

CITIZEN'S CHARTER



आई.सी.एम.आर. - राष्ट्रीय पर्यावरणीय स्वास्थ्य अनुसंधान संस्थान
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार

ICMR- National Institute for Research in Environmental Health
Department of Health Research, Ministry of Health & Family Welfare
Government of India, Bypass Road, Bhauri
Bhopal - 462030



icmr
INDIAN COUNCIL OF
MEDICAL RESEARCH

NIREH

NATIONAL INSTITUTE FOR RESEARCH
IN ENVIRONMENTAL HEALTH

A PERMANENT INSTITUTE OF INDIAN COUNCIL OF MEDICAL RESEARCH
DEPARTMENT OF HEALTH RESEARCH,
MINISTRY OF HEALTH & FAMILY WELFARE
GOVERNMENT OF INDIA

PREAMBLE

Purpose of Citizen Charter is to enhance transparency and improve the service delivery mechanism effectively for the larger public health care system and stake holder's centric. It is a step towards pro-active voluntary disclosure of the activities/services rendered by the Institute.

ABOUT THE INSTITUTE

Subsequent to the passage of a resolution by the Union Cabinet on 24th June, 2010 ICMR set "National Institute for Research in Environmental Health" at Bhopal, on 11th October, 2010 as its 31st permanent institute. The immediate goal of the Institute was the research on health problems of the survivors of Bhopal Gas Tragedy that occurred in the intervening night of 2/3 December 1984. The vision of the institute is to become the institution of Excellence for cross-disciplinary research and innovation in environmental health

VISION STATEMENT

To conduct high quality applied and basic cross-disciplinary biomedical and clinical research to tackle environmental health issues as an apex research institution on environmental health in India.

MISSION STATEMENT

As a pioneer in the field of environmental health in India, ICMR-NIREH is committed to excellence in:

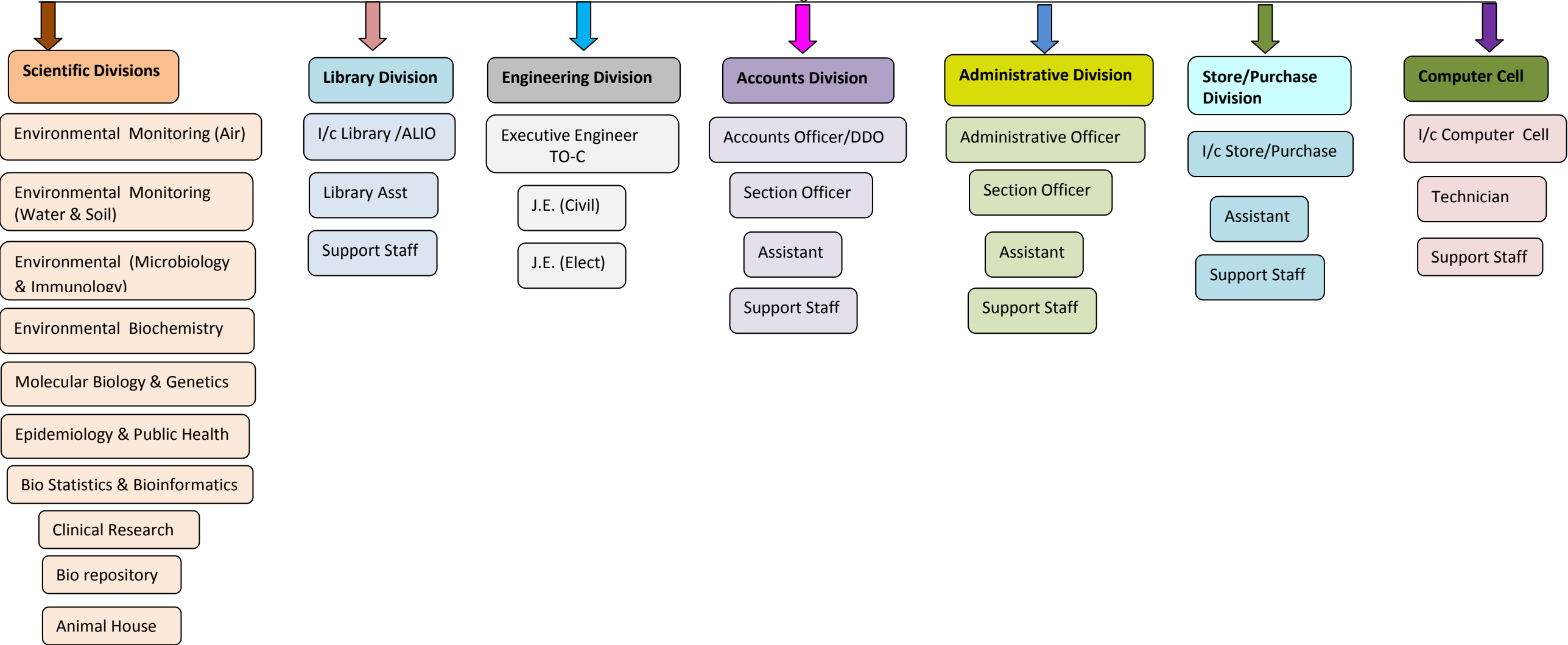
- (a) **Biomedical research on environmental health issues.** Through basic, clinical, epidemiological and translational research, to understand the underlying causes and develop solutions for various health issues associated with environmental exposures.

- (b) **Environmental exposure assessment and mitigation.** Through environmental monitoring, bio-monitoring and exposure modeling, to assess the environmental exposure to various factors and pollutants in rural and urban populations across the country; and to develop/recommend and evaluate the efficacy of engineering as well as policy interventions in reducing the exposure and mitigating the associated health effects.
- (c) **Capacity Building in environmental health.** Towards sustenance of environmental health as a discipline, to initiate several short and long term training programmes and courses to build the skilled manpower in environmental health.

ORGANOGRAM

Secretary, DHR & Director General

Director



INFRASTRUCTURE

The Institute has its new permanent residential campus at Bhauri village, Bhopal and old campus at Kamla Nehru Hospital Building, Gandhi Medical College Campus, Bhopal.

- Sophisticated equipments like, Real Time PCR, GCMS, ICP-OES, Fluorescence Inverted Microscope, Next Generation Sequencing System, deep freezers Multimode Reader, Flow Cytometer, Centrifugal lypholizer, Hematology analyser, Tissue processor, etc.
- Guest House
- International Hostel
- Animal House
- Bio-repository
- Auditorium

Rights of research subjects at ICMR-NIREH:

- Right to be treated with respect and dignity, in a safe and clean environment.
- Right to confidentiality about your personal information as per guidelines.
- Right to personal dignity and privacy during examination and procedures.
- Right to information and consent before any research protocol is initiated.
- Right to clarify all your doubts before signing any informed consent form.
- Right to agree to or refuse to, to take part in or withdraw from bio-medical and social research studies.
- Right to represent for genuine grievances
- Right to respect your individual beliefs & values
- Right to be informed about the names of the doctors and other healthcare team members involved in your care.

National and International Collaboration

The Institute maintains the close networking with the Universities/IITs, various National Institutions like NEERI, Madhya Pradesh Pollution Control Board, Central Pollution Control Board, Ministry of Environment Forest & Climate Change, NIPHM, Barkatullah University and AIIMS for research, training and environmental health programme. The Institute is also getting funding from Russian Foundation for Basic Research.

This network facilitates execution of research, interventions, analysis and teaching programs in the field of environmental health.

Awards

Various awards have been received by the Scientists of the Institute since its inception.

Working Hours

As per ICMR/ Govt. of India Rules, Institute observes 5 days a week, office hours are from 9.30 a.m. to 6.00 p.m except Saturday/Sunday and Public holidays, declared by the Government of India.

Review Mechanism – Institutional

The institutional performance both as a whole and at individual level across the board is evaluated through expert advice and critical review by various committees. The feedback is incorporated to improve research quality. This is essentially achieved through the following committees:

Scientific Advisory Committee is empowered to provide direction in research activities. It also approves scientific research projects that are undertaken in the Institute.

Institutional Ethics Committee provides approval by carefully examining ethical issues in research projects undertaken in the Institute.

Building Advisory Committee provides guidance on construction of building/new structure.

Condemnation Committee brings out the office items which are not usable or obsolete and advice the administration for the dispose of the same as per rules and purchase appropriate replacement if that particular item is needed for the office use.

Transport Committee is responsible use of office and hired vehicles for official use.

Internal Complaint Committee is to investigate the reports of harassment of women employees at workplace in the Institute and ensure the safety of women employees.

Medical Reimbursement Committee examines the medical reimbursement claims carefully submitted by the employees of the Institute for payment.

Official Language Implementation Committee looks after the implementation and promotion of official language in day to day work of the Institute.

Scientific decisions are implemented by the Director on the recommendation of Scientific Advisory Committee/Institutional Ethics Committee/ /Scientific Committee & Various Scientific Expert Group. Administrative decisions are taken by the Director as per GoI/DoPT & ICMR Rules and on the recommendation of various Institutional Committees.

The Principal Directorate of Audit (Central Expenditure) undertakes the audit of Accounts of the Institute. At the end of each financial year all accounts of the Institute and various projects sponsored by various funding agencies are audited and their observations/suggestions are noted by the Institute for necessary compliance and improvement. The replies/clarification of the observations are being sent to them through ICMR Headquarters.

The Internal Audit Team of the Ministry of Health and Family Welfare and Indian Council of Medical Research is also conducting the audit of the accounts of the Institute. Their observation and suggestions are being complied under the intimation to them .

Staff Appraisal

Members of the Institute working in various divisions are monitored by the Head of the Departments (HoD). HoDs are reporting to the Director for their day-to-day activities and engagements of staff members in various activities. The Annual confidential Report of subordinates is endorsed/evaluated by the Head of Department and submitted to the Director for final recommendation.

ICMR has adopted assessment scheme for the Scientific cadre (Scientist-B and above) as per Health Research Scientist Cadre (HRSC) Rules of ICMR. The assessment committee reviews the work, annual confidential report and presentation of the scientists and recommends suitable cases for the next higher grade promotion.

For technical staff and administrative staff of the institute, Departmental Promotion Committee/Assessment Committees have been constituted for promotion/assessment promotion to next higher grade level.

GRIEVANCE REDRESSAL MECHANISM

Efforts are made for hassle free services to the stake holders. Still there may be a situation that the Stake Holders may feel shortcomings in the services rendered. Please do not hesitate to file your complain or suggestion with any one of the following officers, in person during working hours or by post. Your valuable suggestions will be entertained and attended to at the earliest.

Central Public Information Officer (CPIO):

Dr. Anil Prakash, Scientist-G

Phone- 0755-2533106(O)

Email: anilprakashin@yahoo.co.in , a.prakash.nireh@gov.in

Central Public Information Officer (CPIO) in absence:

Dr. Yogesh D. Sabde, Scientist-E

Phone 0755-2533106(O)

Email: sabdeyogesh@gmail.com , yogesh.sabde.nireh@gov.in

Appellate Authority:

Dr. R.R. Tiwari,

Director

Phone- 0755-2533106(O)

Email:-tiwari.rr@gov.in

Vigilance Officer:

Dr. Subroto S Nandi, Scientist-E

Phone- 0755-2533106(O)

E-mail: s.nandi76@icmr.gov.in

Internal Complaint Committee on Harassment of working women at workplace

Dr. Ruma Galgalekar

Scientist-B & Chairperson

Phone- 0755-2533106(O)

E-mail: r.galgalekar@icmr.gov.in, nishi_ruma@hotmail.com

The citizen can also seek information under RTI Act, 2005. Also public grievances accepted online through www.nireg.org/publicgrievances)

Responsibilities of the Beneficiaries

The success of this charter depends on the support we receive from our Beneficiaries. Please help us in keeping the Institute and its surroundings clean and hygienic The Institute is a No Smoking and tobacco free Zone. Respect others right to health and clean environment and refrain from smoking.

Please provide useful feedback and constructive suggestion addressing to the Director of the Institute.

Expectation from clients/citizens

The Institute functions under various constraints with the increased workload. Support of the stakeholders and citizens is essential for the successful implementation of this Charter.

This is a National Facility, hence please:

- Help us to keep the premises neat & clean.
- Cooperate with the Security and other staff.
- Avoid crowding, unwarranted quarrel and argument.
- Do not damage the property of the Institute.
- Help us in eradicating the corrupt practice.
- Provide useful feedback and suggestions.
- Don not smoke or use one time plastics.

PLEASE HELP US TO HELP YOU!