



RIGHT TO INFORMATION ACT, 2005

**PROACTIVE DISCLOSURE UNDER SECTION 4(1)(b) OF
RTI ACT, 2005**

**NATIONAL TUBERCULOSIS INSTITUTE MINISTRY OF
HEALTH& FAMILY WELFARE 'AVALON', NO.8,
BALLARI ROAD, BENGALURU – 560003**

Website: <https://www.ntiindia.kar.nic.in>

Last Updated 31.07.2023



Government of India
NATIONAL TUBERCULOSIS INSTITUTE
MINISTRY OF HEALTH & FAMILY WELFARE 'AVALON', NO.8, BALLARI
ROAD, BENGALURU – 560003, KARNATAKA

PROACTIVE DISCLOSURE UNDER SECTION 4(1)(b) OF RTI ACT, 2005

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- 1.13 Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]



Government of India

Ministry of Health and Family Welfare

National Tuberculosis Institute 8, Avalon, Bellary Rd, near
Cauvery Theatre, Guttahalli, Bengaluru,
Karnataka 560003

PROACTIVE DISCLOSURE UNDER SECTION 4 (1) (b) OF RTI ACT, 2005

1. ORGANIZATION AND FUNCTION

1.1 Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]

The National Tuberculosis Institute owes its origin to the findings of a 1955-58 survey conducted by the Indian Council of Medical Research (ICMR) where a high incidence of pulmonary tuberculosis was found across the country. Acting on the survey findings, the Government of India initiated actions to start an advanced research institute solely dedicated to the cause and, as a result, NTI was established in 1959, on a property, Avalon, donated by the then Maharajah of Mysore. The technical assistance was provided by the World Health Organization and the Institute procured the necessary equipment through UNICEF assistance.

The Institute has, ever since, been active in research projects and studies and has been successful in formulating a TB Control Program for the country which incorporates the clinical, epidemiological and sociological aspects of the disease. It is involved in activities such as training medical and paramedical staff and personnel across the country, formulating policies and programs in accordance with the WHO recommended DOTS strategies, planning, coordinating and executing research on the disease and its epidemiology, monitoring of programs, campaigns and impacts and documentation and dissemination of knowledge through print and audio-visual media.

The Institute was accredited as a WHO Collaborating Centre for TB research and training in 1985. The Institute had also served as the nodal centre for operational research related to National TB programme. The major activities of a nodal centre are to organize workshops and dissemination of research data through publications.

i. Name and Address of the

Organization National

Tuberculosis Institute [NTI] Ministry

of Health & Family Welfare,

Government of India,

'AVALON', No.8, Ballari

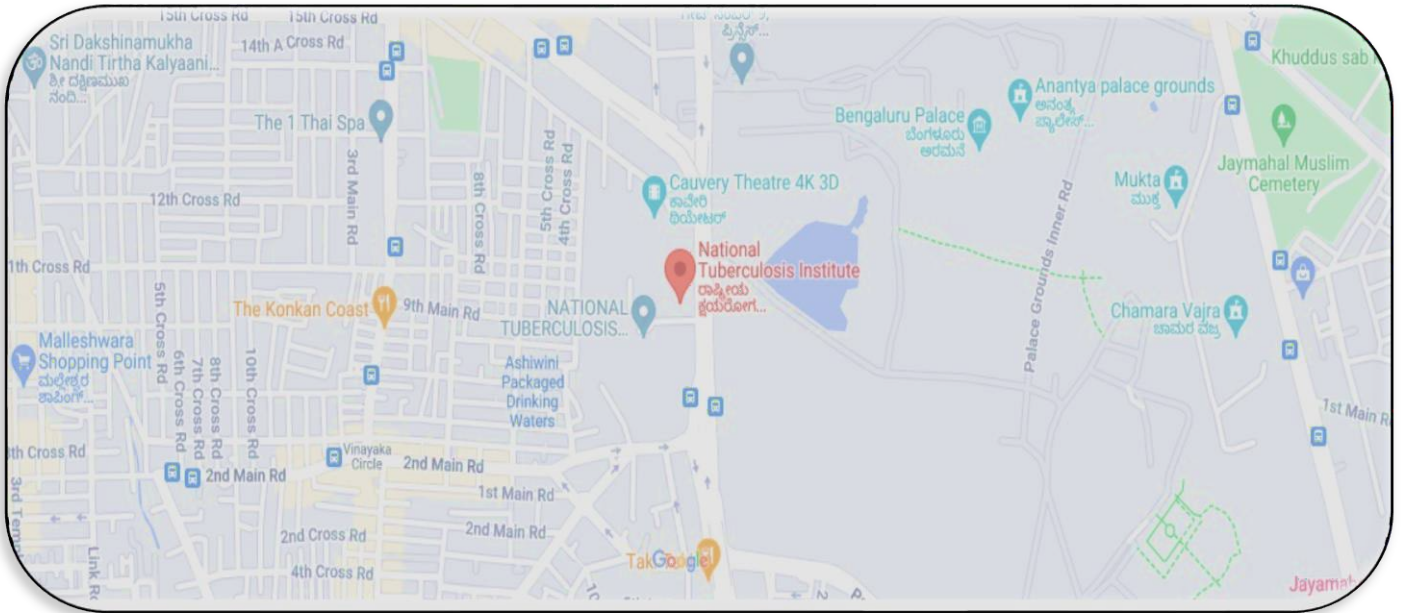
Road, Bengaluru Karnataka-560003

Phone : +91 80 23441192, 23441193, 23447951

Fax : 080-23440952

Email : nti@ntiindia.org.in

Website : <https://ntiindia.kar.nic.in/>



Location Map of NTI

i. Head of the Organization:

Name	Dr. Somashekar N
Age	52
Cadre	TB Specialist
Designation	Director
Date of joining the Institute	18/11/2005
Qualification	MBBS ,DTCD,M.D.(PSM)
Telephone	80 23441192 / 23441193
E-mail	nti@ntiindia.org.in

ii. Vision, Mission and Key Objectives

Vision

To build the capacity of human resources to eliminate tuberculosis.

Mission Statement

- To foster and build the capacity of health care workers to effectively implement the policies and guidelines to eliminate tuberculosis.
- To provide technical support to National Tuberculosis Programme to prevent, diagnose, treat and manage tuberculosis and post tuberculosis lung disorders.
- To facilitate adoption of new innovations in tuberculosis care through participation in evaluation of newer technologies for quality and rapid diagnosis of tuberculosis & drug resistance and vaccines for prevention of tuberculosis.
- To function as National Reference Laboratory to develop and strengthen skills of human resources in tuberculosis laboratory network across the country and strengthen quality assurance of diagnostic services for tuberculosis at all levels.
- To collaborate with international organizations like WHO, SAARC TB & HIV Centre, FIND, The Union and other partners as a center of excellence for training in tuberculosis.

Key Objectives:

Objectives for establishing NTI were as under:

1. To formulate a nationally applicable, economically feasible and scientifically valid TB control program.
2. To train the workforce for the implementation of NTEP.
3. To provide technical support to CTD and State TB units for effective implementation of TB control
4. To monitor and supervise the NTEP
5. To undertake operation research
6. To serve as National Reference Laboratory (NRL)

ii. Functions and Duties

The Technical Activities carried out include building the capacity of human resources for effective implementation of National Tuberculosis Elimination Program (NTEP) hitherto called as RNTCP, and to undertake Operational Research to strengthen the various services under NTEP.

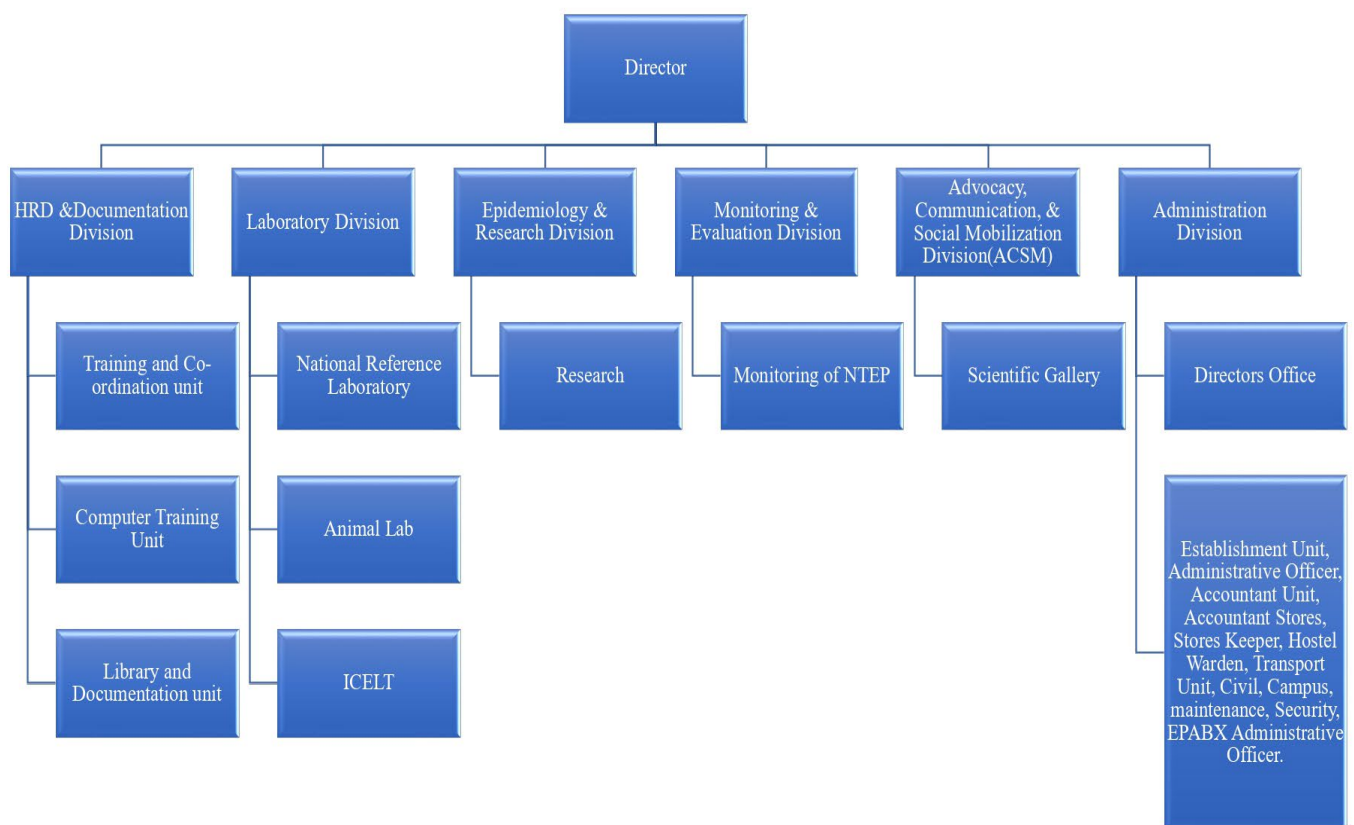
S.NO	DIVISIONS	SERVICES / FUNCTIONS
1	HRD and Documentation Division	Induction training to develop the skills of health care workers to effectively implement the TB programme at peripheral, district and state levels. Updates on various facets of TB management to health care professionals. Participating in the development of technical and operational guidelines for elimination of TB. Preparation of training materials in line with technical and operational guidelines. Evaluation of training
2	Laboratory Division	To enhance and strengthen skills of laboratory workers in the TB laboratory network across the country in timely and accurate diagnosis of TB & its drug resistance under NTEP.

S.NO	DIVISIONS	SERVICES / FUNCTIONS
		<p>To provide quality assured clinical diagnostic services for tuberculosis to Karnataka districts under NTEP and referral services all over the country using state-of-the-art technologies.</p> <p>To function as National reference laboratory for monitoring and review of laboratory performance of TB laboratory network for quality assurance and continuous quality improvement in TB diagnostic services.</p> <p>To facilitate evaluation of innovative tools and technologies for improved and rapid detection of TB and drug resistance.</p> <p>To provide technical support to NTEP in development of technical guidance documents.</p>
3	Epidemiology and Research Division	<p>To plan and conduct community and facility-based epidemiological, operational and implementation research in TB</p> <p>To Build capacity of programme managers/Medical college faculty in Protocol development, conducting research and for publication in association with CTD, State TB cells or UNION.</p> <p>To Conduct Research dissemination workshop for</p>

S.NO	DIVISIONS	SERVICES / FUNCTIONS
		<p>aiding programme and policy advocacy</p> <p>To Collaborate with various Institutions and Organizations for conducting multicentric operational/implementation research, TB surveys, mathematical modelling and regulatory clinical trials.</p> <p>To conduct Quality Improvement and Health System Resilience workshops for Programme Managers aimed at strengthening the TB care services to achieve the long-term goal of ending TB.</p>
4	Monitoring and Evaluation Division	<p>NTI participates in central Internal Evaluation to assess the implementation of the NTEP. Also, the institute has been identified as the nodal body to advocate the establishment of State TB Training and Demonstration Centres as per norms and provide the technical guidance for strengthening the already established ones. The other national institutes would support NTI, Bengaluru in this endeavour.</p> <p>Role of NTI in STDCs:</p> <p>Supervision, monitoring and evaluation of STDCs (SM&E)</p> <p>Build capacity and expertise</p>
5	Advocacy, Communication and Social Mobilization Division	<p>To disseminate the general information on TB, the evolution of the programme, research conducted by NTI and achievements of the Institute since its</p>

S.NO	DIVISIONS	SERVICES / FUNCTIONS
		inception to the general public, para-medical students etc.
6	Administration Division	The Administration Division caters to all the administrative requirements of the Institute. The five units under this Division are Establishment, Accounts, Hostel, Stores and Transport Units.

Organogram:





Government of India
Ministry of Health and Family Welfare
National Tuberculosis Institute 8, Avalon, Bellary Rd,
near Cauvery Theatre, Guttahalli, Bengaluru,
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PROACTIVE DISCLOSURE UNDER SECTION 4 (1) (b) OF RTI ACT, 2005

1. ORGANIZATION AND FUNCTION

1.2 Power and duties of its officers and employees

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

i. Powers and duties of officers

Director:

At present, the institute is headed by Director TB Specialist, CHS (Senior Administrative Grade). The Director is involved in administrative, technical and financial matters of the institute. He is the controlling authority for officers and other staffs of the establishment. The Director is delegated the powers to implement the rules and regulations by the competent authority.

Division Heads:

Each division has a separate head, who supervises the technical work of the division. The Division head also supports the Director in technical, administrative and research activities.

Specialists & Medical Officers:

The specialists and the medical officers carry out the technical activities in their respective divisions and also support in the administrative roles as assigned from time to time by the competent authority.

ii. Powers and duties of other employees

Technical and support staffs:

The technical and support staff assist the officers in substantive functions, towards fulfilling the objectives of the institute.

Administration:

The Administration Division consists of Accountant, Upper Division Clerk / Lower Division Clerk and other supporting staff. It deals with all type of establishment matters like maintaining of service registers, employee particulars, maintenance of estates and recruitment process. The accounts section deals with salary, bills, budget utilization and other matters involving financial aspects. Stores section deals with procurement and maintenance of supplies and fulfillment of annual requirements of the institute.

iii. Rules / orders under which powers and duty are derived

1. Recruitment rules and regulations of NTI
2. Fundamental and Supplementary rules (FR /SR)
3. Central Civil Service (CCS) Rules
4. Office Memorandum / Guidelines issued by Ministry of Health and FamilyWelfare, Government of India.
5. Office Memorandum / Guidelines issued by DoPT, Government of India from time to time
6. General Provident Fund Rules
7. General Financial Rules

iv. Exercised

As per the above rules and orders from time to time and based on allocation of work.

v. Work allocation

Allocation of work among officers is given below as on 31st March 2024:

Divisions	Name of the officer in charge	Designation
HRD and Documentation	Dr. C. Ravichandra	CMO (SAG)
Laboratory	Dr. Sarika Jain Agrawal	Specialist Gr. II Microbiology
Epidemiology and Research	Dr. S. Umashankar	CMO (SAG)
Monitoring and Evaluation	Dr. Preetish S Vaidyanathan	Senior CMO (SAG)
Advocacy, Communication and Social Mobilization	Dr. Sanat Kumar Tripathy	Specialist Gr. I (TB)
Administration	Dr. C. Ravichandra	CMO (SAG)
Other sections		
Liaison Officer (SC/ST)	Dr. Poornima A	Senior Medical Officer
Drawing & Disbursing Officer (DDO)	Dr. N. Udanesha	Additional Director
Liaison Officer (OBC)	Dr. S. Umashankar	CMO (SAG)
Central Public Information Officer (CPIO)	Dr. C. Ravichandra	CMO (SAG)
Public Grievance Officer	Dr. Preetish S Vaidyanathan	Senior CMO (SAG)
Central Stores	Dr. C. Ravichandra	CMO (SAG)
Vehicle	Dr. Chethana Rangaraju	Public Health Specialist Gr. I

Divisions	Name of the officer in charge	Designation
Institutional Ethics Committee (IEC)	Dr. C. Ravichandra	CMO (SAG)
Hostel	Sri. Stanly Jones A	Hostel warden
Estate & Security	Dr. C. Ravichandra	CMO (SAG)
Web Information Manager AEBAS Nodal Officer	Dr. C. Ravichandra	CMO (SAG)



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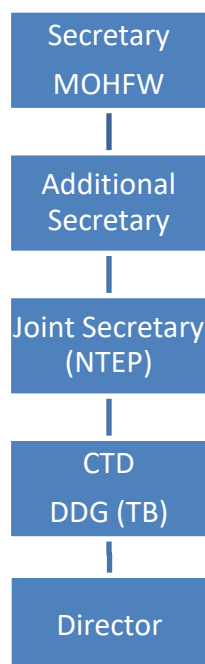
PROACTIVE DISCLOSURE UNDER SECTION 4 (1) (b) OF RTI ACT, 2005

1. ORGANIZATION AND FUNCTION

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

i. Process of decision making – Identify key decision-making points

The institute is established as a sub-ordinate office, under the Department of Health & Family Welfare, Ministry of Health & Family Welfare, Govt. of India. The process and procedures of decision making is per the appropriate Government of India norms.



ii. Final decision-making authority

The Director is the decision-making authority in matters of technical and administrative affairs and for day-to-day functioning of the institute with approval of competent authority.

iii. Related provisions, acts, rules etc.

1. Recruitment rules and regulations of National Tuberculosis Institute
2. Fundamental and Supplementary rules (FR /SR)
3. Central Civil Service (CCS) Rules
4. Office Memorandum / Guidelines issued by Ministry of Health and Family Welfare, Government of India.
5. Office Memorandum / Guidelines issued by DoPT, Government of India from time to time.
6. General Provident Fund Rules
7. General Financial Rules
8. NTEP Guidelines

iv. Time limit for taking decisions, if any

The time limit for technical and administrative activities is adhered and decisions taken within fixed duration.

v. Channel of supervision and accountability

The Director is supported by Additional Director and other officers in matters relating to administration and technical aspects. Various committees are constituted by the Director for the procedures to be followed in decision making process and for accountability.



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1. ORGANIZATION AND FUNCTION

1.4 Norms for discharge of functions

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

i. Nature of functions / services offered

1. Training / Capacity building
2. Laboratory
3. Research
4. Monitoring and Evaluation
5. Social Mobilization
6. Administrative functions

1. Training / Capacity building

The HRD and Documentation Division performs the training related function as per the requirement and guidelines of the NTEP.

2. Laboratory

The Laboratory Division performs the functions related to enhancing and strengthening the skills of laboratory workers in the TB, as per the requirement and guidelines of the NTEP.

3. Research

The Epidemiology and Research Division performs the functions related to community and facility-based epidemiological, operational and implementation research in TB, as per the requirement and guidelines of the NTEP.

4. Monitoring and Evaluation

The Monitoring and Evaluation Division performs the functions related to central Internal Evaluation to assess the implementation of the NTEP.

5. Social Mobilization

The Advocacy, Communication and Social Mobilization Division performs the functions related to dissemination of general information on TB, the evolution of the programme, research conducted by NTI and achievements of the Institute since its inception to the general public, para-medical students etc., as per the requirement and guidelines of the NTEP.

6. Administrative functions

As per rules, regulations & and instructions issued by the Government of India from time to time, the Administration Division discharges its functions. It caters to all the administrative requirements of the Institute. The five units under this Division are Establishment, Accounts, Hostel, Stores and Transport Units.

ii. Time limit for achieving the targets

All activities are scheduled as per the training calendar and need based trainings are taken up outside the calendar events.

iii. Process of redress of grievances

The grievances of the public and staffs are addressed by Director and Public Grievance Officer with in the time frame as per the grievances from time to time.



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1. ORGANIZATION AND FUNCTION

1.5 Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]

i. Title and nature of the record / manual / instruction

ii. List of rules, regulations, instructions manuals and records

iii. Acts / Rules, manuals etc

The institute discharge its functions by the way of Government of India norms as set by DoPT. The rules and regulations or norms concerning service conditions of employee, Fundamental and supplementary Rules (FR/SR), CCS (Conduct) Rules and General Financial Rules (GFR) framed by the Govt. of India, and such other rules and orders issued from time to time shall apply to the extent applicable to the employees.

1. Recruitment rules and regulations of National Tuberculosis Institute for Group 'B', 'C' and 'D' employees
2. Fundamental and Supplementary rules (FR /SR)
3. Central Civil Service (CCS) Rules
4. Office Memorandum / Guidelines issued by Ministry of Health and Family Welfare, Government of India.
5. Office Memorandum / Guidelines issued by DoPT, Government of India from time to time.
6. General Provident Fund Rules
7. General Financial Rules
8. Standard Operating Procedures for procurement of articles

9. Standard Operating Procedures for Aadhaar Enabled Biometric Attendance System
10. National Tuberculosis Elimination Programme (NTEP) guidelines for case diagnosis, treatment / complications and other guidelines issued from time to time

The list and description of establishment rules, regulations, manuals and other records can be accessed from the DoPT Website

iv. Transfer policy and Transfer orders

The transfer of Director, specialists and medical officers working in the institute is managed by Central Health Services (CHS) section of MOHFW and other service officers by the respective cadre controlling authorities.

Other category of employees – **Not Applicable**



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1. ORGANIZATION AND FUNCTION

1.6 Categories of documents held by the authority under its control
[Section 4(1)(b)(vi)]

i. Categories of documents

ii. Custodian of documents / categories

Categories of documents	Custodian of documents
Letters, notes pertaining to internal communication and communication with CTD, MoH&FW, state Govt. authorities and others Annual performance Appraisal Reports Confidential files Court cases & related documents Disciplinary proceedings Annual Reports	Director Office
Recruitment rules Service registers Personal files of all staff Recruitment, Appointment & Promotions / Seniority Pay fixation Committee constitution & reports Engagement of outsourced/ Contract staff Leave register of employees Maintenance of Roster for identification of posts Quarters allotment Estate & Security related files	Establishment

Categories of documents	Custodian of documents
Salary particulars, advances etc. Cash book / Receipts, GPF Financial Statements Budget estimates / expenditure Pension details of retired staff Audit files	Accounts Unit
Supplies & Materials - Records related to purchase of equipment/articles/services/ consumables/ non-consumables, Condemnation of articles Stock register Tender / quotations / bid documents Maintenance of articles	Stores Unit
Lab reports of patients Research documents	Laboratory division
Annual Training Calendar Training particulars Joining & Relieving reports of participants Training resources	HRD & Documentation Division
Monitoring & Evaluation reports Field Surveillance reports, technical reports / guidelines Publications Annual Reports	Monitoring & Evaluation Division
Field Surveillance reports Technical reports / guidelines Publications of Annual Reports	Epidemiology & Statistics division
Website related documents	Statistics Unit
Library books Scientific journals Technical reports Annual Reports of Institute	Library Unit
RTI applications RTI Act 2005 & rules 2012 RTI - Compendium of rules & OM	Public Information Officer



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1. ORGANIZATION AND FUNCTION

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

i. Name of Boards, council, Committee etc

ii. Composition

iii. Dates from which constituted

iv. Term / tenure

v. Powers and functions

S.No.	Name of the Committee	Composition	Dates from which constituted	Term/ Tenure	Powers / Functions
1	NTI-IEC	Dr. Srigiri S Revadi Dr. C. Ravichandra Dr. Om Prakash Dr. Vineet Kumar Chadha Dr. Nivedita Ms. Brindha Nandakumar Dr. Thelma Narayan Dr. S. Vijaya Dr. Vishnu Vardhan Kamineni			
2	Books and Journals	Dr. C. Ravichandra, CMO (SAG) Dr. S. Uma Shankar, CMO (SAG) Dr. Sanat Kumar Tripathy, Specialist Gr. I (TB) Dr. Sarika Jain Agrawal,			

S.No.	Name of the Committee	Composition	Dates from which constituted	Term/ Tenure	Powers / Functions
		Specialist Gr. I Microbiology Smt. Uma Devi Ramulingappa, I/C Library			
3	NTI Staff Quarters	Dr. S. Uma Shankar, CMO (SAG) Sri. Govindanarayanaswamy, X.T Sri. B.A. Shivashankara, H.V Sri. Manjunath Achari, MLT			
4	Recruitment Rule of Group 'B' and 'C' officials of this Institute	Dr. N. Udanesha, CMO(SAG), Addl. Director Dr. Ravichandra C, CMO (SAG) Sri. Jameel Ahmed, I/C Estt Smt, Shantha Kumari, Secretarial Assistant Representative from CTD			
5	Internal Complaints Committee	Dr. Sarika Jain Agarwal, Specialist Gr. I Microbiology Smt. Aparna Kanampalli, Advocate Dr. Poornima, Sr. Medical Officer Sri. Rajan, Head Clerk			
6	Technical Evaluation Committee	Dr. N. Udanesha, Additional Director Dr. S. Uma shankar, CMO (SAG) Dr. Sarika Jain Agrawal, Specialist Gr. I Microbiology			
7	Grievance Officer of NTI	Dr. Preetish S Vaidyanathan Sr. CMO (SAG)			
8	CPIO(A)	Dr. Ravichandra C. Sr. CMO (SAG)			

S.No.	Name of the Committee	Composition	Dates from which constituted	Term/ Tenure	Powers / Functions
9	Purchase Committee	Dr. Sarika Jain Agarwal, Specialist Gr. I Microbiology Dr. A. Poornima, Sr. Medical Officer Dr. George Sebastian, Jr. Bacteriologist			

vi. Whether their meetings are open to the public?

The committee constituted is internal and the proceedings are generally not disclosed to the public.

vii. Whether the minutes of the meetings are open to the public?

No

viii. Place where the minutes if open to the public are available?

Not Applicable



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1. ORGANIZATION AND FUNCTION

1.8 Directory of officers and employees [Section 4(1)(b)(viii)]

Details of Officers:

Sl. No	Name	Designation	Functional Job
1.	Dr. Somashekar. N	Director	Director
2.	Dr. N. Udanesha	Additional Director	Additional Director
3.	Dr. Preetish S Vaidyanathan	Senior CMO (SAG)	Monitoring and Evaluation division I/C
4.	Dr. C. Ravichandra	CMO (SAG)	I/C Administration & DH – Human Resource Development
5.	Dr. S. Umashankar	CMO (SAG)	DH – Epidemiology & Research
6.	Dr. Rajeswari Kasturi	DDG (Statistics)	DDG (Statistics)
7.	Dr. Sanat Kumar Tripathy	Specialist Gr. I (TB)	DH- ACSM division I/C and Research unit I/C
8.	Dr. Chethana Rangaraju	Public Health Specialist Gr. I	Transport division I/C
9.	Dr. Sarika Jain Agrawal	Specialist Gr. II Microbiology	DH- Laboratory Division
10.	Dr. Poornima A	Senior Medical Officer	DH-I/C Training
11.	Shri Ashish Yadav	Deputy Director	Statistics/Admin

Details of the employees

Sl.No.	Name	Designation
1.	Dr. Somashekar N	Director
2.	Dr. N Udanesha	Additional Director
3.	Dr. Preetish S Vaidyanathan	Senior CMO (SAG)
4.	Dr. Ravichandra C	CMO (SAG)
5.	Dr. Umashankar S	CMO (SAG)
6.	Dr. Rajeswari Kasturi	DDG (Stat)
7.	Dr.Sanat Kumar Tripathy	TB specialist Gr. I
8.	Dr. Chethana Rangaraju	Public Health Specialist Gr. I
9.	Dr. Sarika Agrawal	Microbiologist Gr I
10.	Dr. Poornima A	Sr. Medical Officer
11.	Shri Ashish Yadav	Deputy Director
12.	Dr. George Sebastian	Jr. Bacteriologist
13.	Sri. V Magesh	Field Investigator (ad-hoc Investigator)
14.	Smt. P Suganthi	Field Investigator (ad-hoc Investigator)
15.	Sri. Joydev Gupta	Field Investigator
16.	Sri. Sanjay Singh	Field Investigator
17.	Sri. Gowda Umadevi Ramulingappa	Field Investigator
18.	Sri. Jameel Ahmed	Field Investigator
19.	Sri. R K Srivastava	Field Investigator
20.	Sri. K K Ananda Babu	X- ray technician
21.	Sri. Govindanarayana Swamy	X- ray technician
22.	Sri. M P Saravanan	X- ray technician
23.	Sri. H D Surendra	Medical lab technologist
24.	Sri. D Narayana	Medical lab technologist
25.	Sri. N Vijayalakshmi	Medical lab technologist
26.	Smt. N Shivashankari	Medical lab technologist
27.	Sri. Manjunath G Achari	Medical lab technologist
28.	Sri. Raghunandan	Medical lab technologist
29.	Sri. A Ranganatham	Medical lab technologist
30.	Smt. V Mamatha	Medical lab technologist
31.	Sri. N K Hemanth Kumar	Sister tutor
32.	Sri. O Srinivasalu	Sister tutor
33.	Smt. Archana Kumari	Junior Statistical Officer
34.	Sri. B V Venkatachalappa	Junior Statistical Officer
35.	Sri. R Jitendra	Junior Statistical Officer
36.	Sri. Shyam Krishnan	Junior Statistical Officer

Sl.No.	Name	Designation
37.	Sri. Rajan R	Head clerk
38.	Sri. R Ravi	Stenographer Gr. II
39.	Smt. R Shantha Kumari	Stenographer Gr. II
40.	Smt. Mamta Kumari	Stenographer Gr. III
41.	Sri. K R Hemanth Kumar	Health visitor
42.	Sri. B A Shivashankara	Health visitor
43.	Sri. N Nagendra	Health visitor
44.	Sri. G Puttaswamy	Health visitor
45.	Smt. Mangala Gowri H T	UDC
46.	Smt. P Latha	UDC
47.	Smt. Divya Emmaneni	UDC
48.	Sri. M Narayana Murthy	UDC
49.	Sri. B A Muralidhara	UDC
50.	Smt. S L Nagarathna	UDC
51.	Sri. C Narayana Rao	UDC
52.	Sri. R Kumaresh	Draughtsman
53.	Sri. Stanly Jones A	Hostel warden
54.	Sri. Amit Kumar	Hindi typist
55.	Sri. K Rajanna	Driver Gr. II
56.	Sri. R Gopala	Driver Gr. II
57.	Sri. J S Ramesh	Driver (Ordinary Grade)
58.	Sri. R K Munikaverappa	Driver (Ordinary Grade)
59.	Sri. G Venkatesh	Driver (Ordinary Grade)
60.	Sri. R V Mohandas	Driver (Ordinary Grade)
61.	Sri. S Nagarajappa	Driver (Ordinary Grade)
62.	Sri. Hariprasad K	Driver- mechanic
63.	Sri. R Manjunath	Telephone operator
64.	Sri. R Venkataramaiah	Cook
65.	Sri. M Sundaresha	Cook
66.	Sri. Ramanna	Cook
67.	Sri. G Narayana	Cook
68.	Sri. Balachander J	Field Assistant
69.	Sri. B Sampath	Lab attendant



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1. ORGANIZATION AND FUNCTION

1.9 Monthly remuneration received by officers and employees including system of compensation [Section 4(1)(b)(IX)]

Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations – **as on 31 March 2024**

Sl.No.	Name	Designation	Pay Level
1	Dr. Somashekar. N	Director	Level -14 (144200 -218200)
2	Dr. N. Udanesha	Additional Director	Level -14 (144200 -218200)
3	Dr. Preetish S Vaidyanathan	Senior CMO (SAG)	Level -14 (144200 -218200)
4	Dr. Ravichandra C.	CMO (SAG)	Level -14 (144200 -218200)
5	Dr. S. Umashankar	CMO (SAG)	Level -14 (144200 -218200)
6	Dr. Rajeswari Kasturi	DDG (Statistics)	Level -14 (144200 -218200)
7	Dr. Sanat Kumar Tripathy	Specialist Gr. I (TB)	Level -13 (123100 -215900)
8	Dr. Chethana Rangaraju	Public Health Specialist Gr. I	Level -13 (123100 -215900)
9	Dr. Sarika Jain Agrawal	Specialist Gr. II Microbiology	Level -12 (78800 -209200)
10	Dr. Poornima A	Senior Medical Officer	Level -11 (67700 -208700)
11	Dr George Sebastian	Jr. Bacteriologist	Level -8 (47600 -151100)
12	Sri. V Magesh	Investigator)	Level -8 (47600 -151100)
13	Smt. P Suganthi	Investigator)	Level -8 (47600 -151100)
14	Sri. Joydev Gupta	Field Investigator	Level -8 (47600 -151100)

Sl.No.	Name	Designation	Pay Level
15	Sri. Sanjay Singh	Field Investigator	Level -8 (47600 -151100)
16	Sri. Gowda Umadevi Ramulingappa	Field Investigator	Level -8 (47600 -151100)
17	Sri. Jameel Ahmed	Field Investigator	Level -8 (47600 -151100)
18	Sri. R K Srivastava	Field Investigator	Level -8 (47600 -151100)
19	Sri. R Padmesha *	X- ray technician	Level -8 (47600 -151100)
20	Sri. K K Ananda Babu	X- ray technician	Level -8 (47600 -151100)
21	Sri. Govindanarayana Swamy	X- ray technician	Level -8 (47600 -151100)
22	Sri. M P Saravanan	X- ray technician	Level -8 (47600 -151100)
23	Sri. H D Surendra	Medical lab technologist	Level -8 (47600 -151100)
24	Sri. D Narayana	Medical lab technologist	Level -8 (47600 -151100)
25	Sri. N Vijayalakshmi	Medical lab technologist	Level -8 (47600 -151100)
26	Smt. N Shivashankari	Medical lab technologist	Level -8 (47600 -151100)
27	Sri. Manjunath G Achari	Medical lab technologist	Level -8 (47600 -151100)
28	Sri. Raghunandan	Medical lab technologist	Level -8 (47600 -151100)
29	Sri. A Ranganatham	Medical lab technologist	Level -7 (44900 – 142400)
30	Smt. V Mamatha	Medical lab technologist	Level -7 (44900 – 142400)
31	Sri. N K Hemanth Kumar	Sister tutor	Level -7 (44900 – 142400)
32	Sri. O Srinivasalu	Sister tutor	Level -7 (44900 – 142400)
33	Smt. Archana Kumari	Junior Statistical Officer	Level -6 (35400 -112400)
34	Sri. B V Venkatachalappa	Junior Statistical Officer	Level -7 (44900 – 142400)
35	Sri. R Jitendra	Junior Statistical Officer	Level -6 (35400 -112400)
36	Sri. Shyam Krishnan	Junior Statistical Officer	Level -6 (35400 -112400)
37	Sri. Rajan R	Head Clerk	Level -6 (35400 -112400)
38	Sri. R Ravi	Stenographer Gr. II	Level -8 (47600 -151100)
39	Smt. R Shantha Kumari	Stenographer Gr. II	Level -7 (44900 – 142400)
40	Smt. Mamta Kumari	stenographer Gr. III	Level -5 (29200 -92300)

Sl.No.	Name	Designation	Pay Level
41	Sri. K R Hemanth Kumar	Health visitor	Level -7 (44900 – 142400)
42	Sri. B A Shivashankara	Health visitor	Level -7 (44900 – 142400)
43	Sri. N Nagendra	Health visitor	Level -7 (44900 – 142400)
44	Sri. G Puttaswamy	Health visitor	Level -5 (29200 -92300)
45	Smt. Mangala Gowri H T	UDC	Level -5 (29200 -92300)
46	Smt. P Latha	UDC	Level -5 (29200 -92300)
47	Smt. Divya Emmaneni	UDC	Level -5 (29200 -92300)
48	Sri. B A Muralidhara	UDC	Level -4 (25500 -81100)
49	Smt. S L Nagarathna	UDC	Level -5 (29200 -92300)
50	Sri. C Narayana Rao	UDC	Level -5 (29200 -92300)
51	Sri. R Kumaresh	Draughtsman	Level -6 (35400 -112400)
52	Sri. Stanly Jones A	Hostel warden	Level -7 (44900 – 142400)
53	Sri. Amit Kumar	Hindi typist	Level -3 (21700 – 69100)
54	55 Sri. C Murthy *	Driver Gr. II	Level -6 (35400 -112400)
55	55 Sri. K Rajanna	Driver Gr. II	Level -6 (35400 -112400)
56	Sri. R Gopala	Driver Gr. II	Level -5 (29200 -92300)
57	Sri. J S Ramesh	Driver (Ordinary Grade)	Level -6 (35400 -112400)
58	Sri. M S Srinivasamurthy	Driver (Ordinary Grade)	Level -5 (29200 -92300)
59	Sri. R K Munikaverappa	Driver (Ordinary Grade)	Level -5 (29200 -92300)
60	Sri. G Venkatesh	Driver (Ordinary Grade)	Level -5 (29200 -92300)
61	Sri. R V Mohandas	Driver (Ordinary Grade)	Level -4 (25500 -81100)
62	Sri. S Nagarajappa	Driver (Ordinary Grade)	Level -4 (25500 -81100)
63	Sri. Hariprasad K	Driver- mechanic	Level -4 (25500 -81100)
64	Sri. R Manjunath	Telephone Operator	Level -3 (21700 – 69100)
65	Sri. R Venkataramaiah	Cook	Level -4 (25500 -81100)
66	Sri. M Sundaresha	Cook	Level -4 (25500 -81100)
67	Sri. Ramanna	Cook	Level -3 (21700 – 69100)
68	Sri. G Narayana	Cook	Level -4 (25500 -81100)
69	Sri. Balachander J	Field Assistant	Level -3 (21700 – 69100)
70	Sri. B Sampath	Lab attendant	Level -3 (21700 – 69100)
71	Sri. T G Gangadharaiah	Lab attendant	Level -3 (21700 – 69100)
72	Sri. T N Basavaraju	Lab attendant	Level -3 (21700 – 69100)

Sl.No.	Name	Designation	Pay Level
73	Sri. R Rajesh	MTS	Level -3 (21700 – 69100)
74	Sri. L Kumara	MTS	Level -3 (21700 – 69100)
75	Smt. K Hemavathy	MTS	Level -3 (21700 – 69100)
76	Sri. Venkatesh Perulu	MTS	Level -3 (21700 – 69100)
77	Sri. V Suresh	MTS	Level -3 (21700 – 69100)
78	Sri. P K Mohan	MTS	Level -4 (25500 -81100)
79	Sri. G Ravi	MTS	Level -3 (21700 – 69100)
80	Smt. K Shashikala	MTS	Level -2 (19900 -63200)
81	Sri. J Tharuna Kumar	Dark Room Attendant	Level -3 (21700 – 69100)
82	Sri. K Ashwathnarayana	Chowkidar	Level -4 (25500 -81100)
83	Sri. N Vidyasagar	Chowkidar	Level -3 (21700 – 69100)
84	Sri. Rajendra Prasad V	Bearer	Level -3 (21700 – 69100)
85	Sri. H P Narasimhamurthy	Safaiwala	Level -3 (21700 – 69100)
86	Smt. S Lakshmi Devi	Safaiwala	Level -3 (21700 – 69100)
87	Smt. Bhagyalakshmi	Safaiwala	Level -1 (18000 -56900)
88	Sri. Santosh Kumar	Gardener	Level -2 (19900 -63200)

Note * indicates Retired Employee



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1. ORGANIZATION AND FUNCTION

1.10 Name, designation and other particulars of public information officers

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

<p>Dr. Somashekar N Director, NTI Avalon, No. 8, Bellary Road, Bengaluru - 560003 Ph. 80 23441192 / 23441193 Fax No. 80 23440952 Email: nti@ntiindia.org.in</p>	<p>First Appellate Authority</p>
<p>Dr. C. Ravichandra CMO (SAG) NTI, Avalon, No. 8, Bellary Road, Bengaluru - 560003 Ph. 80 23441192 / 23441193 Fax No. 80 23440952 Email: nti@ntiindia.org.in</p>	<p>Transparency Officer and Central Public Information Officer (CPIO)</p>

<p>Dr. Preetish S Vaidyanathan Senior CMO (SAG) NTI, Avalon, No. 8, Bellary Road, Bengaluru - 560003 Ph. 80 23441192 / 23441193 Fax No. 80 23440952 Email: nti@ntiindia.org.in</p>	<p>Grievance Officer</p>
<p>Dr. Umashankar S CMO (SAG), NTI, Avalon, No. 8, Bellary Road, Bengaluru - 560003 Ph. 80 23441192 / 23441193 Fax No. 80 23440952 Email: nti@ntiindia.org.in</p>	<p>Liaison Officer for OBC</p>
<p>Dr. Poornima A, SMO, NTI, No. 8, Bellary Road, Bengaluru - 560003 Ph. 80 23441192 / 23441193 Fax No. 80 23440952 Email: nti@ntiindia.org.in</p>	<p>Liaison Officer for SC/ST</p>



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1. ORGANIZATION AND FUNCTION

1.11 No. of employees against whom disciplinary action has been Proposed / taken [Section 4 (2)]

i. Pending for Minor penalty or major penalty proceedings (2021-22, 2022 – 23 & 2023 - 24)

NIL

ii. Finalized for Minor penalty or major penalty proceedings (2021-22, 2022 – 23 & 2023 - 24)

NIL



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PROACTIVE DISCLOSURE UNDER SECTION 4 (1) (b) OF RTI ACT, 2005

1. ORGANIZATION AND FUNCTION

1.12 Programmes to advance understanding of RTI [Section 26]

i. Educational Programmes

1. Training on RTI Act 2005 for Public Information Officers
2. Training on Suo Moto Disclosure and Transparency Audit
3. Training on RTI for Administrative officials

ii. Efforts to encourage public authority to participate in these programmes

The institute encourages in participation of the training programmes from time to time as nominations are called from training institutes.

iii. Training of CPIO/APIO

Training on Administrative aspects including RTI Act 2005 was conducted at NTI during May 2024

iv. Update & Publish guidelines on RTI by the Public Authorities concerned

The RTI Act and guidelines with relevant materials are available on the institute website and regularly updated.



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1. ORGANIZATION AND FUNCTION

1.13 Transfer policy and Transfer orders

The transfer of Director, specialists and medical officers working in the institute is managed by Central Health Services (CHS) section of MOHFW and other service officers / employees by the respective cadre controlling authorities.

Other category of employees – **Not Applicable**



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PROACTIVE DISCLOSURE UNDER SECTION 4(1)(b) OF RTI ACT, 2005

2. BUDGET AND PROGRAMME

- 2.1 Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1) (b) (xi)]
- 2.2 Foreign and domestic tours [F.No 1/8/2012-IR dt. 11.9.2012]
- 2.2 (iii) Information related to procurements [F.No 1/8/2012-IR dt. 11.9.2012]
- 2.3 Manner of execution of subsidy programme [Section 4(1) (b) (xii)]
- 2.4 Discretionary and non-discretionary Grants [F. No. 1/6/2011- IR dt. 15.4.2013]
- 2.5 Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]
- 2.6 CAG & PAC paras [F. No. 1/6/2011- IR dt. 15.4.2013]



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2. BUDGET AND PROGRAMME

2.1 Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.

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

- i. Total budget for the public authority
- ii. Budget for each agency and plan & programmes
- iii. Proposed expenditures
- iv. Revised budget for each agency, if any
- v. Report on disbursement made and place where the related reports are available

NATIONAL TUBERCULOSIS INSTITUTE, BANGALORE

BE 2023-24, RE 2023-24 AND ACTUAL EXPENDITURE

(Rupees in thousands)

S. No	UNIT OF APPROPRIATION	BE 2023-24	RE 2023-24	AE 2023-24
1.	SALARIES	80000	73000	70941
2.	MEDICAL TREATMENT	2500	2000	2296
3.	ALLOWANCES	60000	62000	60370
4.	LEAVE TRAVEL CONCESSION	2000	1000	573
5.	DOMESTIC TE	2400	2400	2181
6.	OFFICE EXP	18000	18000	14840
7.	PRINTING AND PUBLICATION	200	200	23
8.	DIGITAL EQUIPMENT	1300	1300	743
9.	MATERIALS & SUPPLIES	8000	5000	4984
10.	FUELS AND LUBRICANTS	1000	500	349
11.	ADVERTISING AND PUBLICITY	200	200	0
12.	PROFESSIONAL SERVICES	300	04	04
13.	MINOR CIVIL AND ELECTRIC WORKS	6000	5000	5000
14.	REPAIR AND MAINTENENCE	2000	2000	1969
15.	SCHOLARSHIPS	100	0	0
16.	Revenue Head (2210) Total	184000	172604	164273

4210 CAPITAL SECTION

01	040052	MACHINERY & EQUIPMENT	1650	1650	1307
02	040060	OTHER CAPITAL EXPENDITURE	32550	30000	18700
03	040071	INFORMATION COMPUTER TELECOMMUNICATION(ICT)	500	500	332
04	040072	BUILDING AND STRUCTURES	3000	2500	2500
TOTAL (CAPITAL 4210)			37700	34650	22839
Grand total			221700	207254	187112



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PROACTIVE DISCLOSURE UNDER SECTION 4 (1) (b) OF RTI ACT, 2005

2. BUDGET AND PROGRAMME

2.2 Foreign and domestic tours [F. No 1/8/2012-IR dt. 11.9.2012]

DOMESTIC TRAVEL DURING 2023-2024

Sl. No.	Name	Purpose of tour	Place	Period	Amount
1	Advisor	NATCON	AGRA	27.02.2023-06.03.2023	46083
2	CMO (SAG)	GTB Sewree Lab	Mumbai	20.02.2023-21.02.2023	10777
3	DD(ISS)	NATCON	AGRA	27.02.2023-02.03.2023	6645
4	JSO	NATCON	AGRA	27.02.2023-02.03.2023	21177
5	MLT	NATCON	AGRA	26.02.2023-02.03.2023	10413
6	Biotechnologist	NATCON	AGRA	26.02.2023-02.03.2023	13854
7	Pushpa J	NATCON	AGRA	26.02.2023-02.03.2023	5918
8	Director	NATCON	AGRA	26.02.2023-02.03.2023	34181
9	Director		TRIVENDRAM	23.03.2023-30.03.2023	9060
10	Director		Hyderabad	11.04.2023-13.04.2023	9220
	Director	NRL Coordination committee meeting NIRT	Chennai	16.04.2023-19.04.2023	27031
11	Director	NRL Coordination committee meeting NIRT	New Delhi	27.04.2023-28.04.2023	510
12	Director	National workshop ti disseminate guidelines and norms for STDC	Delhi	24.05.2023-25.05.2023	390
13	Director	Zonal task force meeting	Guwahati	28.05.2023-31.05.2023	1320

14	CMO(SAG)	NATCON	AGRA	26.02.2023-02.03.2023	40617
15	CMO(SAG)	World TB Day	Varanasi	23.03.2023-25.03.2023	1380
16	CMO(SAG)	National workshop to disseminate guidelines and norms for STDC	New Delhi	24.05.2023-25.05.2023	622
17	CMO	National TOT on Post-Treatment	New Delhi	16.05.2023-17.05.2023	1301
18	CMO(SAG)	MEETING AT CTD MoHFW AND TO ATTEND MEETING AT SSS MoSPI	New Delhi	21.06.2023-24.06.2023	30246
19	DD(ISS)	MEETING AT CTD MoHFW	New Delhi	21.06.2023-24.06.2023	3600
20	CMO	IRL REVIEW MEETING	Jaipur	26.07.2023-28.07.2023	2430
21	CMO	CONSULTATIVE WORKSHOP NIRTD	New Delhi	17.07.2023-18.07.2023	2530
22	Health Visitor	OBSERVER AND FACULTY IN THE TRAINING OF TRAINERS COURSES FOR STS AND STLS	Bhopal, Hyderabad	18.06.2023-30.06.2023	12780
23	Advisor	Training of DTOs	Pune	26.10.2023-29.10.2023	9972
24	Director	Workshop for master trainers on NTEP	New Delhi	17.07.2023-19.07.2023	3340
25	CMO(SAG)	Workshop for master trainers on NTEP	New Delhi	17.07.2023-19.07.2023	5753
26	CMO(SAG)	workshop cum meeting for PMEC	Pune	26.10.2023-29.10.2023	9972
27	CMO(SAG)	National Training of Master Trainers on management of extrapulmonary TB"	New Delhi	5.11.2023-8.11.2023	17872
28	TB Specialist	Extra pulmonary TB training of trainers at	New Delhi	5.11.2023-8.11.2023	5783
29	CMO(SAG)	NTEP TRAINING OF NEWLY JOINED dtco'S & potbS	Hyderabad	20.08.2023-24.08.2023	15982
30	TB Specialist	facilitation of administrative issue related to NTI	New Delhi	24.11.2023-30.11.2023	21122
31	TB Specialist	National Training of Master Trainers on management of extrapulmonary TB"	New Delhi	31.10.2023-05.11.2023	22708
32	TB Specialist	NRL Review meeting at CTD	New Delhi	13.10.2023-18.10.2023	27553
33	CMO	National Training of Master Trainers on management of extrapulmonary TB"	New Delhi	05.11.2023-08.11.2023	15013

34	CMO	National Training of Master Trainers on management of extrapulmonary TB"	New Delhi	05.11.2023-08.11.2023	15963
35	CMO(SAG)		Kalburagi	24.02.2024-26.02.2024	7015
36	Advisor	ASSESS THE PREPAREDNESS OF MCH	Belgaum	21.02.2024-22.02.2024	2040
37	CMO(SAG)	STDC REGIONAL REVIEW AND CROSS LEARNING WORKSHOPS	New Delhi	27.02.2024-28.02.2024	65318
38	TB Specialist	NATCON	Thrissur	01.02.2024-04.02.2024	31390
39	head Clerk	PAO	Chennai	11.02.2024-16.02.2024	9892
40	TB Specialist	Transfer TA		Dec-23	231091

Payment towards air fair of above officers to balmer lawrie & co. Ltd.

1	Apr-23	Director, SAG	trivendram, Hyderabad, Chennai	34629
2	May-23	Director, SAG & CMO	Delhi, Guwahati	260795
3	Jun-23	Director, SAG & DD(ISS) CMO	Delhi, Ahemadabad Srinagar	158997
4	Auguest-2023	Director, CMO, SAG	Delhi, Jaipur	168152
5	Sep-23	SAG,	Punjab	9221
6	Oct-23	TB Specialist , Advisor, SAG	Delhi, Panjab	41216
7	Nov-23	Director, SAG,TB Specialist, 2-CMO	Delhi	318239
8	Jan-24	2-SAG, TB Specialist, Microbiologist	Cochin (Kerla)	30902
9	Feb-24	TB Specialist, 3 SAG,	Indor, Panjab,	100129
10	Mar-24	Addl Director, TB Specialist	Belgaum (Karnatka) & Delhi	28002



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2. BUDGET AND PROGRAMME

2.3 (iii) Information related to procurements

- a) Notice / tender enquiries, and corrigenda if any thereon,
- b) Details of the bids awarded comprising the names of the suppliers of goods/services being procured
- c) The works contracts concluded – in any such combination of the above
- d) The rate / rates and the total amount at which such procurement or works contract is to be executed

All tender / quotation related to procurement of goods are regularly uploaded in the website under “**Tenders**” section (nti.gov.in).

The Procurement is as per policies of Govt. of India and according to General Financial Rules 2017. Most of the procurements are carried out through GEM portal except a few items like diet items, fuel, medicines in case of emergency and items not available through GEM.



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PROACTIVE DISCLOSURE UNDER SECTION 4 (1) (b) OF RTI ACT, 2005

2. BUDGET AND PROGRAMME

2.4 Manner of execution of subsidy programme

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

- I. Name of the programme of activity
- II. Objective of the programme
- III. Procedure to avail benefits
- IV. Duration of the programme/scheme
- V. Physical and financial targets of the programme
- VI. Nature/scale of subsidy /amount allotted
- VII. Eligibility criteria for grant of subsidy
- VIII. Details of beneficiaries of subsidy programme (number, profile etc)

No subsidy programme is executed by the institute



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2. BUDGET AND PROGRAMME

2.5 Discretionary and non-discretionary Grants

2.5.1 Discretionary and non-discretionary grants/allocations to StateGovt./NGOs/other institutions

2.5.2 Annual accounts of all legal entities who are provided grants by public authorities

Not Applicable



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PROACTIVE DISCLOSURE UNDER SECTION 4 (1) (b) OF RTI ACT, 2005

2. BUDGET AND PROGRAMME

2.6 Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]

2.6.1 Concessions, permits or authorizations granted by the public authority

2.6.2 For each concession, permit or authorization granted

2.6.2.1 Eligibility criteria

2.6.2.2 Procedure for getting the concession / grant and /or permits or authorization

2.6.2.3 Name and address of the recipients given concession /permits or authorization

2.6.2.4 Date of award of concession /permits or authorization

Not Applicable



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PROACTIVE DISCLOSURE UNDER SECTION 4 (1) (b) OF RTI ACT, 2005

2. BUDGET AND PROGRAMME

2.7 CAG & PAC paras

- i. CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament**

Not Applicable



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PROACTIVE DISCLOSURE UNDER SECTION 4 (1) (b) OF RTI ACT, 2005

3. PUBLICITY AND PUBLIC INTERFACE

3.1 Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of
[Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]

i. Arrangement for consultations with or representation by the members of the public Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens.

ii. Arrangements for consultation with or representation by

a) Members of the public in policy formulation/policy implementation

NTI being a subordinate office, it is not directly involved in formulation of policy. The reply to third parties on formulation of policy (if any) is provided as per the guidelines issued by Central TB Division, Ministry of Health & Family Welfare, GOI.

b) Day & time allotted for visitors Monday to Friday:

9.30 AM – 6.00PM

Closed on Saturdays, Sundays & all Central Govt. holidays.

c) Contact details to provide publications frequently sought by RTI applicants

I/c Administration / Public Grievance Officer,
National Tuberculosis Institute [NTI]
8, Avalon, Bellary Rd, near Cauvery Theatre, Guttahalli,
Bengaluru, Karnataka 560003
Telephone: [080 2344 1192](tel:08023441192)
Email: nti@ntiindia.org.in
Web: <https://nti.gov.in>

iii. Public-private partnerships (PPP)

The institute does not have any public private partnership agreement

3.2 Are the details of policies / decisions, which affect public, informed to them [Section 4 (1) (c)]

Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;

- (i) Policy decisions/ legislations taken in the previous one year
- (ii) Outline the Public consultation process
- (iii) Outline the arrangement for consultation before formulation of policy

Not applicable

3.3 Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4 (3)]

Use of the most effective means of communication

- (i) Internet (website): YES [nti.gov.in]

3.4 Form of accessibility of information manual handbook

[Section 4(1) (b)]

Information manual/handbook available in

i. Electronic format: YES

ii. Printed format: YES

1. Training programmes – Training Calendar
2. Tender notifications
3. Statistics of the institute
4. Publications – Annual report, Journals
5. Tuberculosis – Literature, downloadable resources
6. Research reports
7. Training Modules for Medical Officers / Health Supervisors / Lab Technicians
8. Facilities available for Tuberculosis affected persons

All the information is available in electronic form in the institute website, nti.gov.in and updated regularly

3.5 Whether information manual/handbook available free of cost or not

[Section 4 (1) (b)]

List of materials available

i) Free of cost: Yes (Available on the Institute Website, nti.gov.in)

ii) At a reasonable cost of medium: N.A – All information available on the Institute Website - nti.gov.in, free of cost



Government of India
Ministry of Health and Family Welfare
National Tuberculosis Institute 8, Avalon, Bellary Rd, near
Cauvery Theatre, Guttahalli, Bengaluru,
Karnataka 560003

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4. e-GOVERNANCE

4.1 Language in which Information / Handbook available

- i. English: Yes
- ii. Vernacular / Local Language: No

4.2 When was the information Manual / Handbook last updated?

The annual report of the Institute for 2021-22 is accessible on the website.

4.3 Information available in electronic form [Section 4 (1) (b) (xiv)]

- i. Details of information available in electronic form
- ii. Name/title of the document/record/other information
- iii. Location where available

Documents /records/information	Available location
Training programmes – Training Calendar	nti.gov.in
Tuberculosis – Subject resources / books / journals	Library and NTI website
Training Modules for Medical Officers / Health Supervisors / Lab Technicians	HRD and Documentation Division, Laboratory Division and NTI website
Information manual	Library and NTI website
Research reports / publications	Library and NTI website
Annual report	Library, Director Office and NTI website
Recruitment notifications	Administration and NTI website
Tender / quotation notifications	Stores Unit and NTI website
Information of services & facilities available	NTI Website

4.4 Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]

i. Name & location of the facility

ii. Details of information made available

iii. Working hours of the facility

1. Institute Library

The library with reading room facility is available in the administrative block and easily accessible for the staff and to the public also. It is kept open between 9.00 am to 5.30 pm in all working days. It has collection of books related to medical science, majority on subject of Tuberculosis, monographs, scientific journals, WHO Publications, and other related documents.

2. Noticeboard

3. Patient care information: Laboratory division and Nikshay portal

4. Training: HRD and Documentation Division, NTI website

3. NTI website – The information and documents are available on the NTI website(nti.gov.in) and are updated regularly.

4. Any other information:

Any person or Indian citizen can seek information under the RTI Act, 2005 by making a payment fee of Rs 10 /- (**BPL category exempted**) by demand draft or banker's cheque or Indian postal order (IPO) in favour of the “The Director, NTI” payable at Bangalore.

Administration

Director

NTI Bangalore

nti@ntiindia.org.in

<https://nti.gov.in>

Working hours

Monday- Friday - 9.30 AM - 6.00 PM

Closed on Saturdays, Sundays & all Central Govt. holidays.

Institute Contact:

Phone : +91 80 23441192, 23441193, 23447951

Email : nti@ntiindia.org.in

Website : nti.gov.in

Central Public Information Officer (CPIO)

Dr. Ravichandra C.

CMO (SAG),

NTI, Bangalore

Tel.No. : +91 80 23441192, 23441193, 23447951

email: nti@ntiindia.org.in

Public Grievance Officer

Dr. Preetish S Vaidyanathan

Senior CMO (SAG)

NTI, Bangalore

Tel.No. : +91 80 23441192, 23441193, 23447951

email: nti@ntiindia.org.in

Training Programme:

Dr. Ravichandra C.

CMO (SAG),

NTI, Bangalore

Tel.No. : +91 80 23441192, 23441193, 23447951

email: nti@ntiindia.org.in

4.5 Such other information as may be prescribed under section [4 (i) (b) (xvii)]

i. Grievance redressal mechanism

NTI is committed to redress the grievances of the public and staff in a responsible, effective and timely manner. It can be addressed directly to the Director and to the respective division heads.

Dr. Preetish S Vaidyanathan, Senior CMO (SAG), as Public Grievance Officer. The public and staff can meet at any time at his office at NTI during normal working hours. The grievances can be also sent by hand /post / email/ fax to the Public Grievance Officer at the following address:

Dr. Preetish S Vaidyanathan
Senior CMO (SAG),
Grievance Officer,
National Tuberculosis Institute
8, Avalon, Bellary Rd, near Cauvery
Theatre, Guttahalli, Bengaluru,
Karnataka 560003
Tel.No. : +91 80 23441192, 23441193,
23447951
email: nti@ntiindia.org.in

ii. Details of applications received under RTI and information provided

The details are available with the public information officer and RTI statistics during the last four years is given in the table below:

RTI application details	2021-22	2022 – 2023	2023– 24
Opening Balance	01	01	0 0
Applications received	06	04	0 2
Transfer from other public authority	03	07	0 8
Appeals	0	0	0
Applications rejected	0	1	0
Applications replied	09	11	1 0
Registration fee collected (Rs.)	60	30	2 0
Additional fee collected (Rs.)	0	0	0

iii. List of completed schemes / projects / programmes

Not applicable

iv. List of completed schemes / projects / programmes underway

Not applicable

v. Details of all contracts entered into including the name of contractor, amount of contract and period of completion of contract

Details are available on the institute website under Tenders section

vi. Annual Report

Annual Report is available on the institute website under e-documents and also from Library

vii. Frequently asked Question (FAQs)

FAQs regarding NTI and related resources are available on the institute website.

4.6 Receipt & Disposal of RTI applications and appeals

[F. No. _____]

- i. Details of applications received and disposed**
- ii. Details of applications received and orders issued**

Details given below

Please provide the RTI queries and replies given by CPIO in the calendar year 2023.

4.7 Replies to questions asked in the parliament

[Section 4 (1) (d) (2)]

i. Details of questions asked and replies given

NIL



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Karnataka 560003,

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5. INFORMATION AS MAY BE PRESCRIBED

5.1 Such other information as may be prescribed

i. Name & details of

a. Current CPIOs & FAAs

b. Earlier CPIO & FAA

1.04.2024 to Present

Particulars	Public Information Officer	Appellate Authority
Name	Dr. Ravichandra C.	Dr. Somashekar. N
Designation	CMO (SAG)	Director, NTI
Address	National Tuberculosis Institute 8, Avalon, Bellary Rd, near Cauvery Theatre, Guttahalli, Bengaluru,Karnataka 560003	National Tuberculosis Institute 8, Avalon, Bellary Rd, near Cauvery Theatre, Guttahalli, Bengaluru,Karnataka 560003
Contact No	080 2344 1192	080 2344 1192
Email ID	nti@ntiindia.org.in	nti@ntiindia.org.in

01.04.2021 to 31.03.2024

Particulars	Public Information Officer	Appellate Authority
Name	Dr. Sanat Kumar Tripathy	Dr. Somashekar. N
Designation	TB Specialist	Director, NTI
Address	National Tuberculosis Institute 8, Avalon, Bellary Rd, near Cauvery Theatre, Guttahalli, Bengaluru,Karnataka 560003,	National Tuberculosis Institute 8, Avalon, Bellary Rd, near Cauvery Theatre, Guttahalli, Bengaluru,Karnataka 560003,
Contact No	080 2344 1192	080 2344 1192
Email ID	nti@ntiindia.org.in	nti@ntiindia.org.in

ii. Details of third party audit of voluntary disclosure:

The third party audit of the proactive disclosures for the financial year 2023-24 was done by National Institute of Health & Family Welfare, New Delhi. The audit report is available on the institute website under RTI section (<https://nti.gov.in/RTI/RTIDetails.htm>)

iii.Appointment of Nodal Officers not below the rank of Joint Secretary/Additional HoD:

No

iv. Consultancy committee of key stake holders for advice on suo-motu disclosure:

Not Constituted

v. Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI:

Not applicable, since a small organization and receipt of RTI applications are less



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6. INFORMATION DISCLOSED ON OWN INITIATIVE

6.1 Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information

Important information and particulars – Recruitment notifications, Tenders, NTI related information, Annual Report, Training calendar, research publications, RTI related are available on the institute website [nti.gov.in] and regularly updated.

6.2 Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India)

i. Whether STQC certification obtained and its validity.

Work in Progress

ii. Does the website show the certificate on the Website?

Work in Progress