



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

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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, Head Clerk, 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 31<sup>st</sup> March 2024:

<b>Divisions</b>	<b>Name of the officer in charge</b>	<b>Designation</b>
Director Office	Dr. Udanesha N	Officiating Officer & Additional Director
HRD and Documentation	Dr. C. Ravichandra	HAG (NFU)
Laboratory	Dr. Sarika Jain Agrawal	Specialist Gr. I Microbiology
Epidemiology and Research	Dr. S. Umashankar	Senior CMO (SAG)
Monitoring and Evaluation	Dr. Preetish S Vaidyanathan	HAG (NFU)
Advocacy, Communication and Social Mobilization	Dr. Sanat Kumar Tripathy	Consultant (TB)
Administration	Dr. Rajeswari Kasturi	DDG Stats
<b>Other sections</b>		
Liaison Officer (SC/ST)	Dr. Poornima A	Chief Medical Officer
Drawing & Disbursing Officer (DDO)	Dr. N. Udanesha	Additional Director
Liaison Officer (OBC) & Public Grievance Officer	Dr. S. Umashankar	Sr CMO (SAG)
Central Public Information Officer (CPIO)	Dr. Sanat Kumar Tripathy	Consultant (TB)
Member Secretary, Institutional Ethics Committee (IEC)	Dr. C. Ravichandra	HAG (NFU)
Hostel	Dr. Poornima A.,	I/c Hostel
Estate & Security	Dr. N. Udanesha	HAG (NFU)
Web Information Manager AEBAS Nodal Officer	Dr. Rajeswari Kasturi	DDG Stats