

RTI section 4 (1) (b)

A. The particulars of its organization, functions and duties:

ICMR-National AIDS Research Institute [ICMR-NARI] was established in October 1992 in Bhosari, Pune on a seven acre plot. Over last two decades the Institute has established itself as a premier Institute devoted to research on HIV infection and AIDS. The Institute has contributed in the fight against HIV and AIDS through quality research encompassing clinical research for optimizing the treatment and care, development and testing new modalities for prevention and generating new information on HIV biology in context with HIV-1 subtype C infection prevalent in India. The Institute has ably supported the National AIDS Control Programme in its activities, especially surveillance, capacity building, laboratory services and drug resistance. The Institute derives strength from the wide ranging National and International Collaborations.

The Institute's research activities are guided by a Scientific Advisory Committee which includes eminent scientists from varied disciplines. All research projects are reviewed & approved by the Ethics Committee which also ensures that research is conducted with highest ethical standards. One of the strengths of NARI is its vibrant community involvement and community participation in the studies from the conception of the new studies to the dissemination of results, thus making the research community oriented and community sensitive.

Our Goal

To achieve control of HIV spread and to provide care to HIV infected population (Care, Treatment & Vaccine) and strive for the achievement of zero new infections, zero deaths due to AIDS and zero discrimination.

Our Vision

To build a research capability of distinction to face the challenge of growing HIV/AIDS in India.

Our Mission

To establish research initiatives that has an interface with intervention and policy development to prevent and control the spread of the HIV/AIDS epidemic.

B. 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 Administrative Officer are contained in Appendix I, II and III of the Rules and Regulations of the Council. Please refer ICMR website for complete information. Duties are mentioned in brief below:

The Director heads the Institute and has the powers to make appointment for the posts up to the level of Group B and C. He looks after the scientific, administrative and technical work of the Institute.

Division Heads assist the Director in executing research projects undertaken by the Institutes. There are eight scientific divisions and one administrative division. Their activities and research projects are oriented to fulfilling the goals of the institute.

Scientists work under various divisions, and are individually or as a group engaged in the research activities.

Technical Staff constitute a core research groups to assist and support various research projects, being carried out by the scientists.

Administration works under the leadership of Administrative Officer assisted by Assistant / Upper Division Clerk / Lower Division Clerk etc. The administration deals with all types of service matters like preparation of salary, purchase, maintaining of service book, making arrangements for meetings, maintaining of building etc.,

Supportive staff is the backbone of the Institute, in administration and scientific research.

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

The decision making process, including channels of supervision and accountability is governed by the various committees constituted to guide the Director with respect to various issues. The institutional committees are:

S. N.	Name of the Committee	Composition
1.	Purchase Committee	Dr. Seema Sahay (Chairperson), Dr. Madhuri Thakar, Dr. Vijay Nema, Dr. Serena D'Souza, Ms. Swati Gaikwad and Mr. Jitendra Kumar
2.	Complaints Committee on Sexual Harassment of Working Women	Dr. Seema Sahay (Chairperson), Dr. Sanjeevani Kulkarni, Dr. S.M. Shahabuddin and Ms. Shraddha Gaikwad
3.	Canteen Committee	Dr. Serena D'souza (Chairperson), Dr. Sangeeta Kulkarni, Dr. S.M. Shahabuddin, Ms. Swati Gaikwad and Ms. Suvarna Sane
4.	Ph.D. Committee	Dr. Smita Kulkarni (Chairperson), Dr. Madhuri Thakar, Dr. Seema Sahay and Dr. Vijay Nema
5.	Bio-Safety Committee	Dr. Arati Mane (Chairperson), Dr. Madhuri Thakar, Dr. Manisha Ghate, Dr. Vijay Nema, Mr. Micheal Periera and Mr. Rajendra Yelgate
6.	Library Committee	Dr. Pallavi Shidhaye (Chairperson), Dr. Seema Sahay, Dr. Vandana Saxena, Dr. S. M. Shahabuddin and Ms. Swati Gaikwad
7.	Building committee	Dr. Suchit Kamble (Chairperson), Dr. Vijay Nema, Mrs. Swati Gaikwad and Mr. Vishal Bhosale
8.	Hindi Committee	Dr. Samiran Panda (Chairperson), Dr. Seema Sahay (Working Chairperson), Mr. Rajesh Yadav (Member Secretary), Ms. Rajani Bagul, Ms. Sushma Jadhav, Ms. Asmita Kadhe, and Mr. Atul Sirsat
9.	Condemnation Committee	Prof. Suresh Gosavi (Chairperson), Dr. Sunit Rane, Dr. Vijay Nema, Ms. Swati Gaikwad, Mr. Jitendra Kumar and Dr. Madhuri Thakar

S. N.	Name of the Committee	Composition
10.	Translational Research Committee	Dr. Sheela Godbole (Chairperson), Dr. Manisha Ghate and Dr. Swarali Kurle
11.	Drug Committee	Dr. Abhijit Kadam (Chairperson), Dr. Manisha Ghate, Dr. Ashwini Shete, Dr. Sampada Dhayarkar, Ms. Swati Gaikwad and Mr. Kumar Vaidya
12.	Public Grievance Cell	Dr. Manisha Ghate (Chairperson), Dr. Sheela Godbole, Mr. Hari Om Singh and Ms. Swati Gaikwad
13.	Good Research Practice & Research Misconduct Committee	Dr. Vandana Saxena (Research Integrity Officer), Dr. Megha Mamulwar (Coordinator – Conduct of Research), Dr. Amrita Rao, Ms. Shilpa Bembalkar and Dr. S.M. Shahabuddin
14.	Safety and Security Committee	Dr. Vijay Nema (Chairperson), Dr. Vandana Saxena, Ms. Swati Gaikwad, Mr. Vishal Bhosale, Mr. Amit Nirmalkar, Dr. Madhuri Thakar, Mr. Ajit Patil, Dr. S. M. Shahabuddin, Dr. Radhika Brahme, Mr. Biji George and Dr. Anupam Mukherjee and Dr. Amrita Rao
15.	Quality Management Committee	Dr. Madhuri Thakar (Chairperson), Dr. Manisha Ghate, Dr. Smita Kulkarni, Dr. Arati Mane, Dr. Amrita Rao and Dr. Sangeeta Kulkarni
16.	Swacchha Bharat Committee	Dr. Samiran Panda (Chairperson), Dr. Suchit Kamble (Working Chairperson), Dr. Abhijit Kadam, Mr. Michael Periera, Dr. S. M. Shahabuddin, Ms. Shilpa Bembalkar and Mr. Vishal Bhosale
17.	Internal Committee for Property Management	Dr. Smita Kulkarni, Dr. Suchit Kamble, Ms. Swati Gaikwad, Mr. Michael Periera and Mr. Biji George
18.	Maintenance and Permit to Work	Dr. Madhuri Thakar, Ms. Swati Gaikwad and Mr. Michael Periera

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

The Institute discharges its functions in accordance with the provisions contained in its Rules and Regulations, By-laws and the extant administrative and financial norms prescribed by ICMR for its employees.

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

The Institute holds under its control the Rules & Regulations of ICMR, and its by-laws.

<https://main.icmr.nic.in/rti>

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

All service-related files and registers of the employees

All research projects related files and registers

All files and registers related to financial statement of the institutes and projects

G. 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 there of:

The Institute's research activities are guided by Scientific Advisory Committee (SAC) that includes eminent scientist from various disciplines. The SAC members of the institute are given below:

S. N.	Name of Member and Affiliation
1.	Chairperson - Dr. Jai Prakash Narain, Global Health International Advisers and Former Director, Communicable Diseases/ SDE, WHO/SEARO, New Delhi, India
2.	Member - Dr. D. A. Gadkari, Ex-Director, National Institute of Virology, Pune
3.	Member - Dr. Smarajit Jana, Principal, Sonagachi Research and Training Institute, Kolkata
4.	Member - Dr. Soman Rajeev N. Honorary Consultant, Deenanath Mangeshkar Hospital & Research Center, Pune
5.	Member - Dr. Ravi Verma, Regional Director, Asia Regional Office, International Centre for Research on Women (ICRW), Delhi
6.	Member - Dr. Swarup Sarkar, Director, Communicable Diseases, South East Asia Regional Office, World Health Organization, Delhi
7.	Member - Shri Sanjeeva Kumar, Additional Secretary & DG (NACO & RNTCP) National AIDS Control Organization, Delhi
8.	Member- Dr. Shobini Rajan, Assistant Director General, National AIDS Control Organization, Delhi
9.	Member - Dr. Rabindranath Mukhopadhyaya, Formerly, Prof. ACTREC, Tata Memorial Centre, Mumbai
10.	Member - Dr. Himanshu D. Reddy, Associate Professor, Internal Medicine, Endocrinology, King George's Medical University, Lucknow
11.	Member Secretary - Dr. Samiran Panda, Director, ICMR-National AIDS Research Institute, Pune

S. N.	Name of Member and Affiliation
12.	Head/ Representative of Division of Epidemiology and Communicable Diseases, ICMR-HQ, New Delhi Dr. Raman Gangakhedkar

All research projects are reviewed and approved by the Ethics Committee, which also ensures that research is conducted with the highest ethical standards. The EC members list is given as below:

1.	Dr. V. S. Padbidri (Chairperson) M.B.B.S., Ph.D., Director Research
2.	Dr. Gupte Mohan D. M.B.B.S., D.P.H., M.D. (Preventive Social Medicine) ICMR Chair Epidemiology, Ex Director of National Institute of Epidemiology, Chennai
3.	Mrs. Hiremath Nirmala B.A. (Entire Psychology), M.S.W. Ex-Chief Executive Officer, TARA Mobile Creches, Pune
4.	Dr. Kakrani A. L. MD (Medicine); Prof. & Head Department of Medicine,
5.	Prof. Pal Jayanta K. M. Sc. (Zoology), Ph.D. (Biotechnology) Professor and Head, Department of Biotechnology,
6.	Dr. Pandit Vijaya M.B.B.S. M.D. (Pharmacologist) Professor and Head Department of Pharmacology
7.	Ms. Pawar Manisha NMP+ Network of Maharashtra People with HIV (NMP+)
8.	Dr. Sagade Jaya L.L.M., Ph.D.
9.	Justice Sathe R. Shrikant (Retired) B.Com., LLB
10.	Dr. Shrotri Aparna MD, DGO Ex. Professor of B.J. Medical College Pune
11.	Dr. Worlikar Pratibha M.D., Pharmacologist, Retired Professor of D. Y. Patil Medical College, Pune-43
12.	Dr. Abhijit Kadam ICMR-National AIDS Research Institute,

Plot No.73, G Block, MIDC, Bhosari, Pune - 26 Tele. No (O). - (020) 27331200 Extn.1328 Fax No. (O)- (020) 271210721

Establishment of Community Advisory Board (CAB) which acts as an interface between the community and researchers is pioneering effort in the country by NARI:

The list of CAB members is given as below:

Dr. V. N. Karandikar (Chairperson); Director, Health sciences, Bharati Vidyapeeth Deemed University, Bharati Vidyapeeth Bhavan, Pune

Mr. George Swami, Ms. Ratna Acharya, Ms. Lata Mane, Dr. Kalpana Mutatkar, Ms. Prema Kamble-Khandagale, Adv. Surekha Potphode, Ms. Madhuri Abhyankar, Ms. Nirmala Hiremath, Dr. Madhu Bamboli, Dr. P. V. Mahajan, Dr. Sanjeevani Kulkarni, Mr. Abhay Pawar, Ms. Anuradha Karkare, Dr. Prakash Onawale, Dr. Malika Mistri, Mr. Shridhar Loni, Ms. Vinaybala Mehta, Ms. Mangala Patil, Ms. Meena Kurlekar, Mr. Vilas Chaphekar, Ms. Tejaswi Sevekari, Mr. Irfan Karnalkar, Ms. Swati Chondhe, Adv. Asim Sarode, Ms. Mrunal Pendse, Dr. (Mrs.) Amrita Bagga, Dr. Sunita Chaudhari, Mr. Manoj Pardeshi, Ms. Sushila Joseph, Ms. Leena Rajan, Dr. Sagar Pathak, Mr. Mahendra Gaikwad, Ms. Medha Ranade, Adv. (Mrs.) Kailash Nevagi, Ms. Arati Pendse, Ms. Ashwini Tambe, Dr. Shakera Inamdar

H. 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:

Please refer item no. (iii) and (vii) for list of various committees. The record, deliberations of these committees are confidential and are not open to the general public.

I. A directory of its officers and employees:

Please refer item no. (J)

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

SR. NO.	NAME OF THE STAFF	DESIGNATION	PAY LEVEL
1	DR SAMIRAN PANDA	Scientist G & Director	LEVEL - 14
2	DR SEEMA SAHAY	Scientist G	LEVEL - 14
3	DR SMITA S KULKARNI	Scientist G	LEVEL - 14
4	DR MANISHA V. GHATE	Scientist F	LEVEL - 13A
5	DR MADHURI R. THAKAR	Scientist F	LEVEL - 13A
6	DR SHEELA V. GODBOLE	Scientist F	LEVEL - 13A
7	DR SUCHIT KAMBLE	Scientist E	LEVEL - 13

SR. NO.	NAME OF THE STAFF	DESIGNATION	PAY LEVEL
8	DR VIJAY NEMA	Scientist E	LEVEL - 13
9	DR ARATI K. MANE	Scientist E	LEVEL - 13
10	DR ASHWINI V. SHETE	Scientist D	LEVEL - 12
11	DR. VANDANA SAXENA	Scientist D	LEVEL - 12
12	DR SAMPADA D. BANGAR	Scientist D	LEVEL - 12
13	DR ANUPAM MUKHERJEE	Scientist D	LEVEL - 12
14	DR HARI OM SINGH	Scientist D	LEVEL - 12
15	DR SERENA D'SOUZA	Scientist D	LEVEL - 12
16	DR ABDUL ARIF KHAN	Scientist D	LEVEL - 12
17	DR. SWARALI NITIN KURLE	Scientist C	LEVEL - 11
18	DR. AMRITA P. RAO	Scientist C	LEVEL - 11
19	DR ABHIJIT V. KADAM	Scientist C	LEVEL - 11
20	DR MEGHA MAMULWAR	Scientist C	LEVEL - 11
21	DR. PALLAVI R SHIDHAYE	Scientist B	LEVEL - 10
22	DR. SANDIP B. PATIL	Scientist B	LEVEL - 10
23	MRS. SWATI D. GAIKWAD	Administrative Officer	LEVEL - 10
24	MRS. ANURADHA DESHPANDE	Administrative Officer	LEVEL - 10
25	MR RAJESH YADAV	Principal Technical Officer	LEVEL - 13
26	MRS RAJANI D BAGUL	Sr. Technical Officer	LEVEL - 12
27	DR SANGEETA KULKARNI	Technical Officer - 'C'	LEVEL - 11
28	MRS SUSHAMA JADHAV	Technical Officer - 'C'	LEVEL - 11
29	MRS BHARATI A MAHAJAN	Technical Officer - 'C'	LEVEL - 11
30	MRS SUVARNA SANE	Technical Officer - 'C'	LEVEL - 11
31	MRS VARSHA A KALE	Technical Officer - 'C'	LEVEL - 11
32	MRS. SUNITA KUMBHAR	Technical Officer - 'C' Nursing	LEVEL - 11
33	DR S M SHAHABUDDIN	Technical Officer - 'B' Library	LEVEL - 10
34	MR MICHAEL PEREIRA	Technical Officer - 'B'	LEVEL - 10
35	MS SHILPA BEMBALKAR	Technical Officer - 'B'	LEVEL - 10
36	MR TUMANLAL KATENDRA	Technical Officer - 'B'	LEVEL - 10
37	MRS SHUBHANGI BICHARE	Technical Officer - 'B'	LEVEL - 10
38	MR RAJENDRA YELGATE	Technical Officer - 'B'	LEVEL - 10

SR. NO.	NAME OF THE STAFF	DESIGNATION	PAY LEVEL
39	MR AMIT P NIRMALKAR	Technical Officer - 'B'	LEVEL - 10
40	MR. VINOD CHAVAN	Section Officer	LEVEL - 8
41	MRS. JAYASHREE GADRE	Section Officer	LEVEL - 8
42	MR AJIT A PATIL	Technical Officer - 'A'	LEVEL - 7
43	MR VILAS P PAWAR	Technical Officer - 'A'	LEVEL - 7
44	MRS. SHRADDHA G. GURAV	Technical Officer - 'A'	LEVEL - 7
45	MS. MADHURI TAK	Technical Officer - 'A'	LEVEL - 7
46	MR. NARAYAN PANCHAL	Technical Officer - 'A'	LEVEL - 7
47	MRS SHRADDHA GAIKWAD	Technical Officer - 'A'	LEVEL - 7
48	MR. GIRISH RAHANE	Technical Officer - 'A'	LEVEL - 7
49	MR VISHAL BHOSALE	Technical Officer - 'A' (JE-ES)	LEVEL - 7
50	MRS SUVARNA BADEKAR (SONAVALE)	Technical Assistant	LEVEL - 6
51	MR KUMAR VAIDYA	Technical Assistant	LEVEL - 6
52	MS. UJJWALA GHULE	Technical Assistant (Nursing)	LEVEL - 6
53	MRS SEEMA RAKESH PILLAI	Private Secretary	LEVEL - 7
54	MR VINAYAK CHAVAN	Sr. Technician (2)	LEVEL - 7
55	MR VIJAY CHAUWARE	Technician (2)	LEVEL - 5
56	MRS DIPALI KALE	Technician (2)	LEVEL - 5
57	MRS VARADA GANU	Technician (2)	LEVEL - 5
58	MRS PALLAVI BIRDAWADE	Technician (2)	LEVEL - 5
59	MR. ATUL T. SIRSAT	Technician (2)	LEVEL - 5
60	SMT. B. S. NINDANKAR	Laboratory Assistant	LEVEL - 5
61	MR M. B. ATTAR	Laboratory Assistant	LEVEL - 5
62	MR BIJI GEORGE	Lower Division Clerk	LEVEL - 5
63	MRS VARSHA MALWADKAR	Lower Division Clerk	LEVEL - 5
64	MRS ASMITA KADHE	Lower Division Clerk	LEVEL - 5
65	MR SUNIL R AWCHARE	Lower Division Clerk	LEVEL - 4
66	MR PAWAN SHIVANKAR	Lower Division Clerk	LEVEL - 2
67	MR. SACHIN DHONDGE	Technician -A	LEVEL - 2
68	MR. AMOL GOPAL RAUT	Laboratory Attendant - 2	LEVEL - 1
69	MR. CHANDRASHEKHAR MANE	Laboratory Attendant - 1 (MTS)	LEVEL - 1

SR. NO.	NAME OF THE STAFF	DESIGNATION	PAY LEVEL
70	MR. VIKAS AMBADAS VAIDYA	Laboratory Attendant - 1 (MTS)	LEVEL - 1
71	MR. VAIBHAV MAHADEV MANE	Laboratory Attendant - 1 (MTS)	LEVEL - 1

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

2017-18 Rs. 3570.55 lakhs
2018-19 Rs. 1659.89 lakhs
2019-20 Rs. 1657.65 lakhs

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

The Institute does not deal with any programme involving release of subsidy.

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

The Institute does not grant any concessions / permits/ authorizations.

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

The information with regard to ICMR-NARI is available in electronic form on the institutional

Website: <http://www.nari-icmr.res.in/>

O. 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:

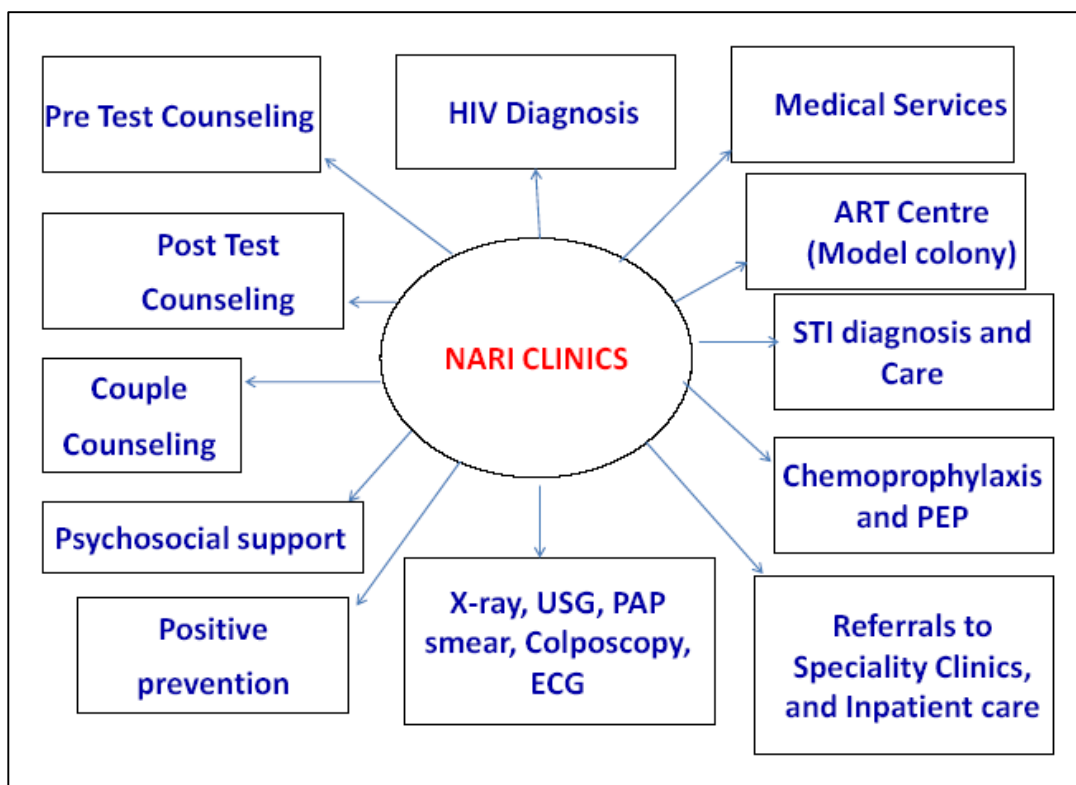
NARI Contact:

Telephone Number: 91-20-27331200

Web Site: <http://www.nari-icmr.res.in>

Services Provided at NARI Clinics:

Testing, care and support services are provided as per national guidelines.



Clinic Timings:

Gadikhana and Model Colony:

- 9.00 AM to 4.30 PM (Monday to Friday except on Government holidays)
- 9.00 AM to 12.30 PM (Saturday except on Government holidays)

NARI Clinic: 9.00 AM to 5.30 PM (Monday to Friday)

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

Sr. No.	Authority	Name of Public Authority and Address
1	Appellate Authority	Dr. Samiran Panda Scientist 'G' and Director 73 'G' Block, MIDC, Bhosari Pune -411026
2.	Central Public Information Officer (CPIO)	Dr. Manisha Ghate Scientist F 73 'G' Block, MIDC, Bhosari Pune -411026
3.	Central Assistant Public Information Officer (CAPIO)	Mrs. Swati Gaikwad Administrative Officer 73 'G' Block, MIDC, Bhosari Pune -411026

Q. Miscellaneous information: For any other information, please visit Institute's web site:
www.nari-icmr.res.in