

RIGHT TO INFORMATION ACT, 2005

EPI SECTION

Room No. 647-A	Tel. No.2594 & 626
Channel of Submission of files	SO-DA(VK)-DDG(JS)- ADDL. DG(VKA)-DGHS
Name of Public Information Officer	Sh. Vijay Kumar, Director Administration Room No.559-A Wing, Nirman Bhavan, N. Delhi. Te. No.23061113. Intercom No.530
Name of the Appellate Authority	Dr. Jotna Sokhey, Deputy Director General Room No.554-A Wing, Nirman Bhavan, N. Delhi. Te. No.23061259,. Intercom No.2783 & 501

Sanctioned Strength

Officials in position

1.	Section Officer	1	Miss Shakun Pardasani
2.	Assistant	2	Sh. D.S. Meena. Vacant
3.	LDC	3	Sh. Rakesh Kumar Sh. Dharambir Singh Vacant
4.	Tech. Asstt.	2	Smt. Radha Vasudevan. Stat. Asstt. Vacant
5.	Daftry	1	Sh. Satbir Singh
6.	Peon	1	Sh. Suresh

Functions

1. All Administration and Technical matter related to Central Research Institute, Kasauli and BCG Vaccine Laboratory, Guindy.
2. Procurement of Equipments & Machinery for Central Research Institute, Kasauli and BCG Vaccine Laboratory, Guindy.
3. Procurement of non-indigenous vaccines.
4. WHO Country Budget.
5. Meeting of vaccine production board and follow up action thereof.

6. Distribution/supply of non-EPI Vaccine/Sera in India.
7. Tenders related to vaccines.
8. Issue of Custom Duty Exemption Certificate.
9. Central Sector Health Programme.
10. Parliament Questions.

Sh. D.S. Meena, Asstt.

Following work relating to CRI, Kasauli:

1. Court Cases.
2. Creation/revival/filling up of posts, upgradation, continuance of posts.
3. Recognition of staff association.
4. Revision of pay scales, restructuring of cadre pay anomalies.
5. Write of losses.
6. Condemnation of old vehicles.
7. Grant of study leaves.
8. Recruitment Rules.
9. Forwarding of applications for employment in r/o Gr. A Officers.
10. Compassionate appointments.
11. HBA Cases.
12. Car Advance/Scooter Advance.
13. Grant of ACP Scheme.

Sh. Rakesh Kuamr, LDC

1. Court Cases.
2. Creation/revival/filling up of posts, upgradation, continuance of posts.
3. Recognition of staff association.
4. Revision of pay scales, restructuring of cadre pay anomalies.
5. Write of losses.
6. Condemnation of old vehicles.
7. Grant of study leaves.
8. Recruitment Rules.
9. Forwarding of applications for employment in r/o Gr. A Officers.
10. Compassionate appointments.
11. HBA Cases.
12. Car Advance/Scooter Advance.
13. Grant of ACP Scheme.
14. Budget proposals including Annual Plan, Five Year Plans, Audit paras.
15. O&M & Misc. Work.

Smt. Radha Vasudevan, Stat. Asstt.

1. Procurement of Yellow Fever Vaccine throu WHO.
2. Procurement of Meningitis Vaccine.

3. WHO country budget proposals & utilization.
4. Organisation of meeting of vaccine production board.
5. Collection of data in r/o production of vaccine/anti-sera.
6. Work relating to Environmental/occupational Health.
7. Material for Annual Report of the Ministry of Health & F.W.
8. Upgradation/renovation of production unit at CRI, Kasauli and BCG Vaccine Laboratory, Guindy.
9. Custom Duty Exemption of items being purchased from abroad by CRI/BCGVL.
10. Purchase of equipment for CRI and BCGVL.
11. Technical matters relating to BCGVL and CRI.
12. Recommending officers for attending conferences/seminars/training fellowship abroad.
13. Parliament questions relating to vaccines.
14. court cases relating to technical matters.
15. Procurement of vaccine/M&E/reagents to the state vaccine manufacturing institutes through WHO on reimbursable basis.
16. Technical assistance to Central/State/Private Vaccine manufacturing institutes.
17. Interdepartmental coordination.
18. Work relating to experiments on animals.
19. VIP references.

Technical Asstt. – Vacant

1. Organisation of meeting of functioning of TOPV Potency Testing Centres.
2. Procurement & supply of reagents of TOPV Testing Centres.
3. Monitoring of performance of TOPV Testing Centres.
4. Allocation of Meningitis Vaccine to State Health Authorities for inoculation of Haj Pilgrims.
5. Coordination of the supply of non-EPI vaccines in case of difficulties at one or the other institute manufacturing vaccine.
6. Coordination of Indo US vaccine Action Programme.
7. Collection of data in r/o testing of field samples by TOPV Testing Centres.
8. Press Clippings.
9. Material for Central Council of Health & F.W.
10. Misc. work.