



भारतीय चिकित्सा केन्द्रीय परिषद्

आयुष मंत्रालय, भारत सरकार के अधीन एक सांविधिक निकाय
कार्यालय: 61-65, संस्थानिक क्षेत्र, जनकपुरी डी. ब्लॉक, नई दिल्ली -110058

CENTRAL COUNCIL OF INDIAN MEDICINE

A STATUTORY BODY UNDER THE MINISTRY OF AYUSH, GOVT. OF INDIA
OFFICE: 61-65, INSTITUTIONAL AREA, JANAKPURI D-BLOCK, NEW DELHI-110058

दूरभाष / Phone

अध्यक्ष / President: 28525156

सचिव / Secretary: 28525847

कार्यालय / Office: 28525464

पंजीयन / Registration: 28522519

फैक्स / Fax: 28520878

www.ccimindia.org

secretary@ccimindia.org

F.No.13-9/2018-Estt. (O.O)

Dated : 28.05.2018

OFFICE ORDER

As per office order No.13-9/2018-Estt. (O.O) dated 09.05.18 and 14.05.18, Mr. Harban Meena, L.D.C is hereby directed to look after the work of Office Superintendent with immediate effect and report to the office.

(RAJESH KUMAR JAIN)
ASSTT. SECRETARY (ADMN)
FOR SECRETARY

To:-

1. Mr. Harban Meena, L.D.C

Copy to:-

1. President, CCIM
2. Secretary, CCIM
3. Personal file
4. Noted for all staff
5. Guard file
6. Notice Board

Handwritten notes and signatures on the document, including dates like 28/5/18 and 28/5/18, and names like Rajesh Kumar Jain, Harban Meena, and others. There are also some dates like 28/5/18 at 3:00 PM and 28/5/18 at 2:30 PM.



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क्रमांक /Ref. No.13-9/2018-Estt.(O.O.)

दिनांक/Dated:02.08.2018

OFFICE ORDER

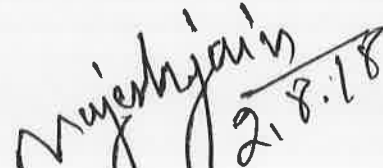
In partial modification of the previous office order issued from time to time the following work allotment is done with immediate effect:-

S. No	Name of Employee	Duties/Responsibilities
1.	Dr. Shamshad Bano, A.R.(Unani)	<ol style="list-style-type: none">All work of Unani Section.AR(Unani) is the ministerial head of Legal Section.Central Public Information Officer for the all matters of CCIM including Ayurveda, Siddha, Unani & Sowa Rigpa systems of medicine and other matters including accounts administration, Establishments, Registration etc.Public Grievance Officer for all the matters of CCIM including Ayurveda, Siddha, Unani & Sowa Rigpa systems of medicine and other matters including accounts, administration, Establishments, Registration etc.Any other work assigned from time to time.
2.	Dr. Richa Sharma, A.R.(Ayurveda)	<ol style="list-style-type: none">All work of Ayurveda Section.Link Officer for Public Grievances & Legal Section during leave period of Dr. Shamshad Bano, A.R.(Unani).Any other work assigned from time to time.
3.	Ms. Kiran, Registration Officer	<ol style="list-style-type: none">Registration Officer shall be the ministerial head of Registration Section.She shall be reporting to the Registrar-cum-Secretary, for the office work related to Registration and the maintenance of Central Register of Indian Medicine etc.She shall also be responsible for the correspondence and for putting up the papers with notes thereon of Registration Section to the Registrar-cum-Secretary, for their final disposal, according to the provisions of the Act and the Regulations framed thereunder.She shall perform such other duties as may be delegated and assigned to him by the Registrar-cum-Secretary, for purposes of the Act time to time.Work related to Code of Ethics, IMCC Act, 1970.Link officer for RTI (CPIO) during leave period of Dr. Shamshad Bano, A.R.(Unani).Any other work assigned from time to time.
4.	Sh. Harban Meena, LDC, Office Superintendent (Incharge)	<ol style="list-style-type: none">Preparation of Annual Report, Preparation of Performance Budget and Annual Action Plan, Preparation of Five Year Plan.Work related to monthly D.O. Summary sent to Ministry of AYUSH, Work related to Meeting of CCIM & EC and Action taken thereon, Work related to Parliament Question and Other important circulars for the aforesaid work.To maintain attendance register of all meetings of council and mark of Dak.

		<ol style="list-style-type: none"> 4. O.S. is empowered to sign on all types of Office Order, Certificates, Letters etc. 5. Supervision of the entire work of Establishment & Administration and Hindi Translator etc. 6. Office Superintendent is responsible for the maintenance of discipline in the office staff and entire above work. 7. Any other work assigned from time to time.
5.	Sh. Nihal Miyan, UDC	<ol style="list-style-type: none"> 1. Work related to Public Grievances i.e. will put up and maintain the files of matters related CPGRAMS portal. 2. Dealing hand of Legal Section (Putting up of all matter including bills of Advocates.
6.	Dr. Shabnam, JTA(Ay.)	<p>In addition to her present work:</p> <ol style="list-style-type: none"> 1. Work of Grievance, CPGRAMS portal as incoming complaints & outgoing reply! be uploaded on CPGRAMS on daily basis and report to submit A.R.(Unani).
7.	Sh. Rajkumar, LDC	<p>In addition to his present work:</p> <ol style="list-style-type: none"> 1. Work related to maintenance of all records and registers of Fees received from Colleges and fee for Central Registration. 2. Any other work assigned from time to time.
8.	Dr. Divya, JTA (Ay.)	<ol style="list-style-type: none"> 1. Work related as PA to President, CCIM. 2. Any other work assigned from time to time.

All the above Officers and employees are directed to handover and takeover the charge and report to the office within 02 days from the receipt of the order.

This issue with the approval of Competent Authority.


 (RAJESH KUMAR JAIN)
 ASST SECRETARY (ADMIN.)
 FOR SECRETARY

To:-

All Concerned.

Copy to:-

1. President, CCIM
2. Secretary, CCIM
3. Assistant Secretary (Admn.)
4. Personal File of all concerned.
5. RTI, Consultant
6. Guard File
7. Notice Board



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A STATUTORY BODY UNDER THE MINISTRY OF AYUSH, GOVT. OF INDIA
OFFICE: 61-65, INSTITUTIONAL AREA, JANAKPURI, D-BLOCK NEW DELHI-110058

Ref. No.: 13-9/2018-Estt.(O.O.)

Dated: 11.10.2018

OFFICE ORDER

In partial modification of the previous office order issued from time to time in respect of work distribution, Dr. Shamshad Bano, AR(Unani) is hereby directed to take over the charge of post of Registrar-cum-Secretary with DDO's Powers in addition to her current duties.

Dr. K. Natarajan, AR(siddha) and Registrar-cum-secretary on ad-hoc basis is directed to hand over the charge of post of Registrar-cum-Secretary including DDO to Dr. Shamshad Bano, AR(Unani) with immediate effect.

This office order is issued with the approval of President, CCIM

Rejesh Kumar Jain
(Rejesh kumar Jain)
Asstt.Secretary (Admin)
For Secretary

Copy to:-

1. Secretary to the GOI, M/o AYUSH for information
2. President, CCIM.
3. Dr. Shamsad Bano, AR (Unani).
4. Dr. K. Natarajan AR (Siddha).
5. A.R. (Ayurveda).
6. A.S. (Admn).
7. R.O.
8. Accountant.
9. Office Superintendent.
10. Personal File of concerned employees.
11. Guard file.
12. Notice Board.

12/11/18

Received
11/10/18

RC

11/10/18



भारतीय चिकित्सा केन्द्रीय परिषद

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secretary@ccimindia.org

F.No.13-9/2018-Estt.(O.O)

Dated:12.10.2018

OFFICE ORDER

In partial modification of previous office order issued from time to time the following work allotment is done with immediate effect:-

S.No	Name of the Employee	Work allotted
1.	Dr. K. Natarajan, A.R. (Siddha)	1. All work related to Registration Section. 2. Public Grievance Officer for all the matters of CCIM. 3. All work related to AGBAS. 4. All work related to e-Office. 5. All work related to Siddha Section. 6. All work related to Fee Section.
2.	Dr. Richa Sharma, A.R. (Ayurved)	In addition of previous work 1. All Work related to RTI (Central Public Information Officer) for all technical matters i.e. Ayurved, Unani, Siddha, Sowa Rigpa.
3.	Sh. Rajesh Kumar Jain, Asstt. Secretary (Admn)	In addition of previous work. 1. RTI (Central Public Information Officer) for Administration, Establishments & Accounts & Regn. Section. 2. All work related to Legal Section.
4.	Ms. Kiran, Registration Officer	In addition of previous work. 1. Link Officer for RTI (Central Public Information Officer) for Administration, Establishments, Accounts & Regn. and technical matters.
5.	Sh. Nihal Miyan, UDC	1. All work related to different committees. 2. All work of complaints. (Admn., Estt., Members of CCIM.) 3. Dealing hand of legal Section & putting up of all matter including bills of advocates.
6.	Dr. Shabnam, JTA (Ay.)	In addition of previous work. 1. Work related to Public Grievances Section i.e. will put up daak and maintain the files of matters related to CPGRAMS portal.

All above officers are directed to handed over & taken over the charge and report to the office within 03 days from receipt of the orders.

This issue with the approval of Competent authority, CCIM.

(RAJESH KUMAR JAIN)
ASSTT. SECRETARY (ADMN)
FOR SECRETARY

To

1. All concerned officers.

Copy to:-

1. President, CCIM
2. RTI Consultant
3. Accountant
4. Office Superintendent
5. Sh. Rajkumar, LDC
6. Personal file of all concerned
7. Guard file
8. Notice Board
9. Noted for all staff of Council

Shabnam
15/10/18

12/10/18

Kiran
15/10/18

12/10/18

12/10/18

12/10/18

12/10/18

12/10/18



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क्रमांक /Ref. No.13-9/2018-Estt.(O.O.)

दिनांक/Dated:02.08.2018

OFFICE ORDER

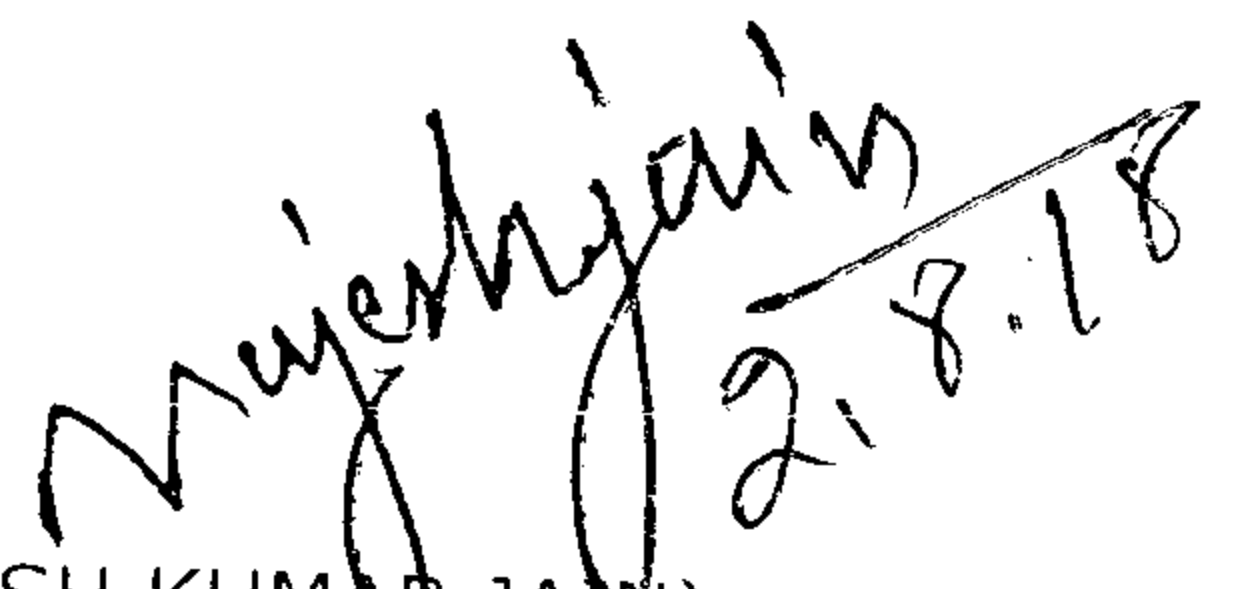
In partial modification of the previous office order issued from time to time the following work allotment is done with immediate effect:-

S. No	Name of Employee	Duties/Responsibilities
1.	Dr. Shamshad Bano, A.R.(Unani)	<ol style="list-style-type: none">All work of Unani Section.AR(Unani) is the ministerial head of Legal Section.Central Public Information Officer for the all matters of CCIM including Ayurveda, Siddha, Unani & Sowa Rigpa systems of medicine and other matters including accounts administration, Establishments, Registration etc.Public Grievance Officer for all the matters of CCIM including Ayurveda, Siddha, Unani & Sowa Rigpa systems of medicine and other matters including accounts, administration, Establishments, Registration etc.Any other work assigned from time to time.
2.	Dr. Richa Sharma, A.R.(Ayurveda)	<ol style="list-style-type: none">All work of Ayurveda Section.Link Officer for Public Grievances & Legal Section during leave period of Dr. Shamshad Bano, A.R.(Unani).Any other work assigned from time to time.
3.	Ms. Kiran, Registration Officer	<ol style="list-style-type: none">Registration Officer shall be the ministerial head of Registration Section.She shall be reporting to the Registrar-cum-Secretary, for the office work related to Registration and the maintenance of Central Register of Indian Medicine etc.She shall also be responsible for the correspondence and for putting up the papers with notes thereon of Registration Section to the Registrar-cum-Secretary, for their final disposal, according to the provisions of the Act and the Regulations framed thereunder.She shall perform such other duties as may be delegated and assigned to him by the Registrar-cum-Secretary, for purposes of the Act time to time.Work related to Code of Ethics, IMCC Act, 1970.Link officer for RTI (CPIO) during leave period of Dr. Shamshad Bano, A.R.(Unani).Any other work assigned from time to time.
4.	Sh. Harban Meena, LDC, Office Superintendent (Incharge)	<ol style="list-style-type: none">Preparation of Annual Report, Preparation of Performance Budget and Annual Action Plan, Preparation of Five Year Plan.Work related to monthly D.O. Summary sent to Ministry of AYUSH, Work related to Meeting of CCIM & EC and Action taken thereon, Work related to Parliament Question and Other important circulars for the aforesaid work.To maintain attendance register of all meetings of council and mark of Dak.

		<ol style="list-style-type: none"> 4. O.S. is empowered to sign on all types of Office Order, Certificates, Letters etc. 5. Supervision of the entire work of Establishment & Administration and Hindi Translator etc. 6. Office Superintendent is responsible for the maintenance of discipline in the office staff and entire above work. 7. Any other work assigned from time to time.
5.	Sh. Nihal Miyan, UDC	<ol style="list-style-type: none"> 1. Work related to Public Grievances i.e. will put up and maintain the files of matters related CPGRAMS portal. 2. Dealing hand of Legal Section (Putting up of all matter including bills of Advocates.
6.	Dr. Shabnam, JTA(Ay.)	<p>In addition to her present work:</p> <ol style="list-style-type: none"> 1. Work of Grievance, CPGRAMS portal as incoming complaints & outgoing reply be uploaded on CPGRAMS on daily basis and report to submit A.R.(Unani).
7.	Sh. Rajkumar, LDC	<p>In addition to his present work:</p> <ol style="list-style-type: none"> 1. Work related to maintenance of all records and registers of Fees received from Colleges and fee for Central Registration. 2. Any other work assigned from time to time.
8.	Dr. Divya, JTA (Ay.)	<ol style="list-style-type: none"> 1. Work related as PA to President, CCIM. 2. Any other work assigned from time to time.

All the above Officers and employees are directed to handover and takeover the charge and report to the office within 02 days from the receipt of the order.

This issue with the approval of Competent Authority.


 (RAJESH KUMAR JAIN)
 ASST SECRETARY (ADMIN.)
 FOR SECRETARY

To:-

All Concerned.

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F.No.13-9/2018-Estt. (O.O)

Dated: 09.05.2018

OFFICE ORDER

In partial modification of previous office orders issued from time to time the following work allotment is done with immediate effect:-

S. No.	Name of the Employee	Work allotted
1.	Dr.K.Natarajan, Secretary Adhoc	1. All works of the seat of the Registrar-cum-Secretary and DDO. 2. All works of Siddha Section 3. Any other work assigned from time to time.
2.	Dr.Richa Sharma, Assistant Registrar (Ayurveda)	1. All works of Ayurveda Section 2. 'Link Officer for RTI (Central Public Information Officer) during leave period of Sh. Rajesh Jain, Asstt. Secretary (Admn) 3. Any other work assigned from time to time.
4.	Dr. Shamshad Bano, Assistant Registrar (Unani)	1. All works of Unani Section 2. AR (Unani) is the ministerial head of Legal Section. 3. Link officer for Public Grievance Officer during leave period of Sh. Rajesh Jain, Asstt. Secretary (Admn) 4. Any other work assigned from time to time.
5.	Sh. Rajesh Jain, Asstt. Secretary (Admn)	1. Asstt. Secretary (Admn) is the ministerial head of Administration Section . All Work of the seat of Asstt. Secretary (Admn) including Preparation of Annual Report, Preparation of Performance Budget and Annual Action Plan, Preparation of Five Year Plan. 2. Central Public Information Officer for the all matters of CCIM including Ayurveda, Siddha, Unani & Sowa Rigpa systems of medicine and other matters including accounts administration, Establishments, Registration etc. 3. Public Grievance Officer for all the matters of CCIM including Ayurveda, Siddha, Unani & Sowa Rigpa systems of medicine and other matters including accounts administration, Establishments, Registration etc. 4. Link officer for Legal Section during leave period of Dr. Shamshad Bano, Asstt. Registrar (Unani). 5. Any other work assigned from time to time.
6.	Smt. Kiran, Registration Officer	1. Registration Officer shall be the ministerial head of Registration Section. 2. She shall be responsible to the Registrar-cum-Secretary, for the office work related to Registration and the maintenance of Central Register of Indian Medicine etc. 3. She shall also be responsible for the correspondence and for putting up the papers with notes thereon of Registration Section to the Registrar-cum-Secretary, for

		<p>their final disposal, according to the provisions of the Act and the Regulations framed there under.</p> <ol style="list-style-type: none"> 4. She shall perform such other duties as may be delegated and assigned to him by the Registrar-cum-Secretary, for purposes of the Act time to time. 5. Work related to Code of Ethics, IMCC Act, 1970. 6. During the leave period of Mr. Rajesh Jain, Asstt. Secretary (Admn), work of the seat of Asstt. Secretary (Admn) including Preparation of Annual Report, Preparation of Performance Budget and Annual Action Plan, Preparation of Five Year Plan be look after by her. 7. Any other work assigned from time to time.
7.	Sh. Santosh Kumar Upadhyaya, Accountant	<p>He will be head of Account Section and responsible for entire accounts work.</p> <ol style="list-style-type: none"> 1. Preparation of Annual Accounts of CCIM. 2. Preparation of R.E. & B.E. of CCIM. 3. Checking of the Assessment of Income Tax. 4. Prepare of Agenda & Action taken relating to Accounts. 5. Work related to D.G.A.C.E. & Internal Audit Ministry of AYUSH. 6. All types of information be prepared as desired by Ministry & other Deptt. From time to time. 7. Preparation of Pension Payment Order work. 8. Supervision/Checking of all accounts work i.e. all Cash Books, Ledgers, Bank Reconciliation, Trial Balance, T.A. Bills & others bills, Salaries, GPF, NPS etc. 9. During the leave period of Ms. Kiran, Registration Officer, work of the seat of Registration Officer be look after by him. 10. Any other work assigned from time to time.
8.	Sh. Harban Meena, LDC	<ol style="list-style-type: none"> 1. All Works of the seat of Office Superintendant - In-charge including 2. Work related to monthly D.O. Summary sent to Ministry of AYUSH, work related to meeting of CCIM & EC and Action taken thereon, Work related to Parliament Question and Other important circulars for the aforesaid work. 3. To maintain attendance register of all meetings of council and mark of Dak. 4. O.S. is empowered to sign on all types of Office Order, Certificates, and Letters etc. 5. Supervision of the entire work of Establishment & Administration and Hindi Translator etc. 6. Office Superintendant is responsible for the maintenance of discipline in the office staff and entire above work and, 7. Dealing hand of legal Section (Putting up of all Matter except bills of Advocates). 8. During the leave period of Mr. Santosh Kumar Upadhyaya, Accountant, work of the seat of Accountant be look after by him. 9. Any other work assigned from time to time.
10.	Ms. Ankita, Junior Hindi Translator	<ol style="list-style-type: none"> 1. All work related to Hindi/ English translation 2. Work related to submission of quarterly reports to the Rajbhasha vibhag. 3. To maintain the contents of the website bi-lingual i.e. Hindi/ English.

		<ol style="list-style-type: none"> 4. Work related to election of President, Vice-Presidents and Members of E.C. of CCIM. 5. All work related to Correspondence, Preparation of I-cards, Enquiry/complaints, Nomination of Members, CCIM etc. 6. Any other work assigned from time to time.
11.	Sh. Dhirendra Kumar, Stenographer Gr.II	<ol style="list-style-type: none"> 1. Maintenance of Stores and relevant records. 2. Maintenance of Leave Records of permanent, contractual and other employees on outsource basis. 3. Any other work assigned from time to time.
4.	Sh.B.K.Basavaraju, UDC	<ol style="list-style-type: none"> 1. Preparation of all T.A. Bills and correspondence related to the same if any entry to be made in concerned registers. 2. Preparation of Monthly Pay Bills, Consolidated Salary & Wages Bills, Monthly Pension Bills, Arrear of pay bills, Maintenance of all related to register, Broadsheet, P.B.R., G.P.F. and Abstract, Calculation of Interest of G.P.F./N.P.S. of employees, Pay Slips etc. 3. Work related to Income Tax and New Pension Scheme and submit to N.S.D.L. Agency in time. 4. Preparation of all bills for pass for payment received from Administration Section and to make entry in relevant registers. 5. During the leave period of Mr. Harban Meena, OS I/c, work of the seat of Office Superintendent be look after by him. 6. During the leave period of Mr. Krishan Kumr, LDC, work related to Cashier be look after by Mr. BKB Raju, UDC 7. Any other work assigned from time to time.
5.	Sh. Nihal Miyan, UDC	<ol style="list-style-type: none"> 1. Work related to maintenance of all records and registers of Fees received from Colleges and fee for Central Registration. 2. Work related to Public Grievances Section i.e. will put up and maintain the files of matters related to CPGRAMS portal. 3. Work related to payment of advocates. 4. During the leave period of Mr. Dhirender, Stenographer, work allotted to him be look after by Mr. Nihal Miyan. 5. Any other work assigned from time to time.
6.	Sh. Rajpal Singh, UDC	<ol style="list-style-type: none"> 1. All work related to Diary and Dispatch of CCIM. 2. Any other work assigned from time to time
13.	Mr. Shokat Ali, LDC	<ol style="list-style-type: none"> 1. Work related to recruitment/ remuneration/ salary of manpower on contract and outsource basis. 2. During the leave period of Mr. Nihal Miyan, UDC, work allotted to him be look after by Mr. Shokat Ali, LDC. 3. Any other work assigned from time to time.
14.	Sh. Rajkumar, LDC	<ol style="list-style-type: none"> 1. All works related to Central Register including correspondence from / to Registration Section. 2. Any other work assigned from time to time.
15.	Sh. Santosh Kumar, LDC	<ol style="list-style-type: none"> 1. Work related to RTI section. 2. Any other work assigned from time to time.
16.	Smt. Shashi Wariyal, LDC	<ol style="list-style-type: none"> 1. Work related to personal files of all employees/officers. 2. Work related entries in the service books of all employees/officers. 3. Work related to DPC/Selection Committee.

		<ol style="list-style-type: none"> 4. Work related to confirmation of the employees.. 5. Work related to 07th CPC and pay fixation etc. 6. Work related to Internal Work Study Unit. 7. Work related to Pension cases 8. Work related to suspension cases of the employees. 9. Work related to court cases of the employees. 10. Work related to the recruitment of permanent employees/post. 11. Work related to increment files of all employees. 12. Work related to Annual Confidential Report. 13. Work related to Recruitment Rules and Standing Order. 14. Any other work assigned from time to time.
17.	Sh. Krishan Kumar, Cashier	<ol style="list-style-type: none"> 1. All the work related to the seat of Cashier like, writing of all Cash Books, posting in Ledgers, Preparation of trial Balance, Bank Reconciliation Statement of every month. 2. Preparation of CTR, DD and all deposit in Bank & Withdrawal from Bank. 3. Maintain of Investment Register, GPF and P.D.A. 4. Dealing with the work related Grant-in-aid, Non-Plan & Plan. 5. Letter for sending with DDs & Cheques to members etc. 6. Deposit the Income Tax/TDS & N.P.S. online concerned Deptt. /Agency in time. 6. During the leave period of Mr. BKB Raju, UDC, work allotted to him be look after by Mr. Krishan Kumar, LDC. 7. Any other work assigned from time to time.
18.	Smt. Monika, LDC	<ol style="list-style-type: none"> 1. Work related to very important circulars received from the Govt. of India/Ministry of AYUSH and others. 2. Work related to Office Order and Miscellaneous. 3. Work relating to Internal Audit and DGACE Audit. 4. Work related to creation of new posts & creation of the post of Assistant Registrar for Sowa Rigpa. 5. Work related to MACPS of the employees and permanent employees Identity Card etc. 6. Work related to Swachh Bharat Mission, Central Vigilance Office (CVO) & Officiating Pay 7. Work related to Declaration of Assets under Lokpal Act and Aadhar Card. 8. Work related to report/record of employment of person with disabilities. 9. Work related to Postage/Speed Posts. 10. Work related to Dead Stock Register including depreciation work etc. 11. During the leave period of Mr. Mahesh Chhikara, LDC work allotted to him be look after by Mrs. Monika, LDC 12. Any other work assigned from time to time.
19.	Sh. Arun Kumar, LDC	<ol style="list-style-type: none"> 1. Prompt maintenance of files of the Ayurveda, Siddha, Unani and Sowa Rigpa Colleges and Universities of Tamil Nadu, Puducherry, Andhra Pradesh, Telengana, Kerala, Karnataka, Goa and Maharashtra States. 2. During the leave period of Mr. Raj Kumar, LDC work allotted to him be look after by Mr. Arun Kumar, LDC. 3. During the leave period of Mr. Manoj, LDC, work allotted to him be look after by Mr. Arun Kumar, LDC. 4. Any other work assigned from time to time.
20	Sh. Manoj Sharma, LDC	<ol style="list-style-type: none"> 1. Prompt maintenance of files of the Ayurveda, Siddha,

		<p>Unani and Sowa Rigpa Colleges and Universities of Assam, Bihar, Chattisgarh, Delhi, Gujarat, Haryana, Himachal Pradesh, Jammu & Kashmir, Jharkhand Madhya Pradesh, Orissa, Punjab, Rajasthan, Uttar Pradesh, West Bengal and Uttrakhand States.</p> <p>2. During the leave period of Mrs. Ankita Yadav, Hindi Translator, work allotted to except Translation be look after by him.</p> <p>3. During the leave period of Mr. Arun Kumar, LDC, work allotted to him be look after by Mr. Manoj, LDC</p> <p>4. Any other work assigned from time to time.</p>
21.	Sh. Mahesh Chhikara, LDC	<p>1. Work related to Aadhaar based Attendance Systems etc.</p> <p>2. Work related to all types of Purchase from Government e-Marketplace (GeM) and maintenance of Office equipment's etc.</p> <p>3. All work related to Tata Consultancy Services and Information Technology.</p> <p>4. Work related to EPBX, Work related to purchase of Mineral Water & Work related to Photography in the meetings</p> <p>5. Work related to Internet connection for the office and National Knowledge Network.</p> <p>6. Work related to Advertisement, Publications and Documentary Film Telecast etc.</p> <p>7. Work related to Renovation of office and DDA Land.</p> <p>8. Work related to Printing and Website of CCIM.</p> <p>9. Work related to Printing of the ID cards of all employees.</p> <p>10. During the leave period of Mrs. Monika, LDC, work allotted to her be look after by him.</p> <p>11. Any other work assigned from time to time.</p>
22.	Sh. Pyar Singh Meena, Duplicating Operator	<p>1. Work related to copying of documents as and when required.</p> <p>2. During the leave period of Mr. Rajpal Singh, UDC, work allotted to him be look after by Mr. Pyar Singh Meena, Duplicating Operator.</p> <p>3. Any other work assigned from time to time.</p>
23.	Sh. Ram Chander, Daftary	<p>1. Work related to maintaining record of all ASU Colleges and Court cases.</p> <p>2. During the leave period of Mr. Dharamvir, Daftary, Mr. Ram Chander, Daftary be look after work allotted to him.</p> <p>3. Any other work assigned from time to time.</p>
24.	Sh. Dharamvir, Daftary	<p>1. Work related to maintaining record of all files.</p> <p>2. During the leave period of Mr. Shokat Ali, LDC work related to leave be look after by Mr. Dharamveer, Daftary.</p> <p>3. During the leave period of Mr. Dharamvir, Daftary, Mr. Ram Chander, Daftary be look after work allotted to him.</p> <p>4. Any other work assigned from time to time.</p>
25.	Sh. Rajkumar Singh, MTS	<p>1. All works to be done as an MTS.</p> <p>2. During the leave period of Mr. Dharamvir or Mr. Ram Chander, Daftary work related to their seats be look after by Mr. Rajkumar Singh. MTS.</p> <p>3. Any other work assigned from time to time.</p>

Contractual Employees

1.	Dr. Pooja Kohli STA	<ol style="list-style-type: none"> 1. All Work related to Ayurveda Section assigned to her by AR (Ayurveda)/Secretary/President, CCIM. 2. During the leave period of Dr. Divya, JTA, work allotted to her be look after by Dr. Pooja Kohli, STA. 3. Any other work assigned from time to time.
2.	Dr. Monu Yadav JTA	<ol style="list-style-type: none"> 1. Work related to Ayurveda Section assigned to her by AR (Ayurveda). 2. During the leave period of Dr. Suman, JTA, work allotted to her be look after by Dr. Monu Yadav, JTA. 3. Any other work assigned from time to time.
3.	Dr. Suman, JTA	<ol style="list-style-type: none"> 1. Work related to Ayurveda Section assigned to her by AR (Ayurveda). 2. During the leave period of Monu Yadav, JTA, work allotted to her be look after by Dr., Dr. Suman JTA. 3. Any other work assigned from time to time.
4.	Dr. Bhanuja, JTA	<ol style="list-style-type: none"> 1. Work related to Ayurveda Section assigned to her by AR (Ayurveda). 2. During the leave period of Dr. Bhanuja, JTA, work allotted to her be look after by Dr. Fauzia, JTA. 3. Any other work assigned from time to time.
5.	Dr. Fauzia, JTA	<ol style="list-style-type: none"> 1. Work related to Ayurveda Section assigned to her by AR (Ayurveda). 2. During the leave period of Dr. Fauzia, JTA, work allotted to her be look after by Dr. Bhanuja, JTA. 3. Any other work assigned from time to time.
6.	Dr. Rajiv, JTA	<ol style="list-style-type: none"> 1. Work related to Ayurveda Section assigned to him by AR (Ayurveda). 2. During the leave period of Dr. Rajiv, JTA, work allotted to him be look after by Dr. Dhanesh, JTA. 3. Any other work assigned from time to time.
7.	Dr. Dhanesh, JTA	<ol style="list-style-type: none"> 1. Work related to Ayurveda Section assigned to him by AR (Ayurveda). 2. During the leave period of Dr. Dhanesh, JTA, work allotted to her be look after by Dr. Rajiv, JTA. 3. Any other work assigned from time to time.
8.	Dr. Divya Chandel, JTA	<ol style="list-style-type: none"> 1. Work related to Inclusion/Recognition of Ayurveda Degrees in Second Schedule to the IMCC Act, 1970. 2. Work related to Regulations and Syllabus of Ayurveda. 3. Any other work assigned from time to time by AR (Ayurveda).
9.	Dr. Namdol, STA	<ol style="list-style-type: none"> 1. Work related to Sowa Rigpa Section assigned to her by Secretary. 2. Any other work assigned from time to time.
10.	Dr. Jyoti Beniwal, JTA	<ol style="list-style-type: none"> 1. Work related to RTI Section assigned to her by AS (Admn). 2. Any other work assigned from time to time.
11.	Dr. Pallavi, JTA	<ol style="list-style-type: none"> 1. All work related to work related to Public Grievances Section. 2. During the leave period of Dr. Jyoti Beniwal, JTA, work allotted to her be look after by Dr. Pallavi, JTA 3. Any other work assigned from time to time
12.	Dr. Ajay, JTA	<ol style="list-style-type: none"> 1. Work related to Registration Section assigned to him by Registration Officer. 2. Any other work assigned from time to time.
13.	Dr. Shabnam, JTA	<ol style="list-style-type: none"> 1. Work related to Registration Section assigned to her by

		Registration Officer. 2. Any other work assigned from time to time.
14.	Dr. Vasvi Jakhar, JTA	1. Work related to Registration Section assigned to her by Registration Officer. 2. Any other work assigned from time to time.
15.	Dr. Anu, JTA	1. Work related to Registration Section assigned to her by Registration Officer. 2. Any other work assigned from time to time.
16.	Sh. Sube Singh	1. All work related to RTI. 2. Any other work assigned from time to time
17.	Sh. Satish Chandra	1. Work related to C.S.M.A & CGHS Medical Reimbursement, LTC and Tuition Fee. 2. Work related to GPF & other Advance. 3. Work related to Booking of Committee Rooms/Auditorium 4. Work related to office order issue for payment advocates 5. Work related to Telephone/data card/ Liveries 6. Work related to News papers & Misc. 7. During the leave period of both, Mrs. Monika, LDC and Mr. Mahesh Chhikara, LDC, work allotted to their seats be look after by Mr. Satish Chandra, LDC 8. Any other work assigned from time to time.
18.	Mrs. Jayshree, Assistant	1. Work related to fee of ASU colleges and registration. 2. Any other work assigned from time to time.
19.	Ms. Vimal Arora, TTT Programmer	1. All communication related to Training to teachers 2. Telephone Operator & Reception 3. Any other work assigned from time to time.

All above are directed to take over and hand over the charge and report to the office accordingly.

This order is issued on the directions of the competent authority.


(K NATARAJAN)
SECRETARY

To

All concerned.

Copy to:-

1. President, CCIM
2. Guard file.



भारतीय चिकित्सा केन्द्रीय परिषद्

आयुष मंत्रालय, भारत सरकार के अधीन एक सांविधिक निकाय
कार्यालय: 61-65, संस्थानिक क्षेत्र, जनकपुरी डी ब्लॉक, नई दिल्ली -110058

CENTRAL COUNCIL OF INDIAN MEDICINE

A STATUTORY BODY UNDER THE MINISTRY OF AYUSH, GOVT. OF INDIA
OFFICE: 61-65, INSTITUTIONAL AREA, JANAKPURI D-BLOCK, NEW DELHI-110058

दूरभाष / Phone

अध्यक्ष / President: 28525156

सचिव / Secretary: 28525847

कार्यालय / Office: 28525464

पंजीयन / Registration: 28522519

फैक्स / Fax: 28520878

www.ccimindia.org


secretary@ccimindia.org

F.No.13-9/2018-(O.O)

Dated: 14.12.2018

OFFICE ORDER

In continuation of office order of even number dated 12.10.18 Dr. K. Natarajan, Assistant Registrar (Siddha) is also designated as all work related to RTI (Central Public Information Officer) for all technical Matters i.e. Ayurved, Unani, Siddha & Sowa Rigapa in addition of previous work.


(RAJESH KUMAR JAIN)
ASSTT. SECRETARY (ADMN)
FOR SECRETARY

Copy to:-

1. President, CCIM
2. Dr. K. Natarajan, Assistant Registrar (Siddha)
3. Dr. Shamshad Bano, Secretary
4. Dr. Richa Sharma, Assistant Registrar (Ayurved) for information.
5. Ms. Kiran, Registration Officer, as link officer for RTI, (Central Public Information Officer)
6. RTI Consultant
7. Personal File
8. Notice Board
9. Guard File



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secretary@ccimindia.org

F.No.13-9/2019-Estt.(O.O)

Dated:16.07.2019

OFFICE ORDER

As per instructions of the Competent Authority, Dr. K. Natarajan, A.R. (Siddha) is hereby nominated/ appointed as Nodal Officer, Central Council of Indian Medicine for the implementation of E-office & Digitisation in addition to his present work.


(RAJESH KUMAR JAIN)
ASSTT. SECRETARY (ADMIN)
FOR SECRETARY

To:-

1. Dr. K. Natarajan, A.R. (Siddha)

Copy to:-

1. Secretary, Govt. of India, Ministry of AYUSH, New Delhi
2. President, CCIM
3. Secretary, CCIM
4. Asstt. Registrar, (Ay.)
5. Asstt. Secretary (Admin)
6. O.S.
7. RTI Consultant
8. Personal file
9. Guard File



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secretary@ccimindia.org

F.No.13-9/2019-Estt.(O.O)

Dated:16.07.2019

OFFICE ORDER

As per instructions of the Competent Authority, Ms. Kiran, Registration Officer is hereby nominated/appointed as Nodal Officer, for RTI work only in addition to her present work.


(RAJESH KUMAR JAIN)
ASSTT. SECRETARY (ADMIN)
FOR SECRETARY

To:-

1. Ms. Kiran, Registration Officer

Copy to:-

1. Secretary, Govt. of India, Ministry of AYUSH, New Delhi
2. President, CCIM
3. Secretary, CCIM
4. Asstt. Registrar, (Siddha)
5. Asstt. Registrar, (Ay.)
6. Asstt. Secretary (Admin)
7. O.S.
8. RTI Consultant
9. Dr. Jyoti, Beniwal, JTA (Ay.)
10. Personal file
11. Guard File
12. Notice Board

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सचिव / Secretary: 28525847

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पंजीयन / Registration: 28522519

फैक्स / Fax: 28520878

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Ref. No. 13-9/16-Estt.

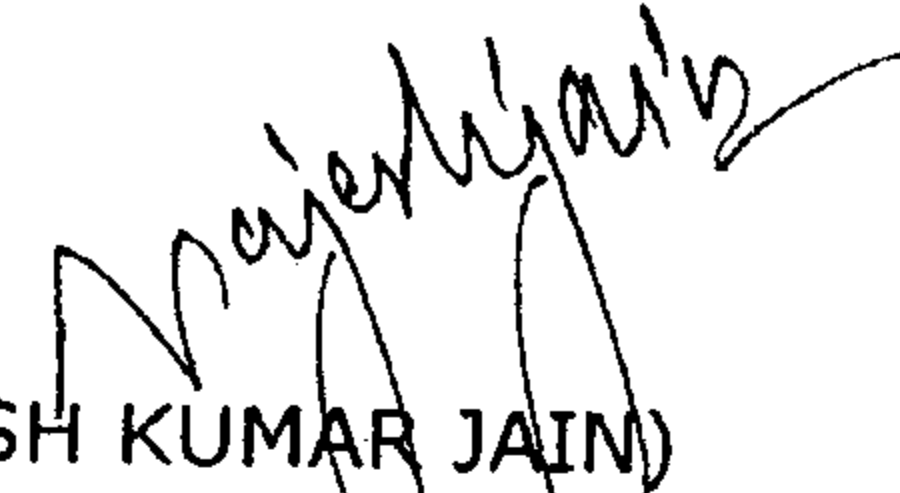
Dated 22.10.2018

OFFICE ORDER

In compliance of instructions of the competent authority of CCIM the following officers are designated for the purpose of R.T.I. work as under in addition to his/her present work with immediate effect.

S.No.	Name of the Officer	Designation
1.	Dr. Shamshad Bano, A.R. (Unani)/Secretary	Appellate Authority
2.	Dr. Richa Sharma, A.R. (Ayurveda)	All work related to RTI (Central Public Information Officer) for all technical matters i.e. Ayurved, Unani, Siddha, Sowa Rigpa.
3.	Sh. Rajesh Jain, A.S.(Admn.)	RTI (Central Public Information Officer) for Administration, Establishment & Accounts & Regn. Section.
4.	Ms. Kiran, Registration Officer	Link Officer for RTI (Central Public Information Officer) for technical matters, Administration, Establishment, Accounts & Regn. Section.

This issues with the approval of competent authority.


(RAJESH KUMAR JAIN)
ASSISTANT SECRETARY (ADMIN.)
FOR SECRETARY

Copy to:-

1. President, CCIM
2. Dr. Shamshad Bano, Secretary
3. Dr. Richa, Sharma, A.R. (Ayurveda)
4. Sh. Rajesh Jain, A.S. (Admn.)
5. Ms. Kiran, Registration Officer
6. Dr. K. Natarajan, A.R. (Siddha)
7. RTI Consultant
8. Accountant
9. Office Superintendent
10. Personal File
11. Notice Board