

INFORMATION HANDBOOK

Under

Right to Information Act 2005



**VALLABHBHAI PATEL CHEST INSTITUTE
UNIVERSITY OF DELHI
DELHI-110 007**

CONTENTS

Introduction

Index of the Manuals

1. Particulars of organization, functions and duties
2. Powers and duties of officers and employees
3. Procedure followed in decision-making process, including channels of supervision and accountability
4. Norms set for the discharge of functions
5. Rules, regulations, instructions, manuals and records for discharging functions
6. A statement of the categories of documents that are held by it or under its control
7. Details of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy of implementation
8. List of boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public
9. Directory of officers and employees
10. Monthly remuneration received by each of the officers and employees, including the system of compensation as provided in the regulations
11. Budget allocation
12. Manner of execution of subsidy programmes
- 13 Particulars of recipients of concessions, permits or authorizations granted
14. Information available in an electronic form
15. Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use
16. Name designation and other particulars of Public Information Officers
17. Other information as may be prescribed
18. Annexure -I

INTRODUCTION

The Right to Information Act intends to set out the practical regime of Right to Information for citizens to enable them to access the information under the control of public authority in order to promote transparency and accountability in the working of such authority.

Section 2(h) of the Act defines “public authority” as any authority or body or institution of self-governance established or constituted by or under the constitution or by law made by the Parliament or any state legislature or by notification issued by the appropriate government. It includes body owned, controlled or substantially financed by the government.

In accordance with the provision contained in section 2(j) of the Act, Right to Information means right to information accessible under this Act which is held by or under control of a public authority.

This Information Handbook will enable the citizens to obtain information as per provisions of the law/rules. This Information Handbook is divided into 17 manuals.

MANUAL – 1

Section 4(1) (b) (I)

Particulars of organization, functions and duties

Aims and Objectives

The Vallabhbhai Patel Chest Institute (VPCI) is a unique postgraduate medical institution devoted to the study of chest diseases. It is a University of Delhi maintained institution and is funded entirely by the Ministry of Health and Family Welfare, Government of India. The institute is ideally located in the heart of the main campus of the University of Delhi, providing the requisite academic environment. The Institute fulfills the national need for providing relief to large number of patients in the community suffering from chest diseases. It has eminently discharged its role and has earned a unique place in the field of Chest Medicine.

The main objectives of VPCI have been to conduct research on basic and clinical aspects of chest medicine, to train post graduates in Pulmonary Medicine and allied subjects, to develop new diagnostic technology and disseminate scientific knowledge related to Chest Medicine to other institutions in the country and to provide specialized clinical and investigative services to patients.

Vision

The motto of VPCI is Care, Compassion, Research and Education.

Brief History

The need for a teaching and research Institute in chest diseases was spelt out in the Bhore Committee Report (Ministry of Health) by highlighting an acute paucity of trained personnel in the specialty of chest diseases in the country. The Directorate of Ministry of Health, Government of India, therefore, approached Sir Maurice Gwyer, the then Vice-Chancellor, University of Delhi, to start a course in chest diseases at the earliest. In 1946, the Committee constituted by the Vice-Chancellor for this purpose recommended the establishment of a Chest Institute. A proposal to this effect was accordingly formulated by the Vice-Chancellor and submitted to the Government. Utilizing the teaching and training facilities of the Lady Hardinge Medical College, Irwin and Silver Jubilee Hospitals in Delhi, a diploma course in chest diseases was started in 1947 with Dr. R. Viswanathan, the then Deputy Director General, Health Services, Government of India, as the Honorary Director of the course. Sardar Vallabhbhai Patel, the then Deputy Prime Minister of India, laid the foundation stone of the Institute on 6th April 1949. Rajkumari Amrit Kaur, the then Union Minister of Health, formally opened the Institute on 12th January 1953 and Dr. R. Viswanathan was appointed as the first Director, VPCI. The hospital wing, Viswanathan Chest Hospital [formerly known as Clinical Research Centre (CRC)], was started around 1956. It was inaugurated by the then President of India, Dr. Rajendra Prasad on 24th October 1957.

Courses offered by the Institute

D.T.C.D., M.D., Ph.D.

Services being provided by the VPCI

- Teaching & training of the postgraduates (D.T.C.D., M.D., Ph.D.) in Pulmonary Medicine and various subspecialties of chest diseases.
- To provide clinical services to outpatients on referral basis and also to provide indoor patient care and services.
- To undertake various research studies/projects, especially financed for this purpose by external agencies/bodies other than the Institute.
- To disseminate the knowledge to the doctors and general public, the Institute organizes conferences/workshops/training programmes related to chest diseases and allied sciences, and publishes a scientific journal, "***The Indian Journal of Chest Diseases and Allied Sciences***", for Chest Physicians.

Facilities available at Viswanathan Chest Hospital (VCH)

The Viswanathan Chest Hospital (VCH), (formerly known as Clinical Research Centre), is the hospital wing of the Institute with the following Departments/Facilities:

1. Respiratory Medicine (Two units),
2. Respiratory Allergy and Applied Immunology,
3. Cardio-respiratory Physiology,
4. Radiodiagnosis and Imaging (including CT Scan Unit),
5. National Centre of Respiratory Allergy, Asthma and Immunology
6. Outpatient Department,
7. Inpatient Facility with 60 beds,
8. 24 Hours Respiratory Emergency,
9. 8 bedded Respiratory Intensive Care Unit (with facilities of 7ventilators),
10. Sleep Laboratory,
11. Tobacco Cessation Clinic,
12. National Yoga Therapy Centre,
13. Cardio-pulmonary Rehabilitation Clinic,
14. Picture Archiving and Communication Systems (PACS),
15. Medical Records Section,
16. Oxygen Plant.

Specialized investigations available at VCH

Pulmonary function tests, Arterial blood gases, Bronchoscopy, Bronchoalveolar lavage, CT scans, Ultrasound examinations, X-rays, Electrocardiogram, Echocardiogram, Polysomnograms (Sleep Laboratory), HIV testing, Serum IgE test, Allergy Skin tests, HBs Ag test, Flowcytometry, Clinical Pathology, Clinical Biochemistry (including autoanalysers), Clinical Pharmacology, etc.

National Centre of Respiratory Allergy, Asthma and Immunology

During the year, the Institute has established the National Centre of Respiratory Allergy, Asthma and Immunology (NCRAA). The Centre was inaugurated by Prof. P.N. Tandon, Chairman, Governing Body (VPCI) on 12th February 2011. The Centre is determined to conduct extensive research and training on various aspects of allergy and asthma — their aetiopathogenesis, diagnosis and treatment. Accordingly the Centre has prepared a Road Map to accomplish its task. Recently, a book titled, "*An Atlas of Common Allergens*" has also been published in this context.

Tobacco Cessation Clinic

A Tobacco Cessation Clinic has been running on every Monday and Wednesday from 2:30 – 4:30 P.M.

National Yoga Therapy Centre

The National Yoga Therapy Centre [in collaboration with the Morarji Desai National Institute of Yoga (MDNIY), New Delhi], runs on every Monday to Saturday from 8:00 A.M. to 4:00 P.M.

Cardio-pulmonary Rehabilitation Clinic

The Cardio-pulmonary Rehabilitation Clinic has been started from September 18, 2007 at the Viswanathan Chest Hospital of our Institute. The Cardio-pulmonary Rehabilitation Clinic runs on every Monday to Friday from 9:00 A.M. to 1:00 P.M. (Patients are enrolled on Tuesday and Friday from 2:00 P.M. to 4:00 P.M. only).

Expectation of the VPCI from the public for enhancing its effectiveness and efficiency

The VPCI expects considered support from citizens of the country as well as persons directly associated with the affairs of the Institute for continued pursuance of its objectives.

Arrangements and methods made for seeking public participation / contribution

Public involvement in the affairs of the Institute is through nomination of people from various fields of public life on its Governing Body as per provisions of statute XX (2) of the University of Delhi Act. Besides that, prominent personalities of the society are also involved in various important management committees of the Institute like; Standing Finance Committee, Scientific Advisory Committee, Ethics Committee, Animal Ethics Committee, etc.

Mechanism available for monitoring the service delivery and public grievance resolution

Management of the various activities of the VPCI is supervised by the Director through rules/procedures. Monitoring of the affairs of VPCI is through Governing Body of the Institute.

Organisational Structure of the Institute

As indicated in Annexure I

Address of the VPCI

The Director, Vallabhbhai Patel Chest Institute, University of Delhi, Post Box No. 2101, Delhi -110007.

Website: www.vpci.org.in

E-mail: admin@vpci.org.in

Working hours of the VPCI

Office hours: 9:00 a.m. to 5:30 p.m. (Monday to Friday).

However, Emergency & Indoor patient care services are available round the clock.

MANUAL – 2
Section 4(1) (b) (ii)
Powers and duties of the officers and employees

The Director is the chief executive officer of the VPCI. He is responsible for appropriate administration and management of all the affairs of the Institute.

Designation

Powers and Duties

Director

i. The Director, as the head of the Institute, is the Principal academic and executive officer of the Institute and acts as the Member-Secretary of the Governing Body of VPCI.

ii. Teaching, Research and Patient care services.

iii. The Director shall receive and realize all grants and other money due to the Institute from the Ministry of Health and Family Welfare, Government of India and all other agencies.

iv. The Director is responsible for all the administration and management affairs of the Institute.

Professor/Associate Professor/
Reader/Assistant Professor

Teaching, Research and Patient care services.

Administrative Staff

Deputy Registrar

Supervising day to day Administrative and Finance matters and guide the respective Assistant Registrars for the smooth functioning of the Institute.

Assistant Registrar

Handling day to day Administrative and Finance matters and guidance to the respective Section Officers for the smooth functioning of the related works.

Personal Secretary to Director

Looking after the administrative and allied works of the Director's office and maintains coordination with all Departments/ Sections/Units of the Institute.

Section Officers

Handling day to day Administrative and Finance matters with the help of Senior Assistants, Assistants, Junior Assistants, etc.

Personal Assistant

Looking after the administrative and allied works of the respective Officer.

Senior Assistant,
Junior Assistant, Assistant

Examination of case/submission of proposals in the concerned file to the Section-in-Charge (usually Section Officers/Assistant Registrars).

Driver

Driving the Staff Car and Ambulance.

Care Taker

Look after the Institute Building and Staff Quarters.

Gestetner Operator

Cyclostyling of official papers.

Daftri

Handling the Diary & Dispatch work.

Office Attendant	Attending the day to day Institute work & delivery of mails.
Cook	Prepares food for the patients as well as for the hostel students.
Mali	Look after the Gardening work.
Sanitary Guide	Maintains the sanitation activities of the Institute with properly distributing the works to the Safai Karmacharies.
Safai Karamchari	Cleaning of the Institute Buildings.
Sewer Man	Maintains drainage system of the Institute as well as staff quarters.
Havaldar/Security Guard	Looking after the security of the Institute building.

Library Staff

Librarian	Controlling the Library system.
Professional Assistant	Keeping the record of all Books, Magazines, etc.
Semi Professional Assistant	Distribution of Books and keeping its records.
Library Attendant	Maintenance of the cleanliness of the Library

Animal House

Veterinarian	Controlling the Animal House.
Senior Technical Assistant	Assisting the Veterinarian in his routine Investigative and Laboratory works.
Animal Catcher	Taking care of the animals.
Animal Attendant	Maintenance of the cleanliness of the Animal House.

Laboratory Staff

Senior Technical Assistant	Handling routine investigations of the respective department and maintain its database.
Technical Assistant/ Lab Assistant	Maintenance of Laboratory Equipments and rendering assistance to the STAs to do their work smoothly.
Laboratory Attendant	Maintenance of the Cleanliness of the Laboratories.

Nursing Staff

Nursing Superintendent	Supervising the day to day work of the Viswanathan Chest Hospital of the Institute.
Assistant Matron	Look after the Registration of the patients and nursing requirements of patients attending the OPD of the Viswanathan Chest Hospital of the Institute.
Nursing Sister/Staff Nurse	Look after the Indoor, Outdoor, Emergency and ICU patients admitted in the Viswanathan Chest Hospital of the Institute.
Nursing Orderly	Providing assistance to Nursing Sister and Staff Nurse for the better care and service to the patients.
Ward Boy	Providing assistance to patients movement from their admission to discharge.

Other Staff

Pharmacist	Keeping records of all medicines and allied materials; and supply the same to the Indoor and Outdoor patients through the respective unit head's requirements.
Physiotherapist	Helping and treating people of all ages with physical problems caused by illness.
Senior Technical Assistant (Publication)	Looking after the production, printing and distribution of a quarterly scientific periodical, <i>The Indian Journal of Chest Diseases and Allied Sciences (IJCDAS)</i> and the Institute's Annual Report.
Senior Assistant (IJCD)	Looking after the production, printing and distribution of a quarterly scientific periodical, <i>The Indian Journal of Chest Diseases and Allied Sciences (IJCDAS)</i> and the Institute's Annual Report. Maintaining the website of the Institute, Compiling Annual Report matters of the Institute for the University of Delhi, etc.
Senior Technical Assistant (Photography)	Maintains the Institute studio, preparing scientific photographs for various research paper publications of the Institute, makes cover designs for all the Institute publications, etc.
Junior Engineer	Looking after the civil and electrical works of the Institute buildings as well as the staff quarters.
Lift Operator	Maintains and operates the lift of the Institute.
Assistant Pump Operator	Maintains and operates the water supply of the Institute.
Carpenter	Repairs the wooden work of the Institute buildings as well as the staff quarters.
Wireman	Looking after the electrical job work of the Institute as well as staff quarters.
Mason	Looking after the mason works of the Institute and staff quarters.

MANUAL – 3
Section 4(1) (b) (iii)

Procedure followed in decision-making process, including channels of supervision and accountability

Decisions in various matters are taken either at the level of Governing Body or at the level of the Director of the Institute as per rules and procedure.

(A) For ordinary letters/applications)

SI No.	Activity	Level of Action
1.	To receive application/letter and put a diary number	Dispatch Clerk
2.	To forward the application/letter to the concerned officer of the branch/section	Dispatch Clerk
3.	Marking of the application/letter by the concerned officer to the dealing assistant. In a department with officers of higher levels, the letter is down –marked by Assistant Registrar who down-marks it to Section Officer and then to dealing assistant	Deputy Registrar/Assistant Registrar/Section Officer
4.	Examination of case/submission of proposals by the dealing assistant in the concerned file to the Section-in-Charge(usually Section Officers/Assistant Registrars)	Dealing Assistant (Senior Assistant/Junior Assistant/Assitant)
5.	Examination of the proposals by the Section-in-Charge and submitting the same to Deputy Registrar for further consideration with their own comments, etc., as the situation warrants	Assistant Registrar/Section Officer
6.	If the proposal is in order and does not involve any financial implications, the same is approved/ disapproved or submitted to the Director for approval/orders	Deputy Registrar
7.	If the case involves financial implications, the proposal is sent to Accounts Branch for examination/advice/vetting	Deputy Registrar
8.	Accounts Branch duly examines the proposal in terms of rules/regulations and instructions on the matter and advices/vets the proposal in terms of financial implications/budget provisions and the same is then submitted to the Director	Deputy Registrar/Assistant Registrar (Accounts Branch)
9.	The case/proposal forwarded is duly considered in terms of existing rules, regulations and instructions and appropriate decision is taken by the Director on file	Director

Sl No.	Activity	Level of Action
10.	The file is then down-marked to the Deputy Registrar who down-marks to Assistant Registrar who down-marks to Section Officer who finally down-marks to the dealing assistant	Deputy Registrar/Assistant Registrar/Section Officer
11.	In accordance with the orders of the Director, necessary draft orders/replies are prepared for issuance	Section Officer Dealing Assistant
12.	Draft orders/replies are approved by the competent authority for issue	i. Director ii. Deputy Registrar
13.	Fair/orders/replies are submitted for signatures of Deputy Registrar/Assistant Registrar	i. Deputy Registrar/Assistant Registrar ii. Dealing Assistant
14.	The orders/replies are issued to concerned person/authority	Dispatch clerk

(B) For applications received for seeking information under RTI Act, the following activities are undertaken:-

Once the applications are received along with the requisite fees fees (cash, /IP0/Demand Draft; in favour of the Director, V.P. Chest /Institute, Delhi), proper diary is done by the Dispatch Clerk. The matter is looked into by the Public Information Officer (PIO) and marked to the dealing assistant who compiles the reply with the available information in the office and submit to the PIO. If the application seeks information pertaining to any particular department, it is routed to the concerned department for collecting requisite information. Once the information is received from other departments, reply is prepared by the PIO and sent to the Competent Authority for approval. After attaining approval, the information is provided to the applicant. The entire process is monitored ensuring the time frame under the provisions of Right to Information Act.

MANUAL – 4
Section 4(1) (b) (IV)
Norms set for the discharge of functions

The VPCI is a maintained Institution of University of Delhi and as such norms and standard, prescribed by the authorities at University of Delhi, are normally followed beside rules/procedures for routine matters which are approved by the Governing Body and by the Director, VPCI who is also Member Secretary of the Governing Body.

MANUAL – 5
Section 4(1) (b) (v)

Rules, regulations, instructions, manuals and records for discharging functions

- Statutes and Ordinances of the University of Delhi as contemplated in the Delhi University Act and as applicable to VPCI.
- Regulations/instructions for admission and examination regarding all the courses (DTCD and MD) of studies.
- University Non-teaching Employees (Terms and Conditions of Service) Rules, 1971.
- Various rules / instructions concerning personnel management for the teaching and non-teaching staff as approved by the University and adopted by the Governing Body.
- Fundamental Rules and Supplementary Rules of Government of India except where the University has its own provisions with regard to teaching and non-teaching staff.

MANUAL – 6

Section 4(1) (b) (VI)

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

<p>Name/ Title of the Document Type of the Document</p> <p>Calendar (Volume I & II)</p> <p>Brief Write- up of the Document</p> <p>The document contains act of the University, Statutes of the University, Ordinances of the University with respect to admission to the University, Courses of Study, University Examinations, etc.</p>	<p>Type of the Document</p> <p>Act / Statutes / Ordinances /Regulations</p> <p>Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)</p>
<p>From where one can get a copy of rules, regulations, instructions, manual and records</p> <p>1. Complete copy of the document can be obtained from the University of Delhi</p> <p>2. Relevant Extracts can be obtained from the VPCI Office</p> <p>Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)</p>	<p>Address: Publication Division, University of Delhi, Delhi-110 007 Telephone No: 2766 7801 Fax: 2766 7801 E-mal: N.A.</p> <p>Address: V.P. Chest Institute, University of Delhi, Delhi-110007 Telephone No. 27667102,27667441/27402400 Fax: 27666549 E-mail: <admin@vpci.org.in> Website: <www.vpci.org.in></p> <p>University charges as per the price to be decided / printed price on the document. The Institute shall charge (as per the RTI norms) per page as photocopying charges</p>
<p>Name/ Title of the Document Type of the Document</p> <p>University of Delhi: Bulletin of Information for Admission to various courses</p> <p>Brief Write- up of the Document</p> <p>The document contains information about reservation to be given to various categories of students and relaxation to be given to them (if any)</p>	<p>Type of the Document</p> <p>Instructions</p> <p>Choose one of the types given below: (Rules, Regulations, Instructions, Manual, Records, Others)</p>

<p>From where one can get a copy of rules, regulations, instructions, manual and records</p> <p>1. Complete copy of the document can be obtained from the University of Delhi</p> <p>Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)</p>	<p>Address: Publication Division, University of Delhi, Delhi-110 007 Telephone No: 2766 7801 Fax: 2766 7801 E-mal: N.A.</p> <p>University charges as per the price to be decided / printed price on the document. The Institute shall charge (as per the RTI norms) per page as photocopying charges</p>
--	--

<p>Name/ Title of the Document Type of the Document</p> <p>1. Annual Report</p> <p>2. The Indian Journal of Chest Diseases and Allied Sciences</p> <p>Brief Write- up of the Document</p> <p>1. The Report contains the activities of the Institute in detail for a particular financial year.</p> <p>2. A regular quarterly scientific periodical is published by the V.P. Chest Institute. The Journal covers the Clinical and Experimental work dealing with all aspects of Chest Diseases and Allied Sciences. It publishes Original Articles, Review Articles, Radiology Forum, Case Report, Short Communications, Book Reviews, etc. It is distributed to Chest Physicians.</p>	<p>Type of the Document</p> <p>1. Details of activities of the Institute</p> <p>2. Scientific periodical</p>
<p>From where one can get a copy of rules, regulations, instructions, manual and records</p> <p>Relevant materials can be obtained from the VPCI Office</p> <p>Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)</p>	<p>Address: V.P. Chest Institute, University of Delhi, Delhi-110007 Telephone No. 27667102,27667441/27402400 Fax: 27666549 E-mail: <admin@vpci.org.in> Website:<www.vpci.org.in></p> <p>1. Annual Report : From Institute's website</p> <p>2. The Indian Journal of Chest Diseases and Allied Sciences: From Institute's website, for the hard copy of the Journal (subject to availability) the price is Rs. 300/- (for India) and \$40 (for foreign) per issue of the each volume.</p>

MANUAL – 7

Section 4(1) (b) (vii)

Details of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy of implementation

The Governing Body of the Institute, which directly supervises the affairs of the Institute, comprises of eminent scientists and representatives of the Ministry of Health & Family Welfare, Government of India, other eminent personalities of the society and representatives of the public. The Governing Body has the following members as per ordinance XX (2) of the University of Delhi Act:

- Vice-Chancellor, University of Delhi or a person nominated by him (ex-officio)
- Treasurer of University of Delhi (ex-officio)
- Director of the Institute (ex-officio) – Member-Secretary
- Two members of the Executive Council nominated by the Executive Council of University of Delhi
- Dean, Faculty of Medical Sciences, University of Delhi
- Three members nominated by the Ministry of Health & Family Welfare, Government of India, such as:
 - Joint Secretary (Health)
 - Additional Secretary & Financial Adviser (Health)
 - Director General of Health Services
- One member not connected with the University appointed by the Executive Council of University of Delhi
- One Professor of the Institute by rotation according to seniority for a period of one year
- One Associate Professor or Assistant professor of the Institute by rotation according to seniority for a period of one year

MANUAL – 8

Section 4(1) (b) (viii)

List of boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public

GOVERNING BODY

CHAIRMAN

The Vice-Chancellor, University of Delhi
(Ex-Officio) or a person nominated by him

Prof. P.N. Tandon
President, National Brain Research Centre Society,
1, Jagriti Enclave, Vikas Marg Extension,
Delhi - 110092

MEMBERS

Treasurer, University of Delhi (Ex-Officio)

Smt. Janaki Kathpalia

Two members nominated by the Executive
Council, University of Delhi

Prof. Anil Tyagi
Prof. S.C. Bhatla

Dean, Faculty of Medical Sciences,
University of Delhi

Prof. (Ms.) Upreet Dhaliwal

Three members nominated by the Ministry
of Health and Family Welfare, Government
of India, New Delhi

Shri R.K. Jain
Additional Secretary and Financial Advisor

Shri Debasish Panda
Joint Secretary

Dr Jagdish Prasad
Director General of Health Services

One member, not connected with the
University, nominated by the Executive
Council, University of Delhi

Dr Satyajit Rath
Staff Scientist, National Institute of Immunology,
Aruna Asaf Ali Marg, New Delhi-110067

One Professor of the Institute by rotation
according to seniority for a period of one year

Prof. A. Ray

One Associate Professor or Assistant Professor
of the Institute by rotation according to seniority
for a period of one year

Dr . Ritu Kulshrestha

MEMBER-SECRETARY

Acting Director, Vallabhbhai Patel Chest Institute
University of Delhi, Delhi (Ex-Officio)

Prof. S.N. Gaur

Standing Finance Committee

Shri R.K. Jain

Additional Secretary and Financial Advisor
Ministry of Health and Family Welfare
Government of India
Nirman Bhawan
New Delhi-110011

Chairperson

Prof. S.N. Gaur

Acting Director
V.P. Chest Institute
University of Delhi
Delhi-110007

Member-Secretary

Joint Secretary or Nominee

Ministry of Health and Family Welfare
Government of India
Nirman Bhawan
New Delhi-110011

Member

Prof. Ashok Shah

Department of Respiratory Medicine
V.P. Chest Institute
University of Delhi
Delhi -110007

Member

Shri P.R. Santhanam

Deputy Registrar
V.P. Chest Institute
University of Delhi
Delhi-110007

Member

Scientific Advisory Committee

Prof. S.K. Jindal

Head, Department of Pulmonary Medicine
Post Graduate Institute of Medical Education and
Research
Chandigarh -160 012

Chairperson

Prof. S.N. Gaur

Acting Director
V.P. Chest Institute
University of Delhi
Delhi-110007

Member-Secretary

DDG (M)

Ministry of Health and Family Welfare
Government of India
New Delhi-110011

Member

Principal

University College of Medical Sciences (UCMS)
Delhi-110095

Member

Prof. S.K. Chhabra

Department of Cardio-respiratory Physiology
V.P. Chest Institute
University of Delhi
Delhi-110007

Member

Prof. Mridula Bose

Department of Microbiology
V.P. Chest Institute
University of Delhi
Delhi-110007

Member

Human Ethics Committee

Prof. S.K. Jain Senior Consultant (Pulmonology) Mool Chand Hospital New Delhi-110024	<i>Chairperson</i>
Prof. S.N. Gaur Acting Director V.P. Chest Institute University of Delhi, Delhi-110007	<i>Member-Secretary</i>
Prof. Gurdip Singh Dean, Faculty of Law University of Delhi, Delhi-110007	<i>Member</i>
Prof. Sushma Batra Head, Department of Social Works University of Delhi, Delhi-110007	<i>Member</i>
Prof. R. Dewan Head, Department of Medicine Maulana Azad Medical College and Associated LNJP & GB Pant Hospitals B.L. Taneja Block, 1 st Floor New Delhi-110 002	<i>Member</i>
Prof. S. Dwivedi Dean/Principal Hamdard Institute of Medical Sciences & Research (HIMSR) Hamdard Nagar Delhi-110 062	<i>Member</i>
Prof. Ashok Kumar Saxena Department of Anesthesiology and Critical Care University College of Medical Sciences (UCMS) Shahdara Delhi-110 095	<i>Member</i>
Prof. B.D. Banerjee Department of Biochemistry University College of Medical Sciences (UCMS) Shahdara Delhi-110 095	<i>Member</i>
Dr Ashima Anand Principal Investigator DST Project V.P. Chest Institute University of Delhi, Delhi-110007	<i>Member</i>

Animal Ethics Committee

Prof. A. Ray

Department of Pharmacology
V.P. Chest Institute
University of Delhi, Delhi

Chairperson

Prof. K. Ravi

Department of Physiology
V.P. Chest Institute
University of Delhi, Delhi

Member-Secretary

Dr Anuradha Chowdhary

Associate Professor, Department of Mycology
V.P. Chest Institute
University of Delhi, Delhi

Member

Dr Ritu Kulshrestha

Assistant Professor, Department of Pathology
V.P. Chest Institute
University of Delhi, Delhi

Member

Dr D.N. Rao

Professor, Department of Biochemistry
All India Institute of Medical Sciences
Ansari Nagar
New Delhi - 110029

Main Nominee of CPCSEA

Dr Om Singh

National Institute of Immunology
Aruna Asaf Ali Marg
New Delhi – 110 067

*Link Nominee of CPCSEA
(in the event of non availability
of Dr D.N. Rao)*

Dr B.B. Batra

A-316, Sarita Vihar
New Delhi – 110076

*Nominee of CPCSEA
(Non Scientific Socially Aware
Member)*

Dr (Mrs) Promodkumari

Professor, Department of Pharmacology
University College of Medical Sciences
University of Delhi, Delhi - 110095

*Nominee of CPCSEA
(Scientist from outside the Institute)*

Dr Rajinder Bajaj

Veterinarian
V.P. Chest Institute
University of Delhi, Delhi

Member

List of other Committees

Sl. No.	Name of the Committee	Constitution of the Committee
01	Purchase Committee	<u>Upto Rs. One lakh in each case</u> (a) Prof. Raj Kumar - <i>Chairperson</i> (b) Dr. Mandira Varma (c) Dr. Vishwajeet Rohil (d) Deputy Registrar – <i>Member-Secretary</i> (e) Assistant Registrar/Section Officer(Accounts & Purchase) – In attendance
		<u>Above Rs. One lakh in each case</u> (a) Prof. Mridula Bose – <i>Chairperson</i> (b) Dr. Balakrishnan Menon (c) Dr. Anuradha Chowdhary (d) Deputy Registrar – <i>Member-Secretary</i> (e) Assistant Registrar/Section Officer (Accounts & Purchase) – in Attendance
02	Work Advisory Committee (Civil and Electrical)	<u>For work upto Rs. Two lakhs</u> (a) Dr. Balakrishnan Menon - <i>Chairperson</i> (b) Dr. Anuradha Chowdhary (c) Deputy Registrar – <i>Member- Secretary</i> (d) Assistant registrar (Maintenance) – <i>In attendance</i>
		<u>For work above Rs. Two lakhs</u> (a) Prof. Ashok Shah - <i>Chairperson</i> (b) Dr. Mandira Varma (c) Dr. Mujeeb-ur-Rehman (d) Deputy Registrar - <i>Member-Secretary</i> (e) Assistant registrar (Maintenance) – <i>In attendance</i>
03	Tender Opening Committee	(a) Dr. Anita Kotwani - <i>Chairperson</i> (b) Dr. Vishal Bansal (c) Dr. Mujeeb-ur-Rehman (d) Section Officer (Admn.) (e) Section Officer (A/cs)
04	Allotment Advisory Committee	(a) Prof. S.K. Chhabra - <i>Chairperson</i> (b) Prof. Raj Kumar (c) Shri C.R. Negi, Senior Technical Assistant (d) Shri R.C. Narang, Senior Assistant (e) Deputy Registrar – <i>Member-Secretary</i> (f) Assistant Registrar/Section Officer (Admn) – In Attendance
05	Library Advisory Committee	(a) Prof. S.K. Chhabra - <i>Chairperson</i> (b) Dr. Madhu Khanna (c) Dr. Balakrishnan Menon (d) Dr. Vishwajeet Rohil (e) Deputy Registrar (f) Librarian – <i>Member-Secretary</i>
06	Hostel (Patel Niwas) Advisory Committee	(a) Prof. K. Ravi - <i>Chairperson</i> (b) Deputy Registrar (c) Two Students/Resident Members of the Hostel (d) Shri M.V. Alias, Caretaker – <i>In Attendance</i>

07	Committee on Sexual Harassment of Women	(a) Smt. V.S. Rajora, Nursing Superintendent - <i>Chairperson</i> (b) Prof. Raj Kumar (c) Dr. Malini Shariff (d) Mr. Anil Kumar, Laboratory Attendant (e) Dr. Kshitiz Agarwal, MD (1st year) Student (f) Dr. Swati Behera, DTCD (1st year) Student (g) Ms. Kushal Grima, Ph.D. Student
08	Technical Committee for Medical Reimbursement	(a) Prof. S.K. Chhabra - <i>Chairperson</i> (b) Dr. Mandira Varma (c) Dr. J.L. Jain, WUS Health Centre or his nominee (d) Assistant Registrar/Section Officer (Accounts)
09	Grievance Committee (Non- Teaching Staff): Management - Union Joint Consultation Committee	(a) Prof. Ashok Shah - <i>Chairperson</i> (b) Prof. Mridula Bose (c) Prof. Raj Kumar (d) Shri C.K. Arora, Senior Assistant (e) Shri Jitender Yadav, Senior Technical Assistant (f) Deputy Registrar- <i>Member -Secretary</i>
10	Canteen Management Committee	(a) Prof. K. Ravi - <i>Chairperson</i> (b) Dr. Rajinder Bajaj (c) Deputy Registrar (d) Shri M.V. Alias, Caretaker – <i>Member- Secretary</i>
11	Biosafety, Infection Control and Waste Management Committee	(a) Prof. S.K. bansal - <i>Chairperson</i> (b) Dr. Malini Shariff (c) Dr. Ritu Kulshrestha (d) Dr. Hemant Gautam, Radiation Security Officer, IGIB (e) Dr. Rajinder Bajaj – <i>Member -Secretary</i>
12	Fire Fighting Supervisory Committee	(a) Prof. K. Ravi - <i>Chairperson</i> (b) Deputy Registrar (c) Smt. Chanchal Rajput, Assistant Matron (d) Assistant registrar (Maintenance) – <i>Member - Secretary</i>
13	Garden Committee	(a) Prof. A. Ray – <i>Chairperson</i> (b) Dr. kavita Gulati (c) Junior Engineer (Civil) – <i>Member--Secretary</i>
14	Liaison Committee for SC/ST/OBC & Ex-Serviceman	(a) Prof. Raj Kumar - <i>Chairperson</i> (b) Shri R.K. Sharma, Senior Assistant (c) Smt. Nili K. Minz, Staff Nurse (d) Shri Kapil Dev, Professional Assistant- <i>Member -Secretary</i>
15	Anti-Ragging Committee	(a) Prof. A. Ray – <i>Chairperson</i> (b) Dr Anita Kotwani (c) Assistant Registrar /Section Officer (Admn)
16	Committee to prevent & Control of Communal Riots and Maintenance of Communal Harmony for Minorities	(a) Dr Mujeeb-ur-Rahman - <i>Chairperson</i> (b) Smt. Susan Jacob, Nursing Sister – <i>Member - Secretary</i> (c) Shri M.V. Alias, Caretaker (d) Shri Jaswinder Singh, Laboratory Assistant (e) Shri Ayub Khan, Library Attendant
17	Equal Opportunity Cell (EOC) Committee	(a) Dr. Kavita Gulati - <i>Chairperson</i> (b) Shri Satish Kumar Sharma, Senior Assistant (c) Shri M.V. Alias, Caretaker Dr Kavita Gulati is also nominated as Coordinator of the Institute's EOC

Note:

- The meetings are neither open to public and hence the minutes are also not accessible to public.
- As per requirement time to time, Committees are also constituted on case to case basis for examining & recommending suitable action for consideration & approval by the Director/Governing Body.

MANUAL – 9
Section 4(1) (b) (ix)
Directory of officers and employees

Director's Office						
Name	Designation	EPABX	Direct	Residence	Mobile	E-mail
Prof. S.N. Gaur	Director (Actg.)	108	27666180	-	9811271916	admin@vpci.org.in
Sh. Vinay Kumar	Director's Office	109/172	27666180	-	-	-
Sh. Sanjay Kumar Mandal	Director's Office	176	27666180	-	-	-
Administration						
Sh. P.R. Santhanam	Deputy Registrar	123	27666832	22770236	9818600292	admin@vpci.org.in
Mrs. Deepa	DR's Office	165	-	-	-	-
Sh. Gobind Ram	Asstt.Registrar (Admn.II)	120	-	0124 -2333512	-	admin@vpci.org.in
Sh. C. Ramesh	Asstt. Registrar	134	-	26147146	-	admin@vpci.org.in
Sh. A.K.Ghosh	Asstt. Registrar (Admn. I)	133	-	-	-	-
Mrs. Saroj Bala	S.O. (Admn. II)	121	-	-	-	-
Sh. Pradeep Gupta	S.O. (Admn. II)	173	-	-	-	-
Sh. Shyam Singh	S.O. (Stores)	154	-	-	-	-
Sh. R.C. Narang	Purchase Section	111	-	-	-	-
Sh. Satish Sharma	Accounts Section	164/122	-	-	-	-
Sh. M.Arun Kumar	Jr. Engineer (M.Cell)	107	-	-	-	-
Sh. Yeshvir Singh	Maintenance (Electrical)	180	-	-	-	-
Dr. Rajinder Bajaj	Animal House	113	-	-	-	admin@vpci.org.in
Mrs. Uma Tyagi	Library	129	27666176	-	-	admin@vpci.org.in
Sh. Tarun Malhotra	Photography	169	-	-	-	-
Sh. R.K. Gupta	Publication	135	-	-	-	-
Sh. M.V. Alias	Patel Niwas	161	27666572	-	-	-
Faculties						
Prof. S.N. Gaur	Respiratory Medicine	141	27667820	-	9811271916	admin@vpci.org.in
Dr. Ashok Shah	Respiratory Medicine	146	-	25433783	9810119117	admin@vpci.org.in
Dr. Mridula Bose	Microbiology	110	-	-	9811521938	admin@vpci.org.in
Dr. A. Ray	Pharmacology	103	-	45601129	9818037595	admin@vpci.org.in
Dr. K. Ravi	Physiology	105	-	27662641	-	admin@vpci.org.in
Dr. S.K. Chhabra	Card. Resp. Physiology	125/140	-	24652941	9811053527	admin@vpci.org.in
Dr. S.K. Bansal	Biochemsitry	115-116	27667497	27662583	910506886	admin@vpci.org.in
Dr. Raj Kumar	Respiratory Allergy	127-128	-	27666868	9868206868	admin@vpci.org.in
	Respiratory Medicine	144	-			admin@vpci.org.in
Dr. Malini Shariff	Microbiology	124	-	-	9818510536	admin@vpci.org.in
Dr. Mandira Varma	Microbiology	117	-	42740015	-	admin@vpci.org.in

Dr. Madhu Khanna	Respiratory Virology	132	27662605	25841210	-	admin@vpci.org.in
Dr. B.K. Menon	Respiratory Allergy & Applied Immunology	145		27662866	9810247190	admin@vpci.org.in
	Radiology	138				admin@vpci.org.in
	CT Scan Unit	151-153				admin@vpci.org.in
Dr. Anuradha Chowdhary	Medical Mycology	131	27667560	-	9311239201	admin@vpci.org.in
Dr. Anita Kotwani	Pharmacology	104	-	417201201	9811110400	admin@vpci.org.in
Dr. Kavita Gulati	Pharmacology	102	-	43022350	9899233085	admin@vpci.org.in
Dr. Viswajeet Rohill	Clinical Biochemistry	175	-	-	-	admin@vpci.org.in
Dr. Vishal Bansal	Physiology	106	-	-	-	admin@vpci.org.in
Dr. Mujeeb-ur-Rahman	Bio./Envir. Health	119	-	-	-	admin@vpci.org.in
Dr. Ritu Kulshrestha	Pathology	114/139	-	-	-	admin@vpci.org.in
Hospital (VCH)						
-	Nursing Supdt.	136/149	-	-	-	admin@vpci.org.in
Mrs. Chanchal Rajput	Ward	148	-	-	-	-
Mrs. Susan Jacob	ICU	137	-	-	-	-
Mrs. Thressiana S.K.	Emergency	143	-	-	-	-
Ms. Kuldeep Patial	Sleep Lab	147	-	-	-	-
Sh.K. RadhaKrishnan	Registration	142	-	27666734	-	-
Other Departments						
Security Guards	Gates	155-160	-	-	-	-
VPCI Canteen	-	170	-	-	-	-
Dr. Anupam	Yoga Centre	168	-	-	-	-
Sh. Manohar Kumar	NPCC Office	171	-	-	-	-
Committee Room	-	166	-	-	-	-
Lecture Hall No. 2	-	167	-	-	-	-
Gen. Set Room / Lift	-	162/163	-	-	-	-
EPABX Exchange – VPCI						
Name	Designation	EPABX	EPABS Board Lines-		Fax	
Mrs. P. Kaushik	Sr. Assistant	100	27402400, 27667667, 27667102, 27666182		27666549 (Director Office) 27662867 (Deputy Registrar's Office)	
Emergency Numbers						
Maurice Nagar Police Station	Fire	Bomb Disposal Squad	Ambulance /CATS		TRAUMA/Women Cell	
100 27666332 SHO : 9810458054	27667178 101	23962201	102/1099		Trauma – 23998122 Women Cell - 27467336	

MANUAL – 10
Section 4(1) (b) (x)

Monthly remuneration received by each of the officers and employees, including the system of compensation as provided in the regulations

The pay scales of various teaching and non-teaching staff are as prescribed by the University Grants Commission and adopted by the University.

Pay scales of Teaching and Non-teaching staff as on 01.07.2009

S. No.	Name of incumbent	Designation	Pay Band	AGP/ Grade Pay Rs.	NPA
1	Dr. S.N. Gaur	Acting Director	PB-4 Rs.37400-67000	10,000	Yes
2	Dr. Ashok Shah	Professor	PB-4 Rs.37400-67000	10,000	Yes
3	Dr. (Mrs.) Mridula Bose	Professor	PB-4 Rs.37400-67000	10,000	Yes
4	Dr. A. Ray	Professor	PB-4 Rs.37400-67000	10,000	Yes
5	Dr. K. Ravi	Professor	PB-4 Rs.37400-67000	10,000	-
6	Dr. S.K. Chhabra	Professor	PB-4 Rs.37400-67000	10,000	Yes
7	Dr. S.K. Bansal	Professor	PB-4 Rs.37400-67000	10,000	-
8	Dr. Raj Kumar	Professor	PB-4 Rs.37400-67000	10,000	Yes
9	Dr. Malini Shariff	Associate Professor	PB-4 Rs.37400-67000	9,000	Yes
10	Dr. Mandira Verma	Associate Professor	PB-3 Rs.15600-39100	9,000	Yes
11	Dr. Madhu Khanna	Associate Professor	PB-3 Rs.15600-39100	9,000	-
12	Dr. Balakrishnan Menon	Associate Professor	PB-3 Rs.15600-39100	9,000	Yes
13	Dr. Anuradha Chowdhary	Associate Professor	PB-3 Rs.15600-39100	9,000	Yes
14	Dr. Anita Kotwani	Associate Professor	PB-3 Rs.15600-39100	9,000	-
15	Dr. Kavita Gulati	Associate Professor	PB-3 Rs.15600-39100	8,000	-
16	Dr. Vishwajeet Rohil	Assistant Professor	PB-3 Rs.15600-39100	7,000	Yes
17	Dr. Vishal Bansal	Assistant Professor	PB-3 Rs.15600-39100	7,000	Yes
18	Dr. Mujeeb-ur-Rehman	Assistant Professor	PB-3 Rs.15600-39100	7,000	-
19	Dr. Ritu Kulshrestha	Assistant Professor	PB-3 Rs.15600-39100	7,000	Yes
20	Dr. Nitn Goel	Assistant Professor (Adhoc)	PB-3 Rs.15600-39100	6,000	Yes
21	Dr. Navreet Kaur	Senior Resident (Adhoc)	PB-3 Rs.15600-39100	6,600	Yes
22	Dr. Manish Mendiratta	Senior Resident (Adhoc)	PB-3 Rs.15600-39100	6,600	Yes
23	Mrs. Uma Tyagi	Librarian	PB-3 Rs.15600-39100	6,000	-
24	Dr. Rajinder Bajaj	Veterinarian	PB-3 Rs.15600-39100	5,400	Yes
25	Mr. P.R. Santhanam	Deputy Registrar	PB-3 Rs.15600-39100	7,600	-
26	Mrs. V.S. Rajora	Nursing Superintendent	PB-3 Rs.15600-39100	6,600	-
27	Mr. Gobind Ram	Assistant Registrar	PB-3 Rs.15600-39100	5,400	-
28	Mr. C. Ramesh	Assistant Registrar	PB-3 Rs.15600-39100	5,400	-
29	Mr. Ajit K. Ghosh	Assistant Registrar	PB-3 Rs.15600-39100	5,400	-
30	Mr. K. Radharishnan	P.S. to Director	PB-2 Rs. 9300-34800	4,600	-
31	Mrs. Saroj Bala	Section Officer	PB-2 Rs. 9300-34800	5,400	-
32	Mr. Shyam Singh	Section Officer	PB-2 Rs. 9300-34800	4,600	-
33	Mr. Pradeep Kr. Gupta	Section Officer	PB-2 Rs. 9300-34800	4,600	-
34	Mr. R.K. Gupta	Senior Technical Assistant (Publication)	PB-2 Rs. 9300-34800	5,400	-
35	Mr. D.P. Sharma	Senior Technical Assistant (X-Ray)	PB-2 Rs. 9300-34800	5,400	-
36	Mr. Chet Ram Negi	Senior Technical Assistant	PB-2 Rs. 9300-34800	5,400	-
37	Mrs. Sailvey S Mathew	Senior Technical Assistant	PB-2 Rs. 9300-34800	4,200	-
38	Mr. Shashi Dhar Mehta	Senior Technical Assistant	PB-2 Rs. 9300-34800	4,200	-
39	Mr. Pradip Roy	Senior Technical Assistant	PB-2 Rs. 9300-34800	4,200	-
40	Ms. Kiran Berri	Senior Technical Assistant	PB-2 Rs. 9300-34800	4,200	-
41	Mrs. Lalita Tuteja	Senior Technical Assistant	PB-2 Rs. 9300-34800	4,200	-
42	Mr. Jogendra Singh	Senior Technical Assistant	PB-2 Rs. 9300-34800	4,200	-
43	Mr. Sanjay Goel	Senior Technical Assistant	PB-2 Rs. 9300-34800	4,200	-
44	Mr. Jitender Yadav	Senior Technical Assistant	PB-2 Rs. 9300-34800	4,200	-

S. No.	Name of incumbent	Designation	Pay Band	AGP/ Grade Pay Rs.	NPA
45	Mr. Vishwa Mohan	Senior Technical Assistant	PB-2 Rs. 9300-34800	4,200	-
46	Mr. Manoj Kumar	Senior Technical Assistant	PB-2 Rs. 9300-34800	4,200	-
47	Mr. C.G. Chandrasekharan	Senior Technical Assistant	PB-2 Rs. 9300-34800	4,200	-
48	Mr. Tarun Kumar Malhotra	Senior Technical Assistant (Photography)	PB-2 Rs. 9300-34800	4,200	-
49	Ms. Anjali Malik	Physiotherapist	PB-2 Rs. 9300-34800	4,200	-
50	Mr. Kapil Dev	Professional Assistant	PB-2 Rs. 9300-34800	4,200	-
51	Mrs. Chanchal Rajput	Assistant Matron	PB-2 Rs. 9300-34800	5,400	-
52	Mrs. Thresiamma SK	Nursing Sister	PB-2 Rs. 9300-34800	5,400	-
53	Mrs. Susan Jacob	Nursing Sister	PB-2 Rs. 9300-34800	4,800	-
54	Mrs. Dessy Benoy	Nursing Sister	PB-2 Rs. 9300-34800	4,800	-
55	Mrs. Usha Kumari	Nursing Sister	PB-2 Rs. 9300-34800	4,800	-
56	Mrs. Kusum Malhotra	Personal Assistant	PB-2 Rs. 9300-34800	4,200	-
57	Mr. Laxmi Narian Addanki	Personal Assistant	PB-2 Rs. 9300-34800	4,200	-
58	Mr. R.C. Narang	Senior Assistant	PB-2 Rs. 9300-34800	4,200	-
59	Mrs. Sushil Batra	Senior Assistant	PB-2 Rs. 9300-34800	4,200	-
60	Mr. C.K. Arora	Senior Assistant	PB-2 Rs. 9300-34800	4,200	-
61	Smt. P. Kaushik	Senior Assistant	PB-2 Rs. 9300-34800	4,200	-
62	Mr. Anil Kumar Malhotra	Senior Assistant	PB-2 Rs. 9300-34800	4,200	-
63	Mr. D.K. Sahu	Senior Assistant (JCD)	PB-2 Rs. 9300-34800	5,400	-
64	Mr. Rajeev Sharma	Senior Assistant	PB-2 Rs. 9300-34800	4,200	-
65	Mr. Satish Kumar Sharma	Senior Assistant	PB-2 Rs. 9300-34800	4,200	-
66	Mr. Vinay Kumar	Senior Assistant	PB-2 Rs. 9300-34800	4,200	-
67	Mr. Rakesh Kr. Sharma	Senior Assistant	PB-2 Rs. 9300-34800	4,200	-
68	Mrs. Deepa	Stenographer	PB-1 Rs. 5200-20200	2,400	-
69	Mr. Umesh Soni	Assistant	PB-1 Rs. 5200-20200	2,800	-
70	Ms. Shallu Gupta	Assistant	PB-1 Rs. 5200-20200	2,400	-
71	Mr. Rajinder Singh Bisht	Assistant	PB-1 Rs. 5200-20200	2,400	-
72	Mr. Vipin Gupta	Assistant	PB-1 Rs. 5200-20200	2,400	-
73	Mr. Arvind Kumar Gaur	Assistant	PB-1 Rs. 5200-20200	2,400	-
74	Mr. Jagdish Chander Kandpal	Assistant	PB-1 Rs. 5200-20200	2,400	-
75	Mr. Sunil Kumar	Junior Assistant	PB-1 Rs. 5200-20200	1,900	-
76	Mr. Sreekumar V	Junior Assistant	PB-1 Rs. 5200-20200	1,900	-
77	Mr. Dharendra B. Srivastava	Junior Assistant	PB-1 Rs. 5200-20200	1,900	-
78	Mr. Ajitabh Saxena	Junior Assistant	PB-1 Rs. 5200-20200	1,900	-
79	Ms. Marshleen Kaur	Junior Assistant	PB-1 Rs. 5200-20200	1,900	-
80	Ms. Mamta Rawat	Junior Assistant	PB-1 Rs. 5200-20200	1,900	-
81	Ms. Meenkashi	Junior Assistant	PB-1 Rs. 5200-20200	1,900	-
82	Mr. Sanjay Kumar Mandal	Junior Assistant	PB-1 Rs. 5200-20200	1,900	-
83	Mrs. Poonam	Junior Assistant	PB-1 Rs. 5200-20200	1,900	-
84	Mr. Parvinder Kumar	Pharmacist	PB-1 Rs. 9300-34800	4,200	-
85	Mr. M. Arun Kumar	Junior Engineer (Civil)	PB-2 Rs. 9300-34800	4,200	-
86	Ms. Tarika Paruthi	Technical Assistant	PB-1 Rs. 5200-20200	2,800	-
87	Mr. Giridhari Pal	Technical Assistant	PB-1 Rs. 5200-20200	2,800	-
88	Mr. Rajesh Kumar Mehta	Technical Assistant	PB-1 Rs. 5200-20200	2,800	-
89	Ms. Kuldeep Patial	Technical Assistant	PB-1 Rs. 5200-20200	2,800	-
90	Mr. Navneet K. Pal	Technical Assistant	PB-1 Rs. 5200-20200	2,800	-
91	Mrs. Sreedevi A.R.	Technical Assistant	PB-1 Rs. 5200-20200	2,800	-
92	Mr. Rajiv Kumar Shukla	Technical Assistant	PB-1 Rs. 5200-20200	2,800	-
93	Mr. Narendra Kumar Baranwal	Technical Assistant	PB-1 Rs. 5200-20200	2,800	-
94	Mr. G. Sunder	Technical Assistant	PB-1 Rs. 5200-20200	2,800	-
95	Mr. Dharendra Pal	Technical Assistant (X-Ray)	PB-2 Rs. 9300-34800	4,200	-
96	Ms. Divya S. Nair	Technical Assistant (Pathology & Museum)	PB-1 Rs. 5200-20200	2,800	-
97	Mrs. Indu Bisht	Technical Assistant	PB-2 Rs. 5200-20200	2,800	-
98	Mr. Manish Vaid	Laboratory Assistant	PB-2 Rs. 9300-34800	4,200	-
99	Mr. Ram Vir Singh	Laboratory Assistant	PB-2 Rs. 5200-20200	2,400	-
100	Ms Priyanka Dixit	Laboratory Assistant	PB-1 Rs. 5200-20200	2,400	-
101	Ms. Richa Sharma	Laboratory Assistant	PB-1 Rs. 5200-20200	2,400	-
102	Mr. Jagbir Singh	Semi Professional Assistant	PB-1 Rs. 5200-20200	2,800	-
103	Mrs. Nilli K Minz	Staff Nurse	PB-2 Rs. 9300-34800	4,600	-

S. No.	Name of incumbent	Designation	Pay Band	AGP/ Grade Pay Rs.	NPA
104	Mrs. Shivani Dhiman	Staff Nurse	PB-2 Rs. 9300-34800	4,600	-
105	Mrs. Jayalakshmi Anoop	Staff Nurse	PB-2 Rs. 9300-34800	4,600	-
106	Mrs. Y.N. Kim Wadhwa	Staff Nurse	PB-2 Rs. 9300-34800	4,600	-
107	Mrs. Josily George	Staff Nurse	PB-2 Rs. 9300-34800	4,600	-
108	Mrs. Vinu (Meenu) Chandran	Staff Nurse	PB-2 Rs. 9300-34800	4,600	-
109	Mrss Jolly Bibbu (George)	Staff Nurse	PB-2 Rs. 9300-34800	4,600	-
110	Ms. Pratima Kumari	Staff Nurse	PB-2 Rs. 9300-34800	4,600	-
111	Ms. K.H. Indurekha	Staff Nurse	PB-2 Rs. 9300-34800	4,600	-
112	Mrs. Licy Sabu	Staff Nurse	PB-2 Rs. 9300-34800	4,600	-
113	Ms. Ning Hgaihlun Hanghal	Staff Nurse	PB-2 Rs. 9300-34800	4,600	-
114	Mrs. Vandna	Staff Nurse	PB-2 Rs. 9300-34800	4,600	-
115	Ms. Joby Mol Joseph	Staff Nurse	PB-2 Rs. 9300-34800	4,600	-
116	Ms. Neeraj	Staff Nurse	PB-2 Rs. 9300-34800	4,600	-
117	Mrs. Shibi (Jose) Viji	Staff Nurse	PB-2 Rs. 9300-34800	4,600	-
118	Ms. Babita Kumari	Staff Nurse	PB-2 Rs. 9300-34800	4,600	-
119	Mr. Bharat Singh	Driver	PB-1 Rs. 5200-20200	2,400	-
120	Mr. Rajinder Singh	Driver	PB-1 Rs. 5200-20200	2,400	-
121	Mr. M.V. Alias	Care Taker	PB-1 Rs. 5200-20200	2,400	-
122	Mr. Prakash Chand	Wireman	PB-1 Rs. 5200-20200	2400	-
123	Mr. Yashvir Singh	Wireman	PB-1 Rs. 5200-20200	2,400	-
124	Mr. Tara Chand	Assistant Wireman	PB-1 Rs. 5200-20200	1,800	-
125	Mr. V.P. Mani	Lift Operator	PB-1 Rs. 5200-20200	2,400	-
126	Mr. Sree Krishan	Mason	PB-1 Rs. 5200-20200	2,000	-
127	Mr. Lal Chand	Gestetner Operator	PB-1 Rs. 5200-20200	1,900	-
128	Mr. Vijay Pal Singh	Assistant Pump Operator	PB-1 Rs. 5200-20200	1,900	-
129	Mr. Gyan Bahadur	Assistant Pump Operator	PB-1 Rs. 5200-20200	1,900	-
130	Mr. A.K. Jain	Sorter	PB-1 Rs. 5200-20200	1,900	-
131	Mr. Brij Mohan	Sorter	PB-1 Rs. 5200-20200	1,900	-
132	Mr. Sat Pal	Laboratory Attendant	PB-1 Rs. 5200-20200	2,800	-
133	Mr. Jaswinder Singh	Laboratory Attendant	PB-1 Rs. 5200-20200	2,800	-
134	Mr. Ramesh	Laboratory Attendant	PB-1 Rs. 5200-20200	2,400	-
135	Mr. Anil Kumar S/o Mr. Bharat Singh	Laboratory Attendant	PB-1 Rs. 5200-20200	1,800	-
136	Mr. Mahesh Kumar	Laboratory Attendant	PB-1 Rs. 5200-20200	1,800	-
137	Mr. Rohtash Kumar	Laboratory Attendant	PB-1 Rs. 5200-20200	1,800	-
138	Mr. Anand Kumar Batham	Laboratory Attendant	PB-1 Rs. 5200-20200	1,800	-
139	Mr. Mohmmad Shamim	Laboratory Attendant	PB-1 Rs. 5200-20200	1,800	-
140	Mr. Deepak Kumar Mishra	Laboratory Attendant	PB-1 Rs. 5200-20200	1,800	-
141	Mrs. Alka Kerketta (Ekka)	Laboratory Attendant	PB-1 Rs. 5200-20200	1,800	-
142	Mr. Anil Kumar	Laboratory Attendant	PB-1 Rs. 5200-20200	1,800	-
143	Mrs. Renu Kandpal (Sharma)	Laboratory Attendant	PB-1 Rs. 5200-20200	1,800	-
144	Mr. Arvind Kumar	Laboratory Attendant	PB-1 Rs. 5200-20200	1,800	-
145	Ms. Ashuky Shah	Laboratory Attendant	PB-1 Rs. 5200-20200	1,800	-
146	Mr. Kumar Karunakar Singh	Laboratory Attendant	PB-1 Rs. 5200-20200	1,800	-
147	Mr. Pavindra Kumar	Laboratory Attendant	PB-1 Rs. 5200-20200	1,800	-
148	Mr. Ashok Kumar	Laboratory Attendant	PB-1 Rs. 5200-20200	1,800	-
149	Mr. Manoranjan Singh	Laboratory Attendant	PB-1 Rs. 5200-20200	1,800	-
150	Mr. Samresh Singh	Laboratory Attendant	PB-1 Rs. 5200-20200	1,800	-
151	Mr. Shams Reza	Laboratory Attendant	PB-1 Rs. 5200-20200	1,800	-
152	Mrs. Parvati	Laboratory Attendant	PB-1 Rs. 5200-20200	1,800	-
153	Mr. Jitender Kumar	Laboratory Attendant	PB-1 Rs. 5200-20200	1,800	-
154	Mr. Vijay Kumar	Laboratory Attendant	PB-1 Rs. 5200-20200	1,800	-
155	Mr. Kuldeep Kumar	Laboratory Attendant	PB-1 Rs. 5200-20200	1,800	-
156	Mr. Manish Prasad	Laboratory Attendant	PB-1 Rs. 5200-20200	1,800	-
157	Mr. Hanuman Singh	Laboratory Attendant	PB-1 Rs. 5200-20200	1,800	-
158	Mr. Satish	Laboratory Attendant	PB-1 Rs. 5200-20200	1,800	-
159	Ms. Prema Xalxo	Laboratory Attendant	PB-1 Rs. 5200-20200	1,800	-
160	Mr. Raj Singh	Nursing Orderly	PB-1 Rs. 5200-20200	1,900	-
161	Mr. Ayub Khan	Library Attendant	PB-1 Rs. 5200-20200	1,800	-
162	Mr. Tara Chand Sharma	Library Attendant	PB-1 Rs. 5200-20200	1,800	-
163	Mr. Seshar Singh	Cook	PB-1 Rs. 5200-20200	1,900	-

S. No.	Name of incumbent	Designation	Pay Band	AGP/ Grade Pay Rs.	NPA
164	Mr. Ashok Kumar	Sewerman	-1s Rs.4440-7440	1,650	-
165	Mr. Shankar Dayal	Sanitary Guide	PB-1 Rs. 5200-20200	1,900	-
166	Mr. Ashok Kumar	Sanitary Guide	PB-1 Rs. 5200-20200	1,900	-
167	Mr. Prem Ballabh Upreti	Ward Boy	PB-1 Rs. 5200-20200	1,900	-
168	Smt. Neelam Batham	Ward Boy	PB-1 Rs. 5200-20200	1,900	-
169	Mr. Vipin Chandra	Attendant (Ward)	PB-1 Rs. 5200-20200	1,800	-
170	Mr. Mukesh Kumar	Attendant (Ward)	PB-1 Rs. 5200-20200	1,800	-
171	Mr. Sonu	Attendant (Ward)	PB-1 Rs. 5200-20200	1,800	-
172	Mr. Rajni Kant	Attendant (Ward)	PB-1 Rs. 5200-20200	1,800	-
173	Mr. Pankaj Kumar	Attendant (Ward)	PB-1 Rs. 5200-20200	1,800	-
174	Mr. Deepak Upreti	Attendant (Ward)	PB-1 Rs. 5200-20200	1,800	-
175	Mr. Pratap Singh Bisht	Helper	PB-1 Rs. 5200-20200	1,900	-
176	Smt. Sulochna	Daftri	PB-1 Rs. 5200-20200	1,900	-
177	Mr. Ved Prakash	Daftri	PB-1 Rs. 5200-20200	1,800	-
178	Mr. Gaya Baksh Singh	Office Attendant	-1S Rs.4440-7440	1,400	-
179	Mr. Ibrahim	Head Mali	PB-1 Rs. 5200-20200	1,900	-
180	Mr. Ami Lal	Mali	PB-1 Rs. 5200-20200	1,900	-
181	Mr. Rajinder Kumar	Animal Catcher	PB-1 Rs. 5200-20200	1,900	-
182	Mr. Ram Dass	Animal Attendant	PB-1 Rs. 5200-20200	1,900	-
183	Mr. Kamal Singh	Animal Attendant	PB-1 Rs. 5200-20200	1,900	-
184	Mr. Mahi Pal	Animal Attendant	-1S Rs. 4440-7440	1,400	-
185	Mr. Mahesh Chander	Havaldar	PB-1 Rs. 5200-20200	1,900	-
186	Mr. Gopal Dutt	Havaldar	PB-1 Rs. 5200-20200	1,900	-
187	Mr. Nandeshwar Prasad	Security Guard	PB-1 Rs. 5200-20200	1,900	-
188	Mr. Ram Niwas	Security Guard	PB-1 Rs. 5200-20200	1,800	-
189	Mr. Rohtash Kumar	Security Guard	-1S Rs.4440-7440	1,300	-
190	Smt. Sheela-I	Safaikaramchari	PB-1 Rs. 5200-20200	1,900	-
191	Mr. Bhagat Singh	Safaikaramchari	PB-1 Rs. 5200-20200	1,900	-
192	Mr. Mahabir Singh	Safaikaramchari	PB-1 Rs. 5200-20200	1,900	-
193	Smt. Sheela-II	Safaikaramchari	PB-1 Rs. 5200-20200	1,800	-
194	Smt. Suresh	Safaikaramchari	PB-1 Rs. 5200-20200	1,800	-
195	Mr. Shiv Charan	Safaikaramchari	-1S Rs. 4440-7440	1,800	-
196	Mr. Ram Kishan	Safaikaramchari	-1S Rs. 4440-7440	1,800	-
197	Mr. Mukesh Kumar	Safaikaramchari	PB-1 Rs. 5200-20200	1,800	-

MANUAL – 11
Section 4(1) (b) (xi)
Budget allocation

The annual budget and the financial estimates are approved by the recommendations of the Standing Finance Committee and approved by the Governing Body of the VPC/ for sanction of the Ministry of Health & Family Welfare, Government of /India. The budgetary outlay, i.e. Budget Estimate (BE) for the year 2011-12 is given below.

1.	Plan	Rs. 13. 40 Crores
2.	Non-plan	Rs. 20.00 Crores

Besides that, the /Institute has received Research Grants for various research projects from the following funding agencies during the financial year 2010-11. The details are given below:

- Department of Biotechnology : Rs. 89,88,000/-
- Department of Science & Technology : Rs. 1,20,40,000/-
- Life Sciences Research Board : Rs. 1,65,728/-
- University Grants Commission : Rs. 2,18,055/-
- Indian Council of Medical Research : Rs. 1,06,57,014/-
- Indian National Science Academy : Rs. 49, 996/-
- Defence Institute of Physiology & Allied Sciences : Rs. 2,42,420/-
- Council of Scientific & Industrial Research : Rs. 24,66,813/-
- World Health Organization : Rs. 1,48,500/-

MANUAL – 12
Section 4(1) (b) (xii)
Manner of execution of subsidy programmes

Not applicable to the University as well as Institute.

MANUAL – 13

Section 4(1) (b) (xiii)

Particulars of recipients of concessions, permits or authorizations granted

(a) Concessions granted by the VPCI

VPCI follows the rules and regulations of the University of Delhi.

(b) Concessions availed by the VPCI

The VPCI avails concessions on excise and customs duties on the procurement of the equipments, chemicals, etc., for academic projects, laboratories and diagnostic services.

MANUAL – 14
Section 4(1) (b) (xiv)
Information available in an electronic form

Information available in electronic form

All the Annual Reports (from 2003-04 onwards) and the volumes of the *Indian Journal of Chest Diseases and Allied Sciences (JCDAS)* (from July-September 2003 issue onwards) published by the Institute along with other useful information are available on the VPCI website - [<www.vpci.org.in>](http://www.vpci.org.in).

MANUAL – 15

Section 4(1) (b) (xv)

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

Through the notice boards, *annual reports*, *IJCDA*S journals which are available in print as well as on the Institute's website - <www.vpci.org.in>.

The *IJCDA*S Journals are priced publication and it can be obtained by paying the requisite amount as applicable for the specific year (subject to availability).

The Library services of the Institute are available to Members/users of Delhi University from Monday to Friday 8.30 A.M. – 7 P.M. But, the Internet surfing access has been provided through LAN and ISDN connectivity with 128 KBPS line from 8 A.M. – 7 P.M., on all seven days of the week.

The publication materials (not priced) are disseminated to the general public through press releases, advertisements, etc. Some of these are also available on the Institute website – <www.vpci.org.in>.

MANUAL – 16

Section 4(1) (b) (xvi)

Names, designations and other particulars of Public Information Officers

Public Information Officer

Mrs. Uma Tyagi
Librarian, Library
V.P. Chest Institute, University of Delhi
Delhi -110007

Phone. 27402429

Appellate Authority

Prof. S.N. Gaur
Acting Director
V.P. Chest Institute, University of Delhi
Delhi -110007

Phone. 27667420, 27402409

Fax. 27666549

MANUAL – 17
Section 4(1)(b)(xvii)
Other information as may be prescribed

All other information as may be prescribed for dissemination shall be collated, tabulated, compiled, collected and provided in the form of manual from time to time.

Annexure –I

Organisational Structure

