

Information under Section 4(1)(b) of RTI Act, 2005:

- i). The particulars of its organisation, functions and duties;
- ii). The powers and duties of its officers and employees;
- iii). The procedure followed in the decision making process, including channels of supervision and accountability;
- iv). The norms set by it for the discharge of its functions;
- v). The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;
- vi). A statement of the categories of documents that are held by it or under its control;
- vii). The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;
- viii). A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;
- ix). Directory of its officers and employees;
- x). The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;
- xi). The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
- xii). The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;
- xiii). Particulars of recipients of concessions, permits or authorisations granted by it;
- xiv). Details in respect of the information, available to or held by it, reduced in an electronic form;
- xv). The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;
- xvi). The names, designations and other particulars of the Public Information Officers.
- xvii). Such other information as may be prescribed

1. The particulars of its organisation, functions and duties

Organisation

Name of the Organization Establishment	ICMR-National Institute of Cholera and Enteric Diseases (ICMR-NICED) The Indian Council of Medical Research (ICMR), New Delhi, is an Autonomous Body registered under the Society Act XXI of 1860, fully funded by the Govt. of India, Ministry of Health and Family Welfare. Besides its Headquarters at New Delhi, the Council has 27 permanent Institutes/Centres located in different parts of the country. The Council is responsible for the formulation of the National Health Policy in the field of Biomedical Research. ICMR-NICED is one of the permanent Institutes of ICMR.
Address	P-33 CIT Road, Scheme XM, Beliaghata, Kolkata 700010
Contact	Phone: +91-33-2370-1176 (Admin Office) Fax: +91-33-2363-2398 +91-33-2370-5066
Website	www.niced.org.in

Functions

Major functions of ICMR-NICED are to initiate, aid, develop and coordinate biomedical scientific research in India. This institute conducts research on acute diarrheal diseases of diverse etiologies as well as on typhoid fever, infective hepatitis, COVID-19 and HIV/AIDS related epidemiological research and screening. Aims of this Institute are to conduct research on these diseases in both basic and applied aspects. The Institute also trains health professionals for better management and prevention of bacterial, parasitic and viral diseases and for rapid and correct diagnosis of the etiological agents. Epidemiological investigations of diarrheal diseases are carried out in different parts of India.

Duties

A Director-General heads the Council. He is assisted at the Headquarters by an Additional Director General, five Sr. Deputy Director General, and the Financial Adviser. The Sr. DDG's head the major Divisions, namely, Administration, Epidemiology and Communicable Diseases, Non Communicable Diseases, Basic Medical Sciences, Reproductive Health & Nutrition, Publication & Information. The Finance and Accounts Division works under the Financial Adviser. A Director heads the Institutes of the Council and ICMR-NICED reports to the council through Division of Epidemiology and Communicable Disease (ECD) of Hqrs.

ICMR-NICED functions through 13 scientific divisions. These divisions are Bacteriology, Biochemistry, Bioinformatics, Clinical Medicine, Data Management, Electron Microscopy, Epidemiology, Immunology, Parasitology, Pathophysiology, Training & Extension, Virology and ICMR-NICED Virus Laboratory (www.niced.org.in). In addition, VRDL laboratory provides diagnostic support. Library facility provides support divergent and vigorous academic activities of the Institute. Administration section deals with all types of administrative, policy and service matters of ICMR-NICED employees under Administrative Officer. The Finance & Accounts Section handles all financial issues including preparation of budget under Accounts Officer. The Maintenance Unit looks after the maintenance of building and equipment

etc. Hindi Section of the institute handles all work regarding the official language. Vigilance Section deals with complaints regarding corruption, misuse of official power, malpractice etc. against the officials of the institute. Store Section deals with the work related to purchase and issuance of items to the indentee.

2. The powers and Duties of its officers and employees

The powers available at the Headquarter to the DG and other officers and at the institutes to the Director and other officers are described under Rules and Regulations of the Council (www.icmr.gov.in). They discharge their official duties in accordance with the directions of the Director of the Institute.

3. The procedure followed in the decision making process, including channels of supervision and accountability

Each Division is tasked with the responsibility of managing the activities of the institutes as well as both intramural and extramural scientific projects through respective PIs. The decision making process involves processing of administrative and scientific issues by the Officers on file for a decision by the Director of the Institute.

4. The norms set by it for the discharge of its functions

Proposals requiring the approval of the Director are submitted through official files supported with related documentation. In case of purchase of items/ materials/ issuance of purchase Order, store section generates files for initial review by the members of purchase committee. Next, upon consultation with Accounts Officer files are submitted to the Director for necessary approval.

5. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions

Institute discharges its functions in accordance with the provisions under ICMR Hqrs. contained in its Rules and Regulations, Bylaws and the extant administrative and financial norms prescribed by the Government of India for its employees. The Council (ICMR) holds under its control the Rules & Regulations of the Council, and its Bylaws.

6. A statement of the categories of documents that are held by it or under its control

- i). Files and documentation of extramural scientific projects, cooperation with other Govt. agencies
- ii). Files related to all intramural work
- iii). Files for budget and budgetary allocation of the Institute
- iv). Files related to parliamentary questions
- v). Files with Cases
- vi). Publish Annual reports
- vii). Files related to procurement/tender etc.
- viii). Files related to rules and regulations (as received from ICMR, New Delhi)
- ix). Records related to training/capacity building
- x). Records of employees and pensioners

7. The particulars of any arrangement that exists for consultation with, or representation by, the Members of the public in relation to the formulation of its policy or implementation thereof

This institute follow guidelines of ICMR, New Delhi. It states, while there is no provision requiring the association of members of the public on its various committees etc., the Institute actively avails of the services of eminent scientists working as well as retired on its Boards/Committees/Bodies e.g. Scientific Advisory Committee etc.

8. A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public

- i). Scientific Advisory Committee
- ii). Institutional Animal Ethics Committee
- iii). Institutional Ethics Committee
- iv). Internal Complaints Committee on Sexual Harassment of Working Women
- v). Anti-ragging Committee
- vi). Official Language Implementation Committee
- vii). Vigilance Officer
- viii). Grievance Cell
- ix). Committee for implementation of Swachh Bharat activities
- x). Library Committee
- xi). SC/ST Cell of ICMR-NICED
- xii). OBC Cell of ICMR-NICED
- xiii). Building Committee
- xiv). Technical Committee
- xv). RTI Committee

The deliberations of these committees are not open to the general public.

9. A directory of its officers and employees

Refer to Annexure I.

10. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations

Refer to Annexure II

11. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made

Refer to Annexure III

12. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes

This Institute does not deal with any programme involving release of subsidy

13. Particulars of recipients of concessions, permits or authorizations granted by it

This Institute does not grant any concessions/permits/authorizations

14. Details in respect of the information, available to or held by it, reduced in an electronic form

The information with regard to ICMR-NICED is available in electronic form on the website www.niced.org.in and information regarding ICMR is available at www.icmr.org.in

15. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use

The Institutes furnishes information on request to any citizen visiting its office. The council also places many scientific documents/reports on this website as a regular feature.

16. The names, designations and other particulars of the Public Information Officers

Dr. Amit Pal, Scientist-F	Appellate Authority
Dr. Ranjan Kr. Nandy, Scientist-F	Nodal
Dr. Sulagna Basu, Scientist-E	CPIO (Central Public Information Officer)
Administrative Officer	CPIO
Mr. Avijit Chakraborty	Technical Officer (DPIO)

17. Such other information as may be prescribed

None to declare

Annexure I

Directory of ICMR-NICED Officers and Employees

Name of the Officer	Designation
Director's Office	
Dr. Shanta Dutta	Scientist G & Director
Mr. Sunil Bernard	Sr. Private Secretary
Mr. Santanu Sen	Private Secretary
Division Bacteriology	
Dr. Shanta Dutta	Scientist G & Director
Dr. Ranjan Kr. Nandy	Scientist F
Dr. Ashish Mukhopadhyay	Scientist F
Dr. Sulagna Basu	Scientist F
Dr. Hemanta Koley	Scientist E
Mr. A.K. Mondal	Technical Officer A
Mr. S.R. Ghosh	Technical Officer A
Mr. A. Ganai	Technical Officer
Ms. M. Mallick	Technical Officer A
Mr. T. Barman	Technical Officer A
Mr. S. Dey	Technical Officer
Ms. M. Das	Technical Assistant
Mr. S. Dey	MTS (General)
Division of Biochemistry	
Dr. Sushmita Bhattacharya	Scientist B
Division of Bioinformatics	
Dr. Surajit Basak	Scientist C
Division of Clinical Medicine	
Dr. Santasabuj Das	Scientist F
Dr. Pallavi Indwar	Scientist C
Mr. A. Pal	Technical Officer
Mr. K. G. Saha	Laboratory Assistant
Mr. S. Turi	Laboratory Assistant
Mr. A. Paramanik	MTS (General)
Division of Electron Microscopy	
Dr. Moumita Dutta	Scientist C
Ms. A. Sarbajna	Sr. Technical Officer 1
Mr. B.R. Mallick	Laboratory Attendant 2
Division of Epidemiology	
Dr. Alok K. Deb	Scientist F
Dr. Suman Kanungo	Scientist E
Dr. Sandip Mukhopadhyay	Scientist E

Name of the Officer	Designation
Dr. D. Chakraborty	Scientist D
Dr. Falguni Debnath	Scientist C
Mr. C. Mondal	Sr. Technical Officer 1
Mr. A. Chakraborty	Technical Officer
Mr. S. Basu	Health Assistant
Division of Immunology	
Dr. Moumita Bhaumik (Ghosh)	Scientist C
Mr. S.K. Shaw	Technician B
Mr. N.C. Mondal	Laboratory Assistant
Division of Parasitology	
Dr. Sandipan Ganguly	Scientist F
Division of Pathophysiology	
Dr. Amit Pal	Scientist F
Mr. B. Roy	Technician 2
Training & Extension	
Dr. Sandipan Ganguly	Scientist F
Mr. S. Adhikary	Laboratory Assistant
Division of Virology	
Dr. Mamta Chawla Sarkar	Scientist F
Dr. Alok Kr. Chakrabarti	Scientist E
Ms. Pramita Bhaumik	Technical Officer
Ms. Papiya De	Technical Officer
Mr. M. Hossain	Sr. Technician 1
Mr. P. Samanta	Laboratory Assistant
ICMR-NICED Virus Laboratory	
Dr. Nilanjan Chakraborty	Scientist F
Dr. Provash Ch. Sadhukhan	Scientist E
Mr. Rabi Hela	Laboratory Assistant
Animal House Section	
Mr. K.C. Paramanik	Sr. Technical Officer (1)
Mr. K.C. Tudu	Technical Assistant
Mr. R. Hazra	Laboratory Assistant
Mr. S. Balmiki	Laboratory Assistant

Name of the Officer	Designation
Media Section	
Dr. A.K. Chakraborti	Scientist D
Mr. K. Ghoshal	Laboratory Assistant
Mr. S. Mandal	Laboratory Assistant
Library Section	
Ms. S. Samanta	Sr. Technical Officer (2)
Mr. T. Pal	Sr. Technical Officer (1)
Mr. S. K. Routh	Laboratory Assistant
Administration	
Mr T S Gopakumar	Administrative Officer
Mr. Arjun Kumar	Section Officer
Mr. V. Besra	Section Officer
Mr. B. Ganguly	Technician (2)
Mr. K. Sharma	Assistant
Ms. Baby Hela	Laboratory Assistant
Mr. B. Roy	Laboratory Assistant
Mr. J. Malakar	Laboratory Assistant
Ms. Renu Jaiswal	U.D.C.
Ms. M. Bhattacharjee	Laboratory Attendant (2)
Mr. B. Ganguly	Technician (2)
Mr. A. Banerjee	Telephone Operator
Ms. Shanghamitra Beuria	L.D.C.
Mr. S. Maiti	MTS (General)
Accounts Section	
Mr. P. Chatterjee	Accounts Officer
Mr. D. Gayen	Section Officer
Mr. C. Naskar	Assistant
Mr. A. Chandra	Assistant
Mr. Somnath Mallick	Assistant
Mr. Bimal Mitra	Laboratory Assistant
Mr. Mriganka Sekhar Das	L.D.C.
Store Section	
Mr. S. Omesh	Technical Officer A
Mr. P. Guha	Assistant
Maintenance Section	
Mr. K. Dey	Sr. Technician (1)
Mr. B. Mandi	Laboratory Assistant
Mr. B. Moshi	Laboratory Assistant
Mr. A. Seal	MTS (General)

Name of the Officer	Designation
Vehicle Section	
Mr. D. K. Chowdhury	Sr. Technician (3)
Mr. H.P. Das	Sr. Technician (3)
Mr. R. Bhakta	Sr. Technician (3)
Mr. A.K. Dutta	Sr. Technician (2)
Mr. S.K. Ghosh	Technician (2)
Mr. D. Dey	Technician (2)
Vigilance	
Dr. S. Ganguly	Scientist F
Regional VRDL	
Dr. Agniva Majumder	Scientist C
Mr. Rajesh Hela	Laboratory Assistant

Annexure II

Monthly remuneration received by each of its officers and employees

Sl. No.	Designation	Pay 7 th CPC (Scale)
Scientific Post		
1	Scientist G & Director	Level-14 (Rs.144200-218200)
2	Scientist F	Level-13 A (Rs.131100-216600)
3	Scientist E	Level-13 (Rs.123100-205900)
4	Scientist D	Level-12 (Rs.78800-209200)
5	Scientist C	Level-11 (Rs.67700-208700)
6	Scientist B	Level-10 (Rs.56100-177500)
Technical Posts		
7	Principal Technical Officer	Level-13 (Rs.123100-215900)
8	Sr. Technical Officer (3)	Level-12 (Rs.78800-209200)
9	Sr. Technical Officer (2)	Level-11 (Rs.67700-208700)
10	Sr. Technical officer (1)	Level-10 (Rs.56100-177500)
11	Technical Officer (B)	Level-10 (Rs.56100-177500)
12	Sr. Technician (3)	Level-8 (Rs. 47600-151100)
13	Technical Officer-A	Level-7 (Rs.44900-142400)
14	Technical Officer	Level-7 (Rs. 44900-142400)
15	Sr. Technician (2)	Level-7 (Rs. 44900-142400)
16	Sr. Technician (1)	Level-6 (Rs.35400-112400)
17	Technical Assistant	Level-6 (Rs. 35400-112400)
18	Technician-B	Level-5 (Rs.29200-92300)
19	Health Assistant	Level-5 (Rs.29200-92300)
20	Laboratory Assistant	Level-5 (Rs.29200-92300)
21	Technician (2)	Level-5 (Rs.29200-92300)
22	Technician (1)	Level-2 (Rs.19900-63200)
23	Laboratory Attendant-2	Level-2 (Rs.19900-63200)
24	Laboratory Attendant-1	Level-1 (Rs.18000-56900)
Administrative Post		
25	Administrative Officer	Level-10 (Rs.56100-177500)
26	Accounts Officer	Level-10 (Rs.56100-177500)
27	Sr. Private Secretary	Level-10 (Rs.56100-177500)
28	Private Secretary	Level-7 (Rs.44900-142400)
29	Section Officer	Level-7 (Rs.44900-142400)
30	Assistant	Level-6 (Rs.35400-112400)
31	Personal Assistant	Level-6 (Rs.35400-112400)
32	Upper Division Clerk	Level-4 (Rs.25500-81100)
33	Lower Division Clerk	Level-2 (Rs.19900-63200)

Annexure III

The budget allocated to ICMR-NICED, Kolkata (INR in lakhs)

Year	Sanction Budget	Fund received	Actual Expenditure	Remarks
2016-17	2052.00	2560.87	2524.62	Audited
2017-18	2475.00	3727.98	3725.14	Audited
2018-19	3953.00	3408.15	3407.94	Audited
2019-20	3480.00	3672.21	3650.30	Audited
2020-21	4349.00	3799.14	3708.47	Unaudited