.
17.	Dr. (Ms.)Anupriya	RO(H)/S-1	CCRH Hqrs.
18.	Dr. (Mrs.) Neha Kalra	RO(H)/S-1	CCRH Hqrs.
19.	Sh. Digvijay Verma	RO (Pharmacognosy)	CCRH Hqrs.
20.	Smt.Savita Duggal	Accounts Officer	CCRH Hqrs.
21.	Sh. Davinder Singh	Accountant	CCRH Hqrs.
22.	Mrs. Indira Nair,	Accountant	CCRH Hqrs.
23.	Sh. D.K. Dass	Assistant	CCRH Hqrs
24.	Smt. Meenakshi Bhatia	Jr. Librarian	CCRH Hqrs.
25.	Sh. Vikas	Jr. Stenographer	CCRH Hqrs.
26.	Sh. Amarjit	Jr. Stenographer	CCRH Hqrs.
27.	Sh. Lalit Mohan Rastogi	Lab Technician	CCRH Hqrs.
28.	Sh. Jai Prakash	UDC	CCRH Hqrs.
29.	Sh. Pradeep Kumar	UDC	CCRH Hqrs.
30.	Sh. Ramesh Kumar	UDC	CCRH Hqrs.

31.	Sh. Anurag Bajpai	Statistical Asstt.	CCRH Hqrs.
32.	Mrs. Florence Tete	LDC	CCRH Hqrs.
33.	Sh. Satish Kumar	LDC	CCRH Hqrs.
34.	Sh. Sumit	LDC	CCRH Hqrs.
35.	Sh. Mukesh Bhatia	LDC	CCRH Hqrs.
36.	Ms. Khusboo Nidhi	JHT	CCRH Hqrs.
37.	Sh. Guram Singh Rawat	Driver	CCRH Hqrs.
38.	Sh. Om Pal Rana	Driver	CCRH Hqrs.
39.	Sh. Surya Nath	Driver	CCRH Hqrs.
40.	Sh. Hemraj Sharma	MTS	CCRH Hqrs.
41.	Sh. Ram Chander	MTS	CCRH Hqrs.
42.	Sh. Harwinder Singh	MTS	CCRH Hqrs.
43.	Sh. Devinder Singh	Library Attendant	CCRH Hqrs.
44.	Dr. Pankaj Gupta	AD(Pharmacology)	DDPR CRI Noida
45.	Dr. Padmalaya Rath	RO(H)/S-2	DDPR CRI Noida
46.	Dr. Pritha Mehra	RO(H)/S-2	DDPR CRI Noida
47.	Dr. Bharti Wadhwa	RO(H)/S-2	DDPR CRI Noida
48.	Dr. Meetu Aggarwal	RO(H)/S-1	DDPR CRI Noida
49.	Dr. Sonia Raizada	RO(H)/S-1	DDPR CRI Noida
50.	Dr. Punam Kumari	RO(H)/S-1	DDPR CRI Noida
51.	Dr. Kumar Vivekanand	RO(H)/S-2	DDPR CRI Noida
52.	Dr. Suniti Chugh	RO(H)/S-2	CCRH Hqrs
53.	Dr. Suhana P. Azis	RO(H)/S-1	CCRH Hqrs.
54.	Dr. Swapnil A. Kamble	RO(H)/S-1	DDPR CRI Noida
55.	Dr. Shashi Giri	RO(H)/S-1	DDPR CRI Noida
56.	Dr. Harpreet Kaur	RO(H)/S-1	DDPR CRI Noida
57.	Dr. Karan preet Nahar	RO(H)/S-1	DDPR CRI Noida
58.	Dr. Shweta Gautam	RO(H)/S-1	DDPR CRI Noida
59.	Dr. Mohita Srivastava	RO(Pathology)	DDPR CRI Noida
60.	Dr. Binit Dwivedi	RO(Chemistry)	DDPR CRI Noida
61.	Dr. Satvinder Singh	RO(Biochemistry)	DDPR CRI Noida
62.	Sh. Satish Patel	ARO(Phg)	DDPR CRI Noida
63.	Smt. P.J. Sudha	Sister Incharge	DDPR CRI Noida
64.	Mrs. Nishi Sanoj	Staff Nurse	DDPR CRI Noida
65.	Mrs. Manju Vijesh	Staff Nurse	DDPR CRI Noida
66.	Mrs. Mercy Madhulath	Staff Nurse	DDPR CRI Noida
67.	Mrs. Kimneilhing Gangte	Staff Nurse	DDPR CRI Noida
68.	Mrs. Rajni Tirkey	Staff Nurse	DDPR CRI Noida
69.	Smt. Kanwaljeet Kaur	Sr. Stenographer	DDPR CRI Noida
70.	Sh. Gurjit Singh	Lab Technician	DDPR CRI Noida

71.	Sh. Manoj Babu Garg	Lab Technician	DDPR CRI Noida
72.	Sh. A. K. Tiwari	Lab Technician	DDPR CRI Noida
73.	Sh. Ajay Kumar Gupta	Lab Technician	DDPR CRI Noida
74.	Mrs. Kirti Singh	Jr. Librarian	DDPR CRI Noida
75.	Mrs. Rashmi Jha	Hindi Assistant	DDPR CRI Noida
76.	Sh. Amit Kr. Sharma	X-Ray Technician	DDPR CRI Noida
77.	Mrs. Sonia Arora	USG Tech	DDPR CRI Noida
78.	Sh. Narender	LDC	DDPR CRI Noida
79.	Sh. Ranjan Kr. Barnwal	LDC	DDPR CRI Noida
80.	Sh. Kripa Shankar	LDC	DDPR CRI Noida
81.	Sh. Parun Guattam	LDC	DDPR CRI Noida
82.	Sh. Nikhil Tomar	LDC	DDPR CRI Noida
83.	Sh. Suresh Kumar	Rec.cum.Tel.Op.	DDPR CRI Noida
84.	Sh. Anil Kumar	Pharmacist	DDPR CRI Noida
85.	Sh. Naval Singh	Pharmacist	DDPR CRI Noida
86.	Mrs. Anamika Kotiya	Pharmacist	DDPR CRI Noida
87.	Sh. Rajpal	Pharmacy Assistant	DDPR CRI Noida
88.	Sh. Rajesh Kumar	Electrician	DDPR CRI Noida
89.	Sh. Rakesh Kumar	Plumber	DDPR CRI Noida
90.	Sh. Vinod Kumar	Dark Room Assistant	DDPR CRI Noida
91.	Sh. Subhash Chand	Lab Attendant	DDPR CRI Noida
92.	Sh. Ajay Kr. Srivastava	Peon	DDPR CRI Noida
93.	Sh. Arun Kumar	Lab Attendant	DDPR CRI Noida
94.	Sh. Virendra Kumar	Cook	DDPR CRI Noida
95.	Sh. Surendar Pratap Singh	Kitchen Servant	DDPR CRI Noida
96.	Sh. Sushil Kumar	Kitchen Servant	DDPR CRI Noida
97.	Dr. K.C. Murleedharan	AD(H)	NHRIMH Kottayam
98.	Dr. Bhuvanewari R	RO(H)/S-4	NHRIMH Kottayam
99.	Dr. S.Karunakaramoorthi	RO(H)/S-2	NHRIMH Kottayam
100.	Dr. Vinitha E R	RO(H)/S-1	NHRIMH Kottayam
101.	Dr. Deepthi Gilla	RO(H)/S-1	NHRIMH Kottayam
102.	Dr. Kaushal Kumar Savera	RO(H)/S-1	NHRIMH Kottayam
103.	Dr. Dhanraj Kumar Rana	RO(H)/S-1	NHRIMH Kottayam
104.	Dr. P. Dastagiri	RO(H)/S-1	NHRIMH Kottayam
105.	Dr. Arun Krishnan .P	RO(H)/S-1	NHRIMH Kottayam
106.	Dr. Xavier Xinx Xavier	RO(H)/S-1	NHRIMH Kottayam
107.	Smt. Manju Rajeev	Staff Nurse	NHRIMH Kottayam
108.	Smt. Anu A.S.	Staff Nurse	NHRIMH Kottayam
109.	Smt. Lintu Gorge	Staff Nurse	NHRIMH Kottayam



110.	Smt. Roshni Kuriakose	Staff Nurse	NHRIMH Kottayam
111.	Smt. Renjitha K	Staff Nurse	NHRIMH Kottayam
112.	Smt. Manju N Nair	Staff Nurse	NHRIMH Kottayam
113.	Smt. Abhija S.V.	Staff Nurse	NHRIMH Kottayam
114.	Smt. Tintu Thomas	Staff Nurse	NHRIMH Kottayam
115.	Smt. Rupesh Ranjan	Occu.Therapist	NHRIMH Kottayam
116.	Smt. Resmy R	Statistical Asstt.	NHRIMH Kottayam
117.	Sh. Thulasidharan M	Sr. Stenographer	NHRIMH Kottayam
118.	Smt. Vanajakshi K.M.	Assistant	NHRIMH Kottayam
119.	Sh. Sajimon M.S.	UDC	NHRIMH Kottayam
120.	Smt. Sujamol Thomas	UDC	NHRIMH Kottayam
121.	Sh. Uthaman Nair M.P.	UDC	NHRIMH Kottayam
122.	Sh. P.U.Sabu	UDC	NHRIMH Kottayam
123.	Smt. Divya M Balachandran	UDC	NHRIMH Kottayam
124.	Smt. Sunu M.N	UDC	NHRIMH Kottayam
125.	Smt. Resmy Sishumony	Dark Room Assistant	NHRIMH Kottayam
126.	Sh. Sreejith M	X-Ray Tecnician	NHRIMH Kottayam
127.	Smt. Saly Joseph	Lab Technician	NHRIMH Kottayam
128.	Sh. R. Anillkumar	Lab Technician	NHRIMH Kottayam
129.	Sh. Rejimon P.V.	Lab Attendant	NHRIMH Kottayam
130.	Sh. Saji Varghese	Ward Boy	NHRIMH Kottayam
131.	Sh. P.V. Sajimon	Ward Boy	NHRIMH Kottayam
132.	Sh. P.S. Babu	Ward Boy	NHRIMH Kottayam
133.	Smt. Rekha Jayaram	Pharmacy Assistant	NHRIMH Kottayam
134.	Smt. Aswathy O	Ayah	NHRIMH Kottayam
135.	Sh. Renjith Reveendran	Cook	NHRIMH Kottayam
136.	Sh. Renjith K.S.	Peon	NHRIMH Kottayam
137.	Dr. Ratan Chnadra Shil	RO(H)/S-1	RRI(H) Agartala
138.	Dr. Abhijit Chakma	RO(H)/S-1	RRI(H) Agartala
139.	Dr. Pooja Gautam	RO(H)/S-1	RRI(H) Agartala
140.	Sh. Simson Basumatary	Lab Technician	RRI(H) Agartala
141.	Sh. Shyamal Bardhan	LDC	RRI(H) Agartala
142.	Dr. Kolli Raju	RO(H)/S-4	HRID, Chennai
143.	Dr. D.Karthikeyan	RO(H)/S-2	HRID, Chennai
144.	Dr. Siva Prasad Goli	RO(H)/S-1	HRID, Chennai
145.	Mr. C. Rajendra Kumar	Lab Technician	HRID, Chennai
146.	Mrs. Chitra Bhaskaran	Lab Technician	HRID, Chennai
147.	Dr. Santosh Kr. Tamang	RO(H)/S-1	CRU(T) Gangtok
148.	Mr. Zimker Pradhan	UDC	CRU(T) Gangtok

149.	Mr. D.J. Kharka	Peon	CRU(T) Gangtok
150.	Dr. BSJ. Raja Kumar	AD(H)	RRI(H), Gudivada
151.	Dr. Kishan Banoth	RO(H)/S-3	RRI(H), Gudivada
152.	Dr. Ashish P. Shivadikar	RO(H)/S-2	RRI(H), Gudivada
153.	Dr. B. Rajashekhar	RO(H)/S-1	RRI(H), Gudivada
154.	Smt. K. Sathyavathi	Sister Incharge	RRI(H), Gudivada
155.	Smt. U. Ratna Kumari	Staff Nurse	RRI(H), Gudivada
156.	Smt. S. Sharmila Bhanu	Staff Nurse	RRI(H), Gudivada
157.	Smt. P. Pushpam	Lab Technician	RRI(H), Gudivada
158.	Sh. D. K. Nayak	X-Ray Tecnician	RRI(H), Gudivada
159.	Sh. B. Ratna Prasad	Pharmacist	RRI(H), Gudivada
160.	Sh. G.V.S. Prasad Babu	Pharmacist	RRI(H), Gudivada
161.	Sh. K. Sankara Rao	UDC	RRI(H), Gudivada
162.	Smt. A. Nirmala Kumari	UDC	RRI(H), Gudivada
163.	Sh. M. Rammohan Rao	Lab Attendant	RRI(H), Gudivada
164.	Smt. S.K. Naseema	Ayah	RRI(H), Gudivada
165.	Sh. K. Subba Rao	Peon	RRI(H), Gudivada
166.	Dr. Amit Srivastava	RO(H)/S-1	RRI(H) Imphal
167.	Dr. Renu Bala	RO(H)/S-1	RRI(H) Imphal
168.	Md. Nurddin Shah	UDC	RRI(H) Imphal
169.	Smt. N. Rameshwari Devi	UDC	RRI(H) Imphal
170.	Sh. L. Sobendro Singh	UDC	RRI(H) Imphal
171.	Dr. Ranjit Sonny	RO(H)/S-1	CRU(H), Siliguri
172.	Dr. Liyi Karso	RO(H)/S-1	RRI(H) Guwahati
173.	Sh. D.D. Barauh	Lab Technician	RRI(H) Guwahati
174.	Sh. R.R. Banerjee	Lab Technician	RRI(H) Guwahati
175.	Sh. Almat Hussain	LDC	RRI(H) Guwahati
176.	Sh. Phukan Ch. Rabha	Peon	RRI(H) Guwahati
177.	Sh. N. C. Timung	Peon	RRI(H) Guwahati
178.	Sh. Probin Rai	Peon	RRI(H) Guwahati
179.	Dr. E.N. Sundaram,	RO(E )/S-4	DSU (H) Hyderabad
180.	Dr. Poppula Prasad	RO(H)/S-4	DSU(H) Hyderabad
181.	Dr. R.G.R. Kiranmayee	RO(H)/S-1	DSU(H) Hyderabad
182.	Dr. Bibaswan	RO(C )/S1	DSU(H) Hyderabad
183.	Sh.K. Nagaraju	Lab Technician	DSU(H) Hyderabad
184.	Smt T Bala Bhagyamma	UDC	DSU(H) Hyderabad
185.	Dr. P. Hima Bindu	RO(H)/S-2	DSU(H) Hyderabad
186.	Dr. Nidhi Mahajan	RO(H)/S-1	CRI(H) Jaipur
187.	Dr. Ashish Mahajan	RO(H)/S-1	CRI(H) Jaipur
188.	Sh. Satya Narayan Rout	UDC	CRI(H) Jaipur

189.	Sh. Arun Kumar Khandelwal	Ward Boy	CRI(H) Jaipur
190.	Sh. Jagdish Prasad Khandelwal	Ward Boy	CRI(H) Jaipur
191.	Smt. Somlata Sain	Ayah	CRI(H) Jaipur
192.	Sh. Rajkumar Patuna	Ayah	CRI(H) Jaipur
193.	Dr. Sunil Ramtek	AD (H)	DACRRI Kolkatta
194.	Dr. Suraia Parveen	RO(H)/S-2	DACRRI Kolkatta
195.	Dr. P.P.Pal	RO(H)/S-1	DACRRI Kolkatta
196.	Dr. C.R.Kundu	RO(H)/S-1	DACRRI Kolkatta
197.	Dr. Madhumita Sadhukhan	RO(H)/S-1	DACRRI Kolkatta
198.	Sh. G.V.Narasimha Kumar	RO(Pharmacology)	DACRRI Kolkatta
199.	Sh. Surajit Roy	Lab Technician	DACRRI Kolkatta
200.	Sh. N. P. Dongre	Lab Technician	DACRRI Kolkatta
201.	Sh. Maitridip Barua	UDC	DACRRI Kolkatta
202.	Sh. Awakash Kumar Paswan	LDC	DACRRI Kolkatta
203.	Sh. B.K. Banerjee	Peon	DACRRI Kolkatta
204.	Dr. Ramesh Prasad	RO(H)/S-2	CTU Gorakhpur
205.	Sh. Prasidh Kumar sharma	Lab. Atendant	CTU Gorakhpur
206.	Dr.Lipipushpa Debata	RO(H)/S-2	HDRI Lucknow
207.	Dr.K.K. Avinash	RO(H)/S-1	HDRI Lucknow
208.	Sh. Ram Kumar	Lab Technician	HDRI Lucknow
209.	Sh. Vijay Prakash Singh	Lab Technician	HDRI Lucknow
210.	Sh. R.C. Prajapati	Lab Technician	HDRI Lucknow
211.	Sh. Shyam Bahadur	UDC	HDRI Lucknow
212.	Sh. Trimohan	Pharmacy Assistant	HDRI Lucknow
213.	Sh. S.N. Shukla	Pharmacy Assist.	HDRI Lucknow
214.	Sh. R.K. Singh	LDC	HDRI Lucknow
215.	Sh. D.K. Srivastava	Lab Attendant	HDRI Lucknow
216.	Sh. K. M. Tripathi	Lab Attendant	HDRI Lucknow
217.	Sh. R.K. Gupta	Peon	HDRI Lucknow
218.	Sh. Ajay Kumar	Peon	HDRI Lucknow
219.	Sh. A.K. Sharma	Animal Attendant	HDRI Lucknow
220.	Sh. Rajendra	Safaiwala	HDRI Lucknow
221.	Dr. Ramesh S. Bawaskar	RO(H)/S-3	RRI(H), Mumbai
222.	Dr. Birendra Singh Rawat	RO(H)/S-2	RRI(H), Mumbai
223.	Dr. Vaishali Shinde	RO(H)/S-2	RRI(H), Mumbai
224.	Dr. Tejaswini Patole	RO(H)/S-2	RRI(H), Mumbai
225.	Smt. Meena Thakur	UDC	RRI(H), Mumbai
226.	Sh. Ganesh Akula	LDC	RRI(H), Mumbai
227.	Smt. Kusum Charania	Safaiwala	RRI(H), Mumbai
228.	Dr. J. Shashikanth	Survey Officer	CCMPRH Ooty

229.	Dr. Vibha Kumari	RO(H)/S-1	CVU Patna
230.	Sh. Dinesh Singh	Lab Technician	CVU Patna
231.	Sh. Gopal Mistry	UDC	CVU Patna
232.	Sh. Shatrughan Thakur	Peon	CVU Patna
233.	Dr. Shanti Adhikari	RO(H)/S-1	CRU(H) Port Blair
234.	Shri G.N. Biswas	UDC	CRU(H)Port Blair
235.	Mrs. J. Sneha Latha	Lab Technician	CRU(H)Port Blair
236.	Dr. Ravi Kumar Sardarla	RO(H)/S-4	CRU(H) Puducherry
237.	Sh. P. K. Philip	Lab Technician	CRU(H) Puducherry
238.	Sh. B. Mayavan	Peon	CRU(H) Puducherry
239.	Dr. Arti Soren	RO(H)/S-3	RRI(H) Puri
240.	Dr. P.K. Pradhan	RO(H)/S-3	RRI(H) Puri
241.	Dr. Akhyaya Kumar Prusty	RO(H)/S-2	RRI (H), Puri
242.	Dr. Amulya Ratna Sahoo	RO(H)/S-2	RRI (H), Guwahati
243.	Dr. Umakant Kant Prusty	RO(H)/S-2	RRI (H), Puri
244.	Dr. (Ms.) Sujata Kumari Chaudhry	RO(H)/S-1	RRI (H), Puri
245.	Sh. Balaram Jena	Lab Technician	RRI (H), Puri
246.	Mrs. R.L.Mishra	Staff Nurse	RRI (H), Puri
247.	Mrs. Bharti Mohapatra	Staff Nurse	RRI (H), Puri
248.	Mrs. Minati Mohanty	Staff Nurse	RRI (H), Puri
249.	Sh. Lingaraj Mohanty	UDC	RRI (H), Puri
250.	Sh. Somranjan Mohanty	UDC	RRI (H), Puri
251.	Sh. R. Santosh Kumar	UDC	RRI (H), Puri
252.	Sh. D. Mohanty	Pharmacy Assist.	RRI (H), Puri
253.	Sh. M.M. Mohanty	Lab Attendant	RRI (H), Puri
254.	Sh. Debarchan Swain	Lab Attendant	RRI (H), Puri
255.	Sh. B.C. Jena	Lab Attendant	RRI (H), Puri
256.	Sh. S. Sukuman	Peon	RRI (H), Puri
257.	Sh. K.C. Gochayat	Peon	RRI (H), Puri
258.	Sh. B. K. Mohanty	Peon	RRI (H), Puri
259.	Sh. Trinath Harijan	Peon	RRI (H), Puri
260.	Sh. Debraj Mohanty	Peon	RRI (H), Puri
261.	Sh. K.B.Patra	Ward Boy	RRI (H), Puri
262.	Sh. A. K. Mohapatra	Ward Boy	RRI (H), Puri
263.	Dr. Sunil Prasad	RO(H)/S-3	CRU(H), Ranchi
264.	Sh. Sanjay Kumar	Lab Technician	CRU(H), Ranchi
265.	Sh. Gourav Kumar	LDC	CRU(H), Ranchi
266.	Dr. Nitin Sonekar	RO(H)/S-4	RRI(H) Shimla
267.	Sh. Raju	Lab Technician	RRI(H) Shimla
268.	Sh. Kuldeep Raj	UDC	RRI(H) Shimla

269.	Smt. Chanchal Kumari	UDC	RRI(H) Shimla
270.	Sh. Kamlesh Kumar	Peon	RRI(H) Shimla
271.	Dr. Gurudev Choubey	RO(H)/S-3	CRU(H) Siliguri
272.	Sh. Amiya Garai	Lab Technician	CRU(H) Siliguri
273.	Sh. Naresh Kumar	LDC	CRU(H) Siliguri
274.	Dr. GRC Reddy	RO(H)/S-4	CRU(H) Tirupati
275.	Sh. M. Sriram Kumar	LDC	CRU(H) Tirupati
276.	Sh. B. Satyanarayana	Pharmacy Assistant	CRU(H) Tirupati
277.	Sh. T.S. Behera	Peon	CRU(H) Tirupati
278.	Smt. M. Suguna	Ayah	CRU(H) Tirupati
279.	Dr. Baidurjya Battacharjee	RO(H)/S-1	CRU(H), Siliguri
280.	Dr. Uttam Singh	RO (H)/ S-1	CRU(H), Aizawl
281.	Smt. Ramabut Saihi	UDC	CRU(H), Aizawl
282.	Dr. Shiva Kumar	RO(H)/S-1	CRU(H), Dimapur
283.	Mrs. J. Keppen	UDC	CRU(H), Dimapur

**Manual 10**

**The monthly remuneration received by each of the officers and employees.**

**{Section 4(1)(b)(x)}**

being updated...

## Manual 11

### The budget allocated to each agency

#### {Section 4(1)(b)(xi)}

The proposals related to financial involvement received from different Institutes/Units are scrutinized at Headquarter level and sanctions are issued under Plan and Non-Plan. The entire expenditure over budget allocation in respect of each Units/Institute is controlled by the CCRH (Hqrs.).

#### Budget of the Council is as under: (Rs. In crore)

Head	B.E. 2020-21	R.E. 2020-21	B.E. 2021-22
General	Rs. 45.38	Rs. 45.38	Rs. 50.00
Capital	Rs. 17.00	Rs. 17.00	Rs. 50.00
Salary	Rs. 72.00	Rs. 64.00	Rs. 82.00
SCSP	Rs. 2.00	Rs. 2.00	Rs. 2.00
SAP	Rs. 0.12	Rs. 0.12	Rs. 0.15
NER	Rs. 2.00	Rs. 2.00	Rs. 2.35
<b>Total</b>	<b>Rs. 138.50</b>	<b>Rs.130.50</b>	<b>Rs. 186.50</b>

**Manual 12**

**The manner of execution of subsidy program**

**{Section 4(1)(b)(xii)}**

NOT APPLICABLE



**Manual 13**

**Particulars of concessions, permits or authorizations granted**

**{Section 4(1)(b)(xiii)}**

NOT APPLICABLE

## Manual 14

Information available in an electronic form

{Section 4(1)(b)(xiv)}

**Information provided by the Council about its activities**

**a. Through the Council's Website: [www.ccrhindia.nic.in](http://www.ccrhindia.nic.in)**

- Organizational details
- Research Activities
  - Clinical Research
  - Drug Proving
  - Clinical Verification
  - Drug Standardisation
- Handouts

**b. In CD-Forms:**

- Magic of Tiny Globules,
- Myths & Facts

## Manual 15

### Particulars of facilities available to citizens for obtaining information

#### {Section 4(1)(b)(xv)}

#### **Enquiry / Information & Facilitation Centre**

The Council is providing services for the sale of Council's priced publications as well as distribution of its non-priced pamphlets on various diseases through its Enquiry / Information & Facilitation Centre located in Room no. 317 & 423 , Central Council for Research in Homoeopathy, Jawahar Lal Nehru Bhartiya Chikitsa avum Homeopathic anusandhan Bhawan, 61-65, Institutional Area, Janakpuri, New Delhi .

The list of publications available in the Council 's website : [www.ccrhindia.nic.in](http://www.ccrhindia.nic.in)

#### **LIBRARY**

The inception of this Library and Information Centre dates back to 1979 when a small library was set up with a small collection of about five hundred Publications to start primarily to meet the information needs of the Research Scientists of the Council. With the passage of time, the library grew at a fast pace, and, in order to cater to the ever increasing R&D information needs of the professionals, it systematically and gradually grew as a collection of specialized reading materials such as books, periodicals, reference works, serials in the areas of Homoeopathic Research and Drugs & Pharmaceuticals.

Presently it has a collection of 11267 books and 2470 bound volumes of Indian and Foreign Journals. It is also subscribing 11 foreign Journals (Print & Online issue) every year. The center publishes value added Current Awareness Periodicals, besides providing services to the in-house staff as well as to academia and industry from within the country.

The wealth of this highly specialized library now began to draw the attention of the academic and R&D workers of other institutions in the city like Nehru Homoeopathic Medical College and Hospital, B.R. Sur Homoeopathic Medical College, Hospitals and Research Centre etc. and outside the city from Homoeopathic Medical Colleges and research scholars.

R&D activities in CCRH are supported by a fully automated library with a rich collection of relevant books, in the field of Homoeopathy and Allied sciences.

## **OBJECTIVES**

- To collect, collate and disseminate information related to homoeopathy in general and homoeopathic research in particular.
- To provide indexes and abstracts of homoeopathy literature to the members of the professionals of the Council.
- To be a professionally managed technical support organization for homeopathy and facilitate creative and innovative environment for homoeopathic research.
- To strengthen the inter-library linkages by establishment of some medical libraries and supporting resources/referral libraries.

## **LIBRARY SERVICES**

The Council's library is providing following services to its users: -

### **Online public access catalogue(opac) services**

The collection of books, bound journals, theses available in Library, which can be searched through Library OPAC Search.

### **E-journals service**

Library is subscribing 11 online e-journals in the field of Homoeopathy and complementary medicine from the reputed publishers. The researches can access the e-journals from remote locations.

### **E-Consortia**

The library has developed e-consortia for sharing of resources pertaining to Ayush Systems with approx. 90 research Councils/Institutes/Units who are the member of the consortia.

### **Digital library**

This collection comprises of old journals which have been inactive and not readily available through the internet. The council has access to it as the council has been subscribing to such journals since 1979 for our research scholars. All the back volumes of homoeopathic journals are digitized and made available to the research scientist of the Council through Council's website.

### **Institutional Research Repository**

In 40 years of its existence, the council has achieved success in its various programs - Drug Proving, Clinical Verification, Drug Standardization Clinical Research and Fundamental Research and has several archival documents like Indian Journal of Research in Homoeopathy, CCRH Newsletters, CCRH Quarterly Bulletin, Officials records of Council and minutes of the meeting Scientific Advisory Committee, Standing Finance Committee and General Body meetings which project history of Council. These documents are part of institutional research repository.

### **Current awareness service**

The service was started in 1988 in the form of Current Health Literature Awareness Services (CHLAS) quarterly publication. 28 Volumes of CHLAS were published. To improve the visibility and accessibility of the index of articles CCRH Library has taken an initiative to provide the service as e-index on monthly basis as "e-CHLAS". To widen our horizon the Council has also initiated one more service where in the abstracts of the publications related to AYUSH systems shall be compiled and shared among all the research Council's. This service shall be named as "Research at a Glance".

- **e-CHLAS**

To keep the users abreast of latest scientific articles published in various journals/magazines subscribed by the Council's library brings out e-CHLAS.

- **Research at A Glance**

The library of the Central Council for Research in Homoeopathy has introduced a new service in the year 2017-18 called "Research at a Glance". The main objective is to disseminate precise information/citation about scientific articles published in various journals/magazine other than the journals subscribed by this Council. The scope of the publication is articles on Homeopathy, Ayurveda, Unani, Yoga. This service is also a monthly service and 12 issues released every year.

### **CCRH quarterly bulletin-a cumulative index, vol. 1-28 (1979-2006)**

The library has also compiled a cumulative index of articles published in CCRH Quarterly Bulletin. The objective of this service is to provide the information about articles published by the Council's Scientists to users at a glance.

### **DIRECTORY OF UNITS/INSTITUTE UNDER CCRH**

The library has compiled a directory of Units/Institute under CCRH with an aim to provide information related to ongoing research studies, concluded research studies, laboratory facilities of a particular Unit/Institute.

### **Bibliographic services**

Subject Bibliographies are compiled on request, according to the requirement of users.

### **Medico abstract**

Exhaustive literature compilations on various diseases of major relevance have been made, indexed and abstracted and published in the form of Medico Abstracts considering an abstracted article from point of view of its information characteristics and use, it is designed to meet mainly needs that with the help of abstracts one is able to get some idea of the information/content of each of the items included.

The purpose of Medico Abstracts is to create awareness and to improve the effectiveness and efficiency of clinician through the identification of good clinical

practice and desired clinical outcomes. The Medico Abstracts on the following topics have been published so far by the CCRH Library.

- a. **Renal Disorders**
- b. **Diabetes Mellitus**
- c. **Psoriasis**
- d. **Bronchial Asthma**
- e. **Rheumatoid Arthritis**
- f. **Cancer**
- g. **Eye Disorders**
- h. **Homoeopathic Research in India other than CCRH activities.**

**Theses index:** - The library has undertaken a project to develop a database of theses submitted by the P.G. students under various Homoeopathic Medical College and Hospitals in India with aim to provide help to homoeopathic fraternity. The work is in progress.

#### **Reference services**

Library responds to the queries received from Units/Institute under CCRH as well as Homoeopathic professionals of the country through post, in person, phone and/or mail.

#### **Document delivery service**

The library attends to photocopy requests about its resources and provides backup services to the potential users.

#### **Inter library loan**

The Library facilitates inter Library loan services for other medical Libraries.

#### **Homoeopathic fraternity database**

Library is compiling a database of clinicians, researchers, students, practitioners, teachers in the field of Homoeopathy in India.

**Manual 16**

**Name and designation and other particulars of Public Information Officers  
{Section 4(1)(b)(xvi)}**

**PUBLIC INFORMATION OFFICER**

<b>S . N .</b>	<b>Designation of the Officer</b>	<b>Postal Address</b>	<b>Tele. no.</b>	<b>e-mail address</b>	<b>Demarcation of area/activities,</b>
1	<b>Dr. O.P. Verma, Librarian, CCRH</b>	<b>CCRH, JLN Bhawan Room No. 402, 61-65, Institutional Area, Janakpuri, New Delhi- 110058</b>	<b>28525934 (O)</b>	<b>Omverma63@ccrhindia.nic. in</b>	<b>-To provide information to persons requesting for the information under this act. -To deal with requests from persons seeking from information and render reasonable assistance to the persons seeking such information. - To accomplish all other works falling in the ambit of the Act.</b>

**ASSISTANT PUBLIC INFORMATION OFFICER**

<b>S . N .</b>	<b>Designation of the Officer</b>	<b>Postal Address</b>	<b>Telephone no.</b>	<b>e-mail address</b>	<b>Demarcation of area/activities,</b>
1	<b>Smt. Savita Duggal Accounts Officer</b>	<b>CCRH, JLN Bhawan Room No. 302, 61-65, Institutional Area, Janakpuri, New Delhi- 110058</b>	<b>28522428(O)</b>	<b>ao.ccrh@gmail.com</b>	<b>-To receive the applications under this Act for forwarding the same forthwith to the P.I.O. - To render all assistance to the P.I.O.</b>

**FIRST APPELLATE AUTHORITY**

<b>S . N .</b>	<b>Designation of the Officer</b>	<b>Postal Address</b>	<b>Telephone no.</b>	<b>e-mail address</b>	<b>Demarcation of area/activities,</b>
1	<b>Dr. Subhash Kaushik, Director General</b>	<b>CCRH, JLN Bhawan Room No. 408, 61-65, Institutional Area, Janakpuri, New Delhi- 110058</b>	<b>28525523(O)</b>	<b>ccrhindia@gmail.com</b>	<b>In case where the decision is not received by the aggrieved persons from P.I.O. within 30 days, he may approach the Director General who is the appellate Authority in such matters</b>

