



NORTH EASTERN INSTITUTE OF AYURVEDA AND HOMOEOPATHY, SHILLONG

DISCLOSURE OF INFORMATION UNDER RTI ACT, 2005

INDEX

Section	Particulars	Page No.
Section 4(1)(b)(i)	Particulars of its organization, functions and duties	3-7
Section 4(1)(b)(ii)	Power and duties of its officers and employees	8-10
Section 4(1)(b)(iii)	Procedure followed in decision making process	11
Section 4(1)(b)(iv)	Norms for discharge of functions	12-15
Section 4(1)(b)(v)	Acts, Rules, regulations, instructions, manuals and records for discharging function	16
Section 4(1)(b)(vi)	Categories of documents held by the authority under its control	17-18
Section 4(1)(b)(vii)	Board, councils, committees and other bodies constituted as part of the public authority	19-23
Section 4(1)(b)(viii)	Directory of officers and employees	24-27
Section 4(1)(b)(ix)	Monthly remuneration received by Officers & employees including system of compensation	28-32
Section 4(1)(b)(x)	Name , Designation and other particulars of Public Information Officers	33
Section 4(1)(b)(xi)	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures ad reports ob disbursement	34-35
Section 4(1)(b)(xii) Section 4(1)(b)(xiii) Section 4(1)(b)(xiv)	Manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programs Particulars of recipients of concessions, permits or authorizations granted by it. Details in respect of the information, available to or held by it, reduced in an electronic form	36
Section 26	Programmes to advance understanding of RTI	36
	Transfer Policy and Transfer Orders	36
	Budget & Programmes	36
	Publicity Band Public interface	37
	E. Governance	38-39

Section 4(1) (b) (i)

1. Particulars of its organization, functions and duties:

1.1 Particulars:

The North Eastern Institute of Ayurveda & Homoeopathy (NEIAH), Shillong, Meghalaya is an autonomous institute newly established under the Ministry of AYUSH, Government of India. The Institute is developed adjacent to the North Eastern Indira Gandhi Regional Institute of Health and Medical Sciences (NEIGRIHMS) at Mawdiangdiang, Shillong, Meghalaya.

The Union Cabinet in its meeting held on 27th March, 2008 accorded approval to establish North Eastern Institute of Ayurveda & Homoeopathy at Shillong to provide health care to the people of NE Region and Sikkim under Ayurveda and Homoeopathy systems of medicine; moreover, to promote and popularize Ayurveda and Homoeopathy and to create awareness among the general masses regarding the importance, effectiveness and potentials of Ayurveda and Homoeopathy, the expansion of health care facilities, improvement in the doctor-population ratio and R&D on bio-resources in the North East region

The institute has been formally inaugurated by Sh. Shripad Yesso Naik, Hon,ble Minister of State (IC), Ministry of AYUSH, Govt. of India on 22nd December, 2016 in august presence Smt. R. Warjri, Hon,ble Minister of Health and Family Welfare, Govt. of Meghalaya, Local MP, Local MLA, Govt. of India officials, Govt. of Meghalaya officials, Students/ Staffs/ Faculty members & Director NEIAH, public, regional & national media.

The institute has started a Ayurvedic and a Homoeopathic college with the admission capacity of 50 students each (BAMS and BHMS Courses) from the session 2016 - 17 along with a full fledged 100 bed Ayurvedic hospital and a 50 bed Homoeopathic hospital. Further, since the academic year 2019-20, the total intake of Ayurveda College and Homoeopathy College has been increased to 63 students for both BAMS & BHMS courses.

1.2 NAME & ADDRESS:

i. Name and Address of the Organization

North Eastern Institute of Ayurveda and Homoeopathy (NEIAH)
Ministry of Health & Family Welfare,
(An Autonomous Institute under the Ministry of AYUSH, Government of India)
Mawdiangdiang, Shillong, Meghalaya -793018
Phone : 0364-2538134
Email : dir-neiah@nic.in / neiahshillong@gmail.com

ii. **HEAD OF THE ORGANISATION**

Name	Prof.(Dr) Vijay Kumar
Designation	Director (i/c) NEIAH, Shillong
Date of Joining the Institute	02.08.2016
Qualification	MD Swasthavritta
Telephone	0364-2538134
Email	dir-neiah@nic.in

1.3 VISION, MISSION AND KEY OBJECTIVES

1. To develop, promote and popularize the Ayurvedic and Homoeopathic systems of education and healthcare.
2. To provide world-class education in Ayurveda and Homoeopathy at the under graduate, post graduate, doctoral and post-doctoral degree levels.
3. To undertake and promote cutting edge research in the fields of Ayurveda and Homoeopathy with a view to develop modalities for treatment of various disease especially lifestyle disorders.
4. To encourage and promote inter-disciplinary studies between Ayurveda and Homoeopathy for the treatment of various diseases.
5. To promote, encourage and augment coordination and partnership with other National Institutes and Research Councils working in the field of Ayurvedic and Homoeopathic research of medicine / treatment of diseases.
6. To provide superior quality and affordable healthcare services through the Ayurvedic and Homoeopathic systems of medicine.
7. To establish, operate and maintain state-of -the-art facilities as well as database for undertaking research and development activities and make such facilities and database available to scientists and researchers from all over the country and abroad.
8. To collect, publish and disseminate data and information on relevant aspects of Ayurveda and Homoeopathy to the scientific community.
9. To undertake and promote extension programmes and social outreach activities to contribute to the development of society.
10. .To conduct Continuing Medical Education (CMEs), Seminars, Workshops, Refresher Courses for Medical professionals of Ayurveda and Homoeopathy at the regional, national and international level.
11. To conduct short-term courses and training programmes for medical, para-medical and non-medical professionals at the regional, national and international level.

12. To develop and promote Medical Tourism / Wellness Tourism by way of capitalizing on the wellness programmes provided by Ayurveda Panchakarma which promote detoxification and rejuvenation of the body and mind.
13. To explore the rich flora and fauna of the Northeastern region in general and Meghalaya in particular for contributing to the economic growth of the state/region as the case may be.
14. To explore the traditional healthcare system widely prevalent in the state/region, to undertake research on the benefits of the system and to incorporate the findings for augmenting the healthcare services at large.

1.4 FUNCTIONS AND DUTIES

In order to promote the above objects, the Institute may perform all necessary functions.

- I. To develop the Institute into an advanced clinical, educational, training & research centre in Ayurveda and Homoeopathy, as the case may be;
- II. To provide advanced training in professional techniques and theory in Ayurveda or Homoeopathy, as the case may be;
- III. To seek affiliation of the Institute with any recognized University.
- IV. To conduct refresher courses of Ayurvedic and Homoeopathic teachers, Ayurvedic or Homoeopathic physician and paramedical staff;
- V. To publish journals, research papers, leaflets and textbooks and augment and maintain libraries/information services in furtherance of the objects.
- VI. To invite representatives of the Government, Universities and from organizations of foreign countries and prominent scientists to participate in the programme of the Institute.
- VII. To cooperate with national and international agencies engaged in research and training in Ayurveda or Homoeopathic medicine and arrange for exchange of personnel, materials and data.
- VIII. To subscribe to, become a member of, or cooperate/coordinate with, any other association or society whose objects are similar.
- IX. To develop database on the knowledge regarding scientific discoveries, institutions involved in Ayurveda and Homoeopathic research, scientists and their contributions in the field of Ayurveda and Homoeopathy.

X. To create administrative, technical, ministerial and other posts under the Institute and makes appointments thereto in accordance with the rules and regulations of the Institute.

XI. To accept grants, gifts, donations, securities and movable and immovable properties of any kind offered by the Central Government and State Governments for the furtherance of the objectives.

XII. To issue appeals and apply for money and funds in the furtherance of the objects of the Institute and to raise or collect funds by gifts, donations, subscriptions or otherwise of cash and securities and any property, either movable or immovable, and grant such rights and privileges to the donor, subscribers and other benefactors as the Institute may consider fit and proper.

XIII. To acquire, purchase, exchange, lease, hire or otherwise, however, any property, movable or immovable, which may be necessary or convenient for running the Institute and build, construct, improve, alter, demolish and repair such buildings, works and construction, as may be necessary for carrying out the objects of the Institute.

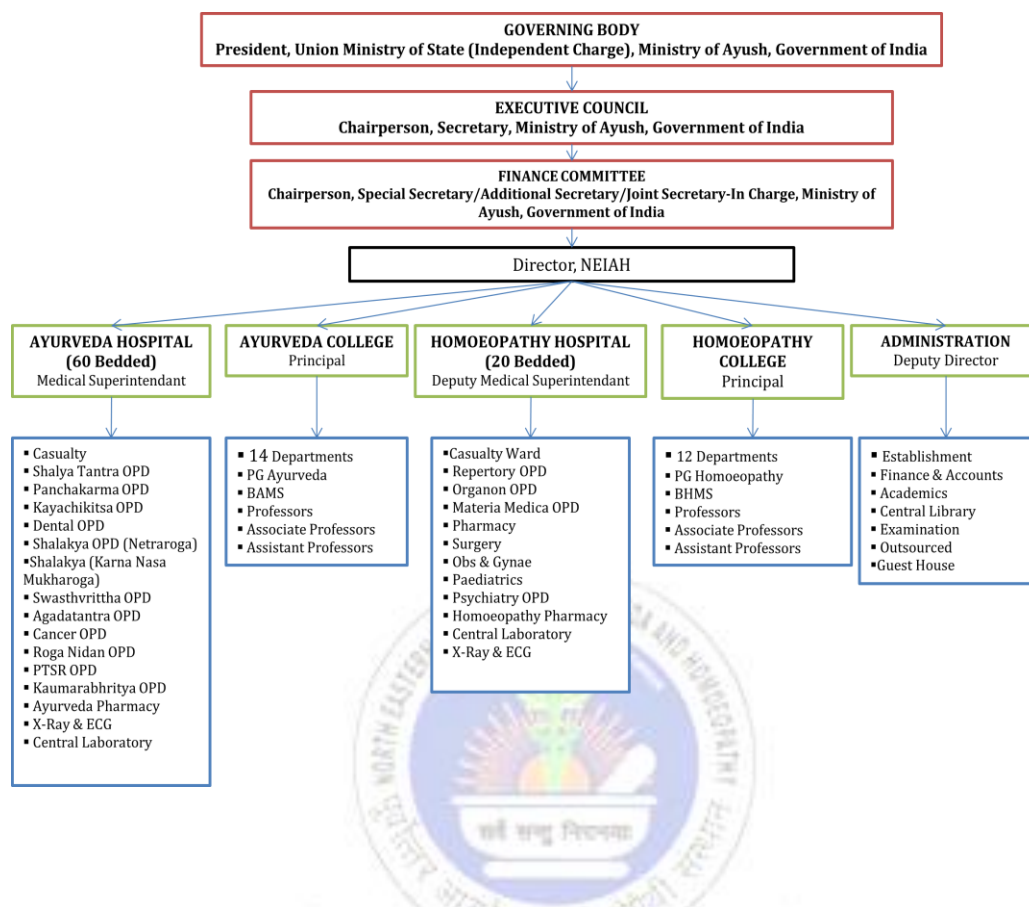
XIV. To invest and deal with funds and money of the Institute.

XV. To appoint and hire services or discharge/terminate the services of the personnel and to pay them in return for the services rendered to the Institute, salaries, allowance, gratuities, provident fund and other allowances or remuneration in accordance with the rules and regulations of the Institute.

XVI. To sell mortgage, lease, exchange, and otherwise transfer or dispose of all or any property, movable or immovable, of the Institute for the furtherance of its objects, or any of them, subject to prior approval of the Central Government.

XVII. To grants prizes, awards, scholarships, grants, and stipends, and to carry out all such other activities for promotion of Ayurveda and Homoeopathy and things either alone or in conjunction with other organizations or persons as the Institute may consider necessary, incidental or conducive to the attainment of all of any one of the above mentioned objects.

1.5. Organizational Chart



1.6 Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt

The Director is the Head of the Institute. Various committees are constituted by the Director for the procedures to be followed in decision making process and for accountability.

Section 4(1) (b) (ii)

Power and duties of its officers and employees

2.1 Powers and duties of officers (administrative, financial and judicial)

Director:

The Director is the Head and the Competent Authority of the Institute. The Director is in-charge of administration, establishment, technical and financial matters of the Institute. The Director is delegated the powers to implement the rules and regulations.

May also kindly refer to the Memorandum of Association and Rules & Regulation of NEIAH, Clause 2.17. Powers and Functions of the Director and Bye-Laws (Service Matters) - Annexure A –Powers vested in Director.

Administration & Establishment Section:

Deputy Director (Admin) supervises the administrative & establishment work of the Institute and also supports the Director in all activities related to the section.

The Administration Section consists of Administrative Officer, Assistant Administrative Officer, Upper Division Clerk and other supporting staff. It deals with all type of establishment matters like maintaining of service registers, employee particulars, maintenance of leaves and recruitment process etc.,.

Stores section deals with procurement and maintenance of supplies and fulfillment of annual requirements of the institute.

Accounts Section:

Accounts Officer supervises the accounts and accounting work of the Institute and also supports the Director in all financial related matters.

The Accounts Section consists of Cashier, Accountant, Junior Accountant and other supporting staff. It deals with salary, bills, budget utilization and other matters involving financial aspects.

College Section:

The Principals supervises the faculty of the Institute and matters related to BHMS & BAMS courses and PG Courses in the Institute. They also support the Director in all matters related to academic matters and research.

Hospital Section:

The Medical Superintendent and Dy. Medical Superintendent supervise all medical, nursing, paramedical, and support staff as well as the day-to-day functioning of the both

Ayurveda & Homoeopathy hospitals respectively. Ensures quality of patient care, treatment protocols, and medical ethics are followed. They also support the Director in all matters related to Hospitals.

Engineering Section:

The Junior Engineer (Civil) supervises all ongoing construction projects and repairing work as well as plumbing works etc., as per Norms.

The Junior Engineer (Electrical) supervises all electrical installation works, wiring, panels, substations, DG Sets, Lifts etc., as per IS Standard.

They also support the Director in all matters related to technical issues.

2.2 Power and duties of other employees

The support staff assists the officers in substantive functions, towards fulfilling the objectives of the Institute.

2.3 Rules/orders under which powers and duty derived

- Recruitment rules and regulations of NEIAH
- Fundamental and Supplementary rules (FR /SR)
- Central Civil Service (CCS) Rules
- Office Memorandum / Guidelines issued by Ministry of Ayush, Government of India.
- Office Memorandum / Guidelines issued by DoPT, Government of India from time to time
- General Provident Fund Rules
- General Financial Rules

Exercised:

As per the rules and orders issued from time to time, as well as the allocation of work

2.4 Work Allocation

Section	Name of the Officer In-charge	Designation
Administration & Establishment	Sh. A Wanshai Shynret	Deputy Director (Admin)
Accounts Section	Sh. Nayanjyoti Baruah	Accounts Officer
Ayurveda Hospital	Dr. Nirupam Bhattacharyya	Clinical Registrar cum Medical Superintendent (I/c)
Homoeopathy Hospital	Dr. Tapan Nath	Assistant Professor (Sr.Scale) cum Deputy Medical Superintendent (I/c)
Ayurveda College	Dr. Bishnu Choudhury	Assistant Professor (Sr.Scale) cum Principal (I/c)
Homoeopathy College	Dr. Bakmenlin P. Chyne	Assistant Professor (Sr.Scale) cum Principal (I/c)

In-charge of Guest House	Dr. Himangshu Baruah	Assistant Professor (Sr.Scale)
Warden, Boys Hostel	Dr. Jayanta Talukdar	Assistant Professor (Sr.Scale)
Assistant Warden, Girls Hostel	Dr. Monica Gupta	Assistant Professor



Section 4(1) (b) (iii)

3.1 Process of decision making –Identify key decision making process

The institute is established as an Autonomous Body, under the Ministry of Ayush, Govt. of India. The process and procedures of decision making is as per norms.

3.2 Final decision making authority

The Director is the decision-making authority in matters of technical and administrative affairs and for day-to-day functioning of the institute.

3.3 Related provisions, acts, rules etc.

- a. Recruitment rules and regulations of NEIAH
- b. Fundamental and Supplementary rules (FR /SR)
- c. Central Civil Service (CCS) Rules
- d. Office Memorandum / Guidelines issued by Ministry of Ayush, Government of India.
- e. Office Memorandum / Guidelines issued by DoPT, Government of India from time to time
- f. General Provident Fund Rules
- g. General Financial Rules

3.4 Time limit fort taking a decision, if any

The time limit for technical and administrative activities is adhered and decisions taken within fixed duration.

3.5 Channels of supervision and accountability

The Director is supported by Deputy Director (Admin) and other officers in matters relating to administration and other aspects. Various committees are constituted by the Director for the procedures to be followed in decision making process and for accountability.

Section 4(1) (b) (iv)

Norms for discharge of functions

4.1 Nature of functions/services offered

The North Eastern Institute of Ayurveda & Homoeopathy (NEIAH) in Shillong is an autonomous institute under the Ministry of Ayush, Government of India. It provides holistic, natural, and traditional medical healthcare, alongside medical education for the North Eastern region.

a. Healthcare and Clinical Services:

OPD & IPD: Features 60 beds for Ayurveda and 20 beds for Homoeopathic care, alongside 24x7 casualty/emergency services.

Therapies: Offers traditional Indian therapies including Panchakarma, Ksharasutra, Kriyakalpa, Swarnaprashan etc.

Diagnostic Facilities: Includes fully equipped laboratories, digital X-ray, Ultrasound (USG), ECG, and Nadi Tarangini.

Allied Services: Provides diet counseling, physiotherapy, yoga consultations, and a dental unit.

b. Education and Training:

Undergraduate & Postgraduate: Offers BAMS (Ayurveda) and BHMS (Homoeopathy) degrees, as well as MD programs, affiliated with North Eastern Hill University (NEHU).

It also offers a one year Panchakarma Technician Certificate Course.

Research & Development: Functions as a center to preserve, promote, and research traditional Indian and homeopathic medical systems.

4.2 Norms/standards for function/service delivery

The function and service delivery at the North Eastern Institute of Ayurveda & Homoeopathy (NEIAH) is governed by strict compliance with statutory regulations, academic affiliations, and medical quality standards set by the Government of India.

4.3 Process by which these services can be accessed

Services and functions at the North Eastern Institute of Ayurveda & Homoeopathy (NEIAH), Shillong, are accessed through distinct pathways depending on whether you are a patient, a student, or a citizen.

a. **Accessing Patient Healthcare Services:**

Patient services operate on a walk-in, first-come, first-served framework at the main facility located in Mawdiangdiang. OPD Registration: Patients must register physically at the OPD counters.

Registration Timings: Monday to Friday from 8:30 AM to 2:00 PM. Saturdays from 8:30 AM to 11:00 AM.

Routine Clinical Hours: Weekdays from 9:00 AM to 4:00 PM.

Saturdays from 9:00 AM to 1:00 PM.

Admissions: Admission to the 60-bed indoor wards is done exclusively upon the clinical recommendation of an attending NEIAH medical officer during OPD consultation.

Emergency Care: The casualty/emergency department functions 24x7 and requires no prior appointment.

Visiting Hours: Relatives can visit admitted patients during designated shifts: Morning (7:00 AM – 8:00 AM), Afternoon (1:30 PM – 2:30 PM), and Evening (4:00 PM – 6:00 PM). Sundays/Holidays are restricted to 12:00 Noon – 1:45 PM

b. **Accessing Educational Courses:**

The academic programmes offered by the Institute are regulated by the National Commission for Indian System of Medicine (NCISM) and the National Commission for Homoeopathy (NCH) and are affiliated with North-Eastern Hill University.

Seats Distribution:

UG-BAMS & BHMS : The Institute has an approved intake capacity of 63 students each for the BAMS (Bachelor of Ayurvedic Medicine and Surgery) and BHMS (Bachelor of Homoeopathic Medicine and Surgery) courses. Out of the 63 seats in each course, 31 seats are allotted under the All India Quota, 31 seats under the North Eastern (NE) States Quota, and 01 seat is reserved for a Foreign National in each course.

The 31 All India Quota seats in each course are filled through centralized counseling conducted by the Ministry of Ayush through the website AACCC Portal. The 31 North Eastern (NE) States Quota seats in each course are filled through counselling conducted by the respective State Counselling Authorities. The Foreign National seat is filled through nomination by the Indian Council for Cultural Relations (ICCR).

PG (Ayurveda & Homoeopathy): For Postgraduate (Ayurveda & Homoeopathy) programmes, 50% of the total seats are earmarked as All India Quota seats, which

are filled through centralized counselling conducted by the AACCC, Ministry of AYUSH.

The other 50% of seats are distributed as under:

A) NEIAH Graduates Quota – 25% of Total Seats :

25% are reserved for BAMS/BHMS graduates of NEIAH, Shillong, irrespective of their Permanent Residence Certificate (PRC) status

B) North Eastern States PRC Quota – 25% of Total Seats: the remaining 25% are reserved for candidates possessing a valid Permanent Residence Certificate (PRC) of any North Eastern State.

One Year Panchakarma Technician Certificate Course: The course has an approved intake of 20 seats. Out of these, 06 seats are reserved for candidates from Meghalaya, while the remaining 14 seats are distributed equally among the other North Eastern States, with 02 seats reserved for candidates from each of the seven remaining North Eastern States.

Applications are invited through a notification published by the Institute on its official website. Eligible candidates are required to submit the prescribed application form along with the necessary documents and application fee within the stipulated period. Admission is granted on the basis of merit in the qualifying examination and fulfillment of the prescribed eligibility criteria.

Eligibility criteria:

BAMS & BHMS: Candidates seeking admission to the BAMS and BHMS programmes must qualify in the National Eligibility-cum-Entrance Test (NEET-UG) conducted by the National Testing Agency (NTA). Applicants must have attained the age of 17 years on or before the prescribed date of admission. In addition, they must have passed the 10+2 or equivalent examination with Physics, Chemistry, Biology/Biotechnology, and English as compulsory subjects from a recognized board.

PG (Ayurveda & Homoeopathy): Candidates seeking admission to the postgraduate programmes in Ayurveda and Homoeopathy must qualify in the All India AYUSH Post Graduate Entrance Test (AIAPGET) conducted by the National Testing Agency (NTA). Applicants must possess a recognized BAMS/BHMS degree, have completed the one-year compulsory rotating internship on or before the prescribed date, and hold a valid permanent or provisional registration certificate from the respective State/Central Council.

One Year Panchakarma Technician Certificate Course: Candidates seeking admission to the One-Year Panchakarma Technician Certificate Course must have passed Class XII (10+2) or an equivalent examination from a recognized Board. Admission is made on the basis of merit in the qualifying examination, as per the admission guidelines of the Institute. Applicants must have attained the age of 17 years and should not be more than 25 years of age on or before the prescribed date of admission.

c. **Accessing Administrative & Institutional Services:**

Recruitment & Job Vacancies:

Job seekers may apply for deputation, regular, or contractual positions advertised by North Eastern Institute of Ayurveda & Homoeopathy (NEIAH). Details of available vacancies are published on the NEIAH website, and recruitment notifications are updated periodically as new opportunities arise.

RTI Applications: Indian citizens can file Right to Information applications to seek information regarding administration or budgets. Applications should be addressed to the designated Central Public Information Officer (CPIO) at NEIAH along with the standard statutory fee.

4.4 Time-limit for achieving the targets

All activities are scheduled as per the training calendar and need based trainings are taken up outside the calendar events.

4.5 Process of redress of grievances

The grievances of the public and staffs are addressed by Director within the time frame as per the grievances from time to time.

Section 4(1) (b) (v)

Rules, regulations, instructions manual and records for discharging functions

5.1 Title and nature of the record/ manual /instruction.

5.2 List of Rules, regulations, instructions manuals and records

5.3 Acts/Rules manuals etc.

The institute discharges its functions by the way of Government of India norms as set by DoPT. The rules and regulations or norms concerning service conditions of employee, Fundamental and supplementary Rules (FR/SR), CCS (Conduct) Rules and General Financial Rules (GFR) framed by the Govt. of India, and such other rules and orders issued from time to time shall apply to the extent applicable to the employees.

- a. Recruitment rules and regulations of NEIAH
- b. Fundamental and Supplementary rules (FR/SR)
- c. Central Civil Service (CCS) Rules
- d. Office Memorandum / Guidelines issued by Ministry of Ayush, Government of India
- e. Office Memorandum / Guidelines issued by DoPT, Government of India from time to time
- f. General Provident Fund Rules
- g. General Financial Rules
- h. Standard Operating Procedures for procurement of articles
- i. Standard Operating Procedures for Aadhaar Enabled Biometric Attendance System

5.4 Transfer policy and transfer orders

Not Applicable

Section 4(1) (b) (vi)

Categories of documents held by the authority under its control

6.1 Categories of documents

6.2 Custodian of documents/categories

Categories of documents	Custodian of documents
Letters, notes pertaining to internal communication and communication with Ministry of Ayush, State Govt. authorities and others Annual performance Appraisal Reports Confidential files Court cases & related documents Disciplinary proceedings Annual Reports Recruitment rules Service registers/ Service Records Personal files of all staff Recruitment, Appointment & Promotions / Seniority Pay fixation Committee constitution & reports Engagement of outsourced/Contract staff Leave register of employees Maintenance of Roster for identification of posts Quarters allotment Estate & Security related files Training particulars Joining & Relieving reports of participants NEIAH Bye-laws Memorandum of Association of NEIAH Registration of Society Document pertaining to Affiliation of BAMS, BHMS & PG courses.	Administration & Establishment Section
Statement of Accounts, Salary particulars, advances etc. Cash book / Receipts/Bills, NPS records Budget estimates / expenditure Audit files	Accounts Section
Supplies & Materials - Records related to purchase of equipment/articles/services/consumables/non-consumables, Condemnation of articles Stock register Tender/quotations / bid documents, Procurement	Procurement & Store Section
Library books Scientific journals Annual Reports of Institute Magazines Library records	Library Section
RTI applications RTI Act 2005 & rules 2012	RTI Section

RTI - Compendium of rules & OM	
Website related documents	
Land Records	Engineering Section
Building layout Plans/Building approval	
Occupancy/Pollution/Construction	



Section 4(1) (b) (vii)

Boards, Councils, Committees and other Bodies constituted as part of the Public Authority

7.1 Name of Boards, Council, Committee etc.

- a. General Body
- b. Executive Council
- c. Scientific Advisory Committee
- d. Finance Committee

7.2 Composition

GENERAL BODY

Sl.No.	Description	Status
i.	Cabinet Minister of Ayush/ Minister of State (Independent Charge)Ministry of Ayush	President
ii.	Minister of state (Ayush) by Status	Vice President
iii.	Secretary to the Government of India, Ministry of Ayush, New Delhi	Member
iv.	Additional Secretary & Financial Adviser, Ministry of Health & Family Welfare, Government of India, New Delhi	Member
v.	Special Secretary/ Additional Secretary/ Joint Secretary- In-charge, Ministry of Ayush	Member
vi.	Secretary, Health and Family Welfare, Government of Meghalaya	Member
vii.	Vice Chancellor of the University to which the Institute is affiliated	Member
viii.	Chairman of National Commission for Indian System of Medicine	Member
ix.	Chairman of National Commission of Homoeopathy	Member
x.	Adviser (Ayurveda), Ministry of Ayush, Government of India, New Delhi.	Member
xi.	Adviser (Homoeopathy), Ministry of Ayush Government of India, New Delhi	Member
xii.	Dean/Principal, Ayurveda College, NEIAH, Shillong	Member
xiii.	Dean/Principal, Homoeopathic College, NEIAH, Shillong	Member
xiv.	Dr. Parashuram Sahadhu Pawar, Professor, Department of Dravyaguna, Shree Saptashruni Ayurved Mahavidyalaya,	Member

	Hirawadi, Panchavati, Nashik.	
xv.	Prof. (Dr.) Yashasvi Shakdviya, Head of Department & Professor, Department of Homoeopathic Repertory & Case Taking, University College of Homoeopathy, Jodhpur	Member
xvi.	Dr. Moirangthem Tombi Singh, Imphal West, Manipur	Outside Expert of Eminence/ Member
xvii.	Director, North Eastern Institute of Ayurveda and Homoeopathy.	Member Secretary

EXECUTIVE COUNCIL

Sl.No	Description	Status
	Secretary, Ministry of Ayush, Government of India, New Delhi	Chairperson
	Additional Secretary & Financial Advisor, Ministry of Health & Family Welfare, Government of India, New Delhi	Member
	Special Secretary/ Additional Secretary/ Joint Secretary-Incharge, Ministry of Ayush, Government of India, New Delhi	Member
	Secretary, Health & Family Welfare, Government of Meghalaya or his nominee.	Member
	Vice Chancellor of the University to which the Institute is Affiliated	Member
	Dean/Principal, Ayurveda College, NEIAH, Shillong	Member
	Dean/Principal, Homoeopathy College, NEIAH, Shillong	Member
	Dr. Parashuram Sahadhu Pawar, Professor, Department of Dravyaguna, Shree Saptashrungi Ayurved Mahavidyalaya, Hirawadi, Panchavati, Nashik.	Member
	Prof. (Dr.) Yashasvi Shakdviya, Head of Department & Professor, Department of Homoeopathic Repertory & Case Taking, University College of Homoeopathy, Jodhpur	Member
	Director, North Eastern Institute of Ayurveda and Homoeopathy, Shillong	Member Secretary

SCIENTIFIC ADVISORY COMMITTEE

Sl.No	Description	Status
1	Director, North Eastern Institute of Ayurveda & Homoeopathy	Chairperson
2	Director General or his nominee not below the rank of Dy. Director (Technical), Central Council for Research in Ayurvedic Sciences, New Delhi	Member
3	Director General or his nominee not below the rank of Dy. Director (Technical), Central Council for Research in Homoeopathy, New Delhi	Member
4	Dean / Principal of Ayurveda and Homoeopathy Colleges	Members
5	Medical Superintendent / Deputy Medical Superintendent, Ayurveda and Homoeopathy Hospitals, (NEIAH), Shillong	Members
6	Dr. Balkrishna Pawar, Ayurveda Expert, Department of Kriya Sharir, Uttarakhand Ayurveda University, Gurukul Kangri, Haridwar, (Uttarakhand) Dr. A.K. Dwivedi, Homoeopathy Expert, Department of Physiology & Biochemistry, SKRP Gujarati Homoeopathic Medical College Indore (MP)	Members
7	Dr. R. M. Pandey, Biostatistician expert, ICMR Dr AS Paintal Distinguished Scientist Chair, Former Sr. Prof & Head of Deptt. of Biostatistics, AIIMS, New Delhi-110029	Members
8	Shri Prann Sharma, Representative of Ayurveda Industry, President, Baidyanath Group. Dr. Mohammad Zakaria, Representative of Homoeopathy Industry, Managing Director - New Life Laboratories Pvt. Ltd, Bhopal	Members
9	Prof. (Dr.) Vijay Kumar, Professor (Ayurveda), College of Ayurveda, NEIAH Shillong	Convener

FINANCE COMMITTEE

Sl.No	Description	Status
i.	Special Secretary/ Additional Secretary/ Joint Secretary-In-Charge, Ministry of Ayush, Government of India, New Delhi.	Chairperson
ii.	Additional Secretary & Financial Adviser, Ministry of Health and Family Welfare, Government of India, or his representative.	Member
iii.	Secretary (Health & Family Welfare), Govt. of Meghalaya or his nominee	Member
iv.	Adviser/Dy. Adviser, Ayurveda and Homoeopathy, Ministry of Ayush, Government of India, New Delhi	Members
v.	Dean/ Principal of Ayurveda & Homoeopathy College, NEIAH	Members
vi.	Director, NEIAH	Member Secretary

7.3 Dates from which constituted

- | | | |
|----------------------------------|---|-------------------------|
| a. General Body | - | 10/04/2015 |
| b. Executive Council | - | 10/04/2015 |
| c. Scientific Advisory Committee | - | 23/01/2026 |
| d. Finance Committee | - | Since inception in 2014 |

7.4 Term/Tenure

- a. **General Body** - The term of Office of a nominated member shall not exceed 3 years. For ex-officio member, the term shall continue so long as he holds the office by virtue of which the person is such a member. For ex-officio member, the term shall continue so long as he holds the office by virtue of which the person is such a member.
- b. **Executive Council** - The term of office of a nominated member of the Executive Council shall be 3 years from the date of nomination except in the case of termination of membership. For ex-officio member, the term shall continue so long as he holds the office by virtue of which the person is such a member.
- c. **Scientific Advisory Committee** - Not specified.
- d. **Finance Committee** - For ex-officio member, the term shall continue so long as he holds the office by virtue of which the person is such a member.

7.5 Powers and functions

I. POWERS OF THE EXECUTIVE COUNCIL

1. The Executive Council shall have general control of the affairs of the Institute and shall have authority to do, exercise and perform all the powers, acts and deeds for the planning, establishment and running of the Institute, and its branches whether within or outside India consistent with the aims and objects of the Institute, as set forth in the Memorandum of its Association.

2. The Executive Council shall have full powers to make such bye laws as they shall think essential for the regulation of the business of the Institute and in particular with reference to (i) the keeping of accounts; (ii) the preparation and sanction of budget estimates; (iii) the sanctioning of expenditure; (iv) entering into contracts; (v) the appointment of staff and determination of their conditions of service; (vi) creation and abolition of posts; (vii) any other purpose that may be necessary.

3. The Executive Council may amalgamate, coordinate, take over or accept the management and administration of any endowment or trust fund or any subscription, donations or gifts, provided that the same is accompanied by any condition inconsistent or in conflict with the objects for which the Institute is established.

4. The Executive Council may by resolution delegate such administrative and financial powers as it may think proper to any Committee, the Chairperson, the Director and such other officers of the Institute as may be considered necessary.
5. The Executive Council shall have the power to frame, amend or repeal bye laws for the administration and management of the affairs of the Society.
6. The Executive Council shall have full powers to nominate, conduct, defend compound, compromise or abandon any legal proceedings by or against the Institute or otherwise relating to the affairs of the Institute.
7. The Executive Council may appoint committees or sub-committees for such purposes and with such powers may be specified by it.
8. Nothing in these rules shall prevent the president from exercising any or all the powers of the Executive Council in case of emergency for the furtherance of the objects of the North Eastern Institute of Ayurveda and Homeopathy and the action taken by the president on such occasions shall be reported to the Executive Council subsequently for ratification information.

II. POWERS OF THE FINANCE COMMITTEE

1. The Finance Committee shall be the recommending body with regard to the following matters;
2. Security of Annual account and Audit Report thereon.
3. Approval of Budget and Revised Estimates.
4. Approval of re-appropriations exceeding the limit delegated by the Committee to the Director.
5. Approval of purchases and Award of works exceeding 50 lakhs.
6. Proposals for creation of posts and initiation for outsourcing of contracts.
7. Examination of Audit Reports as response thereon of the Institute;
8. Examination for comments of proposals with financial implications requiring approval of the Executive Council and General Body.

7.6 Whether their meetings are open to the public

NO.

7.7 Whether the minutes of the meetings are open to the public

NO.

7.8 Place where the minutes if open to the public are available

NA

Section 4(1) (b) (viii)**Directory of officers and employees****8.1 Name and designation**

COLLEGE OF AYURVEDA				
Sl. No.	Name	Designation	Phone.No	Email ID
1	Dr. Vijay Kumar	Professor, Swasthavritta & Yoga	9450354517	vkumarprof.neiah@gov.in
2	Dr. Bishnu Choudhury	Assistant Professor (Sr. Scale), Kayachikitsa	9366540943	drbchoudhury.neiah@gov.in
3	Dr. Himangshu Baruah	Assistant Professor (Sr. Scale), Rasa Shastra	8794748821	drhimangshubarua44@gmail.com
4	Dr. Alok Kumar	Assistant Professor (Sr. Scale), Shalya Tantra	7597499939	dr.alokv@gmail.com
5	Dr. Pramod Kr Singh	Assistant Professor (Sr. Scale), Sharir Kriya	9450093662	pksingh.asstprof@gov.in
6	Dr. Gaurav Soni,	Assistant Professor, Sharir Rachana	9450926977	gauravsonilko@gmail.com
7	Dr. Abhishek Bhattacharjee,	Assistant Professor (Sr. Scale), Panchakarma	8876059293	drabhishek@gmail.com
8	Dr. Pradip S. Mohurle,	Assistant Professor (Sr. Scale), Agadatantra	7005651547	pradipsm21@gmail.com
9	Dr. Verity Markhap	Assistant Professor, Samhita & Siddhanta	7795777242	markhapverity@gmail.com
10	Dr. Neelam	Assistant Professor, Dravyaguna	9451444024	neelam.839@gmail.com
11	Dr. Merilu Manyu	Assistant Professor - Shalakya Tantra	7086691363	afrailiang1693@gmail.com
12	Dr. Rehana Parveen	Assistant Professor - Kayachikitsa	9706668226	rehana.p866@gmail.com
13	Dr. Yogiraj Mishra	Assistant Professor - Sharir Kriya Vigyan	8559947489	yogirajmish91@gmail.com
14	Dr. Bijit Das	Assistant Professor - Shalya Tantra	8638242603 / 9401414490	bijit5933@gmail.com
15	Dr. Dipankar Saha	Assistant Professor - Samhita & Siddhant	8638022915	drdipankarsaha1991@gmail.com
16	Dr. Pankaj Kumar Singh	Assistant Professor - Kaumarabhritha	9410865606	dr.kuwarpankaj16@gmail.com
17	Dr. Kunj Biharee Saini	Assistant Professor - Sharir Rachana Vigyan	8104463355	Kb.saini303@gmail.com
18	Dr. Siddharth Kumar	Assistant Professor - Roga Nidan	7982654623	yathartha1990s@gmail.com
19	Dr. Purnima Deori	Assistant Professor - Prasuti Tantra & Stri Roga	8638789329 / 8723903424	purinimadeori1351@gmail.com

COLLEGE OF HOMOEOPATHY				
Sl. No.	Name	Designation	Phone.No	Email ID
1	Dr. Bakmenlin P Chyne,	Assistant Professor (Sr. Scale), Organon of Medicine	9436775418	drbchyne.neiah@gov.in
2	Dr. Om Prakash Patel,	Assistant Professor (Sr. Scale), Homoeopathic Pharmacy	8085201456	oppatel.neiah@gov.in
3	Dr. Tapan Nath	Assistant Professor (Sr. Scale), Repertory & Case Taking	9231830466	tapanbngn@gmail.com
4	Dr. Jayanta Talukdar	Assistant Professor (Sr. Scale), Forensic Medicine	7002232017	Jtalukdar84@gmail.com
5	Dr. Betshida Kharbuli	Assistant Professor - Obstetrics and Gynecology	8259036603	betshidakharbuli@gmail.com
6	Dr. Monica Gupta	Assistant Professor - Pathology & Microbiology	8811922424	dr.monica_gupta@yahoo.com
7	Dr. Rilang Iki Bamon	Assistant Professor - Physiology	7627954383	rilang4188@gmail.com
8	Dr. Gouri Devi Ningthoujam	Assistant Professor - Practice of Medicine	8414981958	drgouri.n@gmail.com
9	Dr. Ranjita Gupta	Assistant Professor - Surgery	9123741884 / 9681693612	Chemicallyblack@gmail.com
10	Dr. Sarika E.S	Assistant Professor - Community of Medicine	9496804167 / 6238072229	neelam839@gmail.com
11	Dr. Iaryngkatlin KeRI Bareh	Materia Medica	8414081824	katlinsmailbox@gmail.com
12	Dr. Deepti Dewan	Assistant Professor - Case Takingn & Repertory	9654088236	drdeeptidewan@gmail.com
13	Dr. Priyanka Debnath	Assistant Professor - Organon of Medicine	9433650999	drpriyankadebnath@gmail.com

ADMINISTRATION				
Sl. No.	Name	Designation	Phone.No	Email ID
1	Dr. Vijay Kumar	Director (i//c)	9450354517	vkumarprof.neiah@gov.in
2	Sh. A Wanshai Shynret	Deputy Director (Admin) Deputation from IIT, Guwahati	9873513451	awanshaidd.neiah@gov.in
3	Sh. Nayanjyoti Baruah	Accounts Officer	9707345214	nbaruahacco.neiah@gov.in
4	Sh. Ananding Marbaniang	Private Secretary	7005790691	amarbaniangps.neiah@gov.in
5	Smti. Himadri Devi	Administrative Officer	8794732055	hdeviaao.neiah@gov.in
6	Ms. Liviana Kalwing	Cashier	9862931084	lkalwingcashier.neiah@gov.in
7	Ms. Pynksan. Pamthied	Junior Engineer (Civil)	7085465162	ppamthiedjec.neiah@gov.in
8	Sh. Prantik Sarma	Junior Engineer (Electrical)	8812877698	psarmajee.neiah@gov.in
9	Sh. Joshua Blah	Upper Division Clerk	7005597904	jblahudc.neiah@gov.in
10	Sh. Badonmon Rapmai	Upper Division Clerk	8787772478	brapmaiudc.neiah@gov.in
11	Sh. Dhaneshwar Choudhury	Upper Division Clerk	7662896075	dchoudhury.neiah@gov.in
12	Sh.. Shayan Das	Accountant	8136079914	sdasaccountant.neiah@gov.in
13	Sh. Dipankar Goswami	Junior Accountant	9508520916	dgoswamijaccnt.neiah@gov.in
14	Sh. Planlang Kharhujon	Store Keeper	8794147702	pkharhujonstore.neiah@gov.in
15	Sh. John Iawim	Store Keeper	8131920203	jiawimstore.neiah@gov.in

HOSPITAL STAFF				
Sl. No.	Name	Designation	Phone.No	Email ID
1	Dr. Nirupam Bhattacharyya	Clinical Registrar	8698623464	nbhattacharyya.cr@gov.in
2	Dr. Hemangajit Kalita	Dentist	9678943562	Hemangajitk007@gmail.com
3	Smti. A.T. Chanu	Nursing superintendent	7005807084	chanu-ar@yahoo.com
4	Ms. Phibanri Suklin Dkhar	Nursing Officer	9774937318	phibs7@gmail.com
5	Smti. Emmanuel Sanate	Nursing Officer	9612547967	emmasingson85@gmail.com
6	Ms. Balakyntiew Chyne	Nursing Officer	9862741833	chynebalakyntiew14@gmail.com
7	Sh. Badajied Tangsai	Nursing Officer	8794463541	badajiedt@gmail.com
8	Ms. Hiramani Talukdar	Nursing Officer	8720987049	
9	Smti. Nishalyne Marbaniang	Nursing Officer	7005492472	manbsenzo25@gmail.com
10	Smti. Hundalin Kharbuli	Nursing Officer	7628072457	
11	Smt.Elizabeth Lalramneihlun	Dietician	9862717758	elizabethtlau@yahoo.com
12	Shri.Soram Chinglensana	Yoga Instructor	9402708292	chingsyoga@gmail.com
13	Smti. Roiporlin Tang	Physiotherapist	9862243288	
14	Smti.Michelle Linley Lyngdoh	Radiographer	9863316896	mlin.lyngdoh@gmail.com
15	Sh. Pynshailang Mukhim	Radiographer	9862122125	pynshaiqtr18@gmail.com
16	Sh. Divakar Das	Physiotherapist	8257845524	divakardas33@gmail.com
17	Sh. Madhujya Bora	Pharmacist (AY)	7085951121	madhujabora2@gmail.com
18	Sh. Himanta Bikash Bora	ECG Technician	9613724522	himanta91bora@gmail.com
19	Sh. Cheborlang Lytan	ECG Technician	8729942366	cheborlang.lytan291@gmail.com
20	Smt. Sankivane S.Pala	Lab.Technician	9774544351	sankivenepala@gmail.com
21	Smt. Ibakorlin Nongsteng	Lab.Technician	9005414976	ibakorlin149@gmail.com
22	Smt. Philarisha Riya Pyngrope	Lab.Technician	8475255302	philapyngrope19@gmail.com
23	Smt. Tsering D. Jyrwa	Lab.Technician	8787805799	tsej77@gmail.com
24	Sh. Manu Deka	Lab.Technician	7005852544	manudekammd@gmail.com
25	Smt. Basuklang Shongwan	Lab.Asstistant	6009093116	sukswan8@gmail.com
26	Sh. Enboklang S. Dkhar	Lab.Attendent	8259018728	enbokdkhar@gmail.com
27	Sh. Russel Osmond Challam	OT Attendent	8794284351	russelchallam@gmail.com
28	Sh. Krishna Chand Yadav	OT Attnnd.	9839448484	kcyadav.imsbhu@gmail.com

8.2 Telephone, fax and email ID

Details submitted in table in section 8.1

Section 4(1) (b) (ix)

Monthly Remuneration received by officers & employees including system of compensation

9.1 List of employees with Gross monthly remuneration

COLLEGE OF AYURVEDA			
Sl. No.	Name	Designation	Pay Level
1	Dr. Vijay Kumar	Professor, Swasthavritta & Yoga	LEVEL 13 (PB : 37400-67000+ GP 8700)
2	Dr. Bishnu Choudhury	Assistant Professor (Sr. Scale), Kayachikitsa	LEVEL 11 (PB : 15600-39100+ GP 6600)
3	Dr. Himangshu Baruah	Assistant Professor (Sr. Scale), Rasa Shastra	LEVEL 11 (PB : 15600-39100+ GP 6600)
4	Dr. Alok Kumar	Assistant Professor (Sr. Scale), Shalya Tantra	LEVEL 11 (PB : 15600-39100+ GP 6600)
5	Dr. Pramod Kr Singh	Assistant Professor (Sr. Scale), Sharir Kriya	LEVEL 11 (PB : 15600-39100+ GP 6600)
6	Dr. Gaurav Soni,	Assistant Professor (Sr. Scale), Sharir Rachana	LEVEL 11 (PB : 15600-39100+ GP 6600)
7	Dr. Abhishek Bhattacharjee,	Assistant Professor (Sr. Scale), Panchakarma	LEVEL 11 (PB : 15600-39100+ GP 6600)
8	Dr. Pradip S. Mohurle	Assistant Professor (Sr. Scale), Agadatantra	LEVEL 11 (PB : 15600-39100+ GP 6600)
9	Dr. Verity Markhap	Assistant Professor, Samhita & Siddhanta	LEVEL 10 (PB : 15600-39100+ GP 5400)
10	Dr. Neelam	Assistant Professor, Dravyaguna	LEVEL 10 (PB : 15600-39100+ GP 5400)
11	Dr. Merilu Manyu	Assistant Professor - Shalakya Tantra	LEVEL 10 (PB : 15600-39100+ GP 5400)
12	Dr. Rehana Parveen	Assistant Professor - Kayachikitsa	LEVEL 10 (PB : 15600-39100+ GP 5400)
13	Dr. Yogiraj Mishra	Assistant Professor - Sharir Kriya Vigyan	LEVEL 10 (PB : 15600-39100+ GP 5400)
14	Dr. Bijit Das	Assistant Professor - Shalya Tantra	LEVEL 10 (PB : 15600-39100+ GP 5400)
15	Dr. Dipankar Saha	Assistant Professor - Samhita & Siddhant	LEVEL 10 (PB : 15600-39100+ GP 5400)

			5400)
16	Dr. Pankaj Kumar Singh	Assistant Professor - Kaumarabhritha	LEVEL 10 (PB : 15600-39100+ GP 5400)
17	Dr. Kunj Biharee Saini	Assistant Professor - Sharir Rachana Vigyan	LEVEL 10 (PB : 15600-39100+ GP 5400)
18	Dr. Siddharth Kumar	Assistant Professor - Roga Nidan	LEVEL 10 (PB : 15600-39100+ GP 5400)
19	Dr. Purnima Deori	Assistant Professor - Prasuti Tantra & Stri Roga	LEVEL 10 (PB : 15600-39100+ GP 5400)
COLLEGE OF HOMOEOPATHY			
Sl. No.	Name	Designation	Pay Level
1	Dr. Bakmenlin P Chyne,	Assistant Professor (Sr. Scale), Organon of Medicine	LEVEL 11 (PB : 15600-39100+ GP 6600)
2	Dr. Om Prakash Patel,	Assistant Professor (Sr. Scale), Homoeopathic Pharmacy	LEVEL 11 (PB : 15600-39100+ GP 6600)
3	Dr. Tapan Nath	Assistant Professor (Sr. Scale), Repertory & Case Taking	LEVEL 11 (PB : 15600-39100+ GP 6600)
4	Dr. Jayanta Talukdar	Assistant Professor (Sr. Scale), Forensic Medicine	LEVEL 11 (PB : 15600-39100+ GP 6600)
5	Dr. Betshida Kharbuli	Assistant Professor - Obstetrics and Gynecology	LEVEL 10 (PB : 15600-39100+ GP 5400)
6	Dr. Monica Gupta	Assistant Professor - Pathology & Microbiology	LEVEL 10 (PB : 15600-39100+ GP 5400)
7	Dr. Rilang Iki Bamon	Assistant Professor - Physiology	LEVEL 10 (PB : 15600-39100+ GP 5400)
8	Dr. Gouri Devi Ningthoujam	Assistant Professor - Practice of Medicine	LEVEL 10 (PB : 15600-39100+ GP 5400)
9	Dr. Ranjita Gupta	Assistant Professor - Surgery	LEVEL 10 (PB : 15600-39100+ GP 5400)
10	Dr. Sarika E.S	Assistant Professor - Community of Medicine	LEVEL 10 (PB : 15600-39100+ GP 5400)
11	Dr. Iaryngkatlin KeRI Bareh	Materia Medica	LEVEL 10 (PB : 15600-39100+ GP 5400)
12	Dr. Deepti Dewan	Assistant Professor - Case Taking & Repertory	LEVEL 10 (PB : 15600-39100+ GP 5400)
13	Dr. Priyanka Debnath	Assistant Professor - Organon of Medicine	LEVEL 10 (PB : 15600-39100+ GP 5400)

ADMINISTRATION			
Sl. No.	Name	Designation	Pay Level
1	Sh. A Wanshai Shynret	Deputy Director (Admin) Deputation from IIT, Guwahati	LEVEL 11 (PB : 15600-39100+ GP 6600)
2	Sh. Nayanjyoti Baruah	Accounts Officer	LEVEL 8 (PB : 9300-34800+ GP 4800)
3	Sh. Ananding Marbaniang	Private Secretary	LEVEL 8 (PB : 9300-34800+ GP 4800)
4	Smti. Himadri Devi	Administrative Officer	LEVEL 6 (PB : 9300-34800+ GP 4200)
5	Ms. Liviana Kalwing	Cashier	LEVEL 6 (PB : 9300-34800+ GP 4200)
6	Ms. Pynksan. Pamthied	Junior Engineer (Civil)	LEVEL 6 (PB : 9300-34800+ GP 4200)
7	Sh. Prantik Sarma	Junior Engineer (Electrical)	LEVEL 6 (PB : 9300-34800+ GP 4200)
8	Sh. Joshua Blah	Upper Division Clerk	LEVEL 4 (PB : 5200-20200 + GP 2400)
9	Sh. Badonmon Rapmai	Upper Division Clerk	LEVEL 4 (PB : 5200-20200 + GP 2400)
10	Sh. Dhaneshwar Choudhury	Upper Division Clerk	LEVEL 4 (PB : 5200-20200 + GP 2400)
11	Sh.. Shayan Das	Accountant	LEVEL 4 (PB : 5200-20200 + GP 2400)
12	Sh. Dipankar Goswami	Junior Accountant	LEVEL 2 (PB : 5200-20200 + GP 1900)
13	Sh. Planlang Kharhujon	Store Keeper	LEVEL 2 (PB : 5200-20200 + GP 1900)
14	Sh. John Iawim	Store Keeper	LEVEL 2 (PB : 5200-20200 + GP 1900)
HOSPITAL STAFF			
Sl. No.	Name	Designation	Pay Level
1	Dr. Nirupam Bhattacharyya	Clinical Registrar	LEVEL 11 (PB : 15600-39100+ GP 6600)
2	Dr. Hemangjit Kalita	Dentist	LEVEL 11 (PB : 15600-39100+ GP 6600)

3	Smti. A.T. Chanu	Nursing Superintendent	LEVEL 10 (PB : 15600-39100+ GP 5400)
4	Ms. Phibanri Suklin Dkhar	Nursing Officer	LEVEL 7 (PB : 9300-34800+ GP 4600)
5	Smti. Emmanuel Sanate	Nursing Officer	LEVEL 7 (PB : 9300-34800+ GP 4600)
6	Ms. Balakyntiew Chyne	Nursing Officer	LEVEL 7 (PB : 9300-34800+ GP 4600)
7	Sh. Badajied Tangsai	Nursing Officer	LEVEL 7 (PB : 9300-34800+ GP 4600)
8	Ms. Hiramani Talukdar	Nursing Officer	LEVEL 7 (PB : 9300-34800+ GP 4600)
9	Smti. Nishalyne Marbaniang	Nursing Officer	LEVEL 7 (PB : 9300-34800+ GP 4600)
10	Smti. Hundalin Kharbuli	Nursing Officer	LEVEL 7 (PB : 9300-34800+ GP 4600)
11	Smt.Elizabeth Lalramneihlun	Dietician	LEVEL 7 (PB : 9300-34800+ GP 4600)
12	Shri.Soram Chinglensana	Yoga Instructor	LEVEL 6 (PB : 9300-34800+ GP 4200)
13	Smti. Roiporlin Tang	Physiotherapist	LEVEL 6 (PB : 9300-34800+ GP 4200)
14	Smti.Michelle Linley Lyngdoh	Radiographer	LEVEL 6 (PB : 9300-34800+ GP 4200)
15	Sh. Pynshailang Mukhim	Radiographer	LEVEL 6 (PB : 9300-34800+ GP 4200)
16	Sh. Divakar Das	Physiotherapist	LEVEL 6 (PB : 9300-34800+ GP 4200)
17	Sh. Madhujya Bora	Pharmacist (AY)	LEVEL 5 (PB : 5200-20200 + GP 2800)
18	Sh. Himanta Bikash Bora	ECG Technician	LEVEL 5 (PB : 5200-20200 + GP 2800)
19	Sh. Cheborlang Lytan	ECG Technician	LEVEL 5 (PB : 5200-20200 + GP 2800)
20	Smt. Sankivane S.Pala	Lab.Technician	LEVEL 5 (PB : 5200-20200 + GP 2800)
21	Smt. Ibakorlin Nongsteng	Lab.Technician	LEVEL 5 (PB : 5200-20200 + GP 2800)

22	Smt. Philarisha Riya Pyngrope	Lab.Technician	LEVEL 5 (PB : 5200-20200 + GP 2800)
23	Smt. Tsering D. Jyrwa	Lab.Technician	LEVEL 5 (PB : 5200-20200 + GP 2800)
24	Sh. Manu Deka	Lab.Technician	LEVEL 5 (PB : 5200-20200 + GP 2800)
25	Smt. Basuklang Shongwan	Lab.Asstistant	LEVEL 2 (PB : 5200-20200 + GP 1900)
26	Sh. Enboklang S. Dkhar	Lab.Attendent	LEVEL 2 (PB : 5200-20200 + GP 1900)
27	Sh. Russel Osmond Challam	OT Attendant	LEVEL 2 (PB : 5200-20200 + GP 1900)
28	Sh. Krishna Chand Yadav	OT Attendant	LEVEL 2 (PB : 5200-20200 + GP 1900)

9.2 System of compensation as provided in its regulations

As per Pay Scale



Section 4(1) (b) (x)

Name, designation and other particulars of public information officers

10.1 Name and designation of the public information officer (PIO), Assistant (i) Public Information (s) & Appellate Authority

Appellate Authority : DR. JAYANTA TALUKDAR, ASSISTANT PROFESSOR
(SR. SCALE)
CPIO : SMT. HIMADRI DEVI, ADMINISTRATIVE OFFICER

10.2 Address, telephone numbers and email ID of each designed official

Dr. Jayanta Talukdar

Assistant Professor (Sr. Scale), College of Homoeopathy
North Eastern Institute of Ayurveda and Homoeopathy (NEIAH)
Mawdiangdiang, Shillong, Meghalaya-793018
Email: Jtalukdar84@gmail.com / Phone: 7002232017

Smt. Himadri Devi

Administrative Officer, Office of the Director
North Eastern Institute of Ayurveda and Homoeopathy (NEIAH)
Mawdiangdiang, Shillong, Meghalaya-793018
Email: hdeviaao.neiah@gov.in / Phone: 8794732055

10.2 Number of employees against whom disciplinary action has been proposed/taken

10.3(i) Number of employees against whom disciplinary action has been (i) pending for minor penalty or major penalty proceeding

NIL

10.3 (ii) Finalized for minor penalty or major penalty proceedings

NIL

Section 4(1) (b) (xi)

Budget and Programme

11.1 Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]

Head	BE 2025-26	RE 2025-26	Expenditure during FY 2025-26
1. 020031 – GIA General	12.70	13.88	13.70
2. 020035 – Capital Asset	16.00	4.00	3.83
3. 020036 – Salaries	16.50	17.03	15.25
4. Swachta	0.10	0.10	0.09

11.2 Foreign and domestic tours (F. No. 1/8/2012- 1R dt. 11.9.2012)

<u>Foreign and domestic Tours by officials of the rank of joint Secretary to the Government and above, as well as the heads of the Department</u>				
Places visited	Purpose	The period of Visit	The number of members in the official delegation	Expenditure on the Visit
Guwahati	For Official Purpose	22.04.2025-23.04.2025	1	1250.0
Delhi	Official purpose & NCISM 23rd meeting which was cancelled	10.06.2025-12.06.2025	1	36,446. 00
Pune	NAM Conclave, Pune	30.04.2025-03.05.2025	1	36,068. 00
Delhi	Celebration of Bharat Mandupam Program.	25.06.2025-27.06.2025	1	39867.0
Delhi	Official purpose in Ministry of Ayush	12.08.2025-14.08.2025	1	30182.0
Delhi	National Ayush Mission Program in AIIA	02.09.2025-05.09.2025	1	37880
Delhi	To attend 2nd WHO Global summit on Traditional Medicine	16.12.2025 to 20.12.2025	1	53,408.0 0

Delhi	To visit Ministry of Ayush for official meeting	15.10.2025 to 17.10.2025	1	53,536.00
Delhi	To attend the NCH meeting of official tour	19.11.2025 to 22.11.2025	1	44,234.00
Delhi	To attend the 24th meeting of NCH , New Delhi	08.01.2026 to 10.01.2026	1	39,341.00
Delhi	To attend the 25th meeting of NCISM , New Delhi	14.01.2026 to 18.01.2026	1	35,065.00
Jaipur	To attend the Golden Jubilee celebration at NIA (Deemed University) , Jaipur	06.02.2026 to 10.02.2026	1	29,653.00
Delhi	To attend Executive Council meeting of NEIAH, Shillong held at New Delhi	19.02.2026 to 22.02.2026	1	26,872.00
Total expenditure				337,880.00

Section 4(i) (b) (xii)]

12.1 Manner of execution of subsidy programme

NIL

12.2 Discretionary and non-discretionary grant [F. No.1/6/2011-IR dt 15.04.2013]

NIL

Section 4(1) (b) (xiii)

13.1 Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]

NIL

Section 4(1) (b) (xiv)

14.1 CAG & PAC paras [F No. 1/6/2011- IR dt.15.4.2013]

Kindly refer to the Institute Website www.neiah.nic.in Click on “About Tab’ and then under “Quick Navigation” click on “Institute Report”.

Section 26

Programmes to advance understanding of RTI (Section 26)

- i. Educational programmes
- ii. Efforts to encourage public authority to participate in these programmes
- iii. Training of CPIO/APIO
- iv. Update & publish guidelines on RTI by the public Authorities concerned

Transfer policy and transfer orders [F No. 1/6/2011-IR dt. 15.4.2013]

Not Applicable

Budget & Programmes

Details submitted in table in Section 4(1) (b) (xi)

Publicity Band Public interface

A. Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1) (b)(vii)] [F No 1/6//2011-1R dt. 15.04.2013]

Not Applicable

B. Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]

Not Applicable

C. Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]

Use of the most effective means of communication

Internet (website):

- a. Instagram
- b. Facebook
- c. YouTube Channel
- d. Twitter (X)
- e. Website



D. Form of accessibility of information manual/ handbook [Section 4(1)(b)]

Information manual/handbook available in

- i. Electronic format
- ii. Printed format

E. Whether information manual/ handbook available free of cost or not [Section 4(1) (b)]

List of materials available

- i. Free of cost
- ii. At a reasonable cost of the medium

Governance

A. Language in which information Manual/Handbook Available [F No.1/6/2011-1R dt 15.4.2013]

- i. English : **Yes**
- ii. Vernacular/ Local Language: **No**

B. When was the information Manual/Handbook Available [F No.1/6/2011-1R dt 15.4.2013]

Last date Annual updation

C. Information available in electronic form [Section 4(1)(b)(xiv)]

Details of information available in electronic form:

- i. MOA, Bye-Laws, Document for Affiliation
- ii. Name/ title of the document/record/ other information: Institutional Reports
- iii. Location where available: NEIAH website

D. Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]

Name & Location of the facility:

Institute Library:

Notice board:

- i. Details of information made available:
- ii. Working hours of the facility:

Working hours: Monday-Friday-8:00 AM – 8:00 PM

Saturday: 8:00 AM –5:00 PM

Closed on Sunday & all Central Govt. Holidays

E. Such other information as may be prescribed under section 4(i) (b)(xvii)

- i. Grievance redressal mechanism:
- ii. Details of applications under RTI and information provided
- iii. List of completed schemes/ projects/ Programmes:
 - i. Phase-I Project at NEIAH, Shillong
 - ii. Phase-II Project at NEIAH, Shillong
 - iii. Repair and external painting work for various buildings (Phase-I) at NEIAH, Shillong
 - iv. Provision tile flooring at Open Plaza near Hospital and Shed at NEIAH, Shillong
 - v. Modification and Alteration work at NEIAH at Mawdiangdiang, Shillong, Meghalaya
 - vi. Structural Glazing and Porch in NEIAH, Shillong
 - vii. Provision of Wall Tiles and other allied works in Panchakarma Unit, Ayurveda Hospital at NEIAH

- viii. Providing tile flooring of Hospital Parking area at NEIAH, Mawdiangdiang, Shillong, Meghalaya
 - ix. Construction of roof over walkway at NEIAH, Shillong
 - x. Extension of canteen in Ayurveda Hospital at NEIAH, Shillong
 - xi. Construction of Reinforced concrete retaining wall behind Type IV A quarter at NEIAH, Shillong, Meghalaya
- Providing and laying of sewer pipeline for all Phase-I building to Phase-I STP and ETP at NEIAH Mawdiangdiang, Shillong, Meghalaya

F. Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt 15.04.2013]

(i) Details of applications received and disposed

FINANCIAL YEAR	RECEIVED	DISPOSE
FY 2024-2025	42	36
FY 2025-2026	73	67
FY 2026-2027	13	6

(ii) Details of appeals received and orders issued

FINANCIAL YEAR	RECEIVED	DISPOSE
FY 2024-2025	1	1
FY 2025-2026	4	4
FY 2026-2027	1	1

G. Replies to questions asked in the parliament [Section 4(1) (d) (2)]

Replies to Parliamentary question are given within the given time period.