

National Institute of Immunology

New Delhi

(Information provided as per the Section 4 (I) (b) of the

RIGHT TO INFORMATION ACT - 2005)

<http://persmin.nic.in/RTI/WelcomeRTI.htm>

- i. the particulars of the organization, its 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. a directory of its officers and employees
- x. monthly remuneration of 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 programs, including the amounts allocated and the details of beneficiaries of such programs
- xiii. particulars of recipients of concessions, permits or authorization granted
- 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

i) Particulars of the organization, its functions and duties:

- The National Institute of Immunology (NII) was established as a society on June 24th, 1981 under Society's Registration Act, XXI of 1860 (document # S/11836 of 1981, Registrar of Societies, Delhi Administration, Delhi).
- The mandate "*to undertake, aid, promote, guide and coordinate research of high caliber in basic and applied immunology*". Keenly conscious of its role in helping create a scientific base for innovations relevant to development in India, the following research programs coalesced into four thrust areas: *Immunity and Infection, Gene Regulation, Molecular Design, and Reproduction and Development*. Besides these, other activities performed by NII are:-
- To carry out research for development of new vaccines and immunological reagents for communicable diseases
- To develop immunological approaches for regulation of male and female fertility
- To interact with industry for manufacture of vaccines and immunological reagents

- To organize postgraduate courses, workshops, seminars, symposia and specialized training programs in the field of immunology, vaccine development and related areas
- To collaborate with foreign research institutions and laboratories in fields relevant to the objectives mentioned above

ii) the powers and duties of its officers and employees:

- Procedures followed in decision making are taken by the following:-
- (A) Governing body which is the highest decision making body and has the following members;-
 1. Secretary, Dept of Biotechnology, GOI, New Delhi
 2. Director General Health Services, GOI, New Delhi
 3. A senior Professor from an University
 4. Vice Chancellor, Jawaharlal Nehru University, New Delhi
 5. Director General, Indian Council of Medical Research, New Delhi
 6. Chairman, University Grants Commission, New Delhi
 7. Financial Advisor, DBT, New Delhi
 8. A senior Scientist from ICGEB, New Delhi
 9. Director General, Indian Council of Agric. Research, New Delhi
 10. Director, All India Institute of Medical Sciences, New Delhi
 11. A senior reputed professor from IISc, Bangalore
 12. Director, NII, New Delhi (*member secretary*)
- (B) Scientific Advisory Committee (5 members)
- (C) Research Area Panel Committee (12 members)
- (D) Finance Committee (6 members)
- (E) Building Committee (9 members; reputed engineers, architects, administrators and finance experts)
- (F) Academic Committee (7 members)

The Director, NII performs or coordinates all the duties as the CEO on behalf of the aforementioned committees and is the communicating authority on behalf of the governing body/Scientific Advisory Committee (SAC).

iii) Norms for Discharge of functions

- As per Government of India Rules
- **The powers and duties of its officers and employees**
 - **Director**
 - It shall be the duty of the Director to carry on the work of the Institute in accordance with the Rules and Bye-laws for the administration and management of the organization as advised by the SAC (Scientific Advisory Committee) /Governing Body.
 - At the discretion of the Director, a few senior faculty or administrative members are nominated to aid the Director for efficient running of the organization.
 - **Direction and control of the staff**
 - Members of the staff of the institute shall be under the general supervision and disciplinary control of the Director, who may issue standing orders on various subjects including recruitment, from time to time
 - **Sanction of expenditure**
 - The budget of the institute is approved by the Governing body. The Director shall have the power to make re-appropriation/ distribution of funds according to needs as per provision made in the budget.
 - **Supervision of work:**

- The Director shall exercise general supervision over the program of work and the research projects of the Institute
- Co-ordination of work:
 - The Director may call for the general plan of work of each Principal Investigator, at the beginning of each year and at any other time he may consider necessary, and co-ordinate the work of the various programs of the Institute. The research programs are subject to review each year under the observation of RAP-SAC members.
- Annual report:
 - The Director shall submit the Annual Report of the Institute to the Governing body each year. A report of expenses is also submitted to the Parliamentary standing committee each year.

Duties of Principal Investigators/ Departmental Heads

The principal investigators/ department heads shall supervise and direct the work in their respective subjects (research/ administration) under the general direction of the Director.

- Seminars, lectures

The staff scientists and research scholars shall hold or take part in seminars besides giving lectures.

- Sanction for Research Projects

All new research projects to be undertaken at the Institute, which may involve any expenditure, shall be submitted to the Director for sanction and subsequently to the RAP-SAC members.

Duties of Scientist I/C Patent & Technology Transfer Office

- Once the Director approves of an invention to be patented, the designated Staff Scientist manages the subsequent activities which include initial assessment, contact with attorneys in India and abroad and regular interactions with the scientists involved in an invention.
- Coordination of visits by International Scientists/ or members of Diplomatic Core, to different laboratories for collaboration/ visits etc.

Hindi Cell

- To follow guidelines given by DBT for correspondence in Hindi
- Imparts training to staff on learning and using Hindi language.
- Conduct workshop for Hindi software
- Consolidate quarterly Hindi reports for correspondence to the ministry
- To celebrate “Hindi Pakhwada” wherein hindi essay competition, poetry, debates, cultural programmes etc.
- Bi-annual quiz competitions in Hindi
- Official circulars issued in Hindi
- Duties of the Manager (A&E)
 - Secretarial work:
 - Coordinates work for the Director
 - Work under the general control of the director:
 - In all matters concerning the Institute he/she shall act under the general control and orders of the Director.
 - Maintenance of the premises:

- Will look after the maintenance and security of the institute premises.

Duties of Finance and Accounts Officer

- Annual budget estimates:
 - The Finance & Accounts Officer (F & AO) of the Institute shall prepare, in consultation with the Director, the Annual Budget of the Institute for submission to the Governing Body.
 - Disbursement of salaries and other financial expenses under the signatures of Director/ Manager or a senior Faculty member.
- **Duties of Documentation Officer (D.O)**
 - Responsible for the custody of the library:
 - The D.O. shall be responsible for the custody of books, manuscripts, periodicals etc., belonging to the Library, and shall maintain a complete register and index.
 - Distribution of E-library journals to Scientists
 - Library rules
 - A Library Committee appointed by the Director facilitates the proper functioning of the library. The Rules for the efficient management of the Library are framed from time to time, as per necessity.
 - Annual Reports
 - The D.O. in consultation with a committee of scientists and other departmental heads, shall prepare, by the end of March every year, a report on the working of the Institute for favour of necessary action by the Director.
 - Correspondence
 - The Librarian shall be responsible for purchasing books approved by the Library Committee.
 - Stock taking:
 - The D.O. shall facilitate stock verification of the library to the officer-designated by the Institute annually.

Duties of Finance and Accounts Officer

- Annual budget estimates:
 - The Finance & Accounts Officer (F & AO) of the Institute shall prepare, in consultation with the Director, the Annual Budget of the Institute for submission to the Governing Body.
 - Disbursement of salaries; and other financial expenses under the signatures of Director or another authorized faculty or staff member.

Duties of the Administrative Officer Academics and Training

- The AO (A&T) coordinates the Ph.D program of NII, under the umbrella of the Jawaharlal Nehru University, New Delhi. For this a *National Level Entrance Examination* is conducted. Advertisements for the entrance test are widely

circulated in leading national dailies and employment news in the month of March-April.

- Coordinate *training programs* for Masters students from all over country in areas of Bio-Technology relevant to the programs that the concerned laboratory undertakes.
- Scientific tours of NII and it's labs by college, university and school students from within the country.

Duties of Executive Engineer

- Execution of construction, maintenance etc. of buildings (laboratories, animal houses, guest houses, staff quarters) air-conditioning facility, generators, electric supply units, water distribution and layout of roads, gardens etc.
- The executive engineer is assisted by two assistant engineers and a no. of other staff.

iv) *Rules, regulations, manuals, records held by NII*

- Various documents are held in the Director's office; in the record room; with Manager A&E; Patent & Tech Transfer office, Office of academics and Training; Office of Executive Engineer; and office of Store Purchase Office.

v) *Categories of documents held*

- Directors' Office/ Office of Manager (A & E) and other offices (depending upon sensitivity of the subject, documents are accordingly kept, as mentioned above (point iv)

vi) *Any arrangement for consultation or representation by members of Public in matter of formulation/ implementation of policy*

- No such arrangement

vii) *Statement of the boards, council, committees etc., whether their meetings are open to public*

- SAC/ Governing body and other committees sit to take stock of progress of research, financial and other matters of the institute, and the minutes of the meetings are recorded
- Meetings are not open to public

viii) *Directory of Officers and employees:*

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ix) *Monthly remuneration received by officers and employees, including system of compensation*

- NII is an autonomous organization of the Government of India and most of the funds for its working come from the Government of India through the Department of Biotechnology, which is our nodal ministry. *The salary and allowances are as per rules laid down by the Government of India.*
- A category wise list of staff members and their designations are available

x) *Budget allocation including particulars of all plans, proposed expenditure reports on disbursements*

Budget Estimates (Rs. In crores)

10 th Plan Outlay 2002-07	2002-03 Actual	2003-04 Actual	2004-05 BE	2004-05 Actual	2005-06 BE	2005-06 Actual	2006-07 BE
150.00	23.50	21.00*	28.00	30.00*	32.00	29.52	36.00

(*2.00 crores sanctioned in the Financial year 2003-04 was actually received during 2004-05 and as such accounted for in 2004-05)

Manpower Employed (No. of Persons) by 31st March ending:-

	10 th Plan 2002-07 Outlay	Annual Plan 2003-04 Actual	Annual Plan 2004-05 BE	Annual Plan Actual 2004-05	Annual Plan 2005-06 BE	Annual Plan 2005-06 Actual	Annual Plan 2006-07 BE
Scientific &	55	36	42	39	42	40	55
Technical	111	97	99	96	100	101	105
Research Fellows	65	65	65	65	65	65	93
Administration	55	42	48	41	51	41	51
Other supporting	55	50	55	50	55	53	55
Total	341	290	309	291	313	313	359

Annual Plan (2006-07)

Progress of Non-Plan (NP) Expenditure (For S&T Schemes)

(Rs. In Crores)

Name of the Scheme	10 th Plan 2002-07 Outlay	Annual Plan 2003-04 Actual	Annual Plan 2004- 05 BE	Annual Plan Actual 2004- 05	Annual Plan 2005-06 BE	Annual Plan 2005-06 Actual	Annual Plan 2006-07 BE
NATIONAL INSTITUTE OF IMMUNOLOGY	5.00	0.85	0.85	0.85	0.80	0.80	0.70

xi) Manner of execution of subsidy programs

NII has no subsidy programs

xii) Concessions, permits, authorization granted

None. NII is a research organization. Granting permissions and concessions etc to members of the Public does not fall within the overall purview of its activities.

xii) Details of information reduced to electronic form

The Institute is in the process of computerizing its records. As of now, the following records are available in electronic format:

- i. Pay details of staff
- ii. Budgetary allocations under various Plan and non-Plan heads

The following subjects are in the process of computerization:-

- iii. Purchase Orders and Material Receipts
- iv. Details pertaining to deputation of staff – both internal and external
- v. Departmental circulars and Standing Orders issued from time to time
- vi. Rules and Bye Laws of the Institute
- vii. Details of staff
- viii. A searchable telephone directory
- ix. Patent & technology Transfer Policy of the Institute

xiii) Names, designations etc. of the RTI Officer(s)

Public Information Officer

Dr. Sarika Gupta
Staff Scientist V
National Institute of Immunology
NII Campus, Aruna Asaf Ali Marg
New Delhi-110 067
Telephone : (office) 26703666
Email: sarika@nii.ac.in

Appellate Authority

Dr. Rahul Pal
Staff Scientist-VII
National Institute of Immunology
NII Campus, Aruna Asaf Ali Marg
New Delhi-110 067
Telephone : (office) 26703787
Email: rahul@nii.ac.in

xiv) Other information

(1) Our website (www.nii.res.in) gives a detailed overview of all our Academic Programmes, Faculty, Infrastructure, Research Reports, Publications, Career Opportunities (if available), list of Patents, contact address, display of tenders etc.

(2) The NII library is generally for the exclusive use of our staff and research scholars, but scholars from other academic institutions are allowed to use the library subject to proof of identification.

Library working hours : 9.30 a.m. to 8.00 p.m. (Mon to Friday);
9.30 a.m. to 5.30 p.m. (Saturday)
10.30 a.m. to 3.30 p.m. (Sunday)

(3) We also allow limited visits by school, college and university students from India and abroad to a few of our laboratories in order to encourage aptitude for research in their future lives.

(4) Contact telephone nos.: 26717121 to 26717145