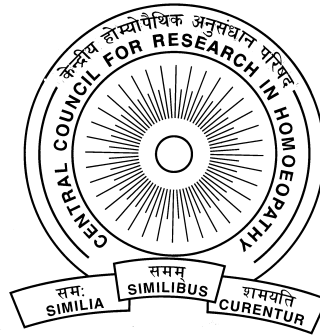


**Manual under
Right to Information Act, 2005
(As on 31.01.2008)**



**Central Council for Research in Homoeopathy
An Autonomous Body
Under
Ministry of Health & Family Welfare
(Dept. 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 Health & Family Welfare, 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 24 Institutes/ Units as stated below:

- Central Research Institute - 02
- Homoeopathic Drug Research Institute - 01
- Regional Research Institute - 07
- Clinical Research Unit - 10
- Drug Proving Research Unit - 01
- Drug Standardization Unit - 01
- Survey of Medicinal Plants and cultivation Unit - 01
- Homoeopathic Treatment Center - 01

Research Activities

- (i) [Clinical Research](#)
- (ii) [Drug Proving Research](#)
- (iii) [Clinical Verification](#)
- (iv) [Drug Standardization](#)
- (v) [Survey, Collection and Cultivation of Medicinal Plants](#)
- (vii) [Collaborative Research](#)
- (ix) [Extra Mural Research](#)
- (x) [Publications](#)

Grievances Redressal Mechanism

Vigilance 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 Chief Vigilance officer to deal with vigilance matter .

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

Dr. Vikram Singh
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.: 91-11-28525749

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:

Sh. M. S. P. Panicker
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.: 91-11-28521162

Postal address of the main office :

The Council's headquarters is situated at New Delhi at the following address:
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, 28525934, fax : 91-11-28521060
e-mail : ccrh@del3.vsnl.net.in

Manual 2

Powers and duties of officers and employees

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

POWERS AND FUNCTIONS OF THE DIRECTOR

The Director 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 generality of the foregoing provisions the Director shall exercise such powers and discharges 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 these regulations.
- c. All the correspondence shall be over his signature or of an officer(s) authorized by him in this behalf.
- d. He shall also be a Member(ex-officio) of all the committees appointed by Governing Body and shall attend at his discretion all or any meetings of such committees.
- e. He shall exercise such of the financial and administrative powers as may be delegated by the Governing Body or by the President.
- f. The Director shall sign and execute on behalf of the Governing Body all agreements, contracts etc. which may be necessary for the proper conduct of the business of the Council. The drafts of all contracts involving consideration exceeding Rs.50,000/- shall be submitted to the solicitor to the Government of India or such other officer dealing with conveyancing matters in the Ministry of Law for his advice as to its correctness of their form.
- g. He shall sign and verify plaints, written documents, statements, affidavits, petitions and tabular statements and institute or defend suits, actions and other legal proceedings on behalf of the Central Council/Governing Body.
- 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 may, subject to such restrictions as he may think fit to impose, authorize Drawing and Disbursing Officer to exercise up to the extent indicated in the attached schedule II powers conferred upon him under the Bye-Laws.
- j. The Director may, subject to such restrictions as he may think fit to impose, authorize the Heads of the Projects to exercise such of the powers conferred upon him under the Bye-Laws.
- k. The Drawing and Disbursing Officer or any other Officer of Group A or B authorized by the Director on his behalf shall have the power to sanction an expenditure of a miscellaneous or contingent nature up to an amount not exceeding Rs.500/- in each case.

ACCOUNTS AND AUDIT

(a) The 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.

© The auditors appointed the Central Govt. 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.

POWERS DELEGATED TO THE INCHARGES OF THE INSTITUTES/UNITS UNDER C.C.R.H.

Effective from : 01-06-2004

S.No.	Powers	<u>Extent</u> Incharges of CRI, H.D.R.I.	<u>Extent</u> Incharges of RRIs	<u>Extent</u> Incharges of Units
1	2	3	4	5
1.	Power to engage Casual Worker/Part-time workers viz Safaiwala etc.	Full – Subject to budget provision. The expenditure to be limited to Rs. 500/- maximum per month	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.	Power to grant Casual leave, Special Casual leave (as per Central Govt. orders) and Earned leave, Half Pay leave, commuted leave, maternity/ paternity leave (as per CCS Leave Rules) in respect of Group 'C' & 'D' staff	Full – Cases involved relaxation to be referred to Hqs. for prior approval	Same as in Col. 3	Same as in Col. 3
4.	To fill-up leave vacancies considered necessary/absolutely essential belonging to Group 'C' and 'D' staff	Full – In case of Hospital staff and in other cases where leave exceeds 45 days.	Same as in Col. 3	As in Col. 3

5.	To incur expenditure of non-recurring nature on equipments, working tools, furniture etc.	Not exceeding Rs. 10,000/- in each item in a financial year subject to observance of codal formalities and budget provision	Not exceeding Rs. 7,500/- in each item in a financial year subject to observance of codal formalities and budget provision	Not exceeding Rs. 5,000/- in each item in a financial year subject to observance of codal formalities and budget provision
6.	To incur expenditure on recurring contingencies (viz stationery, medicine, chemicals, glass wares, photographic items etc.)	Upto 5,000/- in a month subject to budget provision and observance of codal formalities in each case.	Upto 5,000/- in a month subject to budget provision and observance of codal formalities in each case.	Upto 3,000/- in a month subject to budget provision and observance of codal formalities in each case.
7.	To incur expenditure on Petrol/Diesel/ Dietary articles where IPD/vehicle is available.	Full – Subject to budget provision and observance of codal formalities and limited to actual occupancy of beds in respect of assigned problems/cases as per prescribed norms	Same as in Col. 3	Same as in Col. 3
8.	To make payment of taxes, surcharges and renewal of Insurance as per statutory requirements and rates fixed by local authorities	Full – Subject to budget provision under the head	Same as in Col. 3	Same as in Col. 3
9.	To make advance payments to Govt. parties for ration articles etc. where credit facilities are not available	Upto Rs. 5,000/- at a time to one party where IPD facilities available	Same as in Col. 3	Nil
10.	Power to make temporary advance from sanctioned imprest	Full – Provided not more than one advance is sanctioned to an individual and the adjustment bill is submitted within seven days of sanctioning the advance	Same as in Col. 3	Same as in Col. 3
11.	To reimburse local conveyance charges to employees except in the case of Incharge (use of taxies by staff in Group 'B', 'C' and 'D' is not permitted). In other cases use of Taxi by Officers of Group 'A' categories, cheaper mode of conveyance should be	Upto a maximum of Rs. 150/- per month per individual	Same as in Col. 3	Same as in Col. 3

	resorted to wherever possible.			
12.	Postage and telegraphic charges including renewal of telegraphic codes	Full	Full	Full
13.	Power to sanction telephone rents ,call and phonograms charges where telephone connections are sanctioned by the Council	Full	Full	Full
14.	Power to incur expenditure on Electricity and water charges	Full – where such charges are agreed to be borne by the Council	Same as in Col. 3	Same as in Col. 3
15.	To incur service charges/minor repair charges for vehicle/ typewriters, equipments, tools and stores.	Upto Rs. 5,000/- in a month where vehicle is provided and Rs. 3,000/- in a month in other cases	Same as in Col. 3	Same as in Col. 3
16.	Printing of letter heads, proformae and IPD/OPD cards	Rs. 8,000/- during a financial year subject to observance of codal formalities and budget provision	Same as in Col. 3	Same as in Col. 3
17.	Power to sanction advance for purchase and supply of liveries for Group ‘C’ and ‘D’ entitled staff and aprons for para-medical entitled staff as per rules	Full – According to approved scales and rates as laid down from time to time	Same as in Col. 3	Same as in Col. 3
18.	Power to pass the T.A. bills of staff except his own case for approved tours	Full	Full	Full
19.	To sanction the write off irrecoverable stores items etc. provided:- i) the loss is not due to theft ii) that it does not disclose a defect of system of serious negligence on the part of some individual	Rs. 5,000/- in each case subject to observance of rules.	Same as in Col. 3	Same as in Col. 3

	employee of Central Council which might possibly call for disciplinary action and to sanction write-off and sell by auction or otherwise, in the interest of the Central Council unserviceable articles. The amount of sale proceed shall be credited to the Hqs. office of the Central Council			
20.	To declare a holiday for the office on the basis of adhoc decision of the Central Govt. or state Govt.	Full	Full	Full
21.	Power to sanction of advance of GPF of officers and employees under the normal rules in the Institutes/Units i.e. three moths or pay or the half of the amount at the credit whichever is less and recoverable in not more than 24 instalments under Rule 12(1) and 13(1) and where there is no outstanding recoverable balance in the account of officials (except the Incharges of the Institutes/Units).	Full – Except for himself	Same as in Col. 3	Same as in Col. 3
22.	Power to sanction withdrawal to officer and employees under Rule 15(1) upto the extent of 75% to meet the obligatory expenses.	Full – except for himself	Same as in Col. 3	Same as in Col. 3
23.	Power to sanction Festival advance.	Full	Full	Full
24.	Power to grant of C.L. upto 'A' and 'B' officers except the	Full	Full	Full

	Incharges of the Institutes/Units			
25.	Power to grant of E.O.L. to group 'C' and 'D' employees for three months only. Beyond three months, the request for grant of E.O.L. will be considered by the competent authority in the Hqs. office only	Full	Full	Full
26.	Power to sanction of L.T.C. and L.T.C. advance to group 'C' and 'D' employees as per L.T.C. Rules including power to sanction leave encashment for 10 days related to L.T.C.	Full	Full	Full
27.	Power to maintain Service Books of all group 'C' and 'D' employees	Full	Full	Full
28.	Power to grant reimbursement of Tuition Fee/Children Education allowance in respect of group 'C' and 'D' employees	Full	Full	Full
29.	Power to purchase Homoeo/allied reference books and administrative reference books in a financial year	Rs. 5,000/- in a financial year	Same as in Col. 3	Same as in Col. 3

Delegation of revised powers to Incharge of Institutes/Units

Existing powers	Revised powers
Power to sanction withdrawal to officer and employees under Rule 15(1) upto the extent of 75% to meet the obligatory expenses.	Power to sanction withdrawal to officers and employees under Rule 15 (1) (A)(b), (c) and (d) of G.P.F. fund Rules; except his own case.

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

Rule 50 (i)

S.No.	Power	Extent
1.	Powers to make small monthly payments to inferior servants for supplying drinking water and for dusting offices in addition to their own duties.	Full
2.	Power to make purchases of stationery, rubber stamps and other petty articles of miscellaneous nature.	Full provided the budget provision is not exceeded.
3.	Power to sanction expenditure of miscellaneous or contingent character.	Upto an amount not exceeding - Rs.100/- in each case.
4.	Power to sanction advances for authorised contingent expenditures.	Upto Rs.500/-.
5.	Power to sanction traveling allowances / advance on approved transfers / tours.	Full as per entitlement.
6.	Power to sanction pay and transfer T.A. advance on approved transfers / tours/ L.T.C.	Upto the limits admissible under the rules.
7.	Power to attest entries in the Service Books.	Full.
8.	Power to grant all kinds of leave to Group C and D employees as per CCS (Leave) Rules.	Full.
9.	Power to sign cheques jointly with an authorised officer in respect of approved expenditure / bills passed for payment	Upto Rs. 25,000/-
10.*	Power to sanction an expenditure of a misc. or contingent nature	Upto an amount not exceeding Rs. 500/- in each case as per Sub Rule (K).

Power of Accounts Officer/Drawing & Disbursing Officer

Rule 50 (i)

S.No.	Nature of power	Extent
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 Full
8.	Power to sign cheques jointly with an authorized officer in respect of approved expenditure/bills passed for payment.	Upto Rs.25,000/-

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 decision 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 Bye-Laws 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

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

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

GOVERNING BODY

Management of the affairs of the Council is vested in a Governing Body, , the composition of which is given below :

- | | | | |
|----|---|---|-------------------|
| 1. | Hon'ble Union Minister of Health & Family Welfare | - | President |
| 2. | Hon'ble Union Minister of State for Health & Family Welfare | - | Vice-President -I |
| 3. | An eminent Researcher / Teacher / Professional in Homoeopathy to be nominated by the President. | - | Vice-President-II |

OFFICIAL MEMBERS

- | | | | |
|-----|---|---|------------------|
| 3. | Secretary (AYUSH),
Deptt. of AYUSH | - | Member |
| 4. | Additional Secretary (FA),
Ministry of Health & Family Welfare, | - | Member |
| 5. | Five Experts in Homoeopathy | - | Members |
| 6. | Three Scientists (one each in
Pharmacology, Chemistry and Botany) | - | Members |
| 7. | One Expert in Modern Medicine | - | Member |
| 8.. | Director
National Institute of Homoeopathy, | - | Member |
| 9. | Director, CCRH | - | Member-Secretary |

The non – official members are nominated by Hon'ble Union Ministry of Health and Family Welfare. The term of the last Governing Body has expired on 28th Sept. 2006.

STANDING FINANCE COMMITTEE

The Council has a Standing Finance Committee that is headed by the Joint Secretary , Dept. of (AYUSH), Ministry of Health and Family Welfare, and has Additional Secretary/Joint Secretary (Financial Adviser) or his nominee of the Ministry of Health and Family Welfare, and two non-official Members of the Governing Body, as members and the Director, CCRH as Member- Secretary. All matters concerning budget, proposals for grant-in-aid, new research schemes, proposals for creation of new posts and Annual Accounts of the Council are considered by the Finance Committee.

SCIENTIFIC ADVISORY COMMITTEE

All research proposals and activities are considered by a Scientific Advisory Committee (SAC) appointed by the Governing Body of the Council. This Committee comprises of 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 Standardisation.

MEMBERS OF THE SCIENTIFIC ADVISORY COMMITTEE (w.e.f 21st July, 2006)

1. Dr. Diwan Harish Chand - Chairman
1, Hanuman Road,
New Delhi-110001.
2. Dr. S.P. Singh - Member
Advisor (Homoeo),
Deptt. of AYUSH, IRCS Building,
1, Red Cross Road,
New Delhi.
3. Dr. V.K. Gupta - Member
C-3/29, Rajouri Garden,
New Delhi-110027.
4. Dr. M.P. Arya - Member
67/2, Oberoi House,
Nal Stop, Karve Road,
Pune (Maharashtra)
5. Dr. V.V. Nagaraja Rao - Member
Flat No. 5 and 8,
Nandini, Mansion,
1-10-234, Ashok Nagar, Hyderabad
Ph.No. 040-27611474
6. Dr. Rathin Chakravarty - Member
5, Subal Koley Lane,
P.S. Shibpur, Howrah-711 101
West Bengal
7. Dr. Satya Narayan Singh Principal, - Member
Narayanshree Homoeopathic
Medical College,
Pushpa Nagar, Bhopal
8. Dr. Pa.U. Lenin, - Member
110, Fourth Cross
Jawahar Nagar, Boomianpet,
Pondicherry-605 005.
9. Dr. L.K. Nanda - Member
Professor,
Dr. A.C. Homoeopathic Medical College,
Unit-3, Bhubaneswar – 751 001. (Orissa)

- | | | | |
|-----|--|---|------------------|
| 10. | Dr. Aditya Kaushik
O-14, Parwana Vihar,
Sector-9, Rohini, Delhi-85 | - | Member |
| 11. | Prof. C. Nayak,
Director, CCRH | - | Member-Secretary |

COMPOSITION OF SPECIAL COMMITTEE FOR DRUG STANDARDIZATION

w.e.f 21st July, 2006

- | | | | |
|----|--|---|------------------|
| 1. | Dr. K.P. Muzumdar
“Vivek”, 105-TPS-III,
14 th Road, Bandra, Mumbai-400 050 | - | Chairman |
| 2. | Dr. V.K. Lal
College of Pharmacy,
Institute of Foreign Trade & Management,
Lodhipur-Rajput,
Delhi Road,
Muradabad, U.P. - 244001 | - | Member |
| 3. | Dr. Rajesh S. Sharma
102, New Road, Ratlam,
Madhya Pradesh-457 001. | - | Member |
| 4. | Dr. G. Nirmal
35, AIBEA NAGAR,
Koothapakkam,
Cuddalore-2, Tamilnadu. 607 002 | - | Member |
| 5. | Dr. Veerabramhachary
Dr. Bramha’s Homoeopathic Centre,
358, 8 th Main,
4 th Block, 3 rd Stage,
Basaveshwara Nagar,
Bangalore – 560079. | - | Member |
| 6. | Dr. P.V. Venkatraman
33, First Main Road,
Lake Area (Near Valluvar Kottam),
Nungambakkam, Chennai – 600 034 (Tamilnadu) | - | Member |
| 7. | Director
Central Institute of Medicinal and
Aromatic Plants, P.O. CIMAP, Lucknow – 226 015 | - | Member |
| 8. | Director
Homoeopathic Pharmacopoeial Laboratory,
Kamla Nehru Nagar,
Ghaziabad, Uttar Pradesh. | - | Member |
| 9. | Dr. Probir Kumar Moitra
38-Jodhpur Park,
Kolkata-700068 | - | Member |
| 10 | Prof. C. Nayak,
Director, CCRH | - | Member-Secretary |

Composition of Special Committee for Clinical Research w.e.f 21st July, 2006

- | | | | |
|-----|--|---|------------------|
| 1. | Dr. Diwan Harish Chand
1, Hanuman Road,
New Delhi-110 001. | - | Chairman |
| 2. | Dr. Jayesh V. Sanghavi
Dr. Jayesh V Sanghvi's Nature Clinic,
#23, 3 rd Street, Wallace Garden,
Chennai-600 006. | - | Member |
| 3. | Dr. P.N. Varma
G-238, Patel Nagar-II
Ghaziabad – 201 001 | - | Member |
| 4. | Dr. L.M. Khan
Director
National Institute of Homoeopathy,
Block-G.E., Sector-III,
Salt Lake City, Kolkata-7000106 (W.B.) | - | Member |
| 5. | Dr. V.T. Augustine
401, Mandakini Enclave,
Alaknanda, New Delhi-110019. | - | Member |
| 6. | Dr. Sadananda Sahoo
Dy. Adviser (Homoeo),
Deptt. of AYUSH,
Govt. of India, MH&FW,
IRCS Building, N. Delhi-1. | - | Member |
| 7. | Dr. S.K. Tiwari
Principal,
Fr. Muller Homoeopathic
Medical College,
Kankanady, Mangalore-575002. | - | Member |
| 8. | Dr. V.K. Khanna,
Principal,
Nehru Homoeopathic Medical College
& Hospital, B-Block, Defence Colony,
New Delhi. | - | Member |
| 9. | Dr. A.U. Ramakrishnan
4(Old No. 22), Rajarathnam Street,
Kilpauk, Chennai-10. | - | Member |
| 10. | Dr. S.M. Singh
Corporation Flat No. 1,
Alopi Bagh (Near Railway Lines),
Allahabad, Uttar Pradesh | - | Member |
| 11 | Prof. C. Nayak,
Director, CCRH | - | Member-Secretary |

**Composition of Special Committee for Homoeopathic Pathogenetic Trial (Drug Proving)
w.e.f 21st July, 2006**

- | | | | |
|----|---|---|------------------|
| 1. | Dr. D.P. Rastogi
E-1/B-7, Alaknanda
Shopping Complex,
New Delhi. | - | Chairman |
| 2. | Dr. Girish Gupta
Gaurang Clinic &
Centre for Homoeopathic Research,
B-1/16, Sector-A, Kapoorthala,
Aliganj, Lucknow. | - | Member |
| 3. | Dr. R.K. Saxena
54-A, Pocket-D, SFS Flat,
Mayur Vihar, Ph-III, Delhi-96. | - | Member |
| 4. | Dr. Ravi M. Nair
HRSA-E-25, Aramam,
Kalady Karamana,
Thiruvananthapuram, Pin 695002. | - | Member |
| 5. | Dr. L.M. Khan
HOD, Organon of Medicine,
National Institute of Homoeopathy,
Sector-III, Salt Lake City,
Kolkata | - | Member |
| 6. | Dr. R.K. Manchanda
Dy. Director (Homoeo),
Directorate of ISM&H,
Govt. of NCT of Delhi,
Nehru Homoeopathic Medical
College & Hospital,
B-Block, Defence Colony,
New Delhi-24. | - | Member |
| 7. | Dr. Alok kumar
CMO Incharge,
CGHS Dispensary,
Gole Market,
New Delhi. | - | Member |
| 8. | Dr. D.K. Gupta
B-1/33A, Janakpuri,
New Delhi-110058. | - | Member |
| 9. | Prof. C. Nayak,
Director, CCRH | - | Member-Secretary |

Ethical Committee of CCRH

1.	Dr. D. Sen Gupta 2/3-4, Roop Nagar, Delhi-110001.	Clinician	-	Chairman
2.	Dr. R.K. Varshney 4649/21, Darya Ganj, New Delhi-110002.	Legal expert	-	Member
3.	Dr. Sudheer Gandotra R-10, IIIrd Floor, Khirki Extn., Malvia Nagar, New Delhi-110017.	Social representative	-	Member
4.	Dr. S.K. Aggarwal Additional Professor Deptt. of Nephrology, AIIMS, Ansari Nagar, New Delhi-110029.	Scientist	-	Member
5.	Dr. S.C. Goswami 67, Vaishali, Pitampura, Delhi-110088.	Philosopher	-	Member
6.	Dr. H.K. Das D-1/87, D-Block, Janakpuri, New Delhi.	Person from community	-	Member
7.	Dr. P. Roy Vaid Associate Prof. Nehru Homoeopathic Medical College & Hospital, B-Block, Defence Colony, New Delhi.	Clinician	-	Member
8.	Dr.(Mrs) Aliya Aman D-224, Abul Fazal Enclave, Jamia Nagar, Okhla, New Delhi-110025.	Clinician	-	Member
9.	Dr. K. Venugopal Rao Assistant Director (Pharmacology) CCRAS, New Delhi.		-	Member
10.	Dr. V.P. Singh Retd. Assistant Director (H), CCRH, New Delhi.		-	Member
11.	Dr. Vikram Singh Assistant Director (H), CCRH, New Delhi.		-	Member
12.	Prof. C. Nayak Director, CCRH			Member-Secretary

Manual 9

Directory of Officers and employees

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

STAFF POSITION as on 31.12.2008

Under construction....

Manual 10

The monthly remuneration received by each of the officers and employees

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

The page is under constructions.....

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 (Hq.).

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

<u>Head</u>	<u>B.E. (2007-08)</u>	<u>R.E. (2007-08)</u>	<u>B.E.(2008-09)</u>	<u>R.E. (2008-09)</u>
Non-Plan	560.00	725.00	750.00	915.00
Plan	1155.00	1155.00	1343.00	2075.00

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.org

- Organizational details
- Research Activities
 - Clinical Research
 - Drug Proving
 - Clinical Verification
 - Drug Standardisation
- Homeopathic Database of Scientific articles (Medico Abstracts)

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 is as under:

NON PRICED PUBLICATION

1. Proceedings of workshop on "Management of Geriatric disorder through Homoeopathy.
2. Homoeopathy in Chronic and Lifestyle disorders (Hindi).
3. Activities and Achievements- Central Council for Research in Homoeopathy (Revised)
4. Proceeding of Research Methodology
5. Souvenir (On the occasion of Silver Jubilee Celebration of CCRH)
6. Compendium
7. Collaborative Studies in Homoeopathy
8. Proceedings of workshop on "Research Methodology & Standardization.
9. Proceedings of Seminar-cum-Workshop on "Chronic Sinusitis & Other Respiratory Tract Infections".
10. Proceedings of workshop on HIV/AIDS.

PRICED PUBLICATION

S.No.	Name of Book	Rate Rs. P
1.	Samanya homoeopathy Upchar Pustika (Hindi-Revised edition)	20.00
2.	A check list of Homoeopathic Medicinal Plants of India (Revised edition)	32.00
3.	A Proving of <i>Abroma augusta folia</i>	16.00
4.	A proving of <i>Kali mur.</i>	12.00
5.	A proving of <i>Cassia sophera</i>	15.00
6.	A proving of <i>Cynodon dactylon</i>	15.00
7.	A proving of <i>Aegle folia</i>	15.00
8.	A proving of <i>Aegle marmelos</i>	15.00
9.	A proving of <i>Atista indica</i>	35.00
10.	Additions from Boericke's Repertory to Kent's Repertory- Chapter 'Mouth'	13.00
11.	Additions from Boericke's Repertory to Kent's Repertory- Chapter 'Eye & Vision'	20.00
12.	Additions from Boericke's Repertory to Kent's Repertory- Chapter 'Ear and Hearing'	15.00
13.	Additions from Boericke's Repertory to Kent's Repertory- Chapter 'Larynx & Trachea,50.00 Respiration, cough, Expectoration and chest'	

14. Additions from Boericke's Repertory to Kent's Repertory- Chapter 'Nose'	24.00
15. Additions from Boericke's Repertory to Kent's Repertory- Chapter 'Mind'	60.00
16. Additions from Boericke's Repertory to Kent's Repertory- Chapter 'Throat'	21.00
17. Additions from Boericke's Repertory to Kent's Repertory- Chapter 'Face'	25.00
18. Standardization of Homoeopathic Drugs; Vol. 1	100.00
19. Homoeopathic Drug Provings- conducted by CCRH	60.00
20. A Handbook of Medicinal Plants used in Homoeopathy	200.00
21. Monograph : Terminalia chebula	35.00
22. Monograph : Carica papaya	35.00
23. Monograph : Boerhaavia diffusa	35.00
24. Homoeopathic Drug Provings- conducted by CCRH, Volume 2	40.00
25. Standardization of Homoeopathic Drugs; Vol. 2	225.00
26. New Drugs Proved by CCRH	25.00
27. Clinical Research Studies Part- 1	150.00
28. Handbook on Homoeopathy for Mother and Child Care	300.00

Note:

- **For dispatch of books, readers are requested to send their requirement (list of books only) first.**
- **The cost of postage (speed post) and books payable shall be intimated by the council.**
- **The reader may send the payment by Demand Draft in the name of CCRH, payable at New Delhi.**
- **Books will be dispatched after receipt of Demand Draft.**

- **Handouts/Folders on common diseases:**

Informative Pamphlets

- 1 Allergic disorders in Children and Homoeopathy
- 2 Homoeopathy for Common ailments in Children
- 3 Heart attack, You can prevent it
- 4 Homoeopathic Management of Stress
- 5 Hypertension : Silent Killer
- 6 Homoeopathy-Mother and Child Care
- 7 Homoeopathy- Prevention & Treatment of Malaria
- 8 Homoeopathy-Frequently asked questions
- 9 Homoeopathy in Drug abuse
- 10 Homoeopathy in Injuries
- 11 Homoeopathy in Iron deficiency anaemia
- 12 Know about Homoeopathy
- 13 Dengue
- 14 Japanese encephalitis

LIBRARY

The Library is functioning at the Council's Headquarters, New Delhi since 1979. It has a collection of 12000 books appx. and 1950 bound volumes of Indian and foreign journals. It is regularly subscribing a number of Indian and Foreign journals on Homoeopathic and Allied Medical sciences. It provides access to the scientists of the Council on various subjects from time to time.

Its Objectives are as under:-

- To collect all the books/journals/research papers/provings/clinical cases on homoeopathy.
- To provide bibliography, indexing and abstracting services.
- To provide indexed scientific articles on homoeopathy available on Internet in form of on-line Homoeopathic Information Service.
- To modernize the information system for efficient storage, quick retrieval, and speedy dissemination to target users.
- To strengthen the inter-library linkages by establishment of some medical libraries and supporting resources/referral libraries.

Activities:

The regular publications of library are:

● **Directory of Units/Institutes under CCRH**

List of Institutes/Units under Central Council for Research in Homoeopathy aims to provide information related to Staff strength, Postal address, Telephone number, Area of Research and Problem assigned to the respective Institutes/Units.

● **CCRH Quarterly Bulletin - A Cumulative Index** **Vol. 1-26 (1979-2004)**

The Indexing of articles published in CCRH Quarterly Bulletin is updated time to time. The objective of this service is to provide the information about articles that user can get the information about the articles published on relevant subjects at a glance.

● **Current Health Literature Awareness Services (CHLAS):**

This was started in 1988. The main objective is to disseminate precise information/ citations about scientific articles published in various journals/reports subscribed by the Council. It covers original articles on homoeopathic and allied subjects. 16 CHLAS are published.

● **Medico Abstracts:**

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. Considering the need of abstracting articles 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. It is produced by scanning, selecting and abstracting relevant papers from about 500 major journals from all over the world, research reports, books, conference proceedings and clinical cases received through collaborative exchange programme from HOM-INFORM database of British Homoeopathic Library, Glasgow, Scotland (U.K.).

- **Document Delivery Services:**

The photocopies of the articles are usually provided to the Research Scholars on demand. The articles pertaining to CHLAS are to be provided to Scientists of Institutes/Units under CCRH.

- **Bibliography (on Demand):**

A list of articles on a specific subject is compiled on demand and for preparing Medico-Abstracts.

WEBSITE

Website <http://www.ccrhindia.org> can be accessed for details regarding all the schemes /programmes of the Central Council for Research in Homoeopathy.

Manual 16

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

PUBLIC INFORMATION OFFICER

S . N .	Designation of the Officer	Postal Address	Telephone no.	e-mail address	Demarcation of area/activities,
1	Sh. O.P.Verma, Librarian, CCRH	CCRH, JLN Bhawan Room No. 402, 61-65, Institutional Area, Janakpuri, New Delhi- 110058	28525934(O) 28031104(R)	ccrh@del3.vsnl.net.in opverma@yahoo.com	-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.

LINKED PUBLIC INFORMATION OFFICER

S . N .	Designation of the Officer	Postal Address	Telephone no.	e-mail address	Demarcation of area/activities,
1	Dr. V.A. Siddiqui, Research Officer, CCRH	CCRH, JLN Bhawan Room No. 317, 61-65, Institutional Area, Janakpuri, New Delhi- 110058		ccrh@del3.vsnl.net.in	-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.

FIRST APPELLATE AUTHORITY WITH THE COUNCIL

S . N .	Designation of the Officer	Postal Address	Telephone no.	e-mail address	Demarcation of area/activities,
1	Prof. C. Nayak, Director, CCRH	CCRH, JLN Bhawan Room No. 408, 61-65, Institutional Area, Janakpuri, New Delhi- 110058	28525523(O) 25541718(R)	ccrh@del3.vsnl.net.in	In case where the decision is not received by the aggrieved persons from P.I.O. within 30 days, he may approach the Director who is the appellate Authority in such matters

